

Kaien Island Daycare Services (K.I.D.S.)

Parent Handbook



1200 Hays Cove Avenue

Prince Rupert, BC

V8J 2H2

PH: 250-627-5437

FAX: 250-627-7533

EMAIL: kids@friendshiphouse.ca

WELCOME!

PHILOSOPHY

As Early Childhood Educators, we are strongly committed to the health, safety and well being of the children entrusted to our care. It is our goal to provide an environment that encourages maximum growth and development. We believe children are entitled to an environment that gives them opportunities to foster positive, physical, emotional, social, and intellectual development. We also value inclusiveness, multiculturalism, and independence.

DAILY LOGISTICS

ENROLLMENT

K.I.D.S. will accept children on a first come first serve basis. Preference will be given to families who require full time care. K.I.D.S. has a waiting list that is updated monthly.

***Parent sign in/out upon arrival and departure to ensure the safety of your child/ren; in applicable area your child is enrolled.**

DAYS/HOURS

The Daycare doors are open from
7:45 am – 5:15 pm Monday to Friday.

CENTRE SCHEDULE

MORNING

7:45 am - 9:25 am free play/outdoor play

9:25 am – 9:30 am clean up/wash hands

9:30 am – 9:50 am snack time

(Free play)

10:15 am - 10:30 am story time

10:30 am – 11:00 am Art

11:00am-12:00pm Outdoor play/walk

AFTERNOON

12:00pm-12:30pm wash hands/lunch time/brush teeth

12:30pm-1:30pm rest/quiet time

1:30pm-3:00pm outdoor play/walk

3:15pm-3:30pm wash hands/snack time

3:30pm-5:15pm free play/planned activity/outdoor play

ARRIVALS AND DEPARTURES

Please deliver your child directly to a K.I.D.S. staff member. There is a sign in/out sheet located in the main entrance that parents/guardians are responsible for completing each day. K.I.D.S. staff members are responsible for taking daily attendance.

The parent/guardian is requested to phone K.I.D.S. by 9:30 if their child will not be attending on that day or if their child will be arriving at a later time than usual.

FEES/PAYMENT

Monthly fees shall be paid in full by the first day of each month to hold your child's space for that month. There will be no refund for days missed due to illness or vacation. If you intend to withdraw your child, you must give K.I.D.S. one month's notice. **There is a \$40 charge for all cheques returned for insufficient funds.**

FULL TIME RATES:

Infant/Toddler \$750.00 (newborn-36 months)

Daycare \$600 per month (Ages 2 ½- 5)

School-aged program (September-June) \$350 per month (Grades K-7)

School-aged program (July-August) \$600.00 per month

*A 10% discount will be offered to families living in the same household who have more than one child enrolled on a full time basis.

EACH CHILD WILL NEED:

Daycare/Kindergarten

- Appropriate outdoor clothing
- Indoor runners
- Pillow/Blankets
- A spare change of clothing
- A packed lunch (nut free)

Infant/Toddler

- Diapers
- Baby Wipes
- Bottles
- Spare Clothes
- Pillow/Blanket
- Diaper rash cream
- A packed lunch (nut free)

Before and After-school

- Appropriate outdoor clothing
- A packed lunch on days when school is not in session
- A spare change of clothing
- Indoor runners

Please label your child's belongings. We do take part in activities that are messy such as finger painting and outdoor play. Please dress your child appropriate

FUNDING

Kaien Island Daycare Services is a part of the Friendship House Association of Prince Rupert. K.I.D.S. opened their doors for business September 2003. They rely on monthly fees in order to stay in business.

SUBSIDY

Depending on family income, parents/guardians may be eligible for a Child Care Subsidy from the Ministry of Children and Family Development. It is the parent's/guardian's responsibility to apply for the subsidy and obtain a subsidy authorization number before their child starts. To apply, call 1-888-338-6622

K.I.D.S. daycare supervisor can assist in filling out the forms.

Parents/guardians are responsible for any fees that child care subsidy does not cover.

If the subsidy has not been approved before their child starts, the parent/guardian must pay fees in advance to Kaien Island Daycare Services. If subsidy is approved afterwards, Kaien Island Daycare Services will reimburse the fees to the parent/guardian that is covered by subsidy.

TERMINATION OF SERVICE

At K.I.D.S. we are committed to providing a caring and supportive environment for all children and families. However, termination of services may be required if:

- Fees for service are not paid within one month of the due date; once fees are up to date, then services can resume.
- A family member harasses, threatens, or commits a violent act toward a staff person, child, or other family involved in the childcare program.
- The centre is unable to resolve problems of late pick up with a family.
- The child's behaviour is severely disruptive or physically threatening to the well-being and safety of other children, staff, and additional supports to accommodate the child are unavailable and/or refused by the parent.
- A child is part time, and another family needs a full time space. The part time child's family will be given one months notice to withdraw their child, or register them for full time.

LATE PICK-UP

Parents/guardians are expected to pick up their child by 5:15 p.m. They will be given a warning the first time they are late picking up a child. They will be required to pay a \$20.00 late fee whenever they are late by five minutes or more on subsequent occasions. This fee will be added to the regular fee for the following month. Parents/guardians may be required to remove their child if they are habitually late.

RELEASING OF A CHILD/PICK UP BY OTHER PARTIES

No child will be released to anyone not pre-approved by the parent or guardian. If another adult must pick up your child and they are not on the list, we ask that you phone as well as write a signed note to let the staff know of the changes. Persons picking up a child will be asked for identification. It is very important that you let us know if there are any changes that need to be made regarding persons authorized to pick up your child.

In an emergency situation where no other arrangements for release of a child can be made, K.I.D.S. may accept authorization for a release of a child from an enrolling parent/guardian over the phone. **No child will be released to a person under the age of 18 (adult).**

CUSTODY AGREEMENT OR CUSTODY ORDER

In order to help protect a child, if there is a custody agreement or order, the daycare needs a copy of the agreement or order.

PARENTAL ACCESS

We do have an open door policy, and any parent wishing to visit their child may do so at any time. Please keep in mind that children sometimes have a difficult time managing when their parents are present. We ask that if you are planning on visiting your child during the day, you talk to staff and see what time would be best.

SUSPECTED INTOXICATION

A child will not be placed in the custody of any person (including parents and guardians) who is or suspected to be intoxicated or under the influence of drugs.

CONSENTS

PERMISSION FORMS

There is a section in the enrolment form for the parent/guardian to sign that gives permission for K.I.D.S. to take their child on fieldtrips, take photos, etc. If the parent/guardian does not feel comfortable signing permission, that is acceptable. There are occasions when the parent may have to keep their child home if K.I.D.S. is going on a fieldtrip and do not have enough staff to stay behind.

EMERGENCY CARD

When a parent enrolls their child they will be given an emergency card that is to be filled out, signed, and given back to the staff. This grants permission for K.I.D.S. staff to take their child to the hospital/doctor if needed.

HEALTH AND SAFETY

SUPERVISION

No child will go unsupervised in the centre or off site.

VISITORS

Authorized visitors and community partners will be welcomed in K.I.D.S. Unauthorized visitors will not be allowed to visit the daycare. Staff will be responsible for addressing this situation, however parents/guardians are requested to inform staff any time they see a person that may look suspicious on the premises including the outdoor area.

HEALTH /HYGIENE

We encourage the children to wash hands before eating and after using the washroom. Children are asked to cover their cough/sneeze and to wipe their nose. Afterwards they are asked to wash their hands with soap and water.

TOILETING/DIAPERING

If a child is not potty trained, we will accommodate the child if staffing ratios can be maintained.

IMMUNIZATION

Immunization records need to be submitted before a child starts at K.I.D.S. We request that they be started and continued. If the child's records are not complete due to personal beliefs, parents/guardians will be asked to sign a form stating that they are aware their child is at risk, and they will not send their child to daycare if they should become ill.

ALLERGIES

It is the responsibility of the parent/guardian to inform K.I.D.S. if their child has allergies. The parent/guardian will write this down on the enrolment papers. There is an allergy list located on the fridge that informs staff of all allergies in the centre. K.I.D.S. staff will accommodate these children by making sure the snack that is served does not contain ingredients that a child may have an allergic reaction to. If the child has an epi pen it needs to be present while they are at daycare.

NUTRITION

K.I.D.S. recognizes nutrition as a very important factor regarding child development. We encourage parents to pack healthy lunches and we serve snacks that are high in nutritional value. We follow the Canada's food guide to help us ensure these standards are being met.

ILLNESSES AND INJURY

Kaien Island Daycare Services may exclude any child from the program in the case of illness and parents will have to find alternative care for their child. The child may return when he/she is no longer contagious and is able to participate in daily activities. Should a child become ill, or an accident occur at the centre the staff will notify the parent/guardian as soon as possible.

In order to protect the entire group of children, as well as your own child, we ask you to assist us by keeping your child at home if he/she is experiencing any of the following symptoms within the past 24 hours:

- Complaints of unexplained or undiagnosed pain
- Cold with fever, runny nose and eyes, coughing and sore throat
- Difficulty in breathing, wheezing or persistent cough
- Fever – (100 degrees F)
- Nausea and vomiting
- Severe itching of body/scalp, infected skin or eyes or an undiagnosed rash
- Headache and stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- Symptoms may indicate an infection, which is easily contagious (impetigo, scabies, head lice, etc)
- Unusual or unexplained loss of appetite, tiredness or irritability.

ADMINISTERING MEDICATION

The daycare will in agreement with the parent/guardian, administer medication prescribed by a medical practitioner or provided by the parent/guardian to their child. We will ensure that the amount and the time specified are given. We also ask that a parent/guardian sign a consent form to administer medication.

EMERGENCY PROCEDURES

We practice fire and earthquake drills on a monthly basis. Our fire exit is posted on each side of the daycare.

EARTHQUAKE

Staff and children will go under the tables for 60 seconds. When the shaking stops, the supervisor will grab the first aid kit, and attendance. Staff will take the children out of the building to Conrad Street Elementary School's field. Attendance will be taken while children are being attended to and then parents will be notified. An incident report will be written by the supervisor/manager and sent to licensing.

FIRE

Children will line up at the safest exit. The supervisor will grab the first aid kit, and attendance. Staff will take the children out of the building to Conrad Street Elementary School's field. Attendance will be taken while children are being attended to and parents will be notified. An incident report will be written by the supervisor and sent to licensing.

FIRST-AID

All staff is trained in first-aid. We have first-aid kits that are on both sides of the daycare. We take our first-aid kit with us when we go on field trips.

HAZARDOUS MATERIAL

All hazardous materials will be stored in a locked cupboard, and out of children's reach.

HEAD LICE

K.I.D.S. will have monthly head checks for lice. If a child has head lice they will be asked to stay home until all of the eggs/nits and lice are removed.

SMOKING

We will not allow smoking to occur on daycare property.

SUSPECTED ABUSE PROTOCOL

It is our responsibility by law as Early Childhood Educators to report any suspected abuse.

Safety Plan

K.I.D.S. will practice the following guidelines to significantly reduce the risk of a child going missing:

- Daily running record of attendance
- Staff to child ratios will be maintained
- Enhanced ratios for fieldtrips
- Well trained, alert staff members

If a child does go missing, the following actions will be taken:

- The staff member that notices the child missing will notify all other staff and adults
- Staff will look for the child by calling their name and searching the area where the child was last seen.
- If this is unsuccessful, parents/guardians, and police will be notified.
- A search plan will be implemented. Areas will be designated according to the areas that present the most danger

- All relevant times, names, titles, and details will be recorded.

OTHER

CLOTHING AND POSSESSIONS

We ask that you label all of your child's clothing and possessions. If your child wishes to bring a non-violent toy to daycare please keep in mind that the daycare is not responsible for it if it goes missing.

PROGRAMMING

A variety of themes are focused on throughout the year. Although a planned curriculum is in place, spontaneous interest by the children is our major focus. We also take into consideration the weather. We incorporate activities to foster physical, cognitive, social, emotional, and intellectual growth.

CHILDREN WHO REQUIRE EXTRA SUPPORT

Children who require extra support will be welcome in the centre as long as we have the space and the staff to accommodate the child.

GUIDANCE

The purpose of this policy is to provide guidelines for appropriate behaviour. Child guidance is a positive discipline; it is a constructive, caring, yet firm approach. It does not embarrass or ridicule. We perceive the role of Early Childhood Educators as that of a caregiver who guides the children towards growth in the ability to solve their own problems whenever possible and attain self-control.

There are two types of guidance – direct and indirect. Indirect guidance is done through the arrangement of learning centres in the classroom, through daily schedules, and through working closely with the parents/guardians.

Direct guidance is done through careful interaction with the child.

We will provide these types of guidance by:

- Respecting each child as a unique individual.
- Setting reasonable limits for behaviour and responding to inappropriate behaviour in a fair, consistent, and non-punitive manner.
- Respect each child's culture and development when determining positive guidance and discipline practices.
- Respecting and acknowledging the child's feelings.
- Redirecting the child to an area that is quiet if they are having difficulty in the group. When this occurs the child is supervised at all times, and when they are ready to join in, they may
- Comforting the upset child by talking or reading to them
- State limits in a positive manner

- Approaching each child on an individual basis, use the child's name, make eye contact, and use a calm, controlled voice
- Gentle reminder of expected behaviour
- Praise children when they behave in an appropriate way
- Always try to model coping and problem solving skills
- Redirect when ever possible

*K.I.D.S. Daycare has a zero tolerance policy in place for biting. When a biting incident occurs, both families will be notified and pick up may be required

VOLUNTEERS & PRACTICUM STUDENTS

On occasion, K.I.D.S. will accept volunteers or practicum students from the ECE program. Staff will closely monitor volunteers and students, and criminal record checks as well as confidentiality contracts will be in order before they begin.

PRIVACY

K.I.D.S. respects and upholds an individual's right to privacy and to protection of his or her personal information. K.I.D.S. will not use or disclose personal information for purposes other than for which it is collected, except with the written consent of the individual or as required or permitted by law.

DIAPERING and POTTY TRAINING POLICY

(As per licensing requirements)

We operate as a multi-age facility when we are required to do diapering we have steps that we follow:

- The child lays on a change table.
- We use disposable gloves to change child.
- We bleach the change table after the child is changed.
- We bleach the sink after we hand wash.

Note:

The parent/guardian will need to provide supplies such as wipes/pull-ups and diapers. The staff will work in conjunction with the caregiver to assist potty training if the child is not on support.

NUTRITION and FOOD POLICY:

The Centre will provide your child/ren with a nutritious snack, as well as water and milk.

1. The staff will purchase fresh fruits, vegetables, meats and other foods based on Canada's nutrition guide; Canada's Aboriginal food guide; Canada food guide and the Food F.L.A.I.R.
2. All foods and food preparation equipment will be handled as per Food Safe rules.
3. A weekly menu will be prepared by the manager.
4. We encourage parents NOT to send foods from home unless you discussed this with Manager and your child/ren suffers from food related Issues. If DAYCARE, then lunches will be provided by parents and the daycare will provide healthy snacks twice per day. Staff will also provide a weekly menu posted for daycare families and staff.
5. To assist your child/ren in forming healthy eating habits we do not permit candy, gum, juice or pop.
6. All foods will be recorded to enable parents and staff to back track in the case of food related reactions; (weekly menus posted in cubby area and kitchen).
7. We reserve the right to designate our space a "free" zone; in case of allergens; example, nuts and certain foods.

PROCEDURE for ADMINISTERING FOOD:

1. Parents are asked to disclose any information regarding food allergens or food related issues.
2. Staff cleans table surfaces where children gather to eat (table); clean food preparation surfaces with bleach/water solution.
3. Staff follows hand washing procedures prior to food prep and distribution.
4. Fresh water is provided at snack time and throughout the day.
5. Children wash hands prior to sitting at table for snack.
6. Children then sit at table in social gathering for snack time and with placemats.
7. Staff hands out snack, while discussing foods offered to children in a learning atmosphere. Enough snack is prepared to offer more depending on child/rens hunger.
8. Staff sits with children and joins in social gathering.
9. Safety practices followed
10. Children clean up their eating area.
11. Staff assists.

STAFF RECORDS:

Staff records will be maintained as per the Friendship House Human Resources manual, in Friendship House Policy Handbook.

The Centre maintains a centrally filed Human Resource record system in the Administration office (Finance Manger).

*Child care centres will have staff files on location in supervisor/manager's office; in file cabinet.

The files are confidential and will remain locked; and accessible only to staff manager's, staff upon request, licensing officers, auditors, Executive Director and management team as outline in Centre policy.

Each employee's file shall be established at the date of employment, continuously maintained throughout the employment period and retained by the Centre for seven years after employment ceases. It is the responsibility of the employee to update resumes, personal information, emergency information and any criteria as specified by management.

PROFESSIONAL DEVELOPMENT:

All staff is expected to attend Friendship Hose staff meetings and child care setting meetings.

The Center encourages that formal education of employees and volunteers at accredited post-secondary and technical training institutions. Class schedules can be accommodated with the approval of the employee's supervisor or executive management.

STAFF HEALTH:

As per the Collective Agreement between BCAAFC and the B.C. Government and according to B.C. Employment Act; staff follow the policy and procedure manual of the Friendship House; and in accordance to Preschool and Daycare Schedules. Employees shall contact their employer at least one hour in advance to notify of illness, so that staffing arrangements can be made. Staff are encouraged to create a self-wellness plan, or work with their team to implement staff wellness days; according to Centre policy.