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My name is Jessica, and I am 31 years old. My husband, Tony, is 38. We have two sons, Silas who is 4 years old, and Abel who is 2. We love to camp, hike, and explore new places.

My experience in childcare officially began at the age of 16 providing respite care. I did this and nannied full time for four years until I opened a day home in Edmonton, which I ran for two years before moving to British Columbia. Since then, I have begun on my journey of raising two amazing little boys. Over the past few years, I have spent my time with them volunteering for local childminding and extending my education by completing the Responsible Adult course with BCFCCA along with my First Aid and Food Safe Certifications. Shortly after opening my in-home childcare in British Columbia, I began studying again, and I am now a registered Early Childhood Educator. I am committed to keeping myself up to date with current practices and recommendations when working with children, and I am passionate about exploring new ways to shape the young minds I am blessed to care for.

I believe that every child deserves a safe and happy environment to thrive in, a place of love and respect, offering plenty of opportunities for children to explore and grow. My goal is to provide children a home away from home, while also supplying them with the tools to help them succeed. My program encourages children to learn through self-directed play, while also supplying them with educational guided opportunities. We love to sing and dance and put a lot of focus into learning sign language. Having grown up with four deaf cousins, I have been immersed in this language since childhood, and love passing these skills on to others. My daily schedule is loosely enforced, allowing children to lead and shape their days to their best potential. In my childcare I greatly encourage parents to take a part in their children’s growth and learning. I have an open-door policy, and parents are welcome to stop by at any time.

Health and Illness Policy

Providing a safe and healthy environment for all that visit is my top priority. I follow strict rules and guidelines to ensure the well-being of the children in my care and to prevent the spread of illness. I practice frequent handwashing, follow proper handwashing procedures, and oversee the children to ensure they are doing the same. In addition to this, I work to actively clean the childcare while children are present. This includes promptly washing and sanitizing certain surfaces after every use (cooking and cleaning areas, washrooms, etc.) and keeping a close eye on children to ensure toys are kept clean at all times, especially after being placed in a child’s mouth or if a child is showing symptoms of illness.

For the safety of all children under my care, families must keep sick children away from the childcare until symptoms have disappeared or the child is cleared by doctor’s note and the provider to return. The provider holds the right to override a doctor’s note, based on the child’s symptoms, and at her discretion. Children shall not be given any unprescribed, over the counter medications before attending the childcare. These can mask symptoms, making it difficult for the provider to get the child the assistance they need, and to protect others from the spread of illness. If a child is unwell enough to require the use of these medications, they must be kept home.

Despite the provider’s efforts to keep germs away, they are a part of early childhood, and it is common for young children to develop symptoms of illness suddenly and often without warning. It is important for families to communicate with the provider any illnesses they are experiencing or have been exposed to. Failure to disclose this information, and/or providing a child with medication to mask symptoms before dropping them off at the childcare, is grounds for immediate termination.

Children exhibiting sudden signs of illness will be separated from the other children to the best of the provider’s ability, and their parents will be called immediately to retrieve them. Parents must arrange for the child to be picked up by themselves or another authorized individual, within an hour. If the parents are unobtainable upon the first attempt to reach them, emergency contacts will be called, and efforts will be made to have the child picked up. If the child is not picked up within 60 minutes from the first call alerting parents of their illness, the child’s account will begin accruing late fees of $2 a minute, payable at drop-off the next business day, with the child unable to attend until this fee has been paid. Failure to pick up a child who is deemed ill may result in termination of care. It is the responsibility of the parents to keep all emergency contact information up to date to ensure someone can be reached should the child fall ill or suffer a medical emergency while at the childcare. Should a child experience any sort of an emergency that I am unable to handle while in my care, they will be transported to the nearest hospital. It will become the parent’s responsibility to cover any ambulance expenses.

Parents must report, within 24 hours, any child diagnosed with or exposed to a serious illness or communicable disease. I will then warn the parents of all children in the childcare about the risk of infection, regardless of whether the child has come into direct contact with them or not, as well as the local Medical Health Officer. Children with known or suspected communicable diseases must avoid the childcare. A doctor’s note may be required before the child is permitted to return, however, the provider retains the right to exclude the child, regardless of a note, should symptoms persist.

Children should be kept home, and parents will be called to collect them, if they exhibit any of the following symptoms while in my care:

**Two or more watery bowel movements**

Children must be symptom free for 48 hours and have one solid bowel movement before returning to care.

**Vomiting**

Children must be symptom free for 48 hours before returning to care.

**Fever of 38 degrees Celsius or higher**

Children must be fever free for at least 24 hours without the use of fever reducing medications.

**Undiagnosed skin rash**

Undiagnosed skin irritations must be examined by a doctor and require a doctor’s note providing medical clearance for the child to return to care. The provider reserves the right to refuse care based on symptoms, and at her discretion, even with a doctor’s note on file.

**Cough that appears to be worsening**

Any child that is coughing 3-5 times per hour or coughing hard enough to trigger gagging/vomiting is too unwell to be in care.

**Ear aches/infection**

Children exhibiting symptoms of ear pain must stay home for a minimum of 24 hours to recover and be sufficiently monitored. The provider may require the child to see a doctor before returning, depending on the severity of symptoms.

**Newly developed cold symptoms including runny nose and eyes**

Any newly developed symptoms, including clear or coloured runny nose/eyes, will require children to stay home until their symptoms have recovered.

**Lethargy/Inability to participate**

Children unable to keep up with the group will need to be at home to rest and recover. The childcare is required by licensing to play outdoors daily, and the provider is unable to adjust the flow of the daily schedule to accommodate children feeling unwell.

**Symptoms that require excessive care**

It is important for the provider to maintain a safe and healthy environment for all of the children in care. For this reason, any child with symptoms that require an excessive amount of care must stay home until their symptoms have subsided.

**Difficulty breathing**

**Sore throat or trouble swallowing**

**Headache and stiff neck**

**Antibiotics**

Children requiring the use of antibiotics must stay home for 48 hours after their first dose. This allows time for the contagious period to pass and allows the child to become used to the medication should they have any adverse reaction to it. After 48 hours has passed, the child is welcome to return to the childcare and the provider is able to administer the antibiotics during care, so long as they have been prescribed by a doctor and a medication form is filled out by the child’s guardian.

In order to keep our childcare as illness free as possible, **children are not permitted to attend if any household member and/or sibling is experiencing any signs of contagious illness,** as indicated above.

Please note that, with the exception of a documented allergy, and due to the difficult nature of making a proper diagnosis, children will be excluded from care for their symptoms and not cause. If a child is sent home for exhibiting symptoms of illness, they must remain away from the childcare for a minimum of 24-48 hours, depending on symptoms, and to the provider’s discretion, to allow their body time to heal. Additional rest time at home may be required depending on the severity of the child’s symptoms and/or diagnosis. Once the child’s temperature, well-being and energy have returned to normal, and the child is deemed no longer contagious, they may return to the childcare, at the provider’s discretion, even if coughing and runny nose persist. Symptoms caused by known allergies are not contagious, therefore the child will not need to be excluded. Known allergies must be verified by a doctor’s note and kept in the child’s file.

If I fall ill, my symptoms will be evaluated, and the situation will be handled accordingly. If it is possible for me to continue watching the children safely, I will continue to provide care. In this case, parents will be informed, and I will ensure extra precautions are taken to guarantee the health of the children (diligent hand washing, wiping surfaces immediately after touching them, wearing gloves when necessary, etc.) If I am not able to continue safely providing care to the children in the childcare, I will call for the temporary assistance of a responsible adult. I will be separated from the children as soon as the adult arrives and will reach out to all parents and, if necessary, emergency contacts. The responsible adult will care for the children until they can be collected by an authorized individual.

Should my children fall ill either during the day or before any care commences, their symptoms will be evaluated. If their symptoms are minor, they will remain in the childcare with me, and I will inform parents immediately. Parents will receive detailed information on the symptoms they are exhibiting so that they may make an informed decision on whether they would like their child to remain in care/attend for the day. The parents understand that should their child contract any illness from myself or my children, they will still be required to adhere to this illness policy and their child will be excluded from care in the presence of the symptoms outlined on pages 5 and 6 of this policy book.

If a child requires any special medical attention in any aspect, this must be communicated to the provider upon taking on the child’s care. With this information a plan can be created and put in place to ensure the child is receiving the best care possible. The childcare must be informed of any allergies the child has, regardless of how minor they may be. In the case of serious allergies, the child’s doctor should supply a detailed step-by-step guide for me to follow if they come into contact with these allergens. I will retain current Childcare First Aid training and be familiar with the use of an EpiPen in the event of an emergency. If a child is given any sort of medical intervention, I will record this information as soon as possible, including why the intervention was administered and what outcome was produced. Medications will not be given to any child to ease symptoms, they will only be used when a child has a note (to be kept on file) from their doctor.

For the health and safety of my every child, smoking in or around my childcare is strictly prohibited during operating hours or when children are present. Parents are asked to refrain from smoking when dropping off and picking up their children.

Medication Policy

Any necessary medications will be kept in a secure cabinet, out of reach of children. This cabinet is to remain locked at all times, including any time the cabinet is being used. If a medication is required, the cabinet will be unlocked only long enough to retrieve that medication and will again be locked while the medication is being administered. I will then unlock the cabinet to return the medication after its use and promptly lock the cabinet. At no time will I turn my back on the cabinet if it is unlocked.

My childcare does not administer medications unless they are necessary and prescribed by a doctor. In this case, it is the responsibility of the parent to provide the childcare with written consent and detailed instructions on how and when to give the child the medication. This note must include the name of the medication, when to administer the medication, and in what dosage. The medication must also be provided in the original bottle and labeled with the child’s name. Please give the medication directly to me when dropping off your child, do not leave the medication in your child’s bag. The medication will then be locked up out of reach of the children. Should a child require a non-prescription medication to ease symptoms that are not related to illness, parents are welcome to come and administer the medication to their child and then continue on with their day. I am not permitted to administer any non-prescription medication to a child in my care.

When administering prescription medication to a child, I will immediately record the details of the administration stating when it was given and in what dosage. Should a child experience any sort of reaction to the medication, this will be recorded and I will take the necessary steps to ensure the safety of the child. This includes contacting the parents or emergency contacts and sending the child to the hospital if necessary. I will not provide the child with any antihistamines unless this has been specified by the parent and ordered by a doctor through a doctor’s note.

Any child that may require the use of an emergency medication (EpiPen, inhaler, etc.) under my care must provide the childcare with written consent and instructions to administer the medication if the situation arises. Emergency medications will not be given to a child unless it has been preestablished by the parent. In this case the child would instead be taken immediately to a hospital via ambulance at the parent’s expense. Any emergency medications administered will be recorded in the same style as a prescription medication. Any child experiencing such a situation will need to be picked up by a parent or approved person to be seen by a doctor as soon as possible, even if their condition seems to improve. In extreme situations the child may be sent to the hospital.

When necessary, children playing outside may require the use of sunscreen and/or insect repellants. The childcare will apply these lotions, but only if the child’s parent has provided written consent for these upon us accepting them into my care. At this time parents must also inform the childcare of any known allergies that could cause a rash or reaction which may be found in these substances. Parents are required to supply the childcare with these products for their child. The provider is not permitted to apply her own supply of lotions to the child.

Care and Supervision Policy

It is my responsibility to ensure the safety and well-being of each child in my care. Every child will be supervised during all routines, both indoor and outdoor. I will always maintain vision of the children, and regular headcounts will be conducted throughout the day. No child will be supervised by a person under 18 years of age and children will not be left alone at any point in time, even in the event of an emergency. I will never be responsible for more than a maximum of 8 children at a time. This applies to care both inside and outside of the childcare.

Upon arrival and departure, each child’s attendance will be recorded with the accurate time. This is to be done immediately upon arrival when the child is released into my care, and when the child is released to the parent at departure. Any absences, including vacation and illness, will be noted in the Brightwheel app. It is my responsibility to ensure that I have an emergency card for each child in my care. Emergency cards will be reviewed and signed by the child’s parent and will include a photograph of the child.

The children and I will regularly review and practice simple safety rules together to ensure everyone is well cared for at all times. These include everyday situations, such as fully chewing our meals to avoid choking, as well as how to conduct ourselves in an emergency. These rules will be simplified for younger children to easily follow. Children will not be reprimanded in the event they fail to follow these rules and guidelines. Instead, I will provide positive reinforcement when they are followed and will ensure the child receives proper correction in the event they do not know how to conduct themselves through these situations. All children will be included in these practices and given one on one time if they do not seem to fully understand.

Safety is my number one concern and as such all children will be closely supervised when consuming both food and drink while in my childcare. Any child that is bottle feeding will always be held during a meal and never left with their bottle propped for them.

Reportable Incident Policy

I am committed to providing children with a healthy and safe environment while they are attending my childcare. Accidents, however, can be unpredictable, and at times hard to avoid. Any injuries that may occur while under my care will be tended to immediately and documented in the incident logbook. Parents will be informed of any minor accidents or injuries upon picking their child up from care. Should a child experience an injury to the head, and injury that leaves behind a visible mark, or an injury requiring the use of first aid, an incident report will be filled out and signed by both the provider and the parent. This report will be kept in the child’s file. Parents will be notified immediately after I have taken the necessary steps to assist the child and tend to their injury. If the child is crying excessively and I am unable to comfort them, regardless of the extent of the injury, I will reach out to the parents for further advice. Parents may provide me with additional coping techniques, such as a favourite song, or a phone call from the parent.

With the exception of minor incidents, any reportable incident as per licensing regulations will be reported to licensing within 24 hours of the incident occurring, or myself becoming aware of it. This includes, but is not limited to, any incident requiring emergency medical care, diagnosis of a communicable disease, and abuse allegations. Any high-risk incident will be reported to licensing immediately.

Child Behaviour Guidance Policy

Behaviour guidance is the process of teaching children how to both identify and use appropriate strategies when dealing with their behaviour and feelings. It is important in allowing children to learn and implement appropriate problem-solving skills, and helps children to develop empathy, control and self-esteem. In my childcare I feel it is important to encourage children to openly communicate with caretakers, and each other, about their feelings. I encourage all children to share and cooperate with one another whenever possible, however, sharing is a skill that needs to be learned and as such is never enforced upon the children. Instead, I try to take a hands-off approach when children are interacting to allow them to come to their own solutions together. Sometimes, however, this does not always work as planned, and I may be forced to intervene in a situation. I value respect towards ourselves, others, and any property and equipment on site. As such, if I witness an aggressive interaction, whether it be with another person or an object, I will always step in to avoid escalation and help the child work it out. I will encourage the child involved to express themselves to the best of their ability and try to help them to process their feelings. I will acknowledge the child’s reason for feeling upset and will not speak to them in a negative way. Instead, I will ask the child how they would like to see the situation handled and help them to brainstorm some solutions for their problem. I take this approach to encourage children to self-regulate their behaviour, arming them with the skills necessary to proceed easily through life.

If a serious or ongoing issue arises between two children, both families will be asked to attend a meeting together to seek a solution. Parents are welcomed to inquire about their child’s day and will be informed of any behavioural challenges that we are working through.

Should a child exhibit challenging behaviours that continue to be a problem, the child’s parents will be asked to intervene in the discipline of their child. While I aim to approach children with full tolerance and will always attempt to correct any behavioural issues, if a child is posing a danger to himself or others further action will be required, including removal of the child if necessary. This will be addressed on a case-by-case basis.

I do not condone the use of physical, emotional, or psychological punishment in my childcare under any circumstances.

Nap and Quiet Time

At Tiny Tykes Family Childcare we have a rest period shortly after lunch, from 1pm to 3pm. Infants requiring additional naps, or those unable to stay awake happily until this time, are free to nap on demand at their own schedule. Any infants requiring a nap will be in their own crib in the designated nap area. Small infants will be placed on their backs for their nap and will not be given any additional pillows or toys that may pose a suffocation hazard. It is not permitted for infants to keep a bottle or sippy cup with them during their nap.

Every child over the age of 2 will be provided with an individual cot and bedding and will be monitored by the caretaker throughout the duration of quiet time. Children will be encouraged to rest their bodies but will not be required to sleep. Should a child fall asleep within this time, I am unable to wake them.

Children who choose not to sleep will be allowed to get off their cots after a 60-minute rest period and may play quietly. Children will still be required to respect the quiet time, allowing those sleeping to rest. If a child is unable to respect this time and play quietly, they will be required to return to their cot. If this is the case, they will be provided with a quiet activity to occupy them through the rest of quiet time.

As children wake, they will be allowed to leave their cots to play quietly in the main playroom while their peers continue to rest. Lights will be turned on at 3:15 pm for the serving of afternoon snack, and I will turn off all of our sleeping aids such as white noise. Through this, children will be encouraged to wake naturally. If any child remains sleeping at 3:30pm, I will attempt to wake them gently by calling their name and gently rubbing their arms/back. Any child resisting will be allowed to continue resting; however I will check in with them often and reattempt to rustle them from their sleep. Parents are able to view and track their child’s napping habits through the Brightwheel app.

I do not have the capacity to monitor older children in a separate area during naptime and thus can not exclude them from our quiet time routine. Any parents wishing for their child to discontinue napping are welcomed to pick them up before our quiet time begins.

Touch and Nurturing Policy

Some children may require extra support and reassurance while attending my childcare. I pay close attention to children’s cues and will always offer them a hand to hold or a reassuring hug. I will always pay close attention to the child’s facial and body language in order to grasp what it is they need in the moment. All children will be treated positively, with love and respect, while under my care.

Some examples of touching that may occur at my childcare are:

* Hugs, handholding, carrying, and cuddling. These types of contact will never be made against a child’s wishes.
* Gently tickling a child’s back (over clothing) to assist them in falling asleep during nap time, and only if requested.
* Restraining children from harmful situations, separating children that are engaged in physical conflict, directing children by gently guiding them with a hand on their back or shoulder, and administering first aid to injuries.
* Face and hand washing, assisting with bathroom duties (when applicable), blowing noses, and assistance with changing clothing (due to it being soiled or required for outdoor time).

Bathroom/Diapering Policy

Children are encouraged to use the washroom independently when appropriate, but I will be available to assist those who need it. Every child under the age of four will be supervised during trips to the washroom, and the washroom will be kept clear of any substances that may cause the child harm (medication, cleaning products, etc.). Children over the age of four requesting privacy during their toileting will be permitted to use the washroom unassisted.

Infants and children still in diapers will be changed every two hours, and immediately after a bowel movement. At the parent’s request, I am happy to record diaper changes and their times. Changing pads will be sanitized after every use. Children that are not actively potty training must attend the childcare wearing disposable diapers, cloth diapers are not permitted. Pull-ups are permitted for potty training children only and must be cleared for use by the provider.

Children and staff will both wash their hands after using the bathroom. Even if a child is not yet potty trained, this is the first step in teaching them the importance of proper hand washing. If a child has a toileting accident, I will clean it immediately and as discretely as possible. Accidents happen and it is important that the child is not shamed or subject to any unnecessary embarrassment. The child will be changed into a clean pair of clothes, and the soiled ones will be placed in a plastic bag for the parents. While I will attempt to discard of as much feces as possible in this situation, I am not permitted to wash soiled clothing.

Potty Training

I am happy to assist older children in the potty-training process, so long as they are showing signs of readiness, and it is agreed upon with the parents. I ask parents to begin this process at home with their child over the course of a weekend. Open communication about potty training techniques that are being used at home is very important for the process to be successful. Children undergoing the potty-training process must wear pull ups until they are mostly accident free for a period of two weeks.

Some readiness signs I look for are:

* A minimum of 18 months in age
* An interest in using the toilet and the ability to communicate the need to go
* The ability to pull their pants up and down
* The child is staying dry for longer periods of time

No child will ever be forced to use the toilet. If the potty-training process begins and is deemed unsuccessful, it will be postponed until a later date.

Confidentiality Policy

It is the policy of Tiny Tykes Family Childcare that any records or information pertaining to your child will be kept confidential. I will only release these records in the event of a legal matter that is requested or required by law. It is also requested that any information you may become aware of at my childcare in regard to other families remain confidential.

Fire Safety Policy

There is an emergency evacuation policy that is reviewed, practiced, and recorded on a regular basis.

In preparation for emergency situations:

* Smoke alarms will be tested monthly.
* A first aid kid, attendance record, pen, and each child’s emergency information card will be kept close to the childcare’s main entrance for quick access.
* Emergency supplies will be kept in an accessible place and will be checked annually.
* The childcare will be equipped with a fire extinguisher that I am able to operate. I am also aware of how to shut off hydro if the need occurs.
* Every child will be taught what to do in the case of fire and other emergencies. Drills will be practiced monthly.
* A simple diagram with exit paths to our designated meeting place will be posted.

Fire drills will be practiced on the 1st of every month, or the closest date after if this is not possible, and completion of the practices will be documented.

Children will be educated on fire safety including:

* If they smell smoke, see flames, or feel something that is hot to inform me.
* If they have fire on them STOP, DROP, and ROLL
* In the event of a fire the ground is the safest place to be, away from smoke.
* In the event of a fire, children will line up at the exit door if possible and exit the childcare together, closing doors as we go. If we cannot exit through this door, we will exit through the safest exit in the childcare. Likely the back door or through a ground level window.

In case of an emergency requiring evacuation, we will evacuate together through the nearest safe exit. The attendance form and emergency cards will be taken to ensure every child is accounted for and families can be notified. We will then head to the designated meeting point.

I will notify licensing within 24 hours of the occurrence.

Emergency Plans and Procedures

In the event of an emergency, I have been trained to follow a variety of different procedures as they relate to the situation.

Below are detailed instructions to follow in the event of a variety of situations. These are to be followed as closely as possible without compromising the safety and security of any individuals in the childcare.

My out-of-town emergency contact, to be reached in the event of a provincial emergency, resulting in jammed phonelines, is **Sandy Hartling (343) 263-3308.**

**Lockdown**

When there is a threat on, near, or inside the childcare centre. For example, a suspicious individual in the building who is posing a threat. Lockdown drills are to occur on the 15th of every third month (or the closest date afterwards if this is not possible) with mandatory participation from both myself and the children.

1) I will immediately: • close and lock all childcare centre entrance/exit doors, if possible; and • take shelter.

2) If we are outdoors, I will ensure everyone proceeds to a safe location.

3) If we are inside the childcare centre I will: • remain calm; • gather all children and move them away from doors and windows; • account for all children by taking attendance; • take shelter in closets and/or under furniture with the children • keep children calm; • ensure children remain in the sheltered space; • turn off/mute all cellular phones; • wait for further instructions.

4) If it is possible and safe to do so, I will also: • close all window coverings and doors; • barricade the room door; • gather emergency medication and children’s emergency cards.

Note: Only emergency service personnel are allowed to enter or exit the childcare during a lockdown.

**Bomb Threat**

A threat to detonate an explosive device to cause property damage, death, or injuries. For example, a phone call bomb threat, or receipt of a suspicious package.

1) As soon as I become aware of the threat I will: • remain calm; • call 911 if emergency services are not yet aware of the situation; • follow the directions of emergency services personnel; • account for all children by taking attendance.

When the threat is received in the form of a suspicious package, I will ensure that no one approaches or touches the package at any time.

**Disaster Requiring Evacuation**

A serious incident that affects the physical building and requires everyone to leave the premises. For example, a fire, flood, or power failure.

1) I will immediately: • remain calm; • gather all children, the attendance record, children’s emergency cards and any emergency medication; • exit the building with the children using the nearest safe exit, bringing children’s outdoor clothing (if possible) according to weather conditions; • escort children to the meeting place; • account for all children by taking attendance • keep children calm; • wait for further instruction.

2) If possible, I will also: • take the first aid kit; • gather all non-emergency medications.

3) I will contact the local fire department as soon as it is safe to do so.

4) I will post the facility’s evacuated sign on the door.

**Disaster**

External Environmental Threat or an incident outside of the building that may have adverse effects on individuals in the facility. For example, a gas leak, oil spill, chemical release, forest fire, or nuclear emergency.

If remaining on site:

1) If I am outdoors with children, I will ensure everyone returns indoors immediately.

2) I will immediately: • remain calm; • account for all children by taking attendance; • close all windows and all doors that lead outside (where applicable); • seal off external air entryways located in the facility; • wait for further instruction.

3) I will: • place a note on all external doors with instructions that no one may enter or exit the childcare centre until further notice; • turn off all air handling equipment (heating, ventilation and/or air conditioning, where applicable).

If emergency services personnel direct the childcare to evacuate, I will follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.

**Natural Disaster: Tornado / Tornado Warning**

1) If we are outdoors I will ensure everyone returns indoors immediately.

2) I will immediately: • remain calm; • gather all children; • account for all children by taking attendance • keep children away from windows, doors, and exterior walls; • keep children calm; • conduct ongoing visual checks of the children; • wait for further instruction.

**Natural Disaster: Major Earthquake**

1) I will immediately: • remain calm; • instruct children to find shelter under a sturdy desk or table and away from unstable structures; • ensure that everyone is away from windows and outer walls; • help children who require assistance to find shelter; • find safe shelter for themselves; • visually assess the safety of all children; • wait for the shaking to stop.

2) If I am outdoors with children, I will immediately ensure that everyone stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.

3) Once the shaking stops, I will: • gather the children, their emergency cards, and emergency medication; • exit the building through the nearest safe exit.

4) If possible, prior to exiting the building, I will also: • take the first aid kit and gather all non-emergency medications.

5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.

At all times my childcare is equipped in the event of an emergency of any kind. The following emergency supplies must be kept on site:

* First Aid Kit
* Essential Medication
* Extra Non-Perishable Food and Water (Sufficient for at least 72 hours)
* Flashlight
* Battery Operated Radio
* Batteries
* Extra Clothing
* Warm Blankets
* Tarps
* Duct Tape
* Paper and Pencil
* Children’s Emergency Cards
* Charged Cell Phone

These supplies will be stocked at all times in an easily accessible place and checked often. If at any time any of these supplies are used, they will be replaced as soon as possible.

If ever there arises a need to evacuate my childcare, children will be safely led to our muster point; **the Alliance Church parking lot**. If for whatever reason this location is deemed unsafe at the time or we are unable to return to the facility, children will be taken to **Robertson Elementary**. If any child wanders away from the group, I will refer to the MISSING (LOST) CHILD POLICY for the appropriate action to take. As soon as it is safe to do so, parents will be contacted by cell and informed of their child’s whereabouts. If parents are unreachable or cell service is down, they will be able to collect their child at one of the two locations specified above. A sign will also be posted on the door of the childcare alerting any parents of their child’s location and informing them not to attempt to enter the premises. Under no circumstances is anyone to return to the childcare until it is safe to do so.

**Power Outages**

If the childcare loses the use of heat, water or electricity before opening, I will inform families to keep their child home.

If the childcare loses the use of heat, water or electricity while the child is in attendance, and the outage is expected to continue beyond 60 minutes, does not have an estimated recovery time, and/or the temperature outside is deemed unsafe, families will be contacted immediately. I will keep the child in a safe environment and care for them until a parent or emergency contact is able to pick them up.

**Inclement Weather**

During times of inclement weather, the provider may need to make the decision to close the childcare for the health and safety of the children and their families. When making this decision, the provider will assess the increased risk of: falling, potential emergency service delays, unsafe road travel, road closures, outdoor play concerns, and the potential for the childcare to become inaccessible to families trying to get back to their children. The provider will monitor poor weather due to snow, freezing rain, flooding, and other unforeseen major weather events. The provider may decide it is necessary to close the childcare under these circumstances at any time. If the decision is made before the childcare opens for the day, the provider will alert families before 6:30am, wherever possible. If the weather changes suddenly while children are in care, the provider will contact families immediately to retrieve their children.

Additionally, if the Ministry of Transportation has issued a travel advisory, warning individuals to stay off the roads, and/or if the neighbouring schools make the decision to close due to weather conditions, the childcare will close.

Safe Release of Children Policy

In the interest of safety, I ask that every child in my care is only picked up by the child’s parent/legal guardian or any alternate persons listed on their registration card. Parents are responsible for keeping this information up to date. Parents must provide picture ID upon their initial pickup of the child and whenever requested in subsequent circumstances. If the child will be picked up by someone other than the parent, the childcare will need to be provided with notice and the individual will be required to produce proper ID before taking the child. In emergency situations the child’s registered parent may provide verbal permission over the phone for another individual to pick up the child. The parent will have to provide me with this individual’s full name for their identity to be verified upon pick up.

Parents must have contact with me on both arrival and departure. Parents will record their drop off and pick up time on a daily attendance sheet, as well as the signature of the parent accompanying the child. Should an individual attempt to pick up a child they are not authorized for, I will attempt to get in contact with the child’s parent to confirm their identity. At this time the parent will need to provide the individual’s personal information and the individual will be required to produce ID proving this. If at any point I feel threatened by an individual attempting to pick up a child, necessary action will be taken to ensure the security of all involved parties, including contacting the authorities if necessary. Any person that appears to be unfit in caring for the child will be asked to leave the child in my care until alternate arrangements can be made. This includes, but is not limited to, any persons appearing to be under the influence of drugs or alcohol or appearing emotionally unwell. In this circumstance, I will reach out to the child’s parent for an alternative. If the parent is unreachable, I will take all possible action to contact the child’s emergency contacts before contacting the proper authorities. If the person in question refuses my request and removes the child from the childcare against my judgement, the authorities will be contacted. If the person is not the child’s parent, the parent will be notified of this immediately.

When a custody or court order exists, it is the responsibility of the parents to provide the childcare with an up-to-date copy of the agreement document and any details as they relate to childcare. These will be followed at all times. It is up to the parents to report, in writing, any changes to the agreement. These files will be kept confidential.

My childcare has an open-door policy. Parents are welcome to visit their child at any time during the day and may pick up their child at any time before the childcare closes. Families are asked to respect the childcare’s quiet time of 1pm-3pm when visiting the childcare. If a child must be picked up during this time, I ask that you text or call to alert me of this. I will then gather your child and bring them to you at the door to avoid disturbing the other children. I ask that you do not ring the bell or knock on the door during this time.

All children must be picked up by 4:30pm when the childcare closes. If the parent knows they will be late, they must make arrangements to have their child picked up before 4:30pm and inform me of this as soon as possible. If the child has not been picked up by 4:40pm and I have not received a phone call from the parent, I will attempt to contact the family and any emergency contacts listed on file. If these efforts are unsuccessful, I will be forced to contact the proper authorities. A flat fee of $10 will apply for the first 10 minutes beginning at 4:31pm, with an additional $1 a minute charged every minute the child has not been collected beyond 4:41pm. This late fee is due upon drop off on the following business day. The provider reserves the right to refuse services until this fee has been collected. Rates will not be prorated for any days lost due to unpaid fees. Repeated late pickups may result in termination of care at the provider’s discretion.

Suspected Child Abuse Reporting Policy

To prevent abuse of all types within my childcare, all persons 12 years of age or older residing in the residence will be required to provide a clear criminal record check to be kept on file. Every child attending my childcare must keep up to date records on file, including custody arrangements, emergency information, and individuals authorized to pick up the child from my care. Detailed records must be kept in a daily log, documenting any abnormal or suspicious behaviours observed in the child, as well as any accidents or illnesses that may occur. Parents and I will ensure the attendance log is used upon every drop off and pick up of every child, no exceptions. Parents are to be informed of any major changes in my childcare such as new staff or new family members in the home. My childcare has an open-door policy. Parents are welcome to drop in and visit their child at any time and are encouraged to communicate any concerns (both in the childcare and at home) with me. All concerns are to be taken seriously, regardless of how small they may seem at the time.

In accordance with the law, anyone with reason to believe a child has been or is likely to be abused or neglected must report their concern to a child welfare worker. This legal duty overrides any duty of confidentiality and requires all suspicious situations to be reported, regardless of having proof or not. It is my responsibility to document all incidents or observations in the childcare’s daily logbook and complete a report as soon as possible. Reports in British Columbia can be made by calling the Helpline for Children at 310-1234 at any time, or the 24-hour helpline at 1-800-663-9122. If the child is thought to be in immediate danger, I will call 9-1-1 or the local police.

Missing (Lost) Child Policy

Before any child leaves the facility, they will be educated on the safety skills required to prevent any child from becoming missing or lost. I will ensure every child fully understands the boundaries of the area and that it is unsafe for them to wander off on their own. Every child will be instructed to stay in the group and assigned a buddy to watch over one another. A meeting place will be predetermined with the child which they can calmly head to if they do happen to lose the group. If the child is too young for such a place, they will be instructed to wait where they are until someone finds them.

At no time will I take large groups of more than 8 children off-site. I will only accompany a small group of children whom I am familiar with and able to monitor closely. Head counts will be conducted regularly and every child’s emergency card, with a photo of the child, will be carried at all times.

If a child in my care is missing or lost, I will begin a scan of the immediate area. This scan will last no longer than 2 minutes. After two minutes I will expand the search area. If we are in a public building, the child will be paged if possible. I will get as many people involved in the search as possible, with the child’s photo in hand. After ten minutes I will call the police and inform them of the child’s name, age, weight, height, clothing and footwear and record the file number provided by the police. I will then call the parents to inform them of what has happened and what is being done. Parents will be updated as the situation progresses.

When the child is found I will contact the parents and alert everyone else involved.

As a follow-up I will assess the problem and make changes, if necessary, to avoid the risk of any similar incidents. I will ensure the children are further educated about the importance of staying with the group.

Active Play Policy

Active play is an important part of a child’s well being. Not only does it provide opportunities for children to develop gross motor and fundamental movement skills, it also provides children with a range of emotional and social benefits. Active play helps children to develop a strong body and helps protect them from disease. At my childcare I follow The Canadian Physical Activity Guidelines for the Early Years in regard to active play with my children. This guide states:

Infants less than one year will be physically active several times a day, mainly through floor-based play.

Toddlers and preschoolers should accumulate at least 180 minutes of physical activity a day.

Children 5 and older should accumulate at least 60 minutes of physical activity a day.

At my childcare I aim to provide all children with a minimum of 120 minutes of active play throughout the day. Under my supervision I guarantee to provide children with at least 60 minutes of outdoor active play a day. If outdoor play is not available due to weather, children will be able to engage in this active play indoors.

I will provide children with plenty of enticing opportunities to engage in active play throughout the day. These include both organized games and activities as well as child-led play. Children receiving full time care will be provided with one hour of designated active play time in the morning and another in the afternoon to ensure their needs are being met.

I will engage with children in active play and physical activity whenever possible, while still allowing child-led play to occur. This allows me to model healthy behaviours for the children in my care and encourages them to continue to be a part of play.

Screen Use Policy

As legally required by all licensed childcare programs, every child will be permitted to a maximum of 30 minutes of supervised screen time per day up to a total of 150 minutes per week. Children under the age of two or in attendance for 3 hours or less will not be provided with any screen time during their time with me. In order to effectively enforce this policy, children will not be allowed to bring personal electronic devices such as iPads or cellphones onto the premises with them. The childcare will not have access to a television and televisions will not be used to provide background noise; age-appropriate music may be played instead. The childcare has a projector mounted to the wall. This is to be used for educational purposes and special events only. The projector’s use will not exceed the total allotted screen time.

Transportation Policy

At Tiny Tykes Family Childcare, we plan regular visits to local parks and establishments. These trips are close to the childcare, and our mode of transportation is walking. Young children will be strapped into a stroller, or worn in a baby carrier, during these outings. Older children may ride in a wagon, or they may walk. If walking, they will be closely monitored, and must hold on to an appropriate transportation device (stroller/wagon/walking rope). No child will be permitted to walk unless they are able and willing to follow this requirement.

On occasion, we may plan field trips at further distances requiring vehicle transportation. In this case, parents will receive a field trip permission form, with details on how the children will be transported. Parents will be required to sign off on this form for their child to participate. Children will be strapped securely into the appropriate seating during these events and will not be transported by anyone under the age of 19. The driver must also hold a valid driver’s licence that permits them to operate the type of vehicle being used. If a parent is uncomfortable with someone else transporting their child, they will be permitted to provide their child with transportation to and from the fieldtrip.

Arrival Policy

Upon arrival at the childcare, families are welcomed to allow themselves into the building, using their personalized door entry code. Children are then required to be signed in using the sign in book located at the front door. The door to the main play area will remain closed at all times, and parents should assist their children in changing into their indoor footwear before opening this door. Footwear must be worn at all times, with the exception of nap, and should be hard enough to provide children with ample foot protection during their play. Footwear should be free of laces as these can become tripping hazards. Slippers are not a suitable form of footwear. No outside items are permitted to accompany your child into the childcare. This includes food, drink, toys, and loose, removable jewellery. Exceptions may be made on a case-by-case basis for children requiring the comfort of a lovey. Communication with the provider is required before leaving the childcare to ensure I am aware of your child’s arrival.

All children must arrive dressed and ready for the day before the arrival cut off time of 9am. This cut off time will be adjusted only in special circumstances, upon approval from the provider, and at least 24 hours beforehand. Any child arriving after this time without preapproval will be marked as absent for the day and will be unable to attend. Fees will not be returned for any days missed for this reason.

Visitor Policy

I have an open-door policy and parents are welcome to come by any time they wish, while maintaining respect for quiet time and children that may be napping. Parents are welcome to come by and check on their child, however any parent wishing to spend an extended amount of time inside the childcare with their child, with the exception of our gradual entry program, will be required to undergo a criminal record check at their expense. This is to ensure the safety of all children in my care.

Gradual Entry

Some children will require extra support while making the transition to daycare. I am experienced in dealing with children affected by separation anxiety and am here to offer my support to both children and parents throughout this time. Families are welcomed to take advantage of our gradual entry process upon enrollment. It is preferred that a parent or guardian be the one picking the child up from care throughout this process in order to reduce anxieties. This approach can be tailored depending on the child and will be short for some, but longer for others. Gradual entry can span 3-4 days in the child’s first week of attendance, up to two weeks, or even more. Typically, this process begins with a short 2-hour-visit, accompanied by the parent. Only one parent is permitted to attend throughout this process, and additional children will be accepted only as paid drop-ins, and if space allows. The child’s second day will be a short one, around 2-3 hours, unaccompanied. On the third day the child will spend 4-5 hours in the childcare. Depending on your child’s needs, the fourth day may be a full day. It is important to remember that not all children will be able to adapt this quickly, while others will find the transition much easier. Please feel free to discuss with me a personalized entry plan that may work with your child.

**A family member must be available for pick up at any time during the gradual entry process. This process is intended to be a positive experience for the child, allowing them to develop a sense of security and trust with me.**

Repayment Agreement Policy

In order to secure your child’s position within the childcare, fees will not be prorated if your child is absent due to illness or vacation. In the event that my children or I fall ill, and I am unable to remain open, I will attempt to secure an alternate provider for the day. Should a substitute not be available, the childcare will close, and fees will not be prorated.

Fees will not be prorated due to any emergency closures as outlined in EMERGENCY PLANS AND PROCEDURES.

Parents will be notified with at least one month’s notice for any additional days or vacation that I will be away, and the childcare will be closed. I am entitled to fifteen days of paid vacation time annually, renewing on January 1st, with any unused days rolling over to the following year. This time can be taken as a whole, or split up throughout the year, so long as it is clearly communicated to parents, and they are given appropriate notice. Any vacation days taken beyond these days will result in fees being prorated. Parents are required to have a back up care plan in place if the childcare is closed, whether it be planned or due to unforeseen circumstances.

One month’s written notice must be provided by either party to end the terms of this agreement. This notice must be provided by the first of the month. Failure to provide this notice may result in the forfeiture of the child’s deposit as well as additional outstanding childcare fees.

Termination of Care

Tiny Tykes Family Childcare reserves the right to terminate services immediately, and without notice, should the health or safety of children be at risk by either the child or their parent(s)/family.

All policies and procedures must be diligently followed upon commencement of care. Failure to abide by this may result in the termination of care.

If care is terminated due to either of these reasons, the child’s deposit will be forfeited.

Nutrition and Meal Planning Policy

As required by the Community Care Facilities Licensing program (CCFL), my childcare is happy to inform parents as to what food and drinks are provided to children while in my care. Parents have access to my 4-week meal plan which outlines what their child will be fed while under my care. A daily menu is on display to indicate any changes that may occur to the menu based on availability. In addition to this, parents are able to view the meals and amounts their child has consumed through the Brightwheel app.

My childcare provides breakfast and an afternoon snack to every child under my care during designated mealtimes. Snacks and meals are prepared on the premises. Food is available at scheduled times only. If your child is absent during a scheduled meal or snack, please plan to feed him/her before drop-off. The cut off times for meals are as follows: 8:20 am for breakfast, 3:15 pm for afternoon snack.

Children are encouraged to try each food that is offered. Children will not be punished for choosing not to eat and will be offered food again at the next scheduled meal or snack. Water will be offered to children throughout the entire day, a thirsty child will never be refused water.

Parents are welcome to send treats with their child on birthdays or special holidays. I do, however, ask that the parent check in with me before doing so. This will help ensure no child is excluded due to food allergies or dietary restrictions.

Food allergies are common, and it is important the childcare and parents work together to provide a safe environment for all children in my care. I am experienced in dealing with allergies but will require parents to keep the childcare updated on any new or recent allergies/reactions their child may have. Parents must provide verification of the food allergy and its level of severity, as well as instructions on what to do should the child encounter that allergen. Parents must also supply any medications that should be administered to the child if an allergy is presented while under my care. The childcare will accommodate food allergies based upon their severity. If the allergy is not severe or life-threatening, the foods will continue to be served to the other children under close supervision of the provider and parents will be permitted to supply the child with an alternative snack/meal for their child. If the allergy is severe, the specified foods will not be served to any children. In the case of an allergy so severe it is dangerous for the child to come into contact with the food, or breathe it in, precautions will be taken to ensure the child’s safety. These may include a note being sent home with other children, alerting parents of the situation, and asking them to make sure their child is not bringing anything of the sort into the childcare or consuming it shortly before arriving on the premises. Children’s allergies will be recorded and posted in the kitchen. Confidentiality of allergies will be maintained wherever possible.

Reasonable adjustments will be made to the menu to accommodate any child that has religious or lifestyle dietary restrictions. For example, a vegetarian child may be offered meatless spaghetti sauce while other children have meat sauce. If parents wish to provide alternative foods for their child, such as soy milk, lactose free cheese, etc. they must be approved by the childcare and labeled with the child’s name and date opened. Special arrangements can be made allowing parents to provide their own snack and meals for children who must adhere to special diets, but this must be arranged ahead of time.

I will wash my hands thoroughly before handling and preparing food and between handling different foods. Children must wash their hands under supervision both before and after consuming any meal or snack. All food preparation and serving surfaces (countertops, tabletops, highchairs, dishes, etc.) must be washed, sanitized, and dried immediately after their use.

Anyone handling food preparation in my childcare must hold a valid Food Safe Certificate.

Steps will be taken to ensure the children’s safety while consuming food and drink in my childcare. I will accompany eating children at ALL times. I will ensure that children are seated while eating and encourage children to take small bites. All food will be cut to a safe size for the smallest child under care to prevent choking if the child grabs something off another child’s dish. Preventative measures will be taken whenever necessary when serving children. Round items such as grapes will be cut length wise. Any pits or bones will be removed from foods and hard, chunky, or sticky foods will be cut into small pieces. Children will also be taught about the dangers of choking and how to signal to others that they are choking. Children will be made aware that this signal is not a joke and is to be used only in an emergency.

Pet Policy

My family has a dog, cat, and hamster on site. They will be kept upstairs, in my personal home, without any access to children during daycare hours. After hours, my dog may walk through the childcare and/or use the outdoor play area. My dog is walked regularly and discouraged from toileting in the outdoor play area. If any toileting does occur during my dog’s play, any feces will be immediately discarded into an enclosed container. Additionally, the yard is checked after every use by my dog and every time we go outdoors to play.

Due to the pets we keep on the premises, it is probable that your child will encounter their hair at times. Parents are required to inform me of all allergies their child has, including those to dander or fur, to be recorded in their files.

Designated Smoking Areas and Cannabis Storage

There are adults on site who smoke and/or use cannabis. Cigarettes and cannabis will not be consumed by any person while the children are in attendance of the childcare and will be kept locked away and out of reach of the children at all times. There is no cannabis cultivation on this property.