



PARENT HANDBOOK

—Nurture Nook Academy

Our facility will offer licensed group childcare services for children aged 6 months to 5 years old. Our experienced and certified staff will provide a comprehensive curriculum that is focused on the development of the whole child, including social and emotional development, language and literacy, math and science, and physical development.

Our Education Philosophy

CURRICULUM

At Nurture Nook Academy, we believe in the transformative power of play as the cornerstone of early learning. Our philosophy is rooted in the understanding that each child, unique in their way, possesses innate curiosity and potential that flourishes in a supportive, play-based environment.

Holistic Development: We are dedicated to providing a holistic learning environment that nurtures the physical, social, emotional, and cognitive development of very young children. Recognizing the individuality of each child and family, we offer a curriculum that is both inclusive and reflective of the diverse world we live in. Our activities, staffing, and program structure celebrate and respect this diversity, fostering a community where every child feels valued and understood.

Child-Directed Learning: Central to our approach is the Little Steps program, which emphasizes child-directed, play-based learning. This philosophy affirms that children learn best when they are free to explore, make choices, and engage in hands-on experiences. By offering developmentally appropriate toys and activities, we ensure that every child can engage meaningfully with materials that resonate with their lives and community.

Building Foundations for the Future: We strive to equip our children with the skills and strengths necessary for lifelong learning. Through play, children develop critical thinking, creativity, and problem-solving skills. Our program encourages cooperation, communication, and self-confidence, empowering children to navigate the world around them with empathy and understanding.

Community and Connection: Nurture Nook Academy is more than a preschool and daycare; it's a community where families come together, united in their desire for an enriching, inclusive educational experience for their children. We believe that by supporting each child's unique journey, we are not only

shaping the future of our students but also contributing to a brighter, more inclusive world.

At Nurture Nook Academy, we are committed to creating the best possible environment for all children in our care, one where the joy of learning through play opens the door to a lifetime of discovery and growth.

Some of our typical Activities include, but are not limited to

Collaborative Fun: Dive into the joy of group activities with vibrant singing sessions, lively dancing, imaginative play-acting, hands-on cooking experiences, engaging games, captivating story readings, and the enchanting world of music and stories through audio recordings. Circle time becomes a magical moment of shared stories and laughter.

Discovery Through Play: Unleash creativity and curiosity in our Free Play zone, where children are empowered with the freedom to choose their adventure. Construct towering masterpieces with blocks, whip up culinary delights in the play kitchen, care for dolls with an array of accessories, engineer with Legos, explore play sets, manage a miniature household, navigate the world with pull/push toys, or express themselves through a kaleidoscope of art materials. Screen time is thoughtfully curated to enrich the imaginative experience.

Language Wonderland: Embark on a linguistic journey filled with the rhythmic delight of nursery rhymes and the tactile joy of fingerplays. Stimulate conversation and verbal skills with engaging pictures or objects, immerse in the wonderful world of books tailored to young minds, and bring stories to life on the flannel board.

Imaginative Horizons: Step into the realm of dramatic play where fantasy meets reality. The dress-up corner is a portal to becoming anyone or anything, fostering role-playing that inspires the imagination. The art of puppetry opens the door to storytelling and emotional expression, enriching the play experience with depth and creativity.

Outdoor play: (weather Permitting **Normal weather for outdoor play** at Nurture Nook Academy ranges from **-5°C to 30°C**, with safe air quality, light wind, and no extreme weather (storms, heavy rain, or hazardous conditions) Nature walk, water play, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)

Special Days: Include Birthdays/holiday parties, getting ready for holidays, and holiday events.



Registration Form

(Include a photo of child)

FACILITY

NAME OF FACILITY _____ DATE OF ENROLLMENT YYYY / MM / DD

CHILD

NAME OF CHILD _____

SURNAME

GIVEN

MIDDLE NAME

NAME CHILD RESPONDS TO _____

GENDER: _____

ADDRESS _____

DATE OF BIRTH YYYY / MM / DD

FIRST DAY OF ATTENDANCE YYYY / MM / DD

END DATE YYYY / MM / DD

PARENT/GUARDIAN

NAME _____

PLACE OF WORK _____

PHONE _____

LOCAL _____

HOME ADDRESS _____

PHONE _____

HOURS OF WORK _____

POSTAL CODE _____

E-MAIL ADDRESS _____

NAME _____

PLACE OF WORK _____

PHONE _____

LOCAL _____

HOME ADDRESS _____

PHONE _____

HOURS OF WORK _____

POSTAL CODE _____

E-MAIL ADDRESS _____

MEDICAL INFORMATION

FAMILY DOCTOR _____

PHONE _____

MEDICAL INSURANCE PLAN NUMBER _____

DATE EFFECTIVE YYYY / MM / DD

ALTERNATE PERSON TO CALL/PICK-UP CHILD IN CASE OF EMERGENCY

NAME _____

RELATIONSHIP _____

PHONE _____

NAME _____

RELATIONSHIP _____

PHONE _____

PERSONS (OTHER THAN PARENT/GUARDIAN AND EMERGENCY CONTACTS) AUTHORIZED TO PICK UP CHILD FROM FACILITY

NAME _____

PHONE _____

NAME _____

PHONE _____

NAME _____

PHONE _____

PERSONS NOT PERMITTED ACCESS TO CHILD

NAME _____

PHONE _____

NAME _____

PHONE _____

ARE THERE CUSTODY ORDERS? YES NO IF YES, ATTACH DOCUMENTATION

NAMES OF OTHER CHILDREN LIVING AT HOME

NAME _____ DATE OF BIRTH YYYY / MM / DD

NAME _____ DATE OF BIRTH YYYY / MM / DD

HAS CHILD HAD PREVIOUS EXPERIENCE AWAY FROM HOME? (DAY CARE, PRESCHOOL, SUNDAY SCHOOL, ETC.)

YES NO

IF YES, EXPLAIN:

WHERE? _____

DATES OF ATTENDANCE:

DO YOU THINK YOUR CHILD FEELS COMFORTABLE LEAVING PARENTS? YES NO

EXPLAIN:

DOES THIS CHILD HAVE ANY KNOWN HEALTH PROBLEMS/MEDICAL DISABILITIES?

YES NO IF YES, ATTACH DOCUMENTATION

LIST ANY COMMUNICABLE DISEASES CHILD HAS HAD:

HAS HE/SHE HAD ANY RECENT ILLNESS? YES NO IF YES, EXPLAIN:

ANY ALLERGIES? YES NO IF YES, PLEASE LIST:

IF YES, ATTACH SPECIAL INSTRUCTIONS TO FOLLOW IN THE EVENT OF AN ALLERGIC REACTION

WHAT IS THE CHILD'S EATING HABIT?

FAVORITE FOODS:

STRONG DISLIKES:

**BASIC SCHEDULE AND RECORD OF IMMUNIZATION AS SUBMITTED BY
PARENT/GUARDIAN**

(ATTACH IMMUNIZATION RECORD - OR RECORD THE DATES)

First Visit – two months of age: YYYY / MM / DD	Fourth Visit – 12 months of age: YYYY / MM / DD
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Pneumococcal Conjugate
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Measles
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Mumps
<input type="checkbox"/> Polio	<input type="checkbox"/> Rubella
<input type="checkbox"/> Haemophilus Influenza Type b (hib)	<input type="checkbox"/> Meningococcal C Conjugate
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Varicella (chicken pox)
<input type="checkbox"/> Pneumococcal Conjugate	Fifth Visit – 12 months after third visit: YYYY / MM / DD
<input type="checkbox"/> Meningococcal C Conjugate	<input type="checkbox"/> Diphtheria
<input type="checkbox"/> Rotavirus	<input type="checkbox"/> Pertussis
	<input type="checkbox"/> Tetanus
Second Visit – two months after first visit: YYYY / MM / DD	<input type="checkbox"/> Polio
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Haemophilus Influenza Type b (hib)
<input type="checkbox"/> Pertussis	
<input type="checkbox"/> Tetanus	4 to 6 years of age: YYYY / MM / DD
<input type="checkbox"/> Polio	<input type="checkbox"/> Diphtheria
<input type="checkbox"/> Haemophilus Influenza Type b (hib)	<input type="checkbox"/> Pertussis
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Tetanus
<input type="checkbox"/> Pneumococcal Conjugate	<input type="checkbox"/> Polio
<input type="checkbox"/> Rotavirus	<input type="checkbox"/> Varicella (chicken pox)
Third Visit – two months after second visit: YYYY / MM / DD	<input type="checkbox"/> Measles
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Mumps
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Rubella
<input type="checkbox"/> Tetanus	Other Immunizations:
<input type="checkbox"/> Polio	<input type="checkbox"/> COVID-19 – 1 st Dose
<input type="checkbox"/> Haemophilus Influenza Type b (hib)	<input type="checkbox"/> COVID-19 – 2 nd Dose
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> COVID-19 – 3 rd Dose
<input type="checkbox"/> Rotavirus	

BY MY SIGNATURE BELOW I ACKNOWLEDGE THE FOLLOWING:

I HEREBY GIVE MY CONSENT FOR A STAFF MEMBER TO CALL A MEDICAL PRACTITIONER OR AMBULANCE FOR MY CHILD IN THE CASE OF ACCIDENT OR ILLNESS, IF I CANNOT IMMEDIATELY BE REACHED.

PARENT/GUARDIAN SIGNATURE _____

DATE _____

CAREGIVER SIGNATURE _____

DATE _____

Daily Routines/Schedule

	Infant/ Toddler (12)	Infant/ Toddler(12)	3-Kindergarten A (8)	3-Kindergarten B (8)	3-Kindergarten C (8)
7:30 am – 7:45 am	Free Play/ Activities	Gross motor play	Free Play/ Activities	Outdoor play time	Outdoor play time
7:45 am – 8:00 am					
8:00 am – 8:15 am					
8:15 am – 8:30 am					
8:30 am – 8:45 am					
8:45 am – 9:00 am	Snack/ Diaper changes	Snack/ Diaper changes	Outdoor play time	Toileting/snack/circle time	Toileting/snack/circle time
9:00 am – 9:15 am					
9:15 am – 9:30 am					
9:30 am – 9:45 am	Outdoor play time	Free Play/ Activities	Toileting/snack/circle time	Gross motor play	Montessori materials/ Free play
9:45 am – 10:00 am					
10:00 am – 10:15 am					
10:15 am – 10:30 am					
10:30 am – 10:45 am	Gross motor play/ Small groups	Outdoor play time	Art/ Free play	Art/ Free play	Art/ Free play
10:45 am – 11:00 am					
11:00 am – 11:15 am					
11:15 am – 11:30 am					
11:30 am – 11:45 am					
11:45 am – 12:00 pm	Lunch/Diaper changes	Lunch/Diaper changes	Lunch/ toileting	Lunch/ toileting	Lunch/ toileting
12:00 pm – 12:15 pm					
12:15 pm – 12:30 pm	Nap time	Nap time	Nap/ quiet time/ story time/ quiet activities	Nap/ quiet time/ story time/ quiet activities	Nap/ quiet time/ story time/ quiet activities
12:30 pm – 12:45 pm					
12:45 pm – 1:00 pm					
1:00 pm – 1:15 pm					
1:15 pm – 1:30 pm					
1:30 pm – 1:45 pm					
1:45 pm – 2:00 pm					
2:00 pm – 2:15 pm					
2:15 pm – 2:30 pm					
2:30 pm – 2:45 pm					
2:45 pm – 3:00 pm	Diaper changes/Snack	Diaper changes/Potty/Snack	Toileting/snack	Toileting/snack	Neighborhood walk
3:00 pm – 3:15 pm	Free play/ Music	Outdoor play time	Gross motor play	Montessori materials/ Free play	Toileting/snack
3:15 pm – 3:30 pm					
3:30 pm – 3:45 pm	Outdoor play time	Free play/ Music	Montessori materials/ Free play	Free play	Gross motor play
3:45 pm – 4:00 pm					
4:00 pm – 4:15 pm					
4:15 pm – 4:30 pm	Free play	Free play	Outdoor play time	Outdoor play time	Free play
4:30 pm – 4:45 pm					
4:45 pm – 5:00 pm					
5:00 pm – 5:15 pm					
5:15 pm – 5:30 pm					

Hours of Operation

Our Centre is open from 7:30 AM to 5:30 PM, Monday through Friday. To accommodate families who require earlier drop-offs or later pick-ups, arrangements can be made in advance with the Centre's administrator. Please note that these requests are subject to approval based on staffing and scheduling considerations.

The Centre is closed on all B.C. statutory and civic holidays. Additionally, we observe a one-week summer break during the last week of July and a two-week winter break during the Christmas holiday period. These breaks are part of our annual calendar and allow staff rest and facility maintenance, ensuring we provide the best care and environment for your children.

Late Pick-Up

Please call the center if you will be late picking up your children. We understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cellular phone, please call our center. Consistent tardiness could be cause for termination. Late fees are \$1/minute for each minute after the program's end time. The late fee will be charged along with the tuition fee.

Trial Period

There is a trial period of 2 weeks from the date child care begins. If the childcare arrangements are not mutually satisfactory, either party can terminate this agreement with a 1(one) day notice – any monies already paid are non-refundable.

Termination of Services

We also reserve the right to terminate our services with a family if:

- Tuition fees are not paid, and suitable arrangements cannot be agreed upon.
- A family member harasses or threatens another member of the Nurture Nook Academy community.
- The Centre is unable to satisfactorily resolve the problem of late pick-ups with a family.

Supplies

The parent/guardian will provide diapers, diaper wipes, powder, other ointment (e.g., Desitin), personal bedding, and baby bottles. To eliminate the daily bundle of items to carry, you may bring a package of each item to leave at daycare. We will notify you if items are running low. All items will be marked with the child's name. Parents/guardians will provide a change of clothes daily or keep a change of clothes at daycare until needed, replacing as needed. An infant may require more than one change of clothing daily.

*Please bring extra clothes and sleep gear to the center every Monday and take them back every Friday to wash and replace them. We will supply sleeping mats, portable playpens, and sleeping cots.

Checklist

- Sleeping bag and blanket.
- Water bottle and milk bottle.
- Extra clothes, socks, underpants (at least two pairs), and a sweater.
- Appropriate outdoor clothing and footwear for all weather conditions. Please provide rain gear, including pants, a jacket, and boots. A muddy buddy outfit is preferred.
- Slippers or indoor shoes for comfort and emergency evacuations.
- Winter: Hat, mittens, warm jacket, snow or rain pants.
- Summer: Sunhat, bathing suit, towel, and sunscreen.
- Helmet for bicycle activities.
- Diapers, wipes, and any necessary skin care products.
- Personal items labeled with the child's name, including family and child photos for comfort.

Policies and Procedures

1. Safe Release of a Child Policy

At Nurture Nook Academy, the safety and security of our children are of paramount importance. This policy outlines the procedures for the safe release of children to ensure that they are always handed over to authorized and capable caregivers.

Authorization and Identification

- **Authorized Pickup List:** Parents/guardians must provide a list of all individuals authorized to pick up their child from the facility. Children will only be released to parents or persons named on this authorized list.
- **Identification Verification:** Picture identification will be required for anyone unfamiliar to the staff during pickup. Staff members are trained to verify the identity of each individual to ensure they are authorized to collect the child.
- **Unauthorized Pickup Attempt:** If an individual who is not listed as authorized attempts to pick up a child, or if staff cannot verify the person's identity, the child will not be released until parental or emergency contact approval is obtained.

Impaired or Inappropriate Conditions for Child Release

- **Assessment of Condition:** If the adult picking up the child appears to be unable to provide safe care, including but not limited to signs of intoxication (alcohol or drugs) or lack of a proper car

seat, the staff will take immediate action to ensure the child's safety.

- **Alternative Pickup Arrangement:** The staff member or supervisor will suggest that an alternate authorized person be contacted for the child's pickup. This measure is taken to ensure the child's safe transit.
- **Emergency Intervention:** If the parent/guardian or the alternate does not agree with the staff's assessment or no suitable pickup arrangements can be made, staff are authorized to contact emergency services (9-1-1) to ensure the child's safety.

Custody Agreements

Documentation: If there is a custody agreement in place involving a child enrolled at our academy, parents/guardians are required to provide a copy of the agreement. This documentation will be securely stored and referenced as needed to ensure compliance with the custody terms.

Procedure After Closing Time

Late Pickup Protocol: If a child remains at the academy more than one hour past closing time, and all attempts to contact the parents or listed emergency contacts have failed, staff will take steps to ensure the child's safety by contacting the Ministry for Children and Family Development.

Documentation and Incident Reports

Incident Documentation: All incidents related to child release, including unauthorized pickup attempts or impaired adult situations, will be thoroughly documented. This documentation will include the date, time, individuals involved, and actions taken by staff.

Staff Training and Compliance

Staff Training: All staff members will receive thorough training on this policy to ensure its proper implementation. Regular review sessions will be conducted to ensure staff remain familiar with the procedures and any updates to the policy.

Compliance: Staff compliance with this policy is mandatory, and adherence will be regularly reviewed by the academy's management to ensure the highest level of child safety and security.

2. Repayment Agreement Policy

At Nurture Nook Academy, we require all fees to be paid in advance to ensure the smooth operation of our center and to secure your child's place in our program. Fees are due by the first of each month. For convenience and to facilitate timely payments, we request parents/guardians to provide post-dated cheques for up to six months or an auto payment plan.

Our Fees:

1. Full-time: Infant/toddler program: \$1895/ month. With CCFRI, the initial payment for parents is \$995. All parents can apply for ACCB and the subsidy. These two grants are based on family

income. The maximum ACCB is \$1250/month.

2. Full-time: Toddler program: \$1846/ month. With CCFRI, the initial payment for parents is \$946. All parents can apply for ACCB and the subsidy. These two grants are based on family income. The maximum ACCB is \$1250/month.
3. Full-time Preschool program: \$1187/ month. With CCFRI, the initial payment for parents is \$642. All parents can apply for ACCB and the subsidy. These two grants are based on family income. The maximum ACCB is \$1250/month.

Non-refundable Fees:

- Late Payment Fees: Charges apply for late payments to encourage the timely submission of fees.
- Late Pickup Fees: To ensure staffing levels are maintained for the safety of all children, late pickups will incur additional charges.
- Early Withdrawal: Monthly fees are non-refundable if a withdrawal notice is not provided at least one month before the intended withdrawal date.
- Trial Period: The first month serves as a trial period. Either Nurture Nook Academy or the parent/guardian may terminate the agreement within this time without a one-month notice, though fees for the month are non-refundable.
- Immediate Withdrawal: Fees for the month are non-refundable if a child is withdrawn immediately for any reason.
- Absenteeism: Fees cover operational costs and are therefore non-refundable for sick days, holidays, daycare closures (including statutory holidays, emergency closures, etc.), and during the winter break (from Christmas Eve until New Year's Day).

Refundable Fees:

Monthly Fees with Proper Notice: Fees for any given month will be refundable only if a withdrawal notice has been given in a timely manner, with a minimum requirement of one month's notice.

Repayment Policy:

Should there be an exceptional circumstance necessitating a review of our repayment terms, Nurture Nook Academy is committed to discussing and exploring feasible solutions with parents/guardians on a case-by-case basis. We aim to support our families while maintaining the academy's operational integrity and quality of service.

3. Behavioral Guidance Policy

At Nurture Nook Academy, we view discipline as a constructive framework for training and guidance, aimed at fostering a positive learning environment. We recognize and appreciate acceptable behavior, promoting it through affirming words and gestures. This policy outlines our approach to encouraging

desired behaviors while addressing challenges in a supportive and effective manner.

Positive Reinforcement and Environment

We firmly believe that children thrive in an environment where they feel safe, respected, and valued. Our strategy focuses on:

- Positive Reinforcement: Celebrating positive behaviors helps children build self-esteem and encourages them to continue such behaviors.
- Supportive Guidance: We utilize guidance techniques that are supportive rather than punitive, ensuring that children understand and are motivated to adhere to behavioral expectations.

Permitted Disciplinary Practices

Our disciplinary practices are designed to prevent behavioral issues before they arise and to handle them constructively when they do occur:

- Natural and Logical Consequences: We inform children about the outcomes of their actions, helping them understand the impact of their behavior.
- Clear, Consistent, and Simple Limits: Boundaries are set to ensure that children know what is expected of them. These limits are directly related to safety, respect for others, and care for the environment.
- Equipment Use Limitation and Redirection: We may limit the use of certain equipment to prevent conflicts and redirect children to more suitable activities.
- Modeling and Problem-Solving Skills: Staff model appropriate behavior and problem-solving techniques, aiding children in navigating conflicts and frustrations constructively.
- Providing Choices and Anticipating Needs: Children are offered choices to empower decision-making. Staff also plan to minimize conflict situations.
- Use of Proximity and Touch: Simple gestures like moving closer to a child or a gentle touch can effectively guide behavior.
- Acknowledgment of Feelings: Recognizing children's emotions before setting limits helps them feel understood and supported.
- Opportunities for Amends: We encourage genuine actions to repair relationships rather than demanding superficial apologies.

Prohibited Disciplinary Practices

To ensure the emotional and physical well-being of children, the following practices are strictly prohibited:

- Corporal Punishment: No form of physical punishment or harsh treatment is allowed.
- Degrading Treatment: We do not use any language or actions that could humiliate, shame, or frighten children.
- Deprivation of Basic Needs: Children will not be deprived of food, drink, shelter, sleep, toilet use, or clothing as a form of punishment.

- Physical Restraint: Other than as specified in a professionally developed care plan, physical restraint is not used.

Behavior Management Plans

When a child exhibits challenging behaviors that affect themselves or others, a personalized behavior management plan may be developed in collaboration with parents and relevant community resources. This plan will include specific strategies tailored to the child’s needs and the involvement of external support if necessary.

Informing Parents

Parents will be promptly informed of any significant behavioral issues. Discussions with parents will aim to understand the behavior’s context and collaboratively develop strategies to address it. If behaviors persist, we may convene a meeting with parents, staff, and, if necessary, the Board to determine further actions.

Nurture Nook Academy is committed to maintaining a nurturing, educational, and safe environment for all children. This policy supports our educators in managing behaviors effectively and compassionately, ensuring that all children benefit from our care and educational opportunities.

4. Care and Supervision Policies

Classroom/Bathroom Supervision Plan

Classroom Information					
HOURS OF OPERATION	Monday	Tuesday	Wednesday	Thursday	Friday
	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am
	4:30 pm	4:30 pm	4:30 pm	4:30 pm	4:30 pm

Arrival & Departure				
	Approximate Time	Staff Responsible for Greeting Families	Staff Responsible for Monitoring the Door	Staff Responsible for Children in Classroom
Drop-off	7:30 am	ITE/ECE/ECEA	ITE/ECE/ECEA	ITE/ECE/ECEA
Pick-up	4:30 pm	ITE/ECE/ECEA	ITE/ECE/ECEA	ITE/ECE/ECEA

Restroom Plan

Staff position to ensure restrooms are supervised completely.

(Use the changing table in the classroom.) 1 staff member in the restroom with 4 children & rest staff gather the children in the classroom. Classroom 1 will use the change table inside the classroom

How will children be brought to the restroom from outside of the classroom?

1 staff member takes 4 children to the washroom, waits outside the bathroom, and takes the 4 children back to the classroom when they are finished. Staff and children enter the classroom together. The ITE will primarily stay with a larger group of children, whether they are in the classroom or the bathroom.

All staff take children from their classroom to the bathroom, wash their hands, and come back to their classroom.

What is the transition process for taking children to the restroom?

Teaching Staff present Mighty Minutes or pre-planned activity, finger play, or sing songs and conversations as the children wait for their turn to potty.

Outdoors/Playground Plan

Activity	Staff Responsibility	Staff Responsibility
Structured Activity	Water Table & table activities	Play structure or playground supervision
Free Choice	Balls, fine motor activities – bubbles,	Balls, hula hoops, stepping stones – balancing materials, etc
Other	Bathroom Supervision & hydration station	Bathroom Supervision & hydration station

At Nurture Nook Academy, we are committed to providing a safe, nurturing, and educational environment for all children. In alignment with BC Child Care Licensing Regulations, Section 39, our policies ensure that every child is under continuous supervision by qualified Early Childhood Educators (ITEs/ECEs) and assistants.

Supervision Guidelines

- **Continuous Supervision:** Teams consisting of ITEs/ECEs, supported by assistants or responsible adults, supervise children at all times to maintain safety and prevent any incidents.
- **Attendance Tracking:**
 - Children are marked 'arrived' or 'departed' on the daily attendance sheet, which includes details such as time, any noted illnesses, vacations, or absences.
 - School-age children are specifically marked in and out on the attendance sheet with noted times.
 - Attendance clipboards remain with the group throughout the day to ensure accuracy and immediate access.
- **Verbal Confirmations:** At the start of each shift, including after breaks or lunch, educators verbally confirm the number of children with the supervising staff, cross-checking against the attendance sheet.
- **Movement and Transition:**
 - When children move to different rooms temporarily, both the original and temporary room attendance sheets are updated accordingly.
 - Headcounts are conducted regularly throughout the day, especially during transitions such as moving from the playroom to the playground, to ensure all children are accounted for.
- **Active Supervision:**
 - The staff team is proactive in anticipating supervision needs and adjusts their positions to ensure comprehensive visibility and accessibility.
 - No part of any room will be blocked from supervision, and arrangements like tents are monitored to maintain clear sight lines.
 - Staff distribution is strategically planned to ensure all areas are well supervised at all times.

Policy Compliance and Staff Training

- **Training and Compliance:** All staff members receive comprehensive training on these supervision policies and are regularly updated on any changes. Adherence to these guidelines is mandatory and subject to regular review by management.
- **Staff Collaboration:** Educators are encouraged to communicate openly and support one another to

fulfill these supervision responsibilities effectively.

5. Food and Drink Policy

Promoting Healthy Habits

At Nurture Nook Academy, we understand the crucial role a balanced diet plays in children's health and their capacity to engage and learn. We are committed to fostering a culture where healthy eating habits are nurtured, recognizing the vital link between nutrition and a child's developmental and educational achievements.

Parental Involvement in Nutrition

We believe in a collaborative approach to nutrition, where parents and guardians are key partners. We request that parents provide wholesome lunches and two nutritious snacks daily, ensuring a well-rounded diet. If a child comes without a drink for lunch, we will supply water, emphasizing the consumption of healthier food items first to promote beneficial eating habits. We advise against including foods that a child dislikes or has not been introduced to at home.

Breakfast Snacks Provision

Acknowledging the importance of breakfast, parents may bring their child's breakfast to the academy for consumption before 8:00 am, ahead of the morning snack at 9:00 am, on days when mornings are particularly hurried.

Safe Eating Practices

To prevent choking hazards, we prohibit candies, whole nuts, and popcorn, and require that all the food that has choking hazards, like hot dogs and grapes, be cut widthwise. Food for infants and toddlers must be served in small, manageable pieces. Our facilities include a microwave for warming food, and we respect all food allergies and dietary restrictions. During summer, we prefer cold lunches to facilitate outdoor picnics. For children needing warm meals, we suggest using a thermos. Each child must have an individual lunch kit, equipped with an ice pack to ensure food safety.

Restrictions on Sweets and Allergens

Gum and junk food are not permitted in daily meals and will be sent back home to discourage unhealthy eating habits. Exceptions are made during special occasions, with prior parental notification. For children with allergies, especially to nuts, we maintain a strict no-nut policy and require a Food Allergy Action Plan from the parents. Additionally, it is important to note that food will not be used as a form of punishment or reward within our facility.

Allergy Management

Nurture Nook Academy diligently follows procedures to:

- Avoid exposure to allergens.

- Recognize and treat allergic reactions.
- Ensure necessary medications are available and stored correctly.
- Educate staff on emergency response.

We will promptly act on the steps outlined in the Action Plan in case of an allergic reaction, including contacting emergency services if necessary and informing parents of any incidents.

Allergen information will be prominently displayed while maintaining confidentiality, and allergy action plans will accompany children on field trips.

Commitment to Health and Safety

Nurture Nook Academy is dedicated to providing a safe, inclusive, and healthy environment for all children. We pledge to maintain high standards of food safety, encourage healthy eating habits, and ensure that every child's nutritional needs and preferences are met with the utmost care and consideration.

6. Active Play Policy

At Nurture Nook Academy, we recognize the critical role of physical activity in the early development and well-being of children. Active play is essential not only for physical health but also for mental and social development. This policy outlines our commitment to integrating substantial active play into the daily routine of our children, fostering growth, development, and positive lifestyle habits.

Policy Objectives

Our Active Play Policy aims to:

- Provide regular and structured opportunities for physical activity.
- Support the physical, cognitive, and social development of children through active play.
- Encourage lifelong healthy habits among children.

Guidelines for Active Play

Daily Active Play Time:

A minimum of 60 minutes per day of active outdoor play for Infants/Toddlers and Preschool Children:

Weather Contingencies:

Should adverse weather conditions limit outdoor activity, indoor active play will be increased accordingly to ensure that the total amount of active playtime remains consistent.

Equipment and Materials:

Provide a diverse range of play materials that promote physical activity. This includes both indoor and outdoor equipment suited to the children's ages and abilities, ensuring all children can participate actively and safely.

Safe Environment:

All play activities will occur in safe, secure environments. Outdoor play areas are specifically designed to

be age-appropriate and free from hazards, while indoor spaces are arranged to encourage movement and minimize risks.

Inclusion and Accessibility:

Active play programs are inclusive and adapted to meet the diverse needs of all children, including those with physical, sensory, or cognitive disabilities. We strive to ensure that every child can participate meaningfully in all physical activities.

Staff Responsibilities

- Staff are trained to encourage active play and to safely supervise all children during these activities.
- Staff will facilitate active play that encourages children to experiment with various types of physical activities, helping them discover their interests and capabilities.
- Educators will integrate lessons on health and physical activity into the curriculum, reinforcing the benefits of an active lifestyle.

Parental Involvement

- We encourage parents to support their children's physical activity both at the academy and at home. Parental involvement is crucial in reinforcing the importance of health and activity.
- Regular updates will be provided to parents about their child's participation and progress in active play activities.

Review and Monitoring

- This policy will be reviewed annually to ensure it remains relevant, effective, and aligned with current health guidelines and best practices in early childhood physical education.
- Feedback from staff, parents, and children will be incorporated into policy revisions to continuously improve our active play initiatives.

Elevator and stairs supervision plan

To ensure children's safety while using the elevator and stairs during scheduled outdoor play periods.

The elevator will only be used under direct staff supervision for the following purposes:

- When children are going to the on-site/off-site playground, and come back from the on-site/off-site playground
- Transportation of strollers or supplies

Elevator Use Rules:

- A minimum of two staff members must be present when children are using the elevator.
- The child-to-staff ratio must always be maintained following licensing requirements.
- Children are not permitted to operate elevator buttons without staff instruction.
- Children are never allowed to be unsupervised in the elevator under any circumstances.

- Staff will verify the elevator is clear and operational before entry.
- In case of elevator malfunction, the alternate route via stairs will be used if safe.

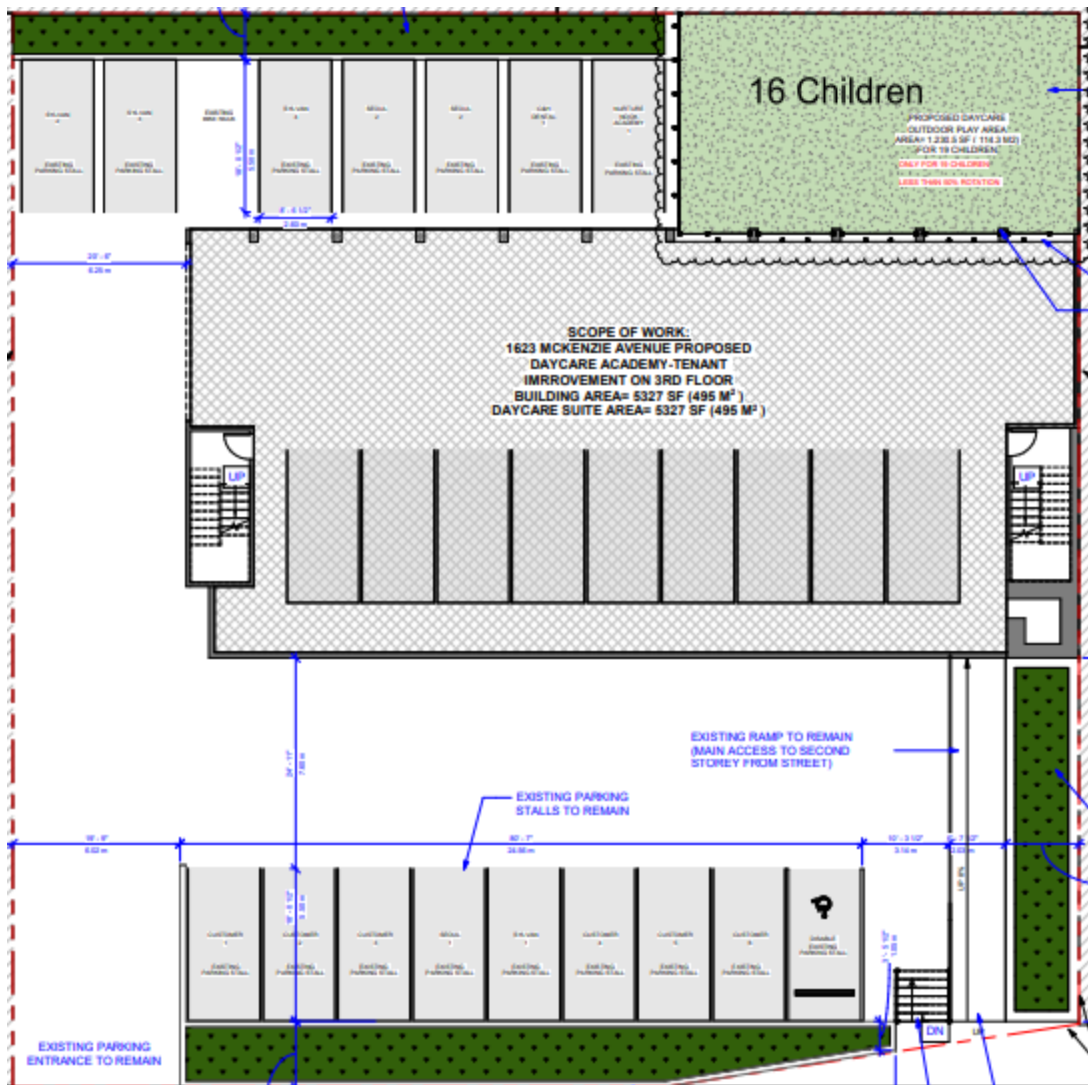
Two-level four-step stairs Supervision Procedures

- Stairs will be used by children for daily transitions to and from outdoor play or in emergencies.

Two-level four-step stairs Use Guidelines:

- Children will be lined up and walked in pairs.
- One staff member leads the group, and another staff member follows at the end to ensure full visibility.
- Staff will provide verbal instructions and reminders such as “Hold the railing” and “Walk, don’t run.”
- Children under the age of 3 will be assisted by hand or carried if necessary.

Outdoor Play Area



Site Plan and Equipment:

Our site plan delineates the location and dimensions of the outdoor play area adjacent to our facility, intended for regular use. It details the playground equipment available and ensures that it's appropriate for the children's age and development levels.

We offer preschool children off-site outdoor play at the Onyx Park area on a daily basis. Horner Park is our designated field trip location.

ONYX PARK

Area: Shelbourne

Location: Onyx Place or Howroyd Avenue

Size: approx. 0.32 ha

Amenities:



Dog Restrictions



Playground



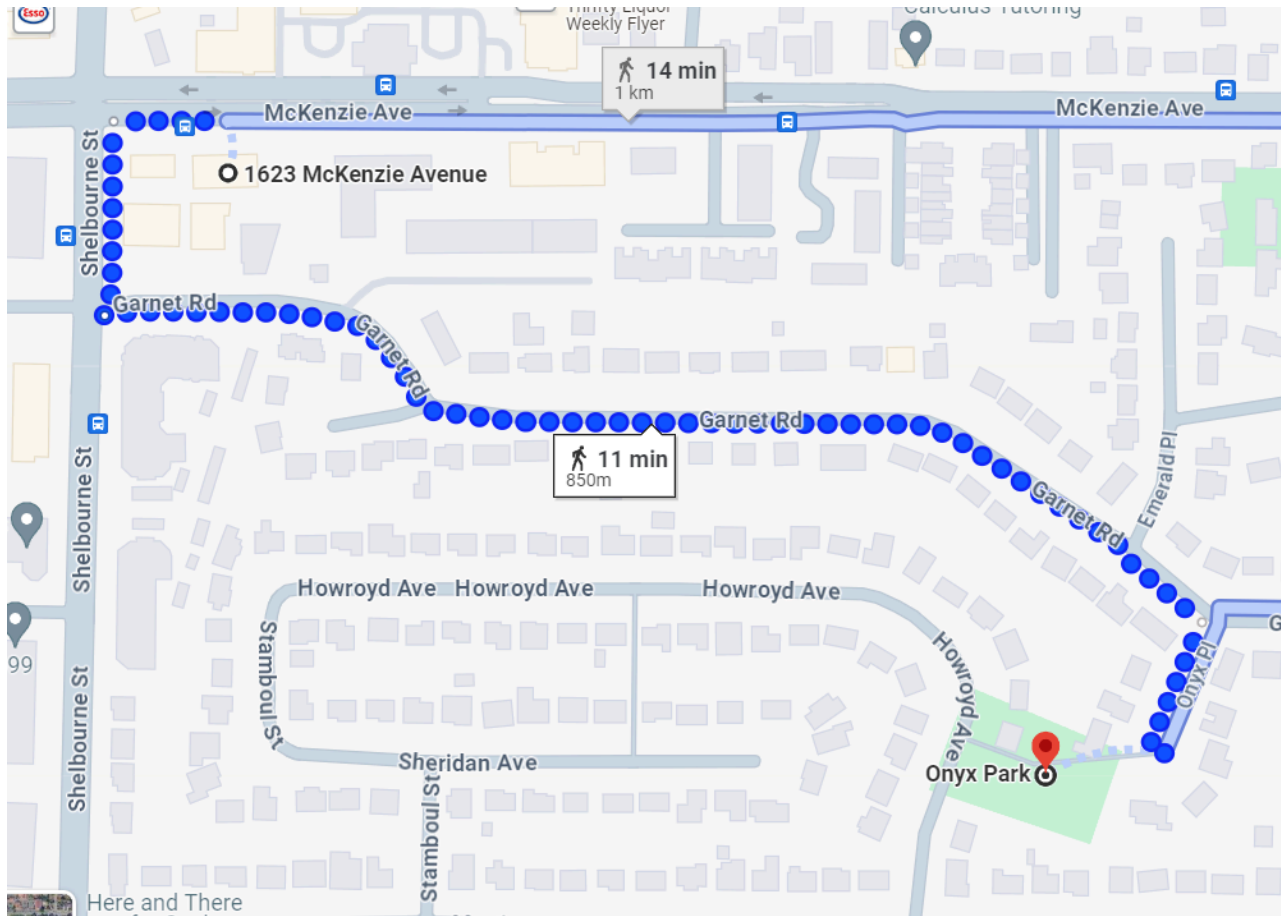
Trails

About the Park:

Located off Onyx Place or Howroyd Avenue, this neighbourhood park is primarily open grassy fields with a small playground and gravel pathways that connect to the residential streets in the area. Remember to leash your dog when within 10m of the playground.



Google map link: <https://goo.gl/maps/LT2CjvHA9o62>



Off-Site Outdoor Activity Plan for Nurture Nook Academy

Primary Off-Site Outdoor Play Area: Onyx Park

1. Overview

Nurture Nook Academy aims to provide enriching outdoor experiences for children through regular off-site visits to Onyx Park. Our on-site play area can accommodate 16 children, and we are willing to use the Onyx parking lot as our regular off-site playground for one three-year-old kindergarten group (8 children). This plan outlines the logistics, safety measures, and compliance with BC childcare regulations to ensure the well-being and development of children in our care.

2. Site Plan

Onyx Park Location and Features:

- Distance from Academy: 850m
- Route: Walking along McKenzie Ave, crossing Shelbourne St, and entering through the main park entrance. The last part of Garnet Rd does not have a sidewalk, and we are going to walk as close as the residential side of the road. The teachers will walk outside of the children,
- Dimensions: Approx. 2 acres

- Facilities: open fields and picnic areas. There will be cones to circle the area for children to overcome the missing fully fenced issue.

3. Supervision Plan & Walking Rules

- Child-to-Staff Ratio: 1:8 for Preschoolers
- Total Staff Per Trip: At least two staff members for up to 8 children.
- Walking Formation & Staff Positioning:
 - Children walk in a single file line along the side of the street closest to residential properties (never in the middle of the street).
 - One staff member leads the group, ensuring pace and direction.
 - One staff member is positioned at the rear to monitor movement.
 - Additional staff walk on the street-facing side to create a barrier between children and traffic.
- Use of Walking Ropes & Safety Vests:
 - Younger children hold onto a walking rope to maintain formation.
 - All children wear high-visibility vests for easy identification.
- Street & Crosswalk Procedures:
 - Cross only at designated pedestrian crossings.
 - Staff steps into the crosswalk first, ensuring all vehicles have stopped.
 - Children cross only after receiving a verbal "go" signal from staff.

4. Navigating Road Hazards & Parked Cars

- Sidewalks & Road Conditions: In areas without sidewalks, children walk along the safest edge of the street, away from traffic.
- If Cars Are Parked on the Street:
 - Staff pause the group and assess a safe passage.
 - Children walk in a controlled single file, staying as close to private properties as possible.
 - Staff ensure clear visibility of oncoming traffic and provide hand signals to stop if necessary.
- If a Car Approaches or Parks Suddenly:
 - Staff instruct children to stop and wait in a safe zone until the path is clear.
 - Children never walk between parked cars to cross a street.

Playground Supervision & Staff Placement

- Upon arrival at the play area, staff conduct a safety check of the environment before allowing children to play.
- Staff are positioned at key locations to maintain full visibility of all children:
 - One staff member supervises structured activities (ball games, climbing, running).

- One staff member patrols the perimeter, ensuring no child wanders beyond boundaries.
- One staff member assists children needing restroom breaks or first aid.
- Maximum Number of Children Allowed at One Time: 8 children per outdoor session.

5. Facilities and Equipment

Toileting Facilities:

- Portable Toilets: Carried for emergency use with a tent during nature walks. (Carry them with the wagon)
- Hygiene: Hand sanitizers.

Diaper Changing Plan:

- Diaper Kits: Carried by staff. The staff will use a tent when changing the diaper.
- Disposal: Sealed bags to be disposed of at Nurture Nook Academy.

6. Activity Plan

Daily Outdoor Activities:

- Schedule: Daily visits, weather permitting, from 10:00 AM to 2:45 PM.
- Activities:
 - We will not use the playground slide on-site. Instead, the staff will guide the children to play in the open field.
 - Structured games in open fields. (balls, jumping ropes, tag, etc.)
 - Nature exploration walks.
 - Picnics in designated areas.

7. Inclement Weather Plan. This plan provides guidelines for managing weather-related disruptions, including snowstorms, heavy rain, extreme temperatures, and other severe weather events.

Alternative Arrangements:

- Ensure there are opportunities for physical activity indoors, such as a designated play area with safe equipment or guided movement activities like yoga or dance.

Communication:

- Parents are informed via text or phone call if outdoor activities are canceled or modified due to weather.

8. Emergency & Contingency Plans

- If a Child Wanders Away:
 - Staff initiates a "Stop & Call" protocol, ensuring all children remain in place while staff locates the missing child.
 - If the child is not found within 2 minutes, emergency services are contacted.
- If Weather Conditions Change Suddenly:

- In case of heavy rain, extreme heat, or snow, children are taken back to the facility, and outdoor play is replaced with indoor physical activities.

Minor Injury Plan:

- First Aid Kits: Carried by all staff.
- Injuries: All the staff will stay to maintain the ratio. If the injuries can be treated right away, the staff will give emergency treatment to the injured child(ren). Then, the child will be transported back to the facility by the extra staff from the center; parents were notified immediately. If it is serious injuries, the staff will call 9-1-1 for the child(ren) to be picked up by ambulance.

Emergency Communication:

- Devices: Staff carry cell phones.
- Contact Information: Accessible emergency contacts for all children.
- Emergency Services: Immediate access if required.

Plan for Children with TPRs:

- Care Plans: Individual plans for children with Temporary Placement Requests, including additional supervision and specific needs.

Designated field trip location

HORNER PARK

Area: Shelbourne

Location: Broadmead Avenue or Iona Drive

Size: approx. 1.97 ha

Amenities:



[Dog Restrictions](#)



[Playground](#)



[Basketball](#)



Horticulture Display



Summer Program



[Hockey](#)



Parking



[Baseball](#)



[Washroom](#)

About the Park:

This neighbourhood park is home to a ball diamond, playground with many accessible components, play court, picnic tables and open fields. The park offers Saanich Neighbourhood Playground Programs (SNPP) operating from June to September. Also offers a year round washroom.

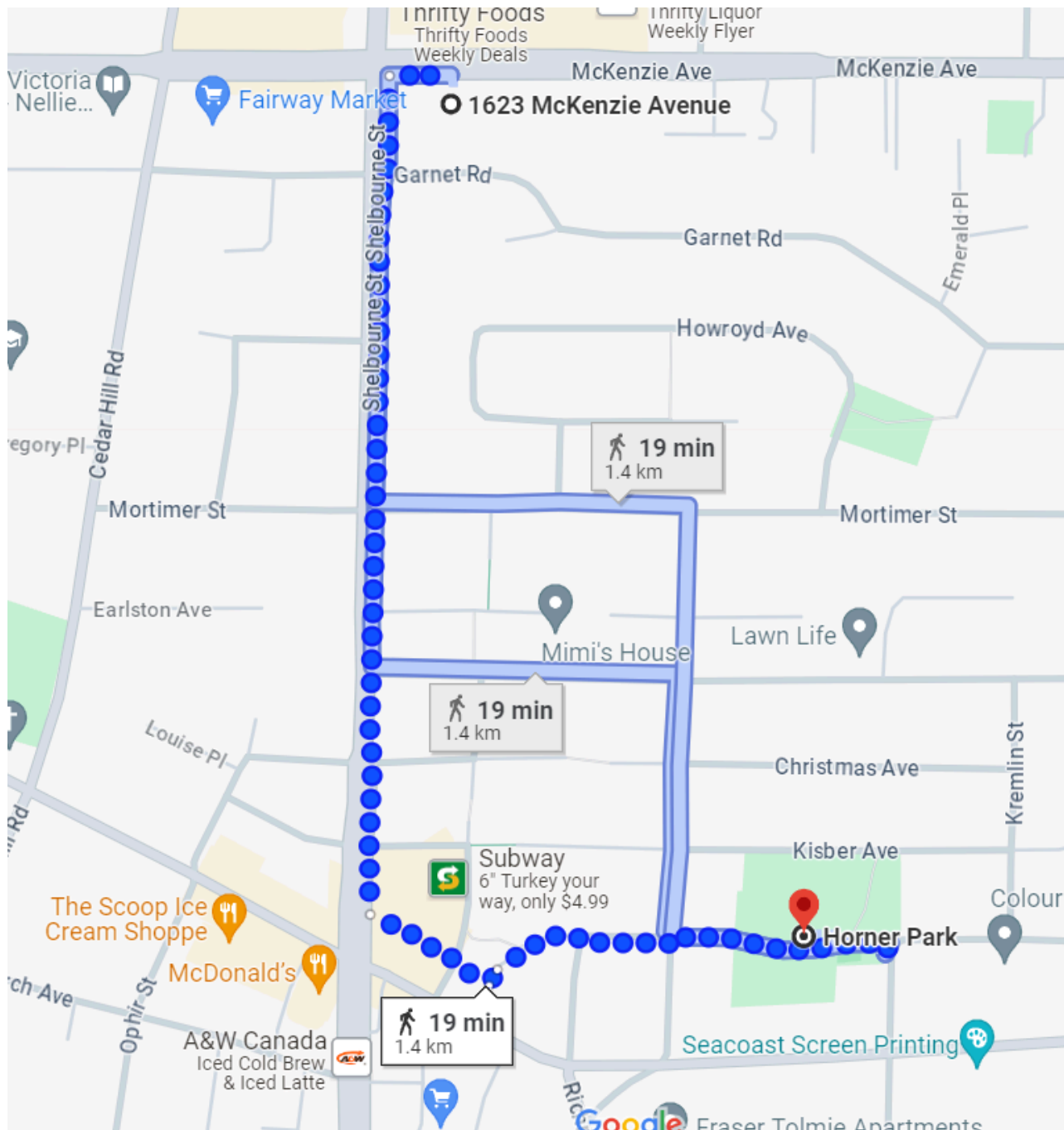


Accessed primarily from Palo Alto Street where several off street parking stalls are available and from Iona and Kisber Drive.



You can [reserve sections of the park](#) through our park permit system. Unreserved areas are available on a first come basis with the understanding that any reservations will ask you to relocate.

Remember to leash your dog when within 10m of the playground and always have your [dog under control](#).



7. Screen Time Policy

Nurture Nook Academy is committed to fostering an environment that prioritizes the health and well-being of the children in our care. Recognizing the significant role that active play and direct interaction have in a child's development, our academy limits the use of screens, including television, computers, and mobile devices. This policy outlines our guidelines for the responsible use of screen time within our daily curriculum.

Screen Time Guidelines

Limited Screen Time:

Screen time at Nurture Nook Academy is restricted to a maximum of 30 minutes per day for preschool children. Infants/Toddlers will have no screen time provided. This limit is designed to ensure that digital media does not replace essential developmental activities such as physically active play, social interaction, and cognitive challenges. Children under the age of two and those who attend the center for three hours or less will not have any screen time. This practice supports our commitment to early development through physical interaction and exploration.

Types of Permissible Screen Use:

1. Allowed screen use includes computers, tablets, smartphones, and video game systems. However, this is restricted to educational purposes or physically active video games that encourage movement.
2. Sedentary screen activities, particularly passive television viewing and non-interactive video games, are discouraged.

Active Video Games:

- When video games are included in screen time, preference is given to those that promote physical activity. However, such active video games are not considered a replacement for genuine physical activity and outdoor play.
- Avoidance of Marketing:
- All efforts will be made to prevent exposure to marketing and advertising during screen time. Educational content will be carefully selected to be free from commercial influences and appropriate for the developmental stage of the children.
- Implementation Strategies

Curriculum Integration:

Screen use, when implemented, will be integrated thoughtfully into the curriculum to enhance educational themes and provide interactive learning opportunities. Screens may occasionally be used to support instruction in topics such as music, art, or physical education.

Parental Communication:

Nurture Nook Academy will maintain open lines of communication with parents regarding our screen use policy and any updates to it. Parents are encouraged to discuss any concerns or suggestions they might have about screen time at our academy.

8. Emergency Plan & Procedure

At Nurture Nook Academy, ensuring the safety of our children, staff, and visitors is a paramount concern. This comprehensive emergency plan and procedure is designed to prepare our community for unexpected events and ensure a coordinated, safe response in the event of various emergencies. Regular drills and

preparedness discussions are integral to our strategy, helping to mitigate panic and stress during actual emergencies.

Regular Emergency Drills

- Frequency and Purpose: We will conduct emergency drills monthly to familiarize children and staff with evacuation procedures and reduce anxiety in real situations.
- Post-Drill Discussions: Following each drill, staff will debrief with the children to discuss the drill's execution and to cover potential scenarios in real emergencies. Teachers will also use additional resources to enhance their knowledge and preparedness regarding emergencies.

Emergency Contact Numbers

Primary Local Contacts:

Lu Xu: (403) 604-8376

Secondary Local Contacts:

Ye Chen: (250) 516-0788

Comfort Bag

Parents are asked to provide a small comfort bag for their child, to be used in case of an emergency. This bag should include:

- A comforting letter addressed to the child.
- A family photograph.
- A small cuddle toy or a favorite book.

Evacuation Plan

- Designated Meeting Areas: The primary meeting area is our back playground. If this area is unsafe, the alternative meeting place will be the parking lot behind the playground.
- Evacuation Process:
 1. Children will be led to line up and exit through the back of the building.
 2. A designated staff member will check all rooms and potential hiding spots.
 3. The last staff member to leave will ensure all doors are securely closed.
 4. Essential items such as the class list, emergency cards, a cell phone, and a first aid kit must be taken during the evacuation.
 5. Attendance will be taken at the meeting area to ensure all individuals are accounted for.
 6. If re-entry is barred, staff may retrieve additional emergency supplies from the children's exterior play area.

Specific Emergency Drills

Fire Drill:

A bell and verbal instructions will be used to signal the start of the drill.

Children will stop their activities and line up at the designated door.

Follow general evacuation procedures as outlined.

Earthquake Drill:

The drill will be announced verbally.

Children will be instructed to quickly move under tables or to doorway arches.

They should adopt a crouch position, cover their heads, and turn away from windows.

After the simulated 'earthquake' ends, count to 60, wait for potential aftershocks for 10 minutes, then evacuate following the standard evacuation plan.

Emergency Communication

In the event of an actual emergency, if local communication options are unavailable, staff will contact one of the long-distance numbers to facilitate communication between parents and the academy.

Parents will be informed of the situation and updated regularly until they can safely collect their children.

9. Communicable Disease Prevention Plan

At Nurture Nook Academy, the health and safety of our children, staff, and families are our highest priority. This plan outlines our procedures to prevent and manage communicable diseases within our facility.

Parental Notification and Child Illness Policy

- **Immediate Notification:** Parents/guardians will be contacted immediately if a child becomes ill at our facility. If parents are unavailable, the emergency contacts listed will be utilized.
- **Symptom Monitoring:** Children displaying symptoms such as fever, excessive coughing, vomiting, diarrhea, any respiratory difficulties, skin disorders, or symptoms specific to COVID-19 (e.g., loss of taste or smell, muscle aches) must stay home.
- **Pick-Up Protocol:** If a child is deemed too ill to remain at the facility, parents are expected to arrange prompt pickup. A quiet, supervised area is provided for the child to rest while awaiting pickup.
- **Return to Facility:** Parents may be required to verify that their child is symptom-free before returning to the academy. This verification helps control the spread of illness.

Preventative Measures and Hygiene Practices

- **Hand Hygiene:** Rigorous handwashing with soap and water is mandatory for all staff and children before and after eating, after using the restroom, and when moving between activities.
- **Regular Sanitization:** Our facility follows a strict cleaning schedule. Washrooms, floors, tables, chairs, toys, and other frequently touched surfaces are regularly cleaned and disinfected.
- **Medication Policy:** Any medication needed during daycare hours must be provided in its original container with clear instructions. Parents must fill out a medication consent form. Non-emergency

medications are stored in a locked medical box, while emergency medications (e.g., inhalers, epinephrine auto-injectors) are kept in a clear, labeled bag at an accessible yet secure location.

Contagious Disease Reporting and Management

- **Reporting Illnesses:** Parents are required to notify the center within 24 hours of a diagnosed contagious disease in their child or household. This allows the academy to alert other families about potential exposure.
- **Exclusion from Facility:** Children diagnosed with a communicable disease will be excluded from the facility until they are no longer contagious, as advised by a healthcare provider.
- **Outbreak Management:** In the event of an outbreak, Nurture Nook Academy will coordinate with local health authorities to ensure appropriate measures are taken to mitigate the spread, and all families will be informed about the situation and the actions being taken.