

Westview Child Care Centre Handbook

"It takes an entire community
to raise its children."



PO Box 214
Prince Rupert, BC
V8J-3P6

WELCOME

Welcome to our child care centre. We look forward to working with you to provide quality care for your child in a safe and caring environment. Our centers continuously strive to meet the highest standards in child care practices in accordance to Provincial Child Care Licensing Regulations.

PHILOSOPHY

We will -

- Provide nurturing, stimulating and challenging environments that focus on each child's developmental needs.
- Give children opportunities to develop their life skills and learn about establishing respectful, social relationships.
- Embrace an anti-bias curriculum.
- Continue their educational growth and development and incorporate this into their child care practices.
- Maintain confidentiality with information provided by families (unless legally required).

ADJUSTING TO SCHOOL

It is our goal to make sure this time is a positive experience for your child. We feel the families know their children best and we urge you to participate with your child until they feel comfortable.

Always say goodbye when you are leaving to avoid your child feeling abandoned.

Staff are always available to help the families deal with separation anxiety.

"OPEN DOOR" POLICY

Families are welcome to visit our centre at any time. Please make yourself feel welcome to become an active part of our program.

CONFIDENTIALITY POLICY

All information provided to the child care centres will be kept confidential. No staff member, practicum student or volunteer can release information about a child without the written permission from the parent/guardian except, where the law requires or permits the centre to. However, if a child is involved in a serious reportable incident or is suspected of having a reportable communicable disease, facility staff are required to report this to the Medical Health Officer and/or Delegated Licensing Officer.

SCHOOL CALENDAR

Westview Child Care Centre will be open from 7:00 a.m. till 5:30 p.m. Monday through Friday. Sunnyside Child Care Centre will be open from 7:30 a.m. till 5:30 p.m. Monday through Friday. Both centres will be closed on all Statutory holidays.

These hours may change depending on staffing.

The preschool program will be closed on Professional Development Days, Christmas and Spring Break in accordance to School District #52 calendar; and in the event of strike action.

ADMINISTERING MEDICATION

If your child needs to receive medication while attending the centre the parent/guardian will be asked to fill out and sign a medication form. Medication must be in pharmacy labeled container with child's name, physician's name, date and dosage instructions on it. The staff will only administer medication to the person in care at the time and amounts specified on the medication form.

PARENTS RESPONSIBILITIES

For any child to begin our programs they will need the following –

- Completed registration forms.
- Photocopy of your child's immunization record.
- Completed emergency consent card.
- Signed centre agreement form.
- Backpack or drawstring bag that includes, a spare change of clothes and a pair of non-skid indoor shoes.

In our curriculum planning we incorporate a lot of activities that are "messy". Please send your children in clothing that will allow them to participate in the fullness of the activity. Also provide appropriate outdoor clothing for all weather.

Please provide updated information such as changes to address and contact information. It is also important to notify the staff of changes in a child's home life that may affect his/her mental health. We are not asking for details but enough information to support the children in our care.

Admission

Admission procedures will be discussed with each family. As a group decision we may choose to use a gradual entry process for your child. The suitability of the centre for each child will be reviewed after a period of adjustment. If the staff and family come to a mutual agreement that the child has not successfully settled into the program within a one-month time period, the family can withdraw their child without having to give one month's notice.

Sign-in/Sign-out

When dropping off and picking up your child, please sign the attendance book. The centre will *not* release your child to anyone not on their registration pick-up list unless authorized by the parent or guardian. Any alternative persons will be asked for photo identification. Employees of the centre will *not* release children to anyone under 16 years of age or to anyone deemed unfit of providing safe care, or persons under the influence of drugs or alcohol.

FEES

Fees are due on the 1st of every month. We accept cash, post-dated cheques and EMT (wccc@citywest.ca)

Fees are non-refundable if your child is ill or on vacation

There will be a \$40.00 NSF charge.

Parents are responsible for the difference between the Affordable Child Care Centre Benefit amount and the child care centres monthly fee.

The school years fees are divided into 10 equal payments so that each month's fees are the same regardless of the number of days in the month.

If fees are two or more months outstanding, children and families will not be able to attend the child care centres until the outstanding amount has been paid or a fee payment schedule has been arranged with the Manager.

CHILD ABUSE OR NEGLECT

In the case of suspected child abuse or neglect, our staff members are legally obligated to inform the Ministry for Children and Family Development and/or the RCMP.

WEAPONS FREE - SAFETY ZONE

The United Nations has declared that children have a right to safe and secure environments. Weapons are designed to harm people. We believe that replicas of weapons, such as plastic guns, promote violence and aggression. In order to ensure the safety and security of all children toy guns, spears, knives, swords, or any other weapons are strictly prohibited in the building. In large group settings, aggressive play is the source of most non-accidental injuries. Your cooperation in keeping toy weapons at home is much appreciated.

EMERGENCY CLOSURE

Westview Child Care Centre Society strives to maintain the health and safety of children at all times.

In the event that there are unforeseen circumstances such as: power outage, loss of heat, loss of water, etc., our centers may need to suddenly close in order to follow Licensing Regulations.

Both centres will do their best to accommodate all the families in the event of an emergency closure.

SMOKING POLICY

All child care centres are smoke free locations.

Westview Child Care Centre and Sunnyside Child Care Centre are currently licensed child care facilities, and as such we are governed under the Community Care and Assisted Living Act.

As per laws put into place in 2008, staff and families are not permitted to smoke or vape on SD52 property, or at any of the parks. It is recommended that families and staff leave SD52 property entirely in order to smoke or vape. Please note that parking lots, and public playgrounds are also deemed SD52 property.

HEALTH AND HYGIENE

- Staff will promote healthy living by providing nutritious snacks for all programs. We plan snacks recommended by Health Canada using the Canadian Food Guide. The staff encourages the children to become involved in the planning and preparing of snack. We believe this is a natural way to encourage healthy living and promote many cognitive and social skills.
- We have established a cleaning rotation of all equipment and permanent fixtures including toys, clothing and carpets according to the Child Care Licensing Regulations.
- The staff and children hand wash before preparing and eating meals, after washroom use, and blowing noses.

DEATH AND LOSS

Co-workers, children and their families become extended family members when you work in a child care setting. As a result, the death of a co-worker, child, or parent can be extremely difficult to work through.

In the chance of the sudden death of a child, their parent(s), or co-workers our child care centre will close for an undetermined amount of time. The closure may be sudden with no notice given to the families that attend our centres.

Confidentiality of the family will be respected and maintained at all times.

EMERGENCY PLAN

Our emergency/evacuation plans are in place near the sign in and sign out book at both centres. Please take time to familiarize yourself with these plans, as it will relieve anxieties if an emergency does occur while your child is in our care.

HEALTH POLICY

While we are sensitive to the stress that illness and injury may cause families, we are not licensed to care for children when they are ill or injured.

You will need to keep your child at home, or make alternative arrangements if your child -

- Has a communicable disease, including chicken pox.
- Has a contagious infection, including pink eye.
- Has a fever over 38 degrees Celsius.
- Is vomiting or has diarrhea in the last **48 hours**.
- Has a skin infection or an undiagnosed rash.
- Unusual, unexplained loss of appetite, fatigue, irritability, or headache.
- Has an injury that prevents the child to participate in the program
- Is not able to participate in all program activities including outdoor play.
- Unusual, unexplained loss of appetite; fatigue; headache or irritability.

Children need to be symptom free for 24 hours before they can return to the centre.

Please be aware that if your child shows any symptoms listed above while at any of our centres, staff will contact families to pick their children up. Immediately the centre will provide a quiet resting area that is close to staff supervision until the parent or emergency contact can pick up the child.

If the situation becomes urgent the staff will follow the outlined emergency procedures in place.

All staff have been trained in child safe first aid. Each program has a first aid kit and cell phone that is taken on all outings. We also practice monthly fire and earthquake drills, as per licensing requirements.

SUMMER PROGRAM

This program will have limited spaces based on staffing and room available. There is no guarantee that if your child attends the afterschool program during the school year, that there will be space in the summer program.

Spots for the summer will be;

- First come, first served basis
- Parents need to give one month's notice for summer cancellation of time or they will be charged for time booked
- Fees are higher than the school year.

EXEMPTIONS

At times our licensing officer will grant exemptions to accommodate the needs of our families. If you require additional support for your child, please inform the child care staff and we will discuss this process and determine if the situation would be considered for an exemption.

Example – During the summer program we were able to accommodate children entering kindergarten the following September by applying for an exemption.

ACTIVE PLAY

Active play will be provided on a daily basis in all our child care programs.

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position, and crawling/walking.

Active play helps to promote healthy growth and development, and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination, and assists with the development of gross and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills, as well as provides opportunities to develop social skills and make friends.

Furthermore, our curriculum meets the developmental needs of the whole child by providing

- Social and emotional development
- Nutritious snacks
- Physical activities
- Opportunities for exploration in the community
- Speech and Language enrichment
- Creativity
- Cognitive skills
- Gross and fine motor development

GUIDANCE POLICY

Each child will be encouraged and supported to develop positive adult and peer relationships. Our goal is to provide a safe and healthy learning and living environment in which each child can feel secure, and develop social and emotional skills.

Families can expect the staff to:

- demonstrate appropriate, respectful behavior at all times
- promote the development of positive social skills including self-esteem, self-regulation and safety skills
- encourage children to understand and follow rules and reasonable expectations
- supervise the children at all times

Staff will strive to:

- establish clear, consistent and simple expectations
- discourage aggressive play and assist the children to learn and practice resolving conflict in non-violent ways
- acknowledge children's feelings and seek their input, offer choices that are developmentally appropriate, demonstrate respectful affection and caring to each child
- use positive redirection as the main way of guiding children, i.e.: telling the child what we *want* them to do vs. telling them what we want them to stop doing

The centre encourages parents/guardians to ask about guidance and discipline methods in the orientation, and as any questions arise. We are committed to working with families and to enhancing knowledge of child development and approaches to child rearing practices.

CLOSURES

While Westview Child Care Centre Society recognizes the inconvenience of a disruption of service, there are times when our centres need to close.

Some closures to be expected throughout the year are:

- First week before Labour Day, every year: for classroom maintenance. At times this might be for two weeks, instead of one.
- Professional Development: In order for employees to maintain their ECE licenses, they need to partake in professional development opportunities. Often times employees need to travel for Pro-D, therefore the centre *may* close.

Families will always be given advanced notice in terms of closure dates. During these times it is asked that families make alternative arrangements for child care.

There *are* times when our centres will need to close due to illness, or our centres being short staffed. While we understand the inconvenience, our centres will follow Licensing Regulations to ensure the health and safety of children is being met.

WESTVIEW CHILD CARE CENTRE SOCIETY

Our programs run under a Provincially registered non-profit society; Westview Child Care Centre Society. All families with registered children are automatically members of the society.

The Westview Child Centre Society will hold its Annual General Meeting in October of every year. The executive positions of President, Vice-President, Secretary/Treasurer are elected. The Westview Child Care Centre Society holds board meetings to which all members are invited.

It is vital for the success of the childcare programs that we have active members on the board.

If you are able to donate your time to this society please let any staff member know.

POLICIES

If you would like more information on the following policies please refer to our policy book;

- Active Play
- Active supervision
- Alternate pick up
- Anaphylactic Reaction
- Arrival and Departure
- Bullying and Harassment
- Cellphone
- Child Abuse or Neglect
- Child Unaccounted for
- Children arriving or leaving on their own
- Death and loss
- Discontinuation of care
- Earthquake Drill
- Earthquake emergency plan
- Emergency Closure
- Emergency Plan
- Employee personal hygiene and appropriate clothing
- Fee and payment
- Fire drill
- First Aid/Medical attention
- Guidance
- Head lice
- Health
- Immunization policy and waiver
- Inclusive centre
- Large scale emergency plan
- Late pick-up
- Lockdown
- Minor or serious incidents
- Nutrition and food services
- Safe release
- SCD support services
- Scent free
- Screen time
- Sexual development
- Smoking
- Staff vacation time
- Taxi/Papa mobile
- Underaged pick up
- Washroom

HOW TO DIRECT CONCERNS OR COMPLAINTS

- Discuss complaint or concern with any centre staff
- If not resolved talk to Manager or Executive Director
- Come in person or write letter to board of directors – the issue will be brought up at the next Board of Directors meeting. The board will discuss the issue and make a decision regarding the matter. A letter will be drafted and sent to the person with the concern or complaint explaining the board's decision.

We hold the belief that ultimately the care of the child is a family responsibility.

CONTACT INFORMATION

Westview Child Care Centre
250-622-2298

Sunnyside Child Care Centre
250-622-2257

To say that we play together is an unjust oversimplification: Rather we are in an ongoing process of becoming... Our curriculum is lived out daily; it exists with[in] all of us. Clay, paper, materials, children, educators, objects, music ... are all powerful forces and they bring forth movement, history, and multiple layers of meaning” (Argent, 2014, p. 848).

Children and adults alike are engaged in thinking deeply, and welcome multiple perspectives, complexity, and diversity. Educators work with a pedagogy of listening to notice the many ways children express themselves, recognizing that intentional, open listening is the basis of a reciprocal relationship (Rinaldi, 2001, p. 80).

“The focus is on gifts and not deficits Children’s spirit knows what they need If you can find that child’s gifts, that child can do anything.” (Participant, as cited in B.C. Aboriginal Child Care Society, 2017, p. 30).