



Country Kids Parents Policy Manual-Ravens

- Children will always be treated with respect.
- When problems arise redirect the situation.
- If necessary child may be directed to 'take a break'. The child shall be asked to sit at a table for a break from the situation.
- Encourage children to problem solve.
- Should a child's behaviour require a behaviour management plan, one shall be developed jointly and collaboratively with parents.
- If an incident occurs which is unusual for the child, an incident report shall be filed.
- Behaviour correction in the form of spanking, hitting, or belittling is not acceptable.

We will....

- Model problem solving skills.
- Plan for positive outcomes.
- Communicate clearly.
- Ignore minor incidents.
- Offer appropriate choices.
- Provide natural consequences.
- Have clear, consistent simple plans.
- Focus on behaviour rather than child.

Rules of Child Release

- A parent shall provide in writing names of each person authorized to remove a child in care from Country Kids.
- This information shall be kept up to date at the Country Kids' facility.
- A child shall only be released to a pre-authorized person. When authorized pick up person is under the age of 16 years, a underage pickup authorization document must be submitted by parent/guardian.
- A parent or authorized person shall sign a child out of Country Kids when being picked up.

When a Child shall not be Released

- A child **shall not** be released when a parent or alternate person appears incapable of providing safe care (appears impaired by alcohol and/or drugs).
- A child **shall not** be released to an unauthorized person.
- A child **shall not** be released to a person when a custody or court order is on file that restricts the person's access to the child.

When a Child is not picked up

- Caregiver shall make every attempt to contact parents and all authorized pick up contacts.
- If case no person can be located a call must be made to the Social Worker-Ministry of Children and Family Development, after hour's intake worker or the local police. Phone numbers to be found on emergency phone list.
- Staff should never take a child home.

Emergency Disaster Plan

Fire and earthquake drills are held regularly at the school. The building is equipped with smoke alarms and appropriate fire safety equipment. The children participate on a regular basis in evacuation drills to be used in the event that there is an emergency/disaster where the stability, safety and/or usability of the building is in question. This includes incidents of earthquake, flood, fire, or gas leaks. The programs have emergency rations of food and water stored in a movable container, meant to be easily accessed during an emergency.

Definitions of Abuse:

Emotional Abuse

- Any act or lack of action, which may diminish the sense of well being of a person in care, such as verbal harassment, yelling, or confinement.

Sexual Abuse

- Any sexual behavior towards a person in care by an employee of the licensee, a volunteer or any other person in a position of trust, power, or authority and includes;
- Any sexual exploitation, whether consensual or not.
- Sexual activity between persons in care if the difference in age or power between them is so significant that the older or more powerful person in care is clearly taking sexual advantage of the younger or less powerful person.

Neglect

- The failure of a care provider to meet the needs of a person in care including food, shelter, care or supervision.

Informing the Appropriate Agencies

Allegations within the facility will be reported to the Ministry of Family and development and the RCMP.

For the protection of the children, during a licensing investigation relating to the manager or staff at Country Kids, the Community school will provide a secondary adult to be present in the center while the allegation is investigated.

Reporting Abuse:

The procedure for reporting abuse is to contact The Child Protection Social Worker, who will then contact the parents. Police will be contacted if a criminal act has taken place. The licensing officer will also be contacted.

Reportable Incidents Include:

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|--------------------------------|-----------------------------|----------------------|
| • Aggressive/ Unusual behavior | • Neglect | • Emotional Abuse |
| • Death | • Physical Abuse | • Financial Abuse |
| • Emergency Restraint | • Service Delivery Problems | • Missing/ Wandering |
| • Emergency Restraint | • Unexpected illness | • Other Injury |
| • Fall | • Attempted Suicide | • Poisoning |
| • Medical Error | • Disease Outbreak | • Sexual Abuse |

These incidents will be reported to licensing by phone within 24hrs and a Reportable Incident Form must be filled out and sent to licensing within one week of the incident. Sample Form to follow.

Illness and Medication

Parental Responsibilities

- Children will be required to have a current immunization declaration on file.
- Parent are required to keep their children home if they are suffering from
 - ◊ Severe cold, fever of 100F/38.5 C or more, sore throat
 - ◊ Nausea, vomiting or diarrhea
 - ◊ Head lice
 - ◊ Infectious diseases
 - ◊ Pain-any complaints of unexplained or undiagnosed pain
 - ◊ Infected skin, eyes or rash

If illness occurs during care at Country Kids

- Parents shall be immediately notified if their child becomes ill while in care.
- Parents will be asked to pick up ill child from care. They will be kept safe and comfortable until parents or pre-authorized pickup person arrives.
- Parents are asked to please notify Country Kids if communicable disease is suspected or confirmed, such as chicken pox, measles, or mumps.
- Parents must make alternative child care arrangements if communicable disease is suspected or confirmed.
- Other parents of Country Kids will be notified if such occurrence arises.
- If prescription medication is required to be administered by staff, a signed note with clear written instructions must be provided to put on file.
- No over the counter medications will be administered unless a pre-authorization form is filled out prior to administration. Medication must be in the original package labeled with clear administration instructions.

Hygiene

- Daily hygiene practice will be followed, such as hand washing, disinfecting toys and equipment.
- Children will be required to wash hands following use of the washroom and before snacks and meals are consumed.
- Extra attention to disinfecting toys will be made after any type of serious illness or contagious disease outbreak.

Other

- When exposure to mosquitoes or sunshine is a concern, ensure you have applied sunscreen or spray on your child before bringing them to daycare.
- Sunscreen or repellent will be reapplied as needed.
- Ensure your child has a labeled bottle of sunscreen, mosquito repellent and a hat.

Meals

After School Care

- After school care children will be provided a healthy snack each day at 3:00pm.

Repayment Agreement Policy

- **Fees are due the 1st of month for the upcoming month**
- Post Dated Cheques to be issued in six month increments, or pre-authorized visa/master card
- One month written notice required to withdraw child from childcare program, at which time all post dated cheques will be returned or pre-authorized visa/master card will be deemed invalid.

Late pickup

- Children **MUST** be picked up by 6pm
- Late pickups will **incur a fee of \$1 per minute and is payable at the time late pick up occurs**

Holidays/School Breaks

- Childcare Centre operated year round except for the week between Christmas and New Years. Centre is closed for maintenance
- No discounts will be applied Statutory Holidays
- No discounts will be applied to Childcare Centre closure due to inclement weather
- Parents may book off two weeks vacation time per year suspending fees. To qualify for suspension of fees advance notice of vacation time must be submitted 3 months prior to withdrawal. Child will not lose their spot at the daycare center
- July/August-In order to retain child's spot in the daycare center, child **MUST** be booked for a minimum of 2 days per week each month. Changes to regular care schedule must be made in writing 3 months prior to effective date.

School District No 33 Strike Policy

- If Childcare Centre is closed for more than 2 days due to district staff strike action, fees shall be refunded, pro-rated. If the School District allows the Centre to remain open during strike action, parents are permitted, without hassle, to cross the picket lines as needed

Illness refund policy

- If your child misses days due to illness no refund will be issued

Professional Days/Early Dismissals

- If your child's regular booked care day falls on an early dismissal or pro d day, no additional fees will be charged
- If your child's regular booked care day does not fall on an early dismissal or pro d day, the following fees are applicable; pro d \$30/early dismissal \$20. This must be pre-booked and paid for two weeks in advance to allow for staffing adjustments

Summer School Aged Care

- During July and August no licensed daycare will be provided
- Children may be enrolled in the Celebrate Summer Day camps

Child Absence

- If your child will be absent from the afterschool program, you **MUST** notify RTCSS office. Notification can be received by text/call/or email, **no later than 1pm** the day of their absence.
Text/Call: 604 378-0300
Text: 604 378-2469
Email: rtcss@rtcss.ca
- Steps taken when not notified, we will attempt to call contact numbers. If we are unable to receive absence confirmation, police will be notified.

Failure to Report Absence

The following steps will be taken:

- Verbal notification

Guidance and Discipline Policy

Statement:

We in Country Kids Childcare recognize the importance of promoting acceptable behaviour and methods of discipline within the childcare setting. We believe that all children have the right to expect positive approaches to discipline, which foster self-esteem, respect, tolerance and self-control. Behaviours which injure people either emotionally or physically or damage property are real problems for adults/staff and the other children must be dealt with in an appropriate manner. By promoting these beliefs Country Kids Childcare will endeavour to ensure the group is safe, fair and considerate to all.

Our aims:

- To Promote self-discipline.
- To develop within each child an appreciation of others and their feelings.
- To increase children's understanding of the consequences of their behaviour on others and themselves.
- To encourage the child's ability to socialize and get along with others.
- To reinforce the positive and discourage the negative behaviour.

We will do this by:

Praise and Encouragement We will praise and encourage the positive behaviours so that qualities such as kindness, thoughtfulness, tolerance, perseverance and concentration are appreciated and acknowledged.

Reasoning We will reason and discuss with the child why they should or should not do something. This should help them to relate the behaviour to the consequences.

Phrasing We will endeavour to phrase directions, as far as possible, in a clear and positive manner. For example instead of saying 'don't' we will endeavour to explain why they should not do something.

Layouts We will endeavour to set out Country Kids Childcare in such a way to promote positive child behaviour and reduce the possibility of problems occurring by:

- Allowing enough space around each activity.
- Having each area clearly defined.
- Allowing access to a range and choice of equipment.
- Providing appropriate materials at each activity.
- Providing activities that require co-operation rather than competition. This should promote qualities such as turn-taking, sharing, trust and compromise.
- Providing a range of stimulating activities, which will require concentration and perseverance.

Setting Rules We will set rules in Country Kids Childcare for the children, which are basic and simple and give an explanation as to why we have these rules. For example no hitting-because it hurts and we wouldn't like someone to hit us etc...

Applying the Rules We will apply these rules consistently and fairly. This will be done by:

- Informing the children of the rules.
- Informing the children why we have the rules.
- Informing the staff of the rules and how to apply them.
- Informing the parents of the rules.

The Staff

We expect the staff to set a positive example to the children by:

- Regularly examining their own conduct.
- Listening carefully to children and value what they have to say.
- Give the children clear and consistent explanations of the limits required in the setting.
- Ensure that children do not receive attention for inappropriate behaviour.
- Allow children to express choices.
- Acknowledge children's feelings and encourage them to express them verbally or creatively.
- Adhering to the rules of the group.
- Respecting the children and adults in the group.
- Being mannerly.
- Remembering that children learn by example.

Don'ts

- Physical punishment, such as smacking or shaking will NEVER be used or threatened.
- Staff should avoid labeling children as 'naughty' or 'good'. Labels can have undesirable long-term effects.
- Unnecessary constraints or restrictions will not be imposed on children.

Do's

- Staff are to stop aggressive or bullying behaviour immediately and make clear that this type of behaviour is unacceptable. This is to be done by explanation rather than personal blame.
- Any behaviour problems are dealt with in a developmentally appropriate way. Staff are to help the children understand and they are loved/valued even when their behaviour/actions are not.
- When necessary, staff should outline the problems for children and encourage them to think out solutions.
- Staff should help children to take responsibility for the actions. For example, wiping up spills and helping repair equipment.
- Adult use observations as a way of finding out any possible reasons for unwanted behaviour.

In The Case of Persistent Inappropriate Behaviour

The child's parents/carers should be involved.

The leader will discuss the situation with the parents/carers in an attempt to find the possible cause of the behaviour.

The leader and the parents/carers will, together, develop strategies for dealing with the unwanted behaviour, which could be implemented at home in the setting.

Should it be necessary and with the consent of the parent/carer, advice and assistance will be sought from relevant external specialists to address the matter.

In extreme cases, to protect other children and staff, Country Kids Childcare reserves the right to contact parent/guardian to pick up child.

Healthy Eating

Statement:

We in Country Kids Childcare recognize the importance of promoting healthy eating habits. This includes providing only nutritional healthy choices for snack. As well as teaching children to sit while eating.

Our aims:

- To promote independence in making healthy choices.
- To develop a healthy attitude about food.
- To increase children's safety while eating
- To encourage the children to have positive behaviors while eating.
- To reinforce the positive and discourage the negative behaviour.

We will do this by:

Providing Healthy Choices Country Kids Childcare will provide food based on the Health Canada's Food Guide (see attached). Special treats (chips, cakes, chocolate, etc. will be limited to special occasions)

Giving Choices While children are choosing from their lunch kits, provide the child with what choices are healthier and what are considered "treats". We cannot deny a child a certain food a parent has provided, but we can encourage healthy habits.

Phrasing We will endeavour to phrase directions, as far as possible, in a clear and positive manner. For example instead of saying 'you can't eat that' we will say "how about we eat (healthy choice) and then have (treat) after|

Sitting While Eating and Drinking While eating and drinking, all staff and children should be sitting. One staff should sit at each table, and help teach table manners and safety when eating.

We will apply these rules consistently and fairly.

This will be done by:

- Informing the children of the rules.
- Informing the children why we have the rules.
- Informing the staff of the rules and how to apply them.
- Informing the parents of the rules.

The Staff

We expect the staff to set a positive example to the children by:

- Regularly examining their own conduct.
- Modeling healthy eating. Eating chips, cake, and ice cream when on break, away from children.
- Making sure children are sitting when eating and drinking.
- Allow children to express choices.
- Acknowledge children's feelings and encourage them to express them verbally or creatively.
- Adhering to the rules of the group.
- Respecting the children and adults in the group.
- Being mannerly.
- Remembering that children learn by example.

Active Play Policy

Country Kids Childcare Centre's emphasis on outdoor play ensures that the children are actively involved in physical activities. This benefits the children to become healthier, happier and more physically competent when playing outdoors. Outdoor play considers the provision of opportunities for children to connect to different skills, ideas, knowledge and materials which promotes social learning, creativity and problem solving skills.

Country Kids provides a framework for the children to have the opportunity to:

Have a more coordinate approach to outdoor play and increase the opportunities available to be physically active.

Reinforce appropriate messages in relation to physical activity.

Establish effective working partnerships towards a common goal, between staff and parents.

Ensure quality of access and participation for all.

Communicate shared vision, ethos and values to children, parents and the wider community.

Overall rationale of outdoor play:

To ensure that the children are offered a wide range of activities while in the garden.

We thrive on providing movement as it is a child's most natural form of expression and should be an essential part of their everyday experience.

The growth and development of the brain, body and feelings are inseparable and in today's world where children no longer have the freedom to wander, make a noise, and enjoy boisterous play as they once did, it is even more important.

We ensure we provide a carefully planned environment, providing opportunities for **‘reasonable degree of risk’** this helps all children to find out about themselves and their capabilities.

Helps develop self-confidence, independence and lays the foundations for a healthier life.

Our aim:

To promote enthusiasm, enjoyment and confidence while developing each child’s physical skills and abilities.

Our objectives:

To provide a well-balanced programme of activities to support the physical development, health and well-being of children

Our outdoor learning environment:

- Outdoor play area provides a range of opportunities, sufficient space, and resources to allow time for effective physical development time.
- We ensure that children have access to outdoor play every day, all year round.
- A daily health and safety check of the garden area and equipment is carried out before taking the children out and any defects are removed.

Staff role:

- Provide planning and resources for a challenging outdoor area that is integral with overall planning and identifies practitioners to support lead activities.
- Set up and store equipment safely.
- Observe key children/focus children and plan appropriately.
- Be an active role model interacting and supporting children’s learning and planned play.
- Provide varied opportunities for supporting and encouraging children to explore and extend their experiences.
- Extend and develop children’s language and communication in their play.
- Consult and involve children in planning.
- Support other staff members.
- Ensure appropriate ratios are maintained.
- Wear appropriate clothing and advise parents and guardians on clothing suitable for outdoor learning.

Through play in a secure environment with effective adult support, children can:

- Explore, develop and represent learning experiences that help them make sense of the world.
- Practise and build up ideas, concepts and skills.
- Learn how to control impulses and understand the need for rules.
- Be alone, be alongside others or cooperate as they talk or rehearse their feelings.
- Take risks and make mistakes.
- Think creatively and imaginatively.
- Communicate with others as they investigate or solve problems.
- Express fears or relieve anxious experiences in controlled and safe situations.

Screen Time Policy

To comply with Licensing regulations Country Kids has adapted the following screen time policy

- Children under the age of two will have no screen time.
- Children in full day care will be allowed no more than thirty mins screen time per day.