

# Arcadian Early Learning Parent Handbook Child Care Programs

This booklet was prepared for you and your child(ren). Please take the time to read this helpful information regarding our programs and policies. This handbook is also available on our website, [www.arcadianchildren.com](http://www.arcadianchildren.com)

If you have any questions that are not covered in this handbook, our Director, staff or any of our board members will be more than happy to provide you with the answers.

Thank you for choosing Arcadian for your childcare needs.

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[www.arcadianchildren.com](http://www.arcadianchildren.com)

Revised June 2017

## History of Our Society

Arcadian came to be out of a common concern by parents, Early Childhood Educators and community members for quality, affordable, childcare in Duncan. Through many volunteer hours by those members of our community, the Duncan Day Care Society was formed in June of 1974 and a daycare program for 3-5 year olds opened. In 2007, with financial support from the province, a 16-space Infant/Toddler program was added. In 2010 a licensed preschool program was added to our early learning centre.

### **The name Arcadian was chosen because it means; a life of simple pleasures.**

The Duncan Day Care Society (DDCS) is a not-for-profit society run by a board of directors. The Board may consist of volunteer parents and community members. The Board is responsible to the members of the DDC Society, who are families of the children enrolled at Arcadian. The purpose of the board is to make decisions regarding policies and to support the Director and staff in the day-to-day running of the centre.

At the time of enrolment families are required to join the Society and pay a **\$20 membership fee. Children can't begin attending the program until the membership fee is paid. This membership fee is renewed annually for \$10.** This membership fee allows a vote at any meeting of the Society and allows parents to hold a position on our board of directors, should they choose.

In all its operations, the Duncan Day Care Society bases its actions on the following beliefs:

## Mission Statement

To provide a safe, caring, supportive and educational environment that enhances the lives of all children and their families and serves a vital community need. We believe that children thrive when given abundant opportunities to play in a creative, supportive environment.

## Philosophy

We value and respect children as unique individuals. We see children as capable and full of potential. This image of the child allows us to recognize the diverse ways that children express to create what is meaningful for them in their learning. Each child comes to our center with his or her unique temperament, family structure, cultural heritage, language and learning ability.

We work alongside children to provide opportunities that will foster positive social, emotional, cognitive and physical development in a safe, responsive, healthy and loving environment. We believe that children benefit from play and discovery in indoors and in outdoor environments in many kinds of weather. Explorations and time to linger

outside strengthens our connections with nature. Inspired by the Reggio Emilia approach in a Canadian Westcoast context and guided by *BC's Early Learning Framework*, we value reflective educational practices and engagement with the multiple modes of arts expression such as painting, drawing, sculpture, music, story, and movement.

We value and respect each family's dignity and culture, their need for quality childcare and their rights to be involved in the childcare experience. We value and respect each staff's need for a working environment that recognizes and respects their training, skills and commitment to childcare. This is demonstrated through respectful communications and personnel policies.

## **Hours of Operation and Holidays**

The centre is open Monday to Friday, 7:30 to 5:30 all year ***except:***

### **These Holidays:**

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day

### **Snow Days:**

During the winter months, we ask parents to listen to our local radio station, Juice 89.7 for up to date information on weather conditions. If the School District closes the schools due to heavy snowfall, the daycare will also close (unfortunately we are not able to refund fees for this day).

### **Professional Development Days:**

Arcadian Early Learning Centre supports staff in their ongoing professional development. There will be 6 weekday closures from September to June for staff meetings and workshops that strengthen team building and early childhood practice. Please see [arcadianearlylearning.com](http://arcadianearlylearning.com) to see closure dates for the year's professional development and make arrangements for alternate care. The centre will not be open on these dates.

## **Registration**

A registration form and emergency card must be completed, signed and reviewed by staff before a child can attend. Registration forms are available on line or from our Director and staff on-site. It is best to phone ahead for an appointment to meet with the director to fill out registration forms.

## Orientation

Separation can be a difficult but very common process that some children experience as they transition into a daycare setting. Sometimes children are upset during their first few days or weeks, and some children don't express anxiety until a few weeks later when they feel comfortable enough to do so. **At Arcadian we strongly encourage a two to three day orientation process before children can be left at the centre.** During these orientation visits, the parent or caregiver will remain at the centre with the child for approximately one to two hours, leaving the room for brief periods of time to help the children become comfortable with their new surroundings and staff. This process helps children feel safe and gives them peace of mind that parents always come back when they say they will. The orientation process will be specific to the child(ren) and family as some children will need less/more time to adjust.

When a child is getting ready to move from the Infant/Toddler program to the 3-5 program we offer parents an optional orientation. This consists of a one, one hour visit with their child to meet the staff, experience the program and see the expectations of the program. The ratios of staff to children change from 1:4 to 1:8 and some of the expectations change as well.

## Attendance

Because we are a non-profit society and our operating costs are constant, we must receive payment for all the days your child(ren) is (are) scheduled to attend, whether they attend or not. We cannot refund or change days in lieu of absence.

The centre is open ten hours per day; however we ask that families use the centre for eight hours within that window of time. More than eight (8) hours in a childcare setting can be exhausting for young children. We also have to maintain our child/staff ratios at all times. Staff scheduling is done based on the number of children in attendance at a given time, therefore it is important that parents drop off and pick up their children at the time agreed upon with the Director.

## Fees and Fines

Fees are due on the first of the month and **MUST** be paid by the 15<sup>th</sup>. We welcome and accept post-dated cheques. Invoices will be placed in your child's cubby at the beginning of each month to let parents know what the monthly fees are. Unfortunately we can't reduce fees for days missed due to sickness, holidays etc.

If fees are not paid by the 30<sup>th</sup> of the month the parent's account will be flagged. A notice will be sent home with your child on the first day of the following month. Parents then have 14 days to pay their outstanding bill for the previous month or they will be

required to keep their child home on the 16<sup>th</sup>, until payment is made in full. If the account is not paid in full by the 30<sup>th</sup>, the child care space will be forfeited and the account will be sent to our collection agency.

When paying monthly fees, cheques should be written out to the Duncan Day Care Society or Arcadian Early Learning.

**Please note:** A bank service fee will be charged for N.S.F. cheques.

The daycare closes at 5:30 each day. **A late fee of \$20.00 will be charged to families picking up after 5:30 pm. An additional \$20 will be charged for each 30 minutes or portion thereof.**

Children requiring full time care are given preference. Part time spaces are available and we try, as much as possible, to blend two families to fill a full time space. Parents can let the Director know at time of enrollment what their family needs are.

## Arcadian Fee Schedule

### 3-5 GROUP DAYCARE

Full time fee	700
Three-day-week fee	420
Two-day-week-fee	280
Drop in (if space permits)	38

### INFANTS

● Full time fee	1005
● Three-day-week fee	636
● Two-day-week-fee	424
● Drop in (if space permits)	53

### TODDLERS

● Full time fee	890
● Three-day-week fee	576

- Two-day-week-fee 384
- Drop in (If space permits) 48

#### HALF DAY FEES

Four hours or less, if space permits

- 3-5 Group Daycare 21.00
- Infants 28.60
- Toddlers 21.75

#### PRESCHOOL FEES

- Mon. Wed. Fri. 9 – 11:30 180/per month
- Tuesday / Thursday 9 - 11:30 120/per month
- Mon, Tues, Wed, Thurs, Fri 310/per month

## Refunds

We are confident that after completing the required orientation process your child/children will be happy attending Arcadian. However, for the first two weeks your child is enrolled we provide a money back guarantee. Should you withdraw your child within the first two weeks after enrollment, you will receive a full refund of any fees paid. Unfortunately, refunds are not provided for Statutory Holidays, children’s absences due to illness, vacations or personal reasons, snow closure days or other unforeseeable emergencies.

## Government Subsidy

There is a government subsidy available from the Ministry of Children and Family Development for parents requiring financial assistance. Forms are available at Arcadian or online. The Child Care Resource and Referral office at the Clements Centre is also available to support parents with subsidy applications.

Government subsidies do not cover the full cost of care; there will be a **TOP UP FEE** that parents are responsible to pay every month. The top up fee will vary from family to family, depending on income. Parents receiving government subsidy are responsible for renewing their authorization before it runs out. If a child’s subsidy runs out, the parents are responsible for the full cost of childcare. Subsidy will pay for days when children are sick and for *“up to 10 days in a year for children to take holidays.”*

Once a parent’s subsidy has been approved, parents are responsible for letting subsidy know should any information change i.e. change in jobs, change in family structure etc.

## Notice of Change in Registration or Withdrawal

One month's written notice is required for withdrawal from the centre.

## Food and Drink Policy / Hot Lunch Program

Parents can provide lunch for their children daily. We request that your child's name be clearly labelled on their lunch bag. Please provide a cold/ice pack in your child's bag for foods that require cold temperatures as we have limited fridge space. The centre provides two nutritious snacks daily which follows Canada's Health Guide and offer a hot lunch program for \$3 dollars a day or \$60/mo. for full time. We encourage healthy eating so when you pack a lunch, please make sure items are low in sugar. We request that candy and other sugary treats not be included in your child's lunch. Educators will use discretion in saving high sugar treats to be eaten at home so that we may encourage health and wellness at daycare. Leftovers can be re-heated by staff for your child.

## Medication

Due to Community Care Facilities Licensing regulations, staff can only administer medication that is in a marked prescription bottle with a physician's instructions. An accompanying consent form **must** be filled out for each course of medication by the parent. **Please do not** leave any medication, vitamins or other supplements in your child's cubby or in their pockets. This includes cough candies. Over the counter medications (Tylenol, cough medicine) will only be administered with an accompanying doctor's note and signed parental consent. Authorization over the telephone is not accepted.

## Drop-off

Please make sure **you have verbal contact with a staff member when dropping off or picking up your child.** Often children want you to stay for a while – give them a time limit and then say good-bye. We do not encourage parents to “sneak out.” It is important for both the child and parent to have a proper goodbye. Staff likes to give parents and children time without interruption in the mornings. If you want some assistance with your child, please indicate your wishes to a staff member and we will be happy to help you and your child with good-byes. You are welcome to call at any time to see how things are going. We have an open door policy for all parents, however if visiting during the day upsets your child, you may wish to speak to staff about alternative contact during the hours your child is at the centre. We ask that all children arrive before 10:30 a.m. or make a prior arrangement with staff. This makes for easier transitions for your child into the busy day care program and allows staff to leave the centre for walks in the neighbourhood.

## Pick-up

Please check:

- Your child's cubby for messages, newsletters, lunch and laundry
- Messages are also written on the whiteboard in the foyer and on the main door
- your children are proud of their art and craft work, please take it with you and feel free to talk to staff about your child's day
- Please allow yourself and your child time to put away what they have been working on – you are welcome to help them and if they say they don't have anything to tidy up please check with the staff.

## Clothing and toys

Learning can be messy! Children should wear comfortable clothing that can get dirty, stained, etc. We go outdoors daily so please ensure your child has clothing for outdoor play during all types of weather. Please make sure your child has an extra set of clothes available in their cubby for accidents and spills. If your child is not yet toilet trained please send an adequate supply of diapers/pull-ups/training pants. Please **keep children's personal belongings at home** unless it is a special toy that is helping a newcomer adjust to the centre. We cannot be responsible for lost or broken toys that come from home.

Staff would really appreciate it if you could keep the following items in your child's cubby. Please make sure all items are clearly labeled so staff knows who they belong to. Also please try to be sure that when an item of clothing is used it is replaced the next day.

- ✓ One or more full changes of clothing (under wear, socks, pants/shorts and shirt). If your child is new to toileting, please provide lots of changes of clothes.
- ✓ Indoor shoes or slippers-in case of fire drills or sharp objects or spills on floors. We ask that the children's indoor shoes/slippers stay at the center if possible.
- ✓ Rain pants/muddy buddies which are used during rainy/wet weather to keep your child's clothing dry outdoor play.
- ✓ Closed- toed shoes/sandals for outdoor play. Runners, crocs and sandals with closed toes allow children to run, climb and play safely on the pea gravel playground.
- ✓ Weather appropriate coats/pants. A reminder that it seems to always be colder at the daycare compared to down town due to the treed playground.

- Rain jackets and muddy buddies for year round weather
- Winter coats and snow pants for winter
- Light sweaters and shorts for summer
- Water Bottle with child's name clearly labelled

## PLEASE LABEL ALL OF YOUR CHILDREN'S BELONGINGS

### Release of child

We will not release a child to anyone:

- who is not on the registration form
- who is not authorized
- who is under the age of 16
- who appears to be under the influence of drugs or alcohol

We will call you first, and then others on your pick-up list and then the Ministry of Children and Family Development if a child is unduly upset about going with an "authorized adult."

If there is someone new coming to pick-up your child, you **must** inform us of who it is **in person**, and that person **must** present picture ID to staff. We cannot take instructions over the phone. **We will not automatically put this person on the pick-up list** for future pick-ups unless you instruct us to do so in writing.

### Daily Programs

Arcadian offers a group program for 3 to 5 year olds and an Infant /Toddler program for children aged 0 –3 and a Preschool Program. We are licensed for 24 in the 3 – 5 program, 16 children in the Infant/Toddler program and 20 children in our half-day preschool program. The programs at Arcadian are set up to meet children's needs in all areas of development. All program planning (3-5, IT, Preschool) is based on meeting the needs of the whole child including social, emotional and cognitive needs. Opportunities are provided for the children to explore their world through fine and gross motor activities, songs, stories, finger plays, active times and quiet times. We provide many opportunities for our caregivers to develop warm, caring and supportive relationships with your children. In all our programming we make an effort to develop activities that meet the children's needs and interests. Most important to us is that the children find Arcadian a safe, happy and interesting place to be.

## Daily Schedule

**Daycare Programs / Times are approximate and subject to change based on children's rhythms and group needs**

7:30	Free play	
9:30-10:30	Snack Time, Group Time, Tidy Up, Toileting	
	<b>OR</b>	
9:30 - 10:30	Outdoor Explorations / Outdoor Snack	
12:00		Inside
12:10		Lunch
1:00		Rest, quiet time
1:30	Indoor / Outdoor Free play / Art Explorations	
2:40		Tidy up
2:45		Snack
3:00	Indoor / Outdoor Free Play / Art Explorations	
4:30	Inside for end of day play and	
prepare for home		
5:30		Centre closes

## Infant Program

7:30	Open free play
9:45	Snack followed by diaper check
10:00	Art/Sensory/Circle time/Musical activities
10:45	Outside Playtime (weather permitting)
11:30	Lunch
Noon	Wash and diapering
12:15	Settle and nap

2:45	Snack followed by a diaper check	
2:40	Indoor free play with opportunities for art activities	
3:30	Outdoor free play	
4:00	Clean up	
4:30	Join with toddler side	
5:30		Centre closes

### Toddler Program

7:30		Welcome/Free play
9:30		Toileting/hand washing
9:45		Snack
10:15		Circle
10:40		Outside play
11:45		Toileting/hand washing
12:00		Lunch
12:30		Nap/quiet time
2:00		Art
2:30		Toileting/hand washing
2:45		Snack
3:00		Outdoor play
4:30		Prepare for home
5:30		Program closes

The Infant Toddler program is licensed for 16 children, however enrollment fluctuates. We have the option to keep the sliding glass doors open or closed depending on the number of children enrolled and the ages and needs of the children and staff.

## **Diapering Policy**

The infant toddler educators endeavor to make diapering time a stress-free moment in the child's day. We regularly diaper the children every two hours and anytime the child has a bowel movement or as needed. To maintain the health and safety of all children and staff, the staff will always wash their hands before and after diapering and sanitize the change table after each use. Please note that if your child has two or more cases of undiagnosed diarrhea, we will call you to let you know and ask you to come and pick your child up from daycare. ***If you prefer cloth diapers please make sure you talk to staff to determine the best method of containment for the diapers.*** Diaper cream (Penaten) is available for staff to use on children if needed. Parents initial to agree to this in the Parent Agreement.

## **Toilet Training**

We encourage parents to let us know what stage their child is at in regards to toilet training. We let children get comfortable with the toileting routine, then encourage them to sit on the toilet. Children are encouraged to pull their own pants up and down when using the toilet and all children wash their hands after toileting and diapering.

## **Bottle/Breastfeeding Policy**

The breastfeeding relationship between mother and child is very special. At Arcadian, we recognize this and encourage you to feel free to arrange a schedule with the staff to come and breastfeed your child. If your child uses bottles we encourage you to send a prepared bottle or an empty one with the necessary ingredients (i.e. – formula to be mixed).

## **Infant Napping**

In the infant room we recognize that young children have varied napping schedules and routines. While we have a set "quiet time," we do our best to accommodate your child's napping schedule that is established at home. As children become older and naturally

progress to one nap per day, we will begin to encourage them to nap during our “quiet time,” which is 12:15 – 1:30. Each child has their own crib and bedding, which are washed once a week and mats are cleaned with an approved cleaning product.

## **Toddler Napping**

The toddler nap time begins at 12:30 pm. Soft music is played and the children are offered a back rub. Although some children sleep better when left on their own, some children self-soothe themselves to sleep. Each child has their own mat and bedding, which are washed once a week and mats are cleaned with an approved cleaning product.

## **Field Trips**

You will be asked to sign a consent form allowing your child to participate in walking field trips. It is the policy of Arcadian to notify parents/guardians, in advance, of any field trip where we would be transporting children in a vehicle. Each trip will require a separate permission form to be signed and will include the date, time of departure, and location of the field trip and an expected time of return.

## **Guidance Policy**

Our guidance and discipline practices at Arcadian, strive to be respectful of each child’s individual needs and differences. Adults will take charge of safety with calm, respectful, positive and firm language. We base our actions on the desire to help the children develop self-regulation, self-confidence and sensitivity in their interactions with others. We use many different strategies of prevention and intervention. Some behaviours can be managed by having educators situate themselves close by and giving reminders of past consequences eg. “Remember when you were throwing that toy earlier, we had to put it away? Let’s practice using the toys gently.” Educators will explain and model positive ways to use materials and interact with others.

The staff set up the environment to maximize children’s choices and minimize potential problems. If a child is having difficulties managing, a staff will walk over to the child, make eye contact, and:

- Remind and/or explain the consequences of his/her behavior
- Explain staff expectations
- Give choices
- Redirect
- Name and acknowledge feelings

- Remove child from activity if necessary
- Offer a supervised place to 'be alone' or 'renew' if necessary – then when the child is able to manage we start over and the incident is not brought up again.
- Incorporate learning about feelings and empathy as part of our daily practices
- Look to books, stories, songs and games for opportunities to acknowledge

If any ongoing behaviors are of concern to staff and/or parents, we will welcome the opportunity to have a meeting and make a coordinated and cooperative effort to assist your child in his/her development of appropriate and safe behaviors.

## **Student Practicums**

Arcadian is used as a learning site for students in the Early Childhood Programs at Sprott-Shaw Community College, Vancouver Island University, Northern Lights University and Pacific Rim. We welcome the fresh energy of practicum students and attempt to provide them with the best learning environment possible. When new students come to our centre a sign will be posted introducing them and letting parents know how long they will be on practicum and which room they will be working in. Occasionally, students are asked to complete specific observations or assignments that include children in attendance. Parents will always be asked for their permission prior to this happening and children's names will be omitted from all assignment documents.

## **Photo Release**

At Arcadian we attempt to positively market our programs to the community as much as possible. We also like to document how our children participate and enjoy the many activities and field trips we offer. Parents are asked to sign a permission slip when they enroll their child/ren so that children's photographs can be used inside the centre, in parent newsletters, for advertising and promotional purposes or for our website. If you are uncomfortable with any aspect of your child's photo being used for these purposes please talk to the Director when you enroll your child so that the correct information is gathered and acknowledged in your child's file. As well, if your family circumstances change and you wish to change your photo permission authorization at any time please let the Director know so updates can be made to your child's file.

## **Adjustment**

1. If a child or family is having difficulty adjusting to the environment of the child care centre, whether the issue is medical, emotional or behavioral the parent/guardian will be asked to attend a meeting with the Director and staff.
2. A request will be made to arrange assistance from the appropriate community resources.
3. If a parent does not wish to involve other community resources and prefers to find

- alternate care, mutually beneficial arrangements will be made regarding notice.
4. If a parent refuses or does not follow through with contacting the appropriate community resource, a maximum of one month's notice will be given to the parent to find alternate care arrangements.
  5. After contacting the appropriate resource, every effort will be made to support the parent and child and follow through with any recommendations or suggestions from these community resources i.e. Supported Child Care, Physicians, Mental Health, etc.
  6. We will at all times adhere to our policies on guidance and discipline, the United Nations "Rights of the Child" and the ECEBC Code of Ethics.
  7. If for any reason these suggestions or recommendations do not result in a positive adjustment, parents will be encouraged to find alternate care.

## **Staffing**

Our staff are very special people who demonstrate a resourceful and loving commitment to children, a high level of skill, education and experience. Our board of Directors feel it is important to work towards providing the best wages and benefits possible to our staff. The acknowledgement of their value is evident in our commitment in creating a positive work environment that reflects our trust in their abilities. Staff consists of a director/manager, early childhood educators, infant and toddler educators, early childhood assistants and support workers. The director is responsible for the overall program at Arcadian and divides her time between overseeing programs, supporting staff and administrative responsibilities. All permanent staff are licensed early childhood educators with current first aid certificates. Staff in the Infant/Toddler (I/T) program have additional Infant Toddler certification. Staff certificates are posted at the entrance to each room. Occasionally casual early childhood educators are called in when staff are away. All staff, substitutes, students and volunteers must complete a screening process that includes a criminal records check, doctor's note and reference checks.

## **Professional Development**

All early childhood educators must renew their "License to Practice" every five years. To renew, each person must have completed 40 hours of workshops or course work in the field of early education and 300 hours of satisfactory work experience. As stated on pg. 5 of this handbook there will be 6 closure days between September and June for workshops, curriculum planning, documentation and staff meetings that all support professional development.

## Communication

Arcadian Early Learning programs request a courtesy call for days that your child will not be in attendance. We appreciate knowing when children are sick or having a special day with a family member. This helps staff to plan their days and be aware of what is happening in the lives of children. For day-to-day concerns or information please connect with the caregiver that will be, or has been, with your child for that day. Please remember that the staff's first priority is to supervise and engage with the children who are in attendance. We invite parents / guardians to set up an appointment for more in depth conversations or any concerns that require more time to discuss. Feel free to speak to the director or any staff about any special needs, concerns or information. Please speak to the Director about any billing inquiries, registration changes or subsidy matters. Notes placed in your child's cubby regarding billing are from the Centre's Director. Please respond by dropping a note on the inner office desk or speak directly to the Director. The Director can also be reached via email at [daycare3@telus.net](mailto:daycare3@telus.net). We also send out newsletters throughout the year, which have important information about the centre and its current programs.

The Director keeps a record of current members of our Parent Board. You are welcome to this information should you wish to speak to the Board President, Secretary or Treasurer.

## Parent Involvement

Recent changes or clarification of Child Care Regulations prohibit parents from volunteering in the daily children's programs on a regular basis without having a criminal record check on file with the society. However, our center welcomes parent/family volunteers to help with jobs that we would otherwise have to pay for. We may schedule "work bees" when there are projects to do such as yard clean up, gardening, painting etc.

When you pay your membership at registration time you become a voting member of the society. We encourage all parents/guardians to participate in the governance of the Society.

You can do this by:

- Joining the Board of Directors
- Attending monthly meetings of the board
- Volunteer to form or participate on a committee
- Canvassing friends/family/community for help with services, supplies or equipment
- Sharing creative ideas

- Attending the Annual General Meeting (usually held in Sept/Oct)

## **Safety**

- Please ensure that a staff member sees you and your child when you drop them off and pick them up.
- Please sign your child in and out (Infant/Toddler program).
- As Health Canada recommends parents not use Amber Teething Necklaces because they are a choking hazard, if children wear them to the Centre, they will be placed in the child's cubby until pick up time.
- Make sure we have up to date contact information at all times
- Please advise us of any changes in those people who you will allow to pick up your child
- Please let all pick up people know that they must bring picture ID as the staff will ask for it until they get to know the pick up people by name/face.
- Please ensure that your child has appropriate footwear for climbing and running.
- Please provide your child with a hat for the summer months and sign the permission form for sunscreen
- We practice fire and earthquake drills routinely.
- If, for any reason we must evacuate the centre, we will be found at:

## **Wedgwood House 256 Government St.**

**This is the big four-story apartment building at the bottom of the hill.**

## **Emergency Procedures**

If your child is seriously injured or ill, we will call an ambulance and call you immediately to inform you of what has happened. A staff member will accompany your child to the hospital and stay with them until you arrive. The attending staff will have your child's Emergency Card, which you fill out at registration time. If we cannot get in touch with you we will call your alternate contact, and continue to try and reach you.

## **Health and Wellness Policy**

Coughs, colds, and mild flu symptoms are a reality for all children and they gradually develop a resistance to infections as they encounter them. We prepare for these illnesses and seek to protect your child by maintaining high quality cleaning standards and requiring sick children to stay home. While the centre and teachers are aware that

keeping a child at home when s/he is not well may pose an inconvenience to families, please keep in mind that a child who is sick may endanger the health and well-being of others (both children and teachers) and **needs** to be kept home. Any child attending the centre must be well enough to participate in all the day's activities, including time spent outside daily. Do not send your children with an infectious illness to the centre. If your child becomes ill our director (or designate) will notify you and ask you to pick up your child. If we cannot reach you after three attempts we will proceed to contact your alternative pick up person.

**A child should NOT attend the program if they are developing the following symptoms:**

- A fever of 100 F (37.7 C) or higher
- Two bouts of diarrhea
- Skin infection, undiagnosed rash, infected eyes
- Parasite related condition (scabies, impetigo)
- Coughing, coloured nasal mucus, sore throat or ears
- Vomiting
- On antibiotics less than 24 hours
- Unexplained pain or headaches
- Difficulty breathing (wheezing, persistent coughing)

**A child may return to daycare when:**

- Fever free for 24 hours WITHOUT the aid of Tylenol
- Has a normal bowel movement
- Has a note stating they are no longer contagious
- Has been on antibiotics for 24 hours since the first dose

“Ideas fly, bounce around, accumulate, rise up, fall apart and spread until one of them takes a decisive hold, flies higher and conquers the entire group”

- Loris Malaguzzi on the potential of ideas in the early childhood classroom