**PARENT MANUAL**

**2024**

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### **1. Introduction**

#### **1.1. Welcome to DYNAMIC** **Kids Centre**

Dear Parents and Guardians,

I am thrilled to extend a warm welcome to you and your child to the DYNAMIC Kids Centre - School Age Program. I understand that your child's well-being, growth, and enrichment are of paramount importance to you, and I am honored that you have chosen me to be a part of their school life journey.

My program is not just a place where your child spends their afternoons; it's a nurturing and vital environment where they will learn, play, grow, and build lasting friendships. This Parent Manual is designed to provide you with valuable information about my program's policies, procedures, and the comprehensive support I offer to ensure your child's safety, development, and happiness.

At DYNAMIC’s Program, I am committed to fostering an atmosphere of respect, curiosity, and creativity. I believe in open communication with parents and families, and I encourage you to actively engage with me, ask questions, and provide feedback. Your involvement is a vital part of making the program a success.

As you explore this manual, you'll find details about daily routines, educational activities, safety protocols, and more. It's my goal to make your child's time with me not only enriching but also enjoyable, ensuring that you have peace of mind while you work or attend to your daily responsibilities. Thank you for entrusting me with the care and development of your child. I look forward to embarking on this wonderful journey together, creating a positive and nurturing environment that your child will thrive in.

Warmest regards,

Katharina Kroecker

DYNAMIC Kids Centre

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#### **1.2. Contact Information**

Name: DYNAMIC kids centre, Katharina Kroecker - Caregiver and Owner

Facility address: 715 Uplands Court

(same as mailing address) Kamloops, BC

Phone number: 306.390.2480

Email address: kkroecker918@gmail.com

Website: www.dynamickids.ca

### **2. DYNAMIC Philosophy**

Every child is unique and precious, and it is my privilege and responsibility to nurture their physical, emotional, social, and spiritual growth.

I believe in fostering a genuine and personal relationship with our creator from the earliest stages of childhood. My curriculum is designed to integrate biblical values into every facet of learning, cultivating a foundation for a life guided by the teachings of Jesus where children can thrive and build a strong foundation for a dynamic future.

I embrace the philosophy that centres on nurturing the holistic development of each child in a loving environment and accepts each child unconditionally, regardless of their background, abilities, or circumstances. I create an inclusive community where every child feels valued and respected. My commitment to dynamic growth encompasses several key points:

**2.1. Character** **Development**

I emphasize the importance of character development based on Christian virtues such as kindness, honesty, compassion, and forgiveness for a strong and healthy self esteem. These values serve as the foundation for children's growth into responsible and caring individuals.

**2.2. Safe and Nurturing Environment**

I prioritize the physical and emotional safety of every child in my care. I am committed to creating a nurturing atmosphere where children can feel secure, allowing them to explore, learn, and develop with confidence.

**2.3. Service and Compassion**

I encourage children to practice service and compassion by engaging in community outreach and acts of kindness. By doing so, I imprint a sense of responsibility for making the world a better place.

**2.4. Academic and Creative Excellence**

I provide support for children's academic growth while encouraging creativity and critical thinking. My goal is to help them discover and develop their God-given talents to become strong and remarkable adults and leaders.

**2.5. Family and Community Involvement**

I believe in the importance of strong partnerships with parents, families, and the broader community. Together, we can provide a holistic support system for each child's development.

**2.6. Dynamic Life Journey**

I see the program as a stepping stone on each child's life journey. My hope is that the values and principles they learn here will guide them through their lives.

### **3. Program Overview**

#### **3.1. Description of DYNAMIC Kids Centre - School Age Program**

I understand the demands of modern family life, and the program aims to support parents by offering a structured, dynamic, and enriching experience for their children. At DYNAMIC I am dedicated to fostering emotional, social, physical, intellectual, and language development while incorporating important principles rooted in our faith-based values.

* I am licensed for a Group Childcare - School Age. The program is designed for up to 8 children in kindergarten and elementary school with age-appropriate and dynamic activities and supervision.
* My program is committed to providing a secure environment. I maintain a healthy and nurturing environment, conduct regular safety drills, and follow strict safety protocols.
* I am available to assist children with their homework, ensuring that they have a quiet and supportive space to complete their assignments.
* I offer a variety of activities that stimulate creativity, critical thinking, and learning. These may include art projects, musical activities, and interactive games.
* Physical activity is essential for a child's dynamic development. I provide a range of options, including outdoor play, and indoor games that encourage teamwork and physical fitness with supervision.
* I foster an inclusive and supportive community where children can build friendships, practice social skills, and learn to collaborate with their peers.

I am dedicated to enriching the lives of children by providing a balanced and engaging after-school experience. I believe in the development of each child, and this program is designed to support their social, and physical growth in a safe and nurturing environment for a dynamic future.

**3.2. Description of School Closure Program**

I understand that your child's well-being and development are of high importance to you. My school closure days/ school break program has been designed to provide a solution that aligns with your family's needs, ensuring a seamless transition when schools are closed.

This program offers a structured, nurturing, and fun environment for children, where they can thrive during these school closure periods.

I prioritize safety, learning, and fun in my day care program, ensuring that children have a positive and enriching experience during school closures. Additional engaging activities and games to end the day are on a high note.

Offerings to Encourage Development:

* Emotional: Regular check-ins, personalized attention, and opportunities for self-expression.
* Social: Group activities, teamwork exercises, and structured playtime.
* Physical: Outdoor play, sports, and activities that promote gross motor skills.
* Intellectual: Enrichment programs, age-appropriate learning materials, and creative projects.
* Language: Storytime, discussions, and language-focused activities.

**3.3. Daily schedule sample**

|  |  |  |
| --- | --- | --- |
| 7:30AM-8:00AM | **Morning** | Greet the child warmly when they arrive.Check in with parent/guardian. Quick health check. |
| 8:00AM-8:15AM | **School** | Getting ready for School Drop off.Leave the house and drop off kids at school with DYNAMIC group van. |
| 2:30 PM-3:15 PM | **After****noon** | Pick up from school with the van. Arrive at the home and snack time.Allow some downtime for the children to relax and chat about their day.If the weather allows, we will stay at the school playground for free play |
| 3:30PM–4:15PM |  | **Homework and Study Time*** Create a quiet and comfortable workspace for children to complete homework.
* Offer assistance and guidance if needed but encourage independence.
* If there's no homework, engage in educational activities or reading.
 |
| 4:15 PM-4.30 PM | **Activity** | **Structured Activity*** Structured STEM activity, craft project, such as drawing, painting, or a musical activity.
* Encourage creativity and skill development.
* Ensure they have time to socialize with other children if applicable.
 |
| 4:30 PM-5:00 PM | **Active Play** | **Outdoor Playtime*** Outdoor time for some physical activity, weather permitting.
* Play games, go for a walk, or visit a nearby park.
* Promote active play to burn off energy.
 |

**3.4. Daily schedule sample - School Closure**

|  |  |  |
| --- | --- | --- |
| 7:30AM-9:00AM | **Morning** | Greet the child warmly when they arrive.Check in with parent/guardian, quick health check.Free play, socialization, and breakfast or snack |
| 9:00AM-10:30AM | **Activity** | I offer age-appropriate educational activities, such as arts and crafts, science experiments, and educational games. STEM activities |
| 10:30AM-11:00AM | **Play** | Weather permitting, children can play outside and get some fresh air |
| 11:00AM-12:00PM | **Lunch** | A nutritious and balanced lunch provided by parents. |
| 12:00PM-1:30PM | **Quiet Time** | Children can rest, nap, or engage in quiet activities. Storytelling sessions. |
| 1:30PM-3:00PM | **Activity** | More educational and enrichment activities, including music, dance, and language lessons. Occasionally field trips with parent permission.  |
| 3:00PM-3:30PM | **Snack** | Healthy snack and time for free play and socialization. |
| 3:30PM-5:0PM | **Activity** | **Outdoor Playtime*** Outdoor time for some physical activity, weather permitting.
* Play games, go for a walk, or visit a nearby park.
* Promote active play to burn off energy.
 |

**3.5. Statutory Days**

DYNAMIC Kids Centre is closed for Statutory Days. The following holidays are considered paid, contracted holidays:

|  |  |  |  |
| --- | --- | --- | --- |
| **January** – New Year’s Day | **February** - Family Day  | **March** - Good Friday  | **May** - Viktoria Day |
| **July** - Canada Day | **August** – B.C. Day | **September** - Labor Day | **September** - National D. for Truth And Recon. |
| **October** - Thanksgiving Day | **November** - Remembrance Day  | **December** - Christmas Eve Day/Christmas Day |  |

When these holidays fall on a weekend, I’ll take either the Friday before or Monday after as the paid holiday.

#### **3.4. Employee Plan**

This employee plan outlines the requirements and procedures for the operation of the childcare facility.

**Qualifications and Records:**

I am the designated responsible caregiver for DYNAMIC Kids Centre - School Age Program, licensed for a group of 8 children. As a parent of three grown children, I bring practical experience and a deep understanding of child development to my role as the responsible caregiver.

* I have undergone a criminal record check as required.
* I have provided character references as per regulation.
* Copies of certificates, and evidence of training and skills are on file, meeting the requirements of regulation: Responsible Adult course Certificate, First Aid and CPR Certificate
* I meet the criteria, ensuring good character, necessary personality, ability, temperament to work with children, and the required training and experience.
* I have evidence of training to facility policies and procedures, specifically the fire escape plan and emergency evacuation plan.

**Substitutes:**

In the absence of the main caregiver, substitutes may be hired, and the same qualifications and records requirements will apply.In accordance with licensing regulations, if I would hire substitutes, I will conduct an initial meeting with the individual and acquire the following documents:

(a)**criminal record check** for the individual; (b)**character references** pertaining to the individual; (c)a record of the individual's **work history**; (d)copies of any **relevant diplomas**, certificates, or proofs of training and skills possessed by the individual.

The substitute must (a)maintain **good character**; (b)possess the requisite **personality**, ability, and temperament to effectively engage with children; (c)exhibit the **necessary training**, experience, and skills to fulfill assigned duties.

**Volunteers:**

* Volunteers may be utilized during busy seasons like Winter Break or Summer Holidays. However, volunteers who do not engage in direct childcare or supervision may be accepted, provided the same vetting process is followed (a)criminal record check for the person; (b)character references in respect of the person.

Volunteers and substitutes will undergo training on facility policies and procedures, with a focus on the fire escape plan and emergency evacuation protocol. Monthly fire drills and yearly emergency practices will be carried out and documented for compliance. The program will not schedule breaks, and therefore, no break coverage will be necessary.

**Supervision Procedures**

**On-site Supervision:**

* Children will be under constant supervision during their time in my care.
* For hygiene purposes, I will ensure that children wash their hands properly after using the washroom.

**Off-site Supervision:**

* When off-site, such as during group activities or outings, I will maintain a close headcount and ensure each child’s safety.
* In case a child needs to use the washroom while off-site, I will follow a buddy system, where children are paired up, and each child is responsible for their buddy.
* Volunteers with cleared criminal record checks may assist in maintaining supervision during off-site activities.

**Headcounts and Transitions:**

* Headcounts will be conducted at regular intervals during transitions to ensure that all children are present and accounted for.
* I will implement visual and verbal cues to keep children organized during transitions.

**Mealtime Procedures:**

* I will sit and eat with the children at the table during mealtimes to encourage a sense of community and provide a model for appropriate behavior.
* Dietary restrictions and preferences will be respected, and I will promote a positive and enjoyable mealtime experience.

**Inclusion in Emergency Procedures:**

* I demonstrate leadership in emergency situations, drawing on my First Aid training and experience in overseeing various programs.
* Family members who may be present are familiarized with emergency procedures, ensuring they understand their roles and responsibilities in maintaining a safe environment for the children.

**Continuous Learning and Improvement:**

* I will stay informed about best practices in childcare and education.
* I and all employees will attend relevant workshops and training sessions to enhance my skills as a responsible caregiver.
* Ongoing Compliance: Regular checks and updates on the criminal record status of family members are conducted to ensure ongoing compliance with safety regulations.

This plan outlines my commitment to providing a nurturing and educational environment for the children in my care. I am dedicated to fostering their growth, well-being, and joy in a safe and supportive setting.

### **4. Program Policies**

#### **4.1. ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality are essential for maintaining the quality and safety of the program.

Operating hours

**7:30AM in the morning till school start and from school dismissal to 5:00PM on school days.**

It is essential that parents/guardians are aware of these hours and plan accordingly to ensure the timely drop-off and pick-up of their children.

Children are expected to attend the program regularly. Consistent attendance ensures that children benefit from structured activities and maintain positive relationships with their peers and caregiver.

Parents/guardians must notify as soon as possible if their child will be absent due to illness, medical appointments, or other reasons. This notification helps to ensure the safety and accountability of each child.

#### **4.2. DROP OFF AND PICK UP**

This drop off and pick up procedure should provide a secure and organized environment for parents/ guardians and their children during drop-off and pick-up times.

Only authorized individuals listed on the child's registration form will be allowed to drop off or pick up the child. Notify the center in advance of any changes to the authorized list. The child will not be released to a non authorized individual.

|  |  |
| --- | --- |
| **Arrival Time** | Parents/guardians should plan to arrive at the center **no earlier than 10 minutes****before** the official start of the program. |
| **Sign-In**  | Upon arrival, parents/guardians are required to sign in their child.  |
| **Health Checks** | Children will undergo a brief health screening to ensure their well-being. **Children with fever or signs of illness will not be accepted into the program to prevent the spread of illness**. |
| **Brief Goodbye** | Parents/guardians should ensure a calm and reassuring goodbye to their child, helping them transition smoothly into the after-school program. |
| **Personal Belongings** | Label all personal belongings (backpacks, jackets, etc.) with the child's name. Ensure that your child has all necessary items, such as homework and any required supplies. |
| **Pick up** | Parents/guardians should arrive at the center promptly at the designated pick-up time. |
| **Sign-Out** | Sign out your child -out area. |

**Late Pick-Up Policy:**

Parents/guardians are expected to pick up their children on time. Late pick-ups disrupt the childcare routine and can be distressing for the child. In the event of a late pick-up, the following actions will be taken:

* + A fee of CAD20 per 15-minute increment will be charged, payable on the same day as the late pick-up.
	+ If late pick-ups become a recurring issue, a meeting may be scheduled to discuss the matter further and explore potential solutions.

#### **4.3. ACTIVE PLAY POLICY**

Active play is an integral component of DYNAMIC School Age program, defined as physical activity involving moderate to vigorous bursts of high energy that elevate children’s heart rates and engage them in activities that make them 'huff and puff', such as running or jumping.

Active play plays a huge role in promoting healthy growth and development among children. Engaging in physical activities helps build strong bones and muscles, improves balance, coordination, and refines gross and fine motor skills. Moreover, active play contributes to boosting children’s confidence levels, enhances concentration, and augments thinking and learning skills. Additionally, it provides invaluable opportunities for children to develop social skills, make friends, and cultivate positive relationships within a supportive environment.

DYNAMIC School Age program prioritizes the development of fundamental movement skills, recognizing their importance as the building blocks for lifelong physical activity. Through a variety of activities, including balance exercises, coordination drills, and locomotor movements such as running and jumping, we aim to enhance children's motor skills and confidence in physical activities.

* Practical examples include incorporating beanbag tossing games to improve coordination skills and organizing relay races to promote locomotor skills.

Injury prevention is paramount in our active play policy. The children are taught how to be safe and act responsibly in the play space and how to correctly use toys and equipment, and to be aware of potential hazards. Injury prevention strategies will vary depending on the age of the children, their developmental levels, and the environment.

* For example, a particular area of a play space may be made inaccessible for younger children as the toys and equipment located in that area are specifically designed for older children. Another example is the use of protective ground surfacing such as pea gravel under climbing equipment, to reduce the risk of injury from falls. Other injury prevention examples include seat belts and infant car seats, bicycle helmets, personal flotation devices, and poison control.

We foster physical literacy by encouraging children to explore various forms of movement and engage in both facilitated and un-facilitated play. Facilitated play, led by adults, introduces structured games and sports to develop strategic thinking and teamwork skills. On the other hand, un-facilitated free play encourages children to unleash their creativity, imagination, and self-directed movement.

* Practical examples include organized sports like soccer and hockey for facilitated play and unstructured activities such as building block towers and imaginative games for un-facilitated free play. I also emphasize the importance of breaking up prolonged sitting with short bursts of activity to promote healthy habits and mitigate the risks associated with sedentary behavior.

We will also emphasize the importance of inclusivity, ensuring that activities cater to different skill levels and abilities.

For full-day programs, at least 60 minutes of outdoor active play is mandatory. However, in case where the weather prevents outdoor activities, indoor active play will be substituted. Active play may be accumulated through 15-minute portions of time for minimum 4 sessions throughout the day or continuously.

For part-day programs, if weather conditions do not permit outdoor play, active play may be accumulated through 15-minute portions of time throughout the day or continuously.

Sample of Indoor Active Games: Tape Shape Games for Long jumping, Hop, Reach and Strech/ Number Squares/ Ballon Games such as Don’t Touch the Ground/ Penguin Waddle/ Color Toss

All active play sessions, whether indoor or outdoor, shall be supervised by trained staff to ensure the safety and well-being of the children.Top of Form

**4.4. SCREEN TIME POLICY**

To support the overall well-being and development of the children, we have established a Screen Policy that aligns with our commitment to fostering positive and enriching experiences and with regulatory guidelines.

The screen time guideline emphasizes the importance of promoting educational and age-appropriate content. Educational programs and interactive learning tools may be incorporated into the daily schedule to complement the children's academic pursuits.

However, for programs where children are in attendance for three hours or less, screen time activities are entirely excluded from the daily routine. This deliberate exclusion encourages alternative forms of engagement that foster creativity, social interaction, and physical activity, aligning with DYNAMIC’s commitment to providing enriching experiences for young learners. Outdoor play, arts and crafts, and group activities are integral components of our After School Program, and the children are encouraged to explore these opportunities.

During full-day events like Pro D days, a strict limit of 30 minutes or less per day for screen time activities is maintained, encompassing TV, computer, and electronic games. Even during these extended durations, we prioritize a balanced approach to engagement, recognizing the importance of fostering diverse experiences that contribute to children's overall development.

Parents and guardians are encouraged to communicate with the caregiver regarding their child's screen time habits at home to ensure consistency in their overall media consumption. Additionally, we will maintain an open line of communication with parents to discuss any concerns or questions related to our Screen Policy.

#### **4.5. CARE AND SUPERVISION POLICY**

**Curriculum and Activities:** Our program emphasizes developmentally appropriate activities that align with the individual needs and stages of each child. Lesson plans and activities are designed to promote physical, cognitive, emotional, and social development.

**Age-Appropriate Resources:** We provide age-appropriate toys, equipment, and materials that comply with safety standards to ensure the well-being of the children.

**Preventing Injury**

**Safety Measures:** We follow the guidelines outlined in the "Preventing Injury in Childcare Settings" document provided by the government of British Columbia and keep a safety protocol according to the checklist:

* **Developmentally Appropriate Activities:** DYNAMIC provides developmentally appropriate activities and environments to minimize the risk of injuries. Activities are designed to match the age and abilities of each child.
* **Equipment Safety:** We conduct regular inspections of equipment and play materials to ensure they meet safety standards. Any damaged or unsafe items are promptly removed from use.
* **Emergency Procedures:** We have established and regularly practice emergency procedures, including fire drills and evacuation plans.
* **Active and Continuous Supervision:** Children are actively and continuously supervised all the time, both indoors and outdoors.
* **Transition Times:** Extra vigilance is practiced during transition times, such as arrival, departure, and moving between activity areas, to prevent accidents and ensure the safety of all children.

**Safe Play Space:**

* **Outdoor Play Area:** The outdoor play space meets the standards set forth in the "Director of Licensing Standards of Practice Safe Play Space" document. This includes appropriate fencing, fall zones, and the absence of potential hazards.
* **Supervision in Outdoor Areas:** Children are actively supervised while playing outdoors to prevent accidents, promote positive social interactions, and ensure compliance with licensing standards.
* **Weather Considerations:** I take weather conditions into account and adjust outdoor activities accordingly. Adequate shade, hydration, and sunscreen are provided during sunny days, while appropriate clothing and shelter are ensured during inclement weather.
* **Staff-to-Child Ratio:** I maintain a staff-to-child ratio that exceeds the minimum requirements outlined in licensing standards to ensure active and continuous supervision. My program is developed for 8 children.

**Communication:**

**Parent/Guardian Involvement:** I encourage open communication with parents/guardians to discuss their child's developmental progress, any concerns, and to provide information about the daily activities in my care.

**Review and Revision:**

This Care and Supervision Policy will be reviewed annually or as needed to ensure alignment with licensing standards, best practices, and any updates to government guidelines.

#### **4.5.1. BEHAIVOURAL GUIDANCE PLAN**

The behavior guidance plan is designed to promote a safe, respectful, and supportive atmosphere where children can learn and grow. The approach focuses on preventative strategies, effective interventions, and collaboration with parents to address challenging behaviors.

**Preventative Strategies in Childcare - Approach**

**Clear Expectations:**

* We prioritize establishing clear and age-appropriate expectations for behavior.
* We regularly communicate these expectations to children and take proactive measures to ensure their understanding.
* Approach: "In our group, we share toys with our friends. Let's talk about how we can take turns playing with the building blocks."

**Positive Reinforcement:**

* We recognize the importance of positive reinforcement in promoting good behavior.
* We use various methods, such as verbal praise, stickers, or age-appropriate incentives, to encourage and reward positive behavior.
* Approach: "Great job sharing your toys today! You've earned a sticker for being such a good friend."

**Structured Routines:**

* In implementing structured daily routines, we create an environment that provides stability and predictability. This helps reduce anxiety and fosters positive behavior among the children.
* An example would be having a consistent routine for transitioning from playtime to mealtime, ensuring a smooth and stress-free experience.

**Teaching Conflict Resolution:**

* Take an active role in modeling and teaching healthy conflict resolution skills. During conflicts, we emphasize effective communication, empathy, and collaborative problem-solving.
* For instance, we might guide children in a group discussion about sharing toys, encouraging them to express their feelings and find solutions together.

**Classroom Environment:**

* We arrange the physical space in our classroom thoughtfully to minimize conflicts and enhance the overall learning environment. Designated areas for various activities help create a harmonious atmosphere. We provide a diverse range of engaging and age-appropriate activities to keep children occupied and stimulated.
* For example, we may set up a cozy reading corner with pillows and books to encourage quiet and focused time.

**Intervention Strategies:**

We aim to respectfully engage with children to ensure effective communication. Except in situations of physical danger, we approach each child individually, state our name, and lower ourselves to the child's eye level. Being mindful of our tone of voice a soft, kind tone fosters feelings of safety and security, while a loud or harsh tone may cause discomfort. Facial expressions and body movements align with our verbal communication.

For instance, during a recent playtime session, two children engaged in a disagreement over a toy. Instead of intervening abruptly, we approached each child individually. Employing a soft and reassuring tone, we acknowledged their feelings and initiated a conversation about sharing. Through this approach, we aimed to resolve the conflict while promoting a sense of safety and understanding among the children.

**Using Proximity and Touch:** To calm a child and guide their behavior effectively, we acknowledge the impact of physical proximity. Simply moving close to a child, positioning between two children, or offering a comforting touch, such as putting an arm around them, can serve as an intervention technique. This is particularly useful in situations involving biting, hitting, pinching, or kicking.

**Reminders:** Given the short attention span of preschoolers, we utilize simple and positive reminders to clarify and reinforce limits. Frequent reminders are essential in keeping children focused on activities. For instance: "The bikes stay on the bike paths."

**Acknowledging Feelings Before Setting Limits:** We prioritize recognizing and understanding a child's feelings before setting limits. This approach helps children perceive adult guidance as supportive. For example: "You look angry. We cannot let you hit Scott."

**Redirection:** When dealing with inappropriate behavior, especially with preschoolers, we implement redirection strategies. Changing the situation or offering an alternative activity can swiftly resolve conflicts. For example: "I can see you have a lot of energy today. Let’s get our coats and go outside."

**Offering Appropriate Choices:** Adults present simple and positive choices when clarifying expectations or reinforcing limits. This is communicated in a supportive manner, such as: "Do you want to wait in line for your turn, or do you want to find something else to do?"

**Use of Natural and Logical Consequences:** Explain the natural consequences of behavior to clarify the inevitable outcomes. Additionally, use logical consequences to help children understand the problem and its solution. For instance: "When you forget to put your art away, it’s hard to find it when it’s time to go home."

**Limiting the Use of Toys/Equipment:** Redirection is often accompanied by setting firmer limits or removing play items. This strategy is employed sparingly and only after other approaches have proven unsuccessful. For example: "Since you are still having a hard time playing gently on the piano, I’m going to close it now."

**Modeling Problem-Solving Skills:** Adults provide verbal and/or physical assistance to model effective problem-solving approaches and foster a positive environment. For instance: "Tim has the bike, and you want to use it." Or "Have you asked Tim to give you the bike when he’s finished?"

**Providing Opportunities for Children to Make Amends:**

Instead of demanding superficial apologies, we offer genuine opportunities for children to restore relationships after incidents of hurt or harm. This strategy emphasizes the importance of time and goodwill over revenge. For example:

* "Can you help by getting Michael a tissue while I get a band-aid? Maybe you can sit quietly with Michael until he feels a little better."
* "Sharon doesn’t feel ready to play yet because she’s still upset. Let’s give her a little time alone."

**Challenging Behaviors:**

**Redirection Strategies:**

In managing challenging behaviors, priority is given to employing redirection strategies that promote a positive and nurturing environment for the children. Time away, within the context of redirection, serves as a valuable strategy where the child is guided away from an overly stimulating activity or environment towards a more calming area. It's noted that from this perspective, time away is not punitive; rather, it presents a constructive opportunity for the child to cultivate self-regulation and regain control of their emotional and physical state. This approach invites the child to return to the previous activity when they feel ready. Children learn self-regulation best when they feel encouraged, valued, and in control of their emotional and physical state.

* Redirection proves to be an effective technique across all age groups of children.
* As children mature, this strategy empowers them to recognize and manage their emotions and behaviors. They can learn to redirect themselves away from potential issues before inappropriate behaviors occur or escalate.
* Redirection and time away environments can be created anywhere that enables a child to "feel good, calm, and in control" while still being supervised. For instance:
* A designated area with pillows, blankets, books, soft stuffed toys, and squeezable stress balls.
* A space equipped with self-calming sensory items such as containers filled with foam chips and cotton balls, different fabric squares, or bubble wrap, glitter/liquid-filled bottles, kaleidoscopes, or an hourglass.
* A music area with soothing, gentle sounds of nature (e.g., wind, whale sounds, birds).

For example, one child became increasingly agitated, leading to potential disruptions in the group. In response, we implemented a redirection strategy by gently guiding the child to a designated area equipped with soft pillows, blankets, and engaging books. This intentional redirection allowed the child the time and space needed to regain composure independently. Eventually, the child will return to the art activity on their terms, demonstrating the effectiveness of redirection as a supportive and empowering tool.

As children mature, we recognize that this redirection strategy empowers them to develop the skills to recognize and manage their emotions and behaviors. It encourages them to redirect themselves away from potential issues before inappropriate behaviors escalate. The environments created for redirection and time away are thoughtfully designed to be anywhere that enables a child to "feel good, calm, and in control," while still under my supervision.

Top of Form

**Top of FormParent Collaboration:**

Consistent engagement with parents is maintained to keep them informed about any challenging behaviors their child may have. We foster open communication and meetings are held with parents to collaboratively develop care plans when the need arises. When appropriate, parents are guided to external resources, such as counseling or behavior specialists, to provide additional support for addressing challenging behaviors effectively.

**Safety Concerns:**

If during observation, where a child's behavior poses a risk to their safety or that of others, immediate action is taken. The severity of the situation may lead to considerations of terminating the child's registration or attendance, prioritizing the safety and well-being of everyone involved.

* Example*:* A child engaged in impulsive behavior, endangering both themselves and their peers during a group activity. Immediate intervention was necessary to prevent potential harm, demonstrating the importance of swift action in such safety concerns.

**Holding/Restraint:**

We recognize holding or restraining a child as a serious intervention, reserved as a last resort after exhausting all other available strategies. This intervention becomes necessary when a child has lost self-control, posing imminent serious physical harm to themselves or others. An emergency restraint, defined as crucial for protecting the child or others from immediate serious physical harm, not approved, or documented in the child's care plan, mandates caregivers to report its use to the Medical Health Officer within 24 hours.

* Example*:* In a recent incident, a child exhibited extreme emotional distress, putting themselves and others at risk. After attempting various de-escalation techniques without success, a brief and carefully executed emergency restraint was employed to ensure the safety of all involved.

**Termination Process:**

Should the termination of a child's attendance be deemed necessary due to persistent challenging behaviors, we initiate a meeting with parents to discuss concerns and explore potential solutions. A written notice, outlining the reasons for termination and any applicable refund policies, is provided. In such cases, we refer to the repayment agreement, detailing financial responsibilities or arrangements that may need to be addressed.

* Example*:* Despite collaborative efforts and intervention strategies, a child's recurring aggressive behaviors posed ongoing risks to the safety and well-being of others, necessitating a termination discussion with parents to ensure a safe environment for all children in the care setting.

Through these protocols, we aim to create a safe and collaborative environment for all children, ensuring their well-being while actively involving parents in addressing challenging behaviors.

#### **4.6. HEALTH AND WELLNESS POLICY**

Parents and guardians are encouraged to communicate any health or safety concerns to our staff promptly and provide accurate health and contact information for their child. Ultimately care of an ill child is the parents’ responsibility. We are responsible for implementing and maintaining health and safety standards. This includes regularly reviewing and following established procedures.

**Health and Hygiene**

Proper hygiene practices and maintain high levels of personal hygiene.

* We follow strict hygiene protocols to minimize the risk of illness transmission. This includes regular handwashing, sanitization of toys and surfaces, and safe food handling practices. Handwashing is enforced before and after meals, after toileting, and at other appropriate times.
* Sick children are not permitted to attend the program to prevent the spread of illness. Parents are notified immediately if their child exhibits symptoms of illness while in our care.
* Families are advised to keep their children at home if the following conditions are present:

• Any complaints or signs of unexplained or in diagnosed pain

• Difficulty in breathing/wheezing or a persistent cough

• Fever (100 F/ 38.3C or more)

• Sore throat or trouble swallowing

• A common cold with fatigue, runny nose, and eyes, coughing and or sore throat.

Once your child has regained their energy, their temperature is back to normal, and the runny eyes and nose have disappeared your child may return to daycare. Keep in mind a small cough, slight irritation of throat and clear, runny nose may still be present but the child most likely is not contagious at this point.

• Infected skin or eyes, or undiagnosed rash

• Headache and stiff neck (should see a doctor)

• Unexplained diarrhea or loose stool

may or may not be associated with nausea, vomiting or stomach cramps. These symptoms may indicate a bacterial or viral infection which is easily passed from one child to another. Your child should be kept home until all symptoms have stopped for 24 hours.

• Nausea and vomiting (must have stopped for 24 hours).

• Severe itching, dry skin of either body or scalp caused by head/body lice or scabies.

• Children with known or suspected communicable diseases. A doctor's note will be required before your child can return to daycare.

**Medical Emergency**

Supervision is a top priority. We always maintain a close watch over children to prevent accidents and ensure their safety. If your child becomes ill while in my care, we will contact you (the parent) first or we will contact the alternate that we have arranged prior upon your child starting in my care. If it feels like it is an emergency, we will call an ambulance first and then contact you. We will keep the child comfortable and comforted in a space away from other kids but close for me to see and check on.

####

**Care Provider Illness**

If the caregiver becomes ill, it will be notified to you immediately. The program will be closed under these circumstances, and you are responsible for having alternate care arrangements.

**Medication**

Medication to any of the children in the care is not administered. If your child needs to take a prescription medication during childcare hours, you must complete the Administering Medication form, and the medication must be in the original container with the child’s name, dosage, and medication name.

#### **4.7. LOST CHILD POLICY**

The care of your child is of utmost importance, and we will always do the very best to ensure that they remain with the group and are safe. Unfortunately, there is always a small chance of a child wandering away from the group, or of a non-custodial parent attempting to take the child from care.

The program will follow the preventing and emergency plan in situation as:

* Ensuring the children hold my hand or each other hands while we are out.
* Avoid going to places that are overcrowded.
* Making all children aware of the physical boundaries at each place we visit.
* Teach the children that it is not safe or okay to wander off, talk to strangers, approach strange animals, or leave (with a familiar person) without telling me.
* Teach the children the “No, Go, Tell” method so that they are prepared in situations that may arise.

The procedure if, in a rare circumstance, a child was to go missing:

* Immediately raise the alarm to all around that a child is lost and enlist the help of everyone to look for them in the immediate area.
* Provide everyone involved in the search with a description of the child.
* Alert the police and provide a full description.
* Alert the parents of the situation.
* Reassure the other children with the group, as they may be distressed.

#### **4.8. CHILD ABUSE POLICY**

The purpose of this policy is to outline the procedures and guidelines for preventing, recognizing, and reporting child abuse within DYNAMIC School Age Program.

**1. Definition**

Child abuse includes physical abuse, emotional abuse, sexual abuse, and neglect. It encompasses any action or inaction that causes harm, potential harm, or threat of harm to a child.

**2. Prevention**

* Committed to recognize signs of child abuse and neglect.
* criminal record checks for all staff and regular visitors or occupants of the center
* open door policy for parents
* open communication between parents and staff
* constant supervision of children while in care
* all parents and staff will have copies of the Child Guidance Policy

**3. Response**

* Upon receiving a report of suspected child abuse, the program will cooperate fully with Ministry of Children and Family Development, and the Licensing Officer. Any incidents suspected to have occurred outside the childcare center will be reported to MCFD at 1-800-633-9122, and any incident suspected to have occurred in the childcare will be reported to MCFD as well as licensing at 1-877-980-5118.
* Provide support and resources to the child and their family as necessary.

####

#### **4.9. CANNABIS POLICY**

DYNAMIC Program recognizes the importance of education and awareness regarding cannabis use and its potential impact on childcare. We ensure not abuse prescription medication or being under the influence of any chemicals that would impair our ability to provide quality care.

**1. Cannabis Use Prohibition**

The use, possession, distribution, or being under the influence of cannabis is strictly always prohibited. Parents/guardians and visitors are also prohibited from using cannabis on the facility premises. All individuals associated with the program refrain from being under the influence of cannabis when entering the facility.

**2. Cannabis in Personal Vehicles Prohibition**

Parents/guardians, and visitors are advised not to possess or consume cannabis in their vehicles while on facility property. The facility premises include parking areas and driveways.

#### **4.10. SAFETY PLAN FOR DAILY TRANSPORTATION**

**Vehicle Safety**

A fully insured and well-maintained van with an 8-seat capacity (including the driver) is utilized. The group van will be equipped with age-appropriate safety measures, including booster seats, seat belts, and other necessary restraints. Children will be securely fastened at all times during transit. The vehicle has appropriate signage and markings, indicating that children being transported. A first-aid kit, updated emergency contact information and emergency kit for severe weather is always accessible.

Thedriver holds a valid and appropriate driver's license for operating the group van. DYNAMIC kids centre ensures that the driver undergoes regular background checks and has a clean driving record.

**Child Supervision**

The caregiver will always make sure that all children are securely fastened in their child safety seats or seat belts and are monitored throughout the journey.

Ongoing training sessions for the driver will cover safety protocols, child supervision, and updated traffic regulations.

**Transportation Schedules**

The vehicle is used on daily basis to transport the children from the facility to school and from school back to care centre. The transportation times for school days:

**Leaving the centre 8.05am**

**First Drop off at** **RL Clemitson Elementary at 8.10am- Second drop off at Dallas Elementary at 8.20am**

**Pick up from Dallas Elementary at 2.40pm – Second pick up from RL Clemitson Elementary at 2.55pm**

**Emergency Procedures**

Caregiver are trained in emergency procedures, including first aid and CPR. In the event of an emergency, immediate action will be taken, and emergency services will be contacted promptly.

A fully charged cell phone for immediate communication in case of emergencies will be always accessible. Parents will be provided with the driver's contact information. Parents and guardians will be provided with emergency contact information in case of transportation-related incidents.

**Walking Safety Plan**

If walking becomes a part of the transportation plan, the parents will be informed. We will carefully choose safe and well-lit routes, avoiding busy roads and hazardous areas.Children will be supervised closely during walks.Clear guidelines will be established, and training will be practised for crossing streets, emphasizing the importance of using crosswalks and obeying traffic signals.

**Documentation**

Detailed records of each exceptionally transportation trip, including departure and arrival times, names of children on board, will be maintained. All records will be kept securely.

Regular and open communication with parents will be maintained, including updates on any changes to the transportation schedule, vehicle maintenance, or other relevant information.

**Child Check-In/Out:**

DYNAMIC kids centre program implements a digital check in/out system to ensure that each child is correctly accounted for during transitions.

**Parental Consent**

Parents and guardians must provide written consent for their child to be transported by the childcare center.

### **5.** **Emergency Plan and Safety**

**5.1. Preventing** **Plan - Risk Assessment**

**1. Wildfires**

**Prevention:**

* Cleaning regularly gutters, roof, and yard from dry leaves and debris.
* Educating children about fire safety and the importance of not playing with fire.
* Annual calendar reminder to update the emergency plan. Review it with staff at least once a year and refresh stale information.
* The phone will be always full charged. The emergency contact list is programed into the phone for quick access.
* A virtual meeting place is available thru the kids centre App.

**Preparation:**

* Install smoke detectors and teach children the sound of the alarm.
* Install and maintain fire extinguisher.
* Evacuation plan with designated meeting points (attached below).
* Emergency bag with essentials like water, snacks, first aid kit, medications, important documents, and comfort items for children is always available as Grab ‘n Go.

**2. Floods:**

**Prevention:**

* Elevate electrical appliances and outlets to prevent water damage.
* Install flood barriers or sandbags as needed.
* Ensure proper drainage around the property of DYNAMIC kids centre by clearing gutters and redirecting water flow away from the house.
* Store important documents and valuables in waterproof containers.

**Preparation:**

* Evacuation plan with designated meeting points attached below.
* Emergency bag with essentials like water, snacks, first aid kit, medications, important documents, and comfort items for children is always available as Grab ‘n Go.
* Monitor weather forecasts and warnings regularly.

**3. Landslides:**

**Prevention:**

* Planted ground cover on slopes to reduce erosion.
* Avoid overloading slopes with heavy planters or structures.

**Preparation:**

* Familiar with the signs of potential landslides, such as cracks in the ground or tilting trees.
* Evacuation plan with designated meeting points attached below.
* Emergency bag with essentials like water, snacks, first aid kit, medications, important documents, and comfort items for children is always available as Grab ‘n Go
* Teach children about the signs of danger and the importance of moving to safe areas.

**4. Severe Weather (e.g., blizzards, snowfall, storms, extreme cold/heat):**

**Prevention:**

* Reinforce doors and windows to withstand strong winds.
* Trim tree branches and secure outdoor furniture and equipment.
* Have a backup power source, such as a generator or battery-powered lights.

**Preparation:**

* Create a severe weather plan, including a designated safe room within the home.
* Emergency bag with essentials like water, snacks, first aid kit, medications, important documents, and comfort items for children is always available as Grab ‘n Go
* Teach children about severe weather alerts and what to do during storms.
* Monitor weather forecasts, warnings, and alerts closely.
* The gas tank is always full or at least half full
* Winter emergency car kit includes:

Windshield scraper and shovel, Jumper cables and tow rope, mittens/hat/blankets/ reflective triangle, antifreeze, and windshield washer fluid

* Evacuation plan with designated meeting points attached below.

**5. Gas Leak/Power Outage:**

**Prevention:**

* Regularly inspect gas appliances for leaks and ensure proper ventilation.
* Install carbon monoxide detectors.
* Keep emergency contact information for gas and utility providers readily available.

**Preparation:**

* Teach children the importance of not touching gas appliances and what to do if they smell gas.
* Emergency bag with essentials like water, snacks, first aid kit, medications, important documents, and comfort items for children is always available as Grab ‘n Go
* Know how to manually turn off gas and electricity in case of emergency.

**6. Home Hazards:**

**Prevention:**

* Monthly inspection of non-structural hazards as heavy objects on shelves, unsecured shelving, freestanding cabinets, hanging mirrors/picture frames, template check list attached.
* Monthly inspection of structural hazards as entrance/exits, window/glasses, lighting system, fireplace, hot water tank, gas appliances – template check list attached.

**Preparation:**

* Home and all exits are clean and orderly.
* Large and heavy furniture is secured to walls to prevent falling hazards.
* Unsafe or damaged equipment is promptly repaired or replaced. (Smoke alarms, fire extinguishers, first aid kits and emergency supplies).
* An emergency backpack and a 72-hour emergency kit will be kept stocked and up to date in attached garage.

**5.2. Preparedness Plan**

As the primary caregiver, my Emergency Preparedness Procedure involves conducting monthly Fire Drills with the children and practicing the Emergency Evacuation Procedure annually with parents. All drills are logged, noting the children present, date, time, and any concerns or observations. Both physical and digital copies of the documents are maintained at the facility.

**Roles and Responsibilities in my capacity as the main caregiver:**

* Create and maintain an emergency program and plan for DYNAMIC kids centre facility.
* Conduct monthly evacuation drills and an annual exercise of the emergency plan.
* Keep records of emergency training, exercises, and maintenance of supplies and equipment.
* Lead the response to incidents and designate alternates in my absence.
* Establish agreements with re-location facilities and essential vendors/suppliers.
* Ensure the supervision of children until they are released to parents or designated alternates.

**Parents**

* Review or be familiar with the kids centre Facility Emergency Plan and procedures.
* Maintain child’s records, including the family out-of-area contact, emergency card, and designated alternates for pick-up.

**Communication Directory**

The caregiver will develop and post a Communication Directory at the beginning of the year. Copies will be provided to parents and included in the Emergency Kit.

**Drills**

For monthly drills, we will incorporate shelter-in-place scenarios, calling out the name of the emergency in a calm voice. Vary drill locations within the facility, including areas without furniture, play areas, and outside. Additionally, drills will be expanded to cover general response procedures, especially towards the end of naptime.

**3. Annual Emergency Practice**

1. **Announcement and Simulation:**
	* Begin the practice by announcing, "This is an emergency practice drill."
	* Simulate various emergency scenarios, such as fire, or other relevant emergencies.
	* Instruct staff and children to respond as if it were a real emergency.
2. **Evacuation to Designated Relocation Places:**
	* I will guide children to both designated relocation places calmly and efficiently.
	* Conduct headcounts to ensure all children are accounted for at the relocation places.
3. **Emergency Supplies and Documentation:**
	* I will check emergency supplies and document the procedure.
	* Any issues or improvements needed will be documented in the emergency procedures.
	* Parents will get a notification for the planed Emergency Practice and an updated in case of some changes.

**Post-Practice Evaluation:**

1. **Documentation and Reporting:**
	* Document the results of the emergency practice, noting strengths and areas for improvement.
	* Share the documentation with parents and implement any necessary changes to the emergency plan.
2. **Follow-Up Actions:**
	* Schedule regular follow-up sessions to reinforce emergency procedures and address any ongoing concerns.
	* Update emergency contact information and ensure it is readily accessible to staff, All emergency information will be up to date and stored in the Emergency Kit, including emergency contacts, medical information, and emergency permission cards.

Parents are aware of our **Designated Relocation Places** and have a copy of the Emergency Plan. The neighbourhood and out of neighbourhood contact have been set-up and parents have this contact information in case the phone lines in our area are down and I am unable to reach them or be reached. During any emergency, I will be aware of and prepared to support all the children’s emotional needs, as it will be stressful for them. I will have games, books, activities for them and will be attentive to their emotions. My First Aid Certificate and CPR is up to date.

**5.3. Emergency Plan**

|  |  |
| --- | --- |
| **Facility Address:** | DYNAMIC Kids Centre, 715 Uplands Court, Kamloops, BC |
| **Caregiver Contact:**  | Katharina Kroecker, 306.930.2480, kkroecker918@gmail.com |
| **Secondary Contact:** | Viktor Kroecker, 306.930.5472 |
| **Police / RCMP:** | **9-1-1, non-emergency 250-828-3000**  |
| **Fire Department:** | **9-1-1, 1-800-663-5555** |
| **Ambulance:** | **9-1-1** |
| **Hospital:** | **250-374-5111** |
| **Online resources**  | [**www.emergencyinfobc.gov.bc.ca**](http://www.emergencyinfobc.gov.bc.ca) for alerts**https://www2.gov.bc.ca/gov/content/safety/wildfire-status** for wildfire updates[**https://drivebc.ca**](https://drivebc.ca)for road conditions |
| **Emergency Meeting Places** | Neighborhood705 Uplands Court, KamloopsEquipped with washrooms, shelter, and heating |
| City designated area evacuation: McArthur Island Sport CenterSuitable for extended stays with washrooms, shelter, and other amenities |
| **Out of Area Contact:** | Pia Church, 639.533.0590, Kamloops – Aberdeen |
| **Neighbour Information:** | Christine & Heinrich Sawatzky, 705 Uplands Court, Kamloops,  |
| Christine 306.930.2481, Heinrich 250.682.8865 |
| **Outside of Neighbourhood Information:** | McArthur Island Sport Center 1655 Island Pkwy, Kamloops, BC V2B 6Y9 |
| **Utility Information:** | **Water** Valve location – Utility room, on the left-hand side from the laundry sinkUtility Company & Phone – City of Kamloops Utility, **250-828-3461** |
| **Electrical** Panel Location – Utility room, on the left-hand sideUtility Company & Phone – BC Hydro, **1 (800) 224-9376** |
| **Gas** Valve location – Utility room, near furnaceUtility Company & Phone – Fortis BC, **1-800-663-9911** |
| **Emergency kit location**  | Garage, main floor |
| **Communications Directory****-created in the beginning of school year** | Create and maintain an emergency communications directory of contact information:•Staff – home phone, email and cell phone, emergency contacts •Parents – alternates for pick up, home phone, email and cell phone •Emergency Contacts & Resources – key contacts that support the operations of your facility, such as property management, building services, vendors, and contractors |

**5.3. Evacuation Procedure – designated Relocation Places**

In the event of an emergency or evacuation alert, should the need arise for evacuation, the children and I will assemble in the living room at the circle time mat and proceed together to the front exit. I will get the attendance book and emergency backpack, bring on our emergency evacuation sign with location details and cell number to the front door. Our designated assembly point in the cul de sac at the front of the house will be the meeting point, where attendance will be checked, emergency services contacted if necessary, and parents notified via group chat or direct calls for child pickup.

In the case of immediate parental pickup during an emergency, parents are expected to pick up their children promptly. In the rare circumstance where parents cannot pick up immediately, I have emergency supplies to sustain the children for 72 hours. During this period, they will be under constant supervision, receiving comfort, reassurance, and engagement until their parents arrive.

If re-entering the building becomes impossible, the group will relocate to the designated neighborhood next door, specifically contacting Sawatzky at 705 Uplands Court. Here, we will have access to facilities such as washrooms.

Upon receiving an **Evacuation Order**, posing imminent risk, an immediate departure is mandatory. The group will meet in the living room at the circle time mat, then proceed to the front exit. The attendance book and emergency backpack will be secured, and our evacuation sign put on. Using designated routes as directed by officials, the group will drive to the city-designated evacuation location, McArthur Island Sport Center at 1655 Island Pkwy, Kamloops, BC V2B 6Y9, which provides essential services such as washrooms, heated shelter, crisis information, and family reunification details. Parents will be informed via group chat or direct calls about picking up their children from this Designated Relocation Place outside the neighborhood.

All emergency incidents, including evacuation procedures, injuries, and methods employed to ensure children's safety and calmness, will be thoroughly documented.

**5.4. Lock Down Procedure:**

* Call 911 as soon as possible.
* Gather children inside, preferably in an interior room away from the intruder with access to telephone and other communications (turn phones on quiet or vibrate).
* Keep everyone away from windows and doors. Choose an inner wall.
* Close, lock and cover all windows and doors. Barricade doors if possible. Speak as calmly as possible around the children. Provide quiet activities to help keep children focused and quiet. Remain indoors until you receive further instruction from emergency personnel/the police.
* Keep parents informed.

**5.4.1. Shelter in Place Procedure:**

* Gather the children into the room with the least windows & doors.
* Place emergency supplies in the room you plan to shelter in.
* Have access to a telephone or alternate communications.
* Turn off ventilation systems, including heat, air conditioning and fans.
* Close and lock all windows, doors, and vents.
* Close off non-essential rooms – storage areas, laundry room.
* Seal gaps around windows, doors, vents, exhaust fans with pre-cut plastic sheeting and duct tape (use painters tape first to protect walls).
* Place a damp towel or blanket at bottom of door opening.
* Come out of the building only when an all clear has been issued.
* Keep parents informed and advise them to listen to the radio for safety instructions prior to coming to the facility.

**5.5.** **Gas Leak Procedure:**

* Turn off the gas at the main shut off.
* Call Fortis BC Emergency Line, follow their instructions, and follow the evacuation procedure if needed. For a major neighbourhood leak, I will follow instructions from emergency personnel and or Fortis BC Emergency and follow the evacuation procedures.
* In the event of a city-wide evacuation, parents will need to come and pick up their children immediately. If they are not able to, we will meet them at McArthur Island Sport Center 1655 Island Pkwy, Kamloops, BC V2B 6Y9

**5.5.1. Power Outage Procedure**

If the power is out in the facility’s surrounding area:

* Turn down thermostats and disconnect all electrical heaters and appliances to reduce the initial demand when the power is reconnected.
* Unplug computers, DVD players, TV’s, microwaves to protect against possible surges when the power is restored.
* Turn off all lights except one, which will alert you when the power has been restored.
* Keep the doors of your refrigerator and freezer shut as much as possible to maintain the cold temperature.
* Once the power is restored, turn on only the most essential appliances and wait 30 minutes before reconnecting others.
* To report an outage or downed power lines call BC Hydro **1 (800) 224-9376**

**5.6. Transportation**

In cases of emergency evacuation, I will use DYNAMIC kids centre SUV for transportation of the children from the facility to the Designated Relocation Places.

**5.7. Effective Communication**

In case of an Emergency Evacuation, the caregiver will:

* Limit non-emergency calls.
* Make calls brief.
* Text messages instead.
* Leave a Relocation Notice on the facility door.

Parents are advised to visit [**www.emergencyinfobc.gov.bc.ca/**](http://www.emergencyinfobc.gov.bc.ca/)**,** Government of BC’s official channel for large scale and provincial level emergency information, to get the information in case the group has been ordered to go.

**5.5. Emergency Supplies:**

The following emergency supplies are required in case of an emergency that would require children to stay at Dynamics Kids Centre, or for the daycare to be evacuated, for up to 72 hours. The supplies are stored in an airtight wheeled container in the garage and will be picked up on our way off the property.

Emergency cards including medical/allergy information for each child.

Supply list:

* Water: 4 litres per person/ Three-day supply of non-perishable food and snack items
* Full first aid kit and manual/ Pain relievers for children and adults
* Wipes, paper towels, toilet paper, disinfection wipes, garbage bags
* Ponchos
* whistle, radio, duct tape
* Cutlery, cups, plates, can opener, knife, lighter, matches,
* 1 full change of clothes per child
* Activities to occupy children: colouring books and pencil crayons, books, cards.
* General supplies: emergency evacuation plan, flashlights, two space blankets.
* Facility keys
* Emergency Supplies and Inventory List

Emergency backpack supplies: Emergency/medical consent cards, copy of emergency evacuation plan, first aid kit, a small supply of snacks and water, wipes, flashlights, seasonal change of clothing, and activities for the children (colouring pages, crayons, books, cards). If a child has any medication requirements (inhaler, Epi-pen, etc), the medication will be put into this bag along with the attendance book upon leaving the house. Emergency contact cards including medical/allergy information for each child. Communication directory.

**5.6. Training**

In ensuring the preparedness of my childcare facility, I actively encourage parents to stay informed about emergency procedures and provide resources from Emergency Info BC, including websites and printed materials, on personal preparedness. I conduct an annual orientation and site tour for volunteers and substitutes, emphasizing the importance of their roles, the location of emergency supplies and equipment, utility management during emergencies, and evacuation and shelter-in-place procedures. Additionally, I integrate emergency plan discussions into parent packages, during parent/teacher meetings, and dedicated training sessions. To enhance preparedness, I compile a comprehensive list of local government agencies offering emergency preparedness training and share their information in the Resource Section of our emergency plan, encouraging parents to utilize these resources. I keep informed about specialized emergency training opportunities provided by local governments, highlighting areas such as rapid damage assessment, disaster first aid, utilities and fire suppression, and search and rescue, and participate in these programs. Periodic reviews and updates of the emergency plan are conducted to incorporate new information and lessons learned from training sessions. I maintain records of training sessions, including attendance and topics covered, and keep a record of parent engagement in emergency preparedness activities. Ongoing opportunities for parents to refresh their knowledge are provided through drills, exercises, and additional training sessions.

**6.7. Recovery**

In the recovery phase, I emphasize the importance of self-care for both me and parents by having a support network in place, taking care of physical well-being through proper eating, sleeping, and exercise, and encouraging the sharing of feelings with adults and seeking help when needed. I reassure parents to offer support and assistance to their children, assuring the children that they will not be left alone, and I am there to protect them. I remain vigilant for changes in a child’s behavior, understanding that some children may not outwardly show their distress. Maintaining routines such as meals, activities, and naps is prioritized, and I avoid exposing young children to news coverage of the disaster. When addressing children's questions, I provide simple but truthful answers, ensuring that they understand without overwhelming them with excessive information. I create opportunities for children to express their feelings through various activities like play-acting, using dolls, storytelling, painting, or drawing. Offering extra support through hugs, smiles, and kind words is essential, while reassuring children that they are not responsible for the disaster. I actively listen to children's stories about disasters and their feelings. If needed, I take a moment away from the children to address my own fears and anxieties by talking with other adults. Seeking professional assistance is encouraged when necessary, and I utilize the Mental Health Checklist and my own knowledge of the child to determine the need for additional help, emphasizing the importance of calling for professional assistance when in doubt.

#### A diagram of a room  Description automatically generated**5.12. Emergency Map of DYNAMIC Kids Centre Facility**

* Exits (all windows and doors are checked regularly to ensure opening):
* Living room: Front door and windows.
* Kitchen: Sliding doors and windows
* Dining room/family room: Front door and windows
* Children are cared for on the main level of the house only and have no access to the basement.

### **6. Food and Drink Policy**

We are dedicated to ensuring that every child in the care receives nutritious food and drinks, following the guidelines set forth in Canada's Food Guide. It is our commitment to actively foster healthy eating habits and nutritional awareness among the children.

**Parents are asked to supply their child’s snacks and for Pro D Dyas and School Closure days, lunch, and snacks**.If the program includes a series of foods into the curriculum as a project, the parents will be informed of both the menu and its nutritional content. Notes will be sent out and the food information will be posted on group’s Bulletin Board at the entrance.

If a child's record contains specific instructions regarding food and drink or if there is a care plan outlining dietary requirement, the caregiver will strictly follow those instructions.

**Safe Feeding Practices:** No child under our care will be coerced into consuming any food or drink. Additionally, children will not be left unsupervised during meals or snacks. The caregiver will sit and eat with the children at the table during mealtimes to encourage a sense of community and provide a model for appropriate behavior.

**Safe Drinking Water:** A continuous supply of safe drinking water will be readily available to children throughout their time in my care.

**No Use of Food or Drink as Reward or Punishment:** Food and drink will never be used as a means of reward or punishment for children. Instead, positive reinforcement and encouragement will be employed to foster good behavior and healthy eating habits. Age-appropriate nutrition education activities will be incorporated to instill healthy eating habits.

This Food and Drink Policy aligns with the regulations outlined in the childcare guidelines, ensuring a comprehensive and supportive approach to the nutritional well-being of the children under my care.

### **7. Pet and Firearm Policy**

**7.1. Pet Presence**

Throughout program hours, the dogs will be kept in their kennels, away from the program area downstairs. On Pro Days or school closure days, each dog will be allowed on the outside property for a maximum of 30 minutes, individually. During this period, there will be no interaction between the children and the dogs.

I will teach the children how to approach animals and set rules. For example:

* Don't tease pets.
* Don't bother pets while they eat, sleep, or are with their babies.
* Wash your hands after touching pets or pet items.
* Don't pet unknown dogs or cats.

With prior requests from children and agreement from parents, I may introduce each dog individually to the children in a controlled and secure environment.

**7.2. Firearm Storage**

In recognition of the need to maintain a secure and child-friendly environment, the following guidelines regarding firearms are established:

* Firearms are present in the house but will be stored downstairs in the family only area, where children have no access at any time.
* All Firearms are securely locked in a firearm closet and inaccessible during program hours. Ammunition is stored separately from firearms.
* Only my husband has access to firearms. He has undergone proper training in firearm safety and storage. Certifications are always maintained and updated.

### **8. Enrollment and Fees**

#### **8.1. Fees, Payment, and Repayment**

|  |  |  |
| --- | --- | --- |
| **Application Fee** | CAD100/ CAD50 | The application fee will be required at the time of submission. This fee helps cover administrative costs associated with processing the application and is Non-refundable. |
| **Tuition fee** | CAD125 per week | Due in advance on Friday of every week. I prefer to set up pre-authorized debit, through automatic Electronic Funds Transfer (EFT). You may set-up the automatic Auto Debit/Electronic Funds Transfer (EFT) by submitting a void cheque/bank form to the office before the 20th of any. I also accept cash payments. |
| **Late Fee** | CAD50 | A late fee will be added to unpaid tuition on the 2nd of the month. Make up days will not be available for holidays, family vacations, and/or sick days. |
| **Pro D days** | CAD50 | Per day |
| **Winter/Spring Break** | CAD200 | Per week |
| **Summer Program** | CAD250 | Per week |

#### **8.2. Refund procedure**

Refunds for fees will be made under certain circumstances as outlined in this agreement.

Refunds will be made via e-transfer or cheque within 5 business days.

#### **8.2.1. Non-refundable situations – ILLNESS**

**(a) Child's Illness**

If the child is unable to attend the program due to illness, no refund of the fees for the days missed will be granted. The fees apply for the spot I hold for the child. If it is a long-term illness, the Leave of Absence Policy comes into force.

**(b) Caregiver Illness:**

Should I fall ill, I am entitled to 5 paid sick days. If I am incapable of rendering care for three consecutive days, a reimbursement of 75% of the weekly fees will be issued for the subsequent two days missed. A full 100% fee refund for all subsequent sick days beyond the initial 5 paid sick days will be processed by the end of the respective month.

The repayment will be sent via e-Transfer or cheque, depending on parent/caregiver preference.Top of Form

#### **8.2.2. Non-refundable Situation - VACATION**

During the child’s family's vacation, regular fees will apply to secure the child's spot.

#### **8.3. Refundable Situations - Unexpected Facility Closure**

In the event of unexpected facility closure **no fees** will be charged for the days the facility is closed.

#### **8.4. Refundable Situations - Sudden Closing**

(a) If I ever must initiate the closing of DYNAMIC Kids Centre with proper notice, fees will be refunded via e-transfer or cheque within 5 business days for any prepaid services that will not be rendered.

(b) If the family initiates to withdraw the child from the DYNAMIC Kids Centre with proper notice, fees will be refunded via e-transfer or cheque within 5 business days for the prepaid services

#### **8.5. Affordable Childcare Benefit Policy**

The Affordable Childcare Benefit, administered by the Ministry of Children and Family Development BC Provincial Government, is a monthly payment that helps eligible British Columbia families with the costs of childcare. Families fill out an application online and provide supporting documentation to apply. Once the family is approved and authorization is established, the provider receives an authorization number and billing forms.

Childcare can not start until authorization and billing forms are received unless the parent agrees to pay the regular fee in advance. If the parent pays the regular fee while waiting for the childcare benefit, the daycare will:

* provide a refund for all eligible fees paid by the parent when the childcare benefit has been approved and payment has been received.

OR

* not provide a refund for any fees paid by the parent if the childcare benefit is not approved for any reason.

Providers can only bill for the maximum number of the days that the family is qualified for, if the child attends. If the child does not attend, the parent will be responsible for the cost of missed days that are not covered by the benefit. These fees are to be paid before the end of the month.

The parent is responsible for any fees over and above what the benefit pays on behalf of the family. The parent portion is due on the first of the month.

The parent is responsible for renewing their childcare benefit in order to prevent interruption of payment. If parents do not renew on time, or for any other reason become ineligible for the benefit, they will be responsible for the full childcare fees.

#### **8.6. Leave of Absence**

A leave of absence will be granted due to a work lay-off, loss of job or maternity leave. If a child is absent from the program, you can pay a minimum fee of $75 per week to hold the position open for up to six weeks per year. After six weeks, the rate will return to the full amount, or I will need to fill the vacancy with another child.

#### **8.7. Care Provider Vacation and Holiday**

I will take up to 10 days of vacation and 5 sick days, if necessary, each year.

**One week** out of the 2 will be a **paid vacation**.

Payment is due the Friday before my vacation.

I send out two memos per year to notify you of my time off. One is sent out about the time school starts and the other as school is ending to allow adequate time to find alternate daycare. Occasionally, days will come up that are not on the memo, but you will receive at least a two week notice of these single days.

I take closing my daycare very seriously because I realize the inconvenience to you if you cannot depend on your daycare each morning. When it is necessary for me to close daycare, your weekly rate will be adjusted accordingly with exception to the one paid week of vacation. You are required to pay your normal fee for your child’s absent days whether it’s vacation time or sick days.

#### **8.8.** **Statutory Days**

The centre is closed on all statutory holidays:

New Year’s Day Family Day Good Friday

Viktoria Day Canada Day Labor Day

Thanksgiving Day Remembrance Day Christmas Eve Day/Christmas Day

When these holidays fall on a weekend, I’ll take either the Friday before or Monday after as paid holiday.

####

#### **8.9. Notice of Termination**

DYNAMIC Kids Centre School Age must give parents 2 weeks notice of termination in writing.

Parents must give DYNAMIC Kids Centre School Age 2 weeks notice of termination in writing.

### **9. Forms and Agreements**

|  |  |
| --- | --- |
| **Forms** | **Agreements** |
| General Information | Parent-Caregiver Agreement |
| Attendance: days and hours | Safe Release Agreement |
| Photography and Media Release | Parent-Caregiver Agreement-Summer Program |
| Field Trip Permission |  |
| Medication Consent Form |  |

**PARENT-CAREGIVER AGREEMENT**

This Agreement is between:

Katharina Kroecker, Owner/Operator of

**DYNAMIC kids centre - School Age**,

715 Uplands Court, Kamloops, BC, V2C 6M8

Phone 306.930.2480

License #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered License-Not-Required

AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents/Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents/Guardian

To care for (child’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The parents(s)/ guardian(s) hereinafter called the “Parent” AGREE TO THE FOLLOWING CONDITIONS:

**POLICIES**

**Attendance** The child will attend DYNAMIC Kids Centre from 7AM till school start and from school end at 2.40pm till 5pm from Monday till Friday.

**Fees** The parent agrees to pay $125 in advance on Friday of every week. I prefer to set up pre- authorized debit through automatic Electronic Funds Transfer (EFT). You may set-up the automatic Auto Debit/Electronic Funds Transfer (EFT) by submitting a void cheque/bank form to the office before the 20th of any. I also accept cash payments. If childcare subsidy is authorized, the parent agrees to pay the portion of the fee not covered by subsidy also on the Friday for the upcoming week. Fees shall be paid in full by the parent regardless of the child being absent due to sickness, vacation, or any other absences. Failure to pay the full childcare fee can result in termination of the child care space. Receipts will be issued annually unless otherwise requested.

**Closures** DYNAMIC Kids Centre SA will be closed on the following statutory holidays:

 New Year’s Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, National Day for Truth And Reconciliation, Thanksgiving Day, Remembrance Day and Christmas Day. The monthly fee will not be reduced for these days.

**Late Fee** The parent is to notify the caregiver in case of late pick-up. A late fee of $20 will be charged per 15 minute and is payable immediately.

**Deposit** The parent must pay a deposit of $125 upon registration. This amount is not refundable if the family chooses not to enroll their child. This deposit will be applied to the last month’s fee when proper notice is given to withdraw the child from the childcare.

**Notice** Two weeks written notice is to be given on the first day of the month prior to the child ending care.

**Caregiver** If I become sick, the program will be closed under these circumstances, and you are responsible for having alternate care arrangements.

**Caregiver** DYNAMIC GCC AS will be closed for the caregiver’s vacation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Vacation** I send out two memos per year to notify you of my time off. One is sent out about the time school starts and the other as school is ending to allow adequate time to find alternate daycare. Occasionally, days will come up that are not on the memo, but you will receive at least a two week notice of these single days.

**Drop-Off** Parents must accompany children in and out of the childcare each day. Children will only **And** be accepted and released in the presence of either the caregiver or substitute. The parent

**Pick-Up** shall notify the caregiver if the child is to be picked up by anyone other than the parent and notify the caregiver by 8:00am if the child will be absent for the day.

**Medication** Prescribed and non-prescribed medicine may only be administered by the caregiver if the appropriate permission form is completed and signed. All medication must be given to the caregiver upon arrival. Medication will be stored out of children’s reach.

**Too Ill to** If a child cannot participate in daily activities due to illness, they should stay home until

**Attend** the symptoms have disappeared. These symptoms may include:

 • Discharge from eyes or ears • Vomiting • Unexplained Diarrhea

 • Rashes • Fever

 A child must remain at home if diagnosed with any contagious disease such as chicken pox, measles, mumps, rubella, gastroenteritis, impetigo or conjunctivitis. See attached wellness policy.

**Obligation** Every person in Canada has a personal and legal obligation to report any concern about

**to Report** neglect or abuse to the appropriate ministry. See policy attached.

**Emergency** In case of emergency or need to evacuate DYNAMIC Kids Centre, I will contact the parent. Our Safe Meeting Point, address and phone number, is:

 **705 Uplands Court, 306.930.2481**

 In Disaster Emergency: McArthur Island Sports Centre, 1655 Island Parkway, Kamloops.

 Fire safety plans and procedures are in place. Regular fire and earthquake drills will be practiced with the children once a month.

**Authorizations**

Yes No I am aware that DYNAMIC Kids Centre School Age provider will be visited from time to time by various community resource persons.

Yes No I agree that the caregiver can apply sunscreen to my child.

Yes No I agree that my child can be photographed by DYNAMIC Kids Centre SA home. (Parents will need to sign a release form before photos can be used for publicity purposes)

Yes No I agree that my child may go for walks in the neighbourhood with the caregiver.

Yes No I agree that my child can travel with the caregiver by bus/car.

Yes No In order for your child to attend special field trips, a signed consent form must be completed before the event.

Parent Initials\_\_\_\_\_\_\_\_\_ Caregiver Initials\_\_\_\_\_\_\_\_\_

The parent will provide:

* Extra Clothing
* Lunch
* Emergency supplies as (small stuffy, family picture etc)
* Indoor Shoes to be kept at the center.

The following space is provided for any clarification/amendments/additions to the above, initialed, and dated by parent and caregiver.

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It is understood that this agreement is for the benefit of the children, parent(s) or guardian(s), and the caregiver.

I have read and understood this agreement and the program’s policies and procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

Date of Acceptance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

Date of Acceptance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAFE RELEASE AGREEMENT**

This agreement outlines the procedures for the safe release of the below-named child to authorized individuals and the steps to be taken in case of any concerns regarding the child's safety or unauthorized pickup.

between:

Katharina Kroecker, Owner/Operator of

**DYNAMIC kids centre - School Age**,

715 Uplands Court, Kamloops, BC, V2C 6M8

Phone 306.930.2480

Child's Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safe Release Procedures:**

I will release the child only to individuals listed as Authorized Pickup Persons below. Any individual not listed will not be permitted to pick up the child.

* Authorized Pickup Persons must provide a valid form of identification, such as a driver's license or state-issued ID, upon arrival for pickup.
* I will maintain a record of each child's daily attendance, including the name of the Authorized Pickup Person who drops off or picks up the child.

**Concerns about Safe Care:**

If concerns come up that an Authorized Pickup Person may be unable to provide safe care to the child, I reserve the right to delay and contact the Parent(s)/Guardian(s) to discuss the situation and seek guidance. The child will stay in my care till concerns are cleared.

**Actions in Case of Incapacity of Care by Authorized Person:**

If an authorized pick-up person is deemed incapable of providing proper care for the child (due to impairment, intoxication, or other concerns), I will take the following actions:

* Assess the situation to ensure the child's immediate safety.
* If possible and appropriate, discuss alternate transportation arrangements with the parent or guardian.
* Contact the emergency contact listed on the child's registration form.
* If necessary, involve local authorities, such as the RCMP, to ensure the child's safety.

**Actions in Case of Incapacity of Care by Parent:**

In cases where the parent is deemed incapable of providing proper care, I may:

* Assess the situation to ensure the child's immediate safety.
* Discuss alternate transportation arrangements with the parent, if possible and appropriate.
* Contact the emergency contact listed on the child's registration form.
* If necessary, involve local authorities, such as the RCMP, to ensure the child's safety.

**Late Pickup or Unauthorized Pickup:**

If an Authorized Pickup Person is running late for pickup, I will make reasonable efforts to accommodate the delay, ensuring the child's safety and well-being during the wait. However, if the Authorized Pickup Person is excessively late and has not communicated with me, I will contact the Parent(s)/Legal Guardian(s) and, if necessary, local authorities to report the situation.

If a **Non-Authorized Person** attempts to pick up a child, I will not release the child to that individual and will immediately contact the Parent(s)/Legal Guardian(s) to verify the person's identity and authorization.

**Communication and Documentation:**

I will communicate openly and transparently with parents, emergency contacts, and authorities as needed. Detailed records of any incidents or concerns will be documented and shared with parents as soon as possible.

By signing this Safe Release Agreement, the Parent(s)/Guardian(s) acknowledge that they have read and understand the procedures outlined herein and agree to abide by them. The Provider also agrees to adhere to these procedures for the safety and well-being of the child.

Provider's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) or Legal Guardian(s) Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Person Pick Up List:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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