

# Tigger's Too Playschool Information Package



Ages 2.5 - 5  
7577 Wallace Drive  
Saanichton BC  
778-584-4468 or 250-818-7677



**Are you looking for quality, fun, and loving care?  
Our program offers a nurturing, healthy, safe, and fun environment where  
children discover the true heart of being a child.**

## Tigger's Too Playschool Schedule:

7:15 – 9:50	Children arrive, free play, Snack time
9:50 - 10:45	Circle time
9:00 - 11:30	<b>PRESCHOOL (M, W, TH)</b>
10:00 - 10:45	Art and craft activities, Preschool, music program
10:45 - 12:00	Outside play/ inside play
12:00 - 1:00	Washroom/ wash hands/ <b>LUNCHTIME</b>
1:00 – 3:00	Naptime / quiet play for older children
3:00 - 3:30	Wake-up/ free play
3:30 - 4:00	Snack time/ reading
4:00 - 5:00	Circle time/ Outside Play
5:00-5:30	Activities/ Children go Home



## MISSION STATEMENT

“At Under the Umbrella Inc. childcare centers, we provide a Christian environment that is safe, loving, healthy, nurturing, educational and fun. Children can grow and learn at their own creative pace and discover the true heart of being a child. Under the Umbrella Inc. is committed to quality care and the building of healthy families.”



## **Tigger's and Under the Umbrella Child Care**

Tigger's was established in 1990 as a family daycare by Raymonde, originally operating out of her home. As the demand of parents needing quality care continued to grow, Tigger's developed into a group daycare, preschool, and after school care center (Friends of Tigger's) all of which started out under the same roof! Today Tigger's has evolved into Tigger's Playschool and Preschool, Friends of Tigger's Afterschool Care , and Tigger's Too Playschool and Preschool as well as two summer camps, serving parents and kids in both the Greater Victoria and Saanichton area.

Tigger's recognizes and acknowledges that it is operating on the traditional territories of the of lək'wəŋən, Songhees, Esquimalt and W̱SÁNEĆ peoples and that Tigger's Too is on the traditional territory of the Tsartlip and Tsawout First Nations. We understand that we have a responsibility in doing our part to promote healing, truth, and reconciliation for Indigenous communities in ways that are Indigenous led and culturally sensitive.

Tigger's is a Christian environment with community values to help promote a loving and nurturing place for children to grow and play surrounded by kindness. We are an inclusive center which means that all ethnicities, religious and cultural backgrounds, as well as gender expressions and identities are welcome and safe in our centers. We value the diversity of our families and children and believe that everyone deserves the freedom and encouragement to be themselves in an accepting environment.

# **TIGGER'S TOO CHILDCARE POLICY**

## **PARENTAL AGREEMENT**

**HOURS:**  
**7:30a.m. to 5:30 p.m. — MONDAY TO FRIDAY.**  
**CLOSED ON ALL STATUTORY HOLIDAYS.**

### **1. FEES:**

#### **PRESENT FEES:**

- REGISTRATION FEE: \_\_\_\_\_ \$80.00 (*non-refundable*)
- DEPOSIT FEE: \_\_\_\_\_ \$200.00 (*\$100 will be credited to last attending month's fees if proper notice has been given.*)

#### **FULL-TIME CARE:**

- 30 months to 35 months: \_\_\_\_\_ \$1080.00/month
- 36 months to school age: \_\_\_\_\_ \$940.00/month

#### **PART-TIME CARE:**

- 3 full days or less: (3-5 years old) \_\_\_\_\_ \$50/day  
(2.5 years old) \_\_\_\_\_ \$60/day

#### **HOURLY RATE:**

- 4 hours or less per day: \_\_\_\_\_ \$18/hour

#### **PRESCHOOL PROGRAM:**

- Monday, Tuesday, Wednesday, Thursday:  
(9am-12am) \_\_\_\_\_ \$325/month

#### **PRESCHOOL ACTIVITY FEE:**

- Paid once a year in September: \_\_\_\_\_ \$25/year



## **2. FEES & SUBSIDY STRUCTURE:**

### **a) FEES:**

- Payments are to be by the first day of each month and will only be accepted by e-transfer. (We no longer accept cash).
- A late charge of \$50.00 will be applied to fees that are late (received after the 1<sup>st</sup>) unless arrangements have been made directly with Raymonde.
- If your fees become more than 1 month in arrears on your account, your child(ren) cannot be accepted to Tigger's Too until **all** fees are paid.
- If there is a problem with your fees, please call Raymonde to resolve any hardship you may be having.

### **b) SUBSIDY:**

- Parents are responsible for renewing their applications before their expiration date.
- If confirmation is not made before the expiration date, the parent will pay the full fee until renewal is approved.
- If the subsidy is not renewed within the month it has expired, you will be expected to pay the full amount until it is renewed.

### **c) PROOF OF SUBSIDY:**

- Authorization numbers must be received BEFORE child starts at the center or half of fee is due at start date which will be reimbursed when subsidy is received.

### **d) PARENT REDUCTION FEE PROGRAM:**

- All parents (including those already receiving subsidy) qualify for the parent reduction fee program as of December 1, 2022.
- You don't need to take any action as your reduction will be organized and applied by our admin team and the total amount that families will save will be based on the number and ages of your children and the type of childcare they receive.
- Please contact Raymonde directly with any questions.

### **e) NSF CHARGES:**

- There will be a charge of \$25.00, for any NSF cheques and a \$50.00 late fee.
- If your fees become more than two (2) weeks in arrears in your account, your child/children will not be accepted to Tigger's Too until **all** fees are paid.

### **f) DEPOSIT:**

- \$200.00 deposit for all registering at Tigger's Too.
- Deposit MUST be paid before the child starts.
- The \$100 will be returned 30 days after child has left the center, as long as proper notice was given for withdrawal.

- Withdrawal from the center must be made a month in advance, on the 1<sup>st</sup> of the child's last month.

g) REGISTRATION FEE:

- \$80.00 non-refundable deposit MUST be paid at time of registration.
- The deposit holds your child's space in the center.
- Parents get \$10.00 off for each additional sibling.

h) LATE FEE:

- \$50.00 to be applied for any fees not received by the 2<sup>nd</sup> of the month.
- If fees have not been received by the 15<sup>th</sup> of the month, your child will not be accepted at the center until ALL fees are paid in full.

### **3. POLICIES AND AGREEMENTS:**

a) BEHAVIOUR AND CONDUCT:

- If a child's behaviour becomes abusive and uncontrollable and is deemed too dangerous to have at the center, notice will be given, and parents will have up to two weeks to find alternative care or terminate immediately for the safety of the center and children.
- If a parent's behaviour becomes abusive and/or inappropriate language is used towards the staff, children, or other parents, a verbal warning will be given. If the parent chooses not to adhere to the warning, the police will be contacted.
- If this behaviour by the child or the parent continues, the parent will be given notice immediately; not to return to the center and to find alternative care. Your deposit and unused fees for the month will not be returned.

b) DROP-OFF:

- Children must arrive in the morning no later than 9:30am.
- If your child does not arrive on time, we will not be able to take your child for that day.
- You agree to keep the staff informed of any event or change of routine that might affect your child's behaviour, such as big changes, stress within their family, trouble at school etc. (This will allow us to support you and your child through anything that may require some extra care and sensitivity.)

c) PICK-UP:

- You must provide a written notice if someone else is picking up your child that is not on the registration form. Picture identification will be required.
- All children must be picked up no later than 5:30pm.

d) LATE PICK-UP/DROP OFF:

- A late fee of \$50.00 will be applied for each child picked up after 5:30 pm. This late fee will be applied to your following month's fee.
- If a child remains after 5:45 pm we will begin calling emergency contacts obtained from your registration form.
- If a child remains after 6:00 pm then the appropriate authorities will be notified.
- If your child is to be late or absent, a phone call must be made to the daycare no later than 9:30 am. Your child will not be accepted after 9:30 am if a call is not received.

e) OBSERVATION PERIOD:

- A two-week observation period is in place. A parent or staff member may choose to terminate the care agreement not later than two weeks after the child starts. The registration fee will be returned should the staff choose to cancel the agreement. The deposit pays the two-weeks of care in this case.
- Should the parent(s) choose to cancel care, there will not be a refund unless special arrangements are made with the owner (Raymonde).

f) WITHDRAWAL:

- There must be 30 days notice, written and be received by a staff member before the first (1<sup>ST</sup>) day of the month to be valid. Notices received after the first (1<sup>ST</sup>) will not be considered valid and you will be charged that month's fee.

g) PART-TIME PARENTS:

- Days reserved for your child cannot be changed to other days unless a holiday falls on that day or prior arrangements have been made directly with Raymonde.
- Special permission must be given before any pre-arranged days can be changed.

h) SPECIAL EVENTS:

- Children's Birthdays: Parents are welcome to bring a cake or cupcakes for an afternoon celebration.
- Christmas Concert: Each of our centers puts on a holiday concert by the children for their parents, we encourage parents to attend and enjoy!
- Preschool Graduation: We celebrate the children you are moving up a level by having an annual graduation celebration in June every year. Parents are encouraged to attend.

i) NEWSLETTER/CALENDARS:

- Monthly newsletters and calendars will be issued to families to inform you of your child's upcoming trips, special activities, and various themes.
- They will be sent out by email and also be available in hardcopies that parents can pick up at the center.

j) TOYS FROM HOME:

- We discourage any toys brought from home.
- We will have special days outlined on our calendar for your child to bring a small, special toy. On these days, have the item clearly labeled with your child's name as toys are easily lost or broken.

k) TAKE HOME ITEMS:

- Parents must take home their child's artwork and other items they may have created or found throughout the day (treasures on nature walks, etc.) to ensure the center stays free of clutter.
- Parent's can find their child's art to take home in their art drawers near the front entrance of the center.

l) CENTER CLOSURES:

- There will be no refunds if the center is forced to close for reasons including but not limited to; unsafe weather conditions, sickness prevention protocols (including covid).

#### **4. LUNCHES & SNACKS:**

a) HEALTHY FOOD:

- Parents are requested to provide a healthy, nutritious lunch and snack every day. Please do not send foods with a high sugar content or "junk food". All containers must be clearly labeled.

b) SNACK TIME:

- In an event that your child behaves in an unsafe manner during lunch or snack time, they will be redirected and then given the opportunity to rejoin the group. At this time, they have the opportunity to try again to eat in a safe manner. Food is never withheld or treated as punishment or as a reward.

c) ALLERGIES/NO NUTS AND SEEDS:

- WE ARE A NUT AND SEED FREE CENTRE! Please do not send any kind of nuts, seeds, peanut butter sandwiches, or any foods that may contain any form of nuts or seeds.
- Also, please be aware of any use of peanut oil, sesame oil, nuts, or seeds as ingredients in food items and do not bring these to the center.

## 5. FIELD TRIPS:

- The owner and/or staff of Tigger's Centers are not liable for accidental injury or illness that might occur on the premises, outside the premises, on field trips, and/or in the daycare vehicle.
- You must provide your own car seat for your child to use at the center on days there will be outings.

## 6. HEALTH AND SAFETY:

### a) CHILDREN INJURIES AND/OR ILLNESS:

- Under the Umbrella Inc. holds no liability to any injuries or illness that may occur at the center. It is the responsibility of the parent to cover any costs that may occur due to injury or illness.

### b) SICK CHILD/ILLNESS:

- The staff have the right to refuse admission to a child who appears too ill to be at the center.
- I will keep the staff informed of any event or change of routine that might affect my child's behaviour.
- If a child becomes ill during the day, the staff will contact the parent(s).

- If the parent(s) cannot be located:

### **I authorize the staff to**

\*Make arrangements to put the child in the care of an alternate person named on the registration.

### c) APPROPRIATE ATTIRE:

- You must provide adequate clothing (coat and boots for winter, hat and sunglasses for summer, etc.)
- All children must have a clean change of clothes that fit to be left at the center. All children must have one pair of INDOOR ONLY shoes to be left at the center for them to wear while inside.
- Due to safety concerns, no sandals please.
- If your child requires pull-ups or diapers, you must provide the center with them as well as wet wipes and provide our staff with toilet training information in relation to your child's needs.



d) NAP TIME:

- Most children at our center will go down for a nap after lunch
- Cots are provided and parents must ensure their child has their own crib sheet, blanket or sleeping bag, contained in a material (not plastic) bag.
- Please do not provide pillows or any toys/stuffys from home.
- Bedding **MUST** be taken home every Friday to be washed over the weekend and then returned on Monday.

e) EMERGENCY PROTOCOL:

- In the case of an emergency, the staff will contact the parent(s).

- If the parent(s) cannot be located:

**I authorize the staff to:**

- \* Call my family physician
- \* Call the alternate person(s) named on the enrollment form
- \* Take the child to the hospital (which may be by ambulance)

f) INCIDENT REPORTS:

- Any time there is an incident involving your child at the center, such as an injury or serious behavioral issue the staff will document it in a report that you must read and sign.

g) MEDICATION ADMINISTRATION:

- Staff members will not administer your child any medicine without your written permission. Please fill out the medication administration section of your child's care plan if needed.
- **All immunization** records will be submitted **before** my child's start-date at the Center.
- An **up-to-date** picture of your child(ren) will be submitted **before** their start date at the center
- All known allergies must be documented on both the application and emergency cards.

**7) ONLINE MEDIA:**

- Photographs of the children are taken regularly throughout the year during activities and special events to help showcase what our centers have to offer.
- The photos are displayed in hard copy on display boards within the centers.
- The photos that are used on our Instagram and Facebook pages will have the faces of all children in the photos shielded from the public eye.
- All photos on our website show the faces of our kids, if you do not want your child's identity shown on our website you must OPT OUT by emailing [TiggersMedia@gmail.com](mailto:TiggersMedia@gmail.com) and include your name and the name of child, which center they attend and a clear statement telling our media director to keep your child's identity off the website.

**Follow Us on Social Media!**

Facebook Group: Tigger's Playschool

Instagram Page: @tiggerschildcare

**8) PARENT FEEDBACK:**

- Your concerns are our concerns and if you have anything you feel needs to be addressed, please do not hesitate to contact your center's manager or Raymonde directly.



## About Tigger's Too Preschool Program:

Our preschool is unique for children starting at the age of 2 ½ who work at the level they want to learn. Children make their own schoolbooks and parents are updated with progress reports of their children's achievements. Our preschool has been created by the owner, Raymonde Foyster. With her experience as an elementary school teacher, and her awareness of what children need before entering kindergarten, she has developed a program to enhance each child's self-esteem, confidence, and their early academic skills.

### **LEVEL (1)**

#### Sept. to Dec.

- Colours, identify name and first letter, music, fingerplay, sharing.

#### Jan. 15 to Mar.

- Counting (1-5), shapes, colours, nursery rhymes, identify other letters.

#### Apr. to June.

- Alphabet, colours, matching numbers, shapes, dramatic play, sharing, aware of feelings.

### **LEVEL (2)**

#### Sept. to Dec.

- Review colours, shapes, identifying name, printing letters

#### Jan. to March.

- Counting, numbers, grouping, alphabet, printing different letters. Learning about our feelings - respect ours and others and sharing.

#### April to June.

- Problem solving, continue counting, adding, alphabet identifying, printing. Community, science, music, dramatic play, creative moves.

### **LEVEL (3)**

#### Sept. to Dec.

- Primary colours/mixing colours, review shapes, printing name, alphabet chart, music, nursery rhymes, problem solving, sharing.

#### Jan. to March.

- Counting 1-20, grouping numbers, alphabet, recognizing words, senses, communities, calendar, music, opposites.

#### Apr. to June.

- Counting, printing words, reading basic words, problem solving, sharing, feelings, make a book, calendar, music, storytelling.

**Each child will be at their own level of learning as we discover each topic. Parents will receive quarterly updates of your child's progress and achievements.**

# **Tigger's Too Playschool**

## **DISCIPLINE POLICY**

**Discipline involves the continuous process of guiding behavior that is nurturing and positive in each child.**

1. Establish Clear, Consistent and Simple Limits.  
-statement of what behavior will be acceptable.
2. Offer Straightforward Explanations for Limits.  
-children understand the reasons or rationale for limits.
3. State Limits in a Positive, rather than Negative Way.
4. Focus on the Behavior, rather than on the Child.
5. Make Statements of Expectation, rather than Pose Questions.  
- make a clear statement of what is expected.
6. Allow Time for Children to Respond to Expectations.  
- give children a warning call to prepare when to clean up.
7. Reinforce Appropriate Behavior BOTH with Words and Gestures.
8. Gain a Child's attention in a Respectful Way.  
- approach children individually, state their name, establish eye contact and use a calm, controlled voice.
9. Use Proximity and Touch  
- move close to a child. Putting an arm around a child or holding a child can serve as effective guidance and intervention.
10. Reminders are helpful to children.
11. Acknowledge Feelings Before Setting Limits.
12. Model Problem-Solving Skills  
- following the steps of problem-solving helps children learn the process involved.
13. Offer Appropriate Choices  
- the choice should be posed in a non-threatening and non-punitive way.
14. Use Natural and Logical Consequences.

15. Redirect
  - children should be redirected to activities that are in line with their needs.
16. Limit the Use of Equipment
17. Provide Opportunities for Children to Make Amends.
18. Time Away
  - in using this strategy, the attitude of the caregiver must ensure a positive learning experience
  - explain what “time away” means and what it involves.
  - MEANING: Persistent refusal to abide by the rules of safety for self, others and environment may, on occasion, require that a child be removed from the situation.
  - Locate the time away place within the play space, but far enough removed from the general activity.
  - Alternately, allow the child to determine when he or she is ready to re-enter the play.
  - Time away is no more than one minute of time per year age of the child.
  - In a preschool setting, this should never exceed five minutes.**
  - Refrain from discussion, nagging, arguing or moralizing.
  - When time is finished, positively reinforce the first appropriate or acceptable behavior of the child.
  - **Used cautiously and only when all other strategies have been proven ineffective.**

It is our hope that discipline in this fashion will help your child to be happy and well-adjusted to his/her surroundings, as well as help the child to have a concept of self-respect and respect for his/her parents and caregivers.

Thank you



**CHILD RELEASE FORM**

**Parent Copy**

**Tigger's Too Playschool**

7577 Wallace Drive, Saanichton, BC

**1) LATE PICK UP**

If a guardian has not picked up a child or has not called by 5:30pm the caregiver will try to contact the family and then alternative person/s from the authorized pick-up list. If that person is unavailable and the parent has not contacted the caregiver by 6:00pm, the caregiver is required to notify the Ministry for Children and Families. A late fee of \$20.00 will be applied for each child picked up after 5:30pm. If late pick up is an ongoing problem and reasonable effort has been made by staff to solve it, then notice of termination of service may be given.

**2) UNAUTHORIZED PICK UP**

The guardian is required to notify the caregiver in writing if someone else will be picking up the child. If the caregiver does not know the person picking up the child, information about the person will need to be provided (name, phone number, physical description). The person will be asked to show photo identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the caregiver. The caregiver will speak to the individual and explain the policy that no child will be released without written authorization from the guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, the police will be called for assistance.

**3) ALLEGED IMPAIRED PICK UP**

It is the caregiver's responsibility, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for a child. If the caregiver believes that a child will be at risk, the caregiver will offer to call a relative or friend to pick up the person and child or offer to call a cab to pick them up. If the person is driving a vehicle, the caregiver will explain that driving while under the influence of drugs or alcohol is against the law and that the caregiver is obligated to ensure the safety and wellbeing of the child. If the presumed impaired person chooses to get in the car with or without the child, the caregiver will immediately notify the police and provide description of the car and geographic vicinity. If the caregiver believes that the child needs protection, the caregiver will call the Ministry for Children and Families.

**4) CUSTODY AND RELATED COURT ORDERS**

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parents are not listed on the authorized pick up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

**Tigger's Too Playschool**  
**7577 Wallace Drive, Saanichton B.C.**

Emergency Procedures in Case of an Earthquake

- Children and staff will crouch under tables until the shaking stops, approx. 60 secs and sing a song.
- If we need to evacuate, we will follow the Under the Umbrella Emergency Evacuation Procedure for Earthquake (see below)

Tigger's Playschool Emergency Evacuation Procedure for Earthquake:

- When safe to do so, staff will quickly move children out of the building through safe designated exits.
- **The "lead" staff member will:**
  - 1) Call out "Lead" loudly and clearly, taking responsibility for gathering first aid kit, emergency kit, roll call book phone, grab and go bag etc.
  - 2) Instruct children to leave the building in an orderly fashion when safe to do so.
- **The "Second" staff member will:**
  - 3) Help gather the children, checking bathrooms and hiding spots.
  - 4) Will take the middle position making sure all children are following the "Lead".
- **The "final sweep" staff member will:**
  - 5) Be the last to leave the building, making a clean sweep of the daycare checking for children and making sure all emergency packs were grabbed.
  - 6) Will post a notice on the daycare door stating cell # and meeting spot
  
- All will meet at the designated meeting spot **on the corner of Wallace Drive and Prosser Road, at the edge of the parking lot.**
- Once outside and clear of the building, at the designated meeting spot, roll call will be made.
- **If we are unable to re-enter the building for an extended time, we will remain at the meeting spot.**
- If we go to any place other than the childcare or the designated meeting place, parents can reach staff by calling the cell phone number posted on the front door. If possible, a staff member will return to the childcare area to direct parents to their children
- Practice Emergency Evacuation Procedure during monthly drills
- Staff will record monthly emergency drills (around the 15th of every month) in the safety/emergency book Including date, time, and any comments.

# **Tigger's Too Playschool & Preschool**

## **7577 Wallace Drive, Saanichton B.C.**

### Emergency Procedures in Case of a Fire

- As soon as a fire is detected in the building, staff will get children's attention by blowing a whistle and yelling fire
- **The "lead" staff member will:**
  - 1) Call out "Lead" loudly, grab the attendance sheet and staff backpack and direct the children drop what they are doing and line up at whichever door is safest to exit through.
  - 2) Once a line has formed, lead the children immediately outside through the door to the emergency meeting place, **on the corner of Wallace Drive and Prosser Road, at the edge of the parking lot..**
  - 3) Once children are all outside begin roll call to ensure everyone is accounted for.
- **The "Second" staff member will:**
  - 4) Call out "Second" and immediately get the emergency kits and staff phone and join the end of the line to make sure all children follow the Lead Staff outside.
  - 5) If there is no "Third Staff", they will do a final sweep to check for any remaining children **BEFORE** following the Lead and children outside.
  - 6) Once outside, use the staff phone to call the police to report the fire.
  - 7) Hand out the emergency kits to children as their names are called for roll call and direct them to sit in a safe place, as a group, to wait.
- **The "Third" staff member will:**
  - 8) Help direct all children into a line in front of the leader.
  - 9) Do a final sweep of the entire center (as it is safe to do so) to ensure no children are remaining inside.
  - 10) Grab the second staff backpack and join the group outside.
- All will meet at the designated meeting spot **on the corner of Wallace Drive and Prosser Road, at the edge of the parking lot..**
- **If we are unable to re-enter the building for an extended time, we will remain at the meeting spot.**
- If we go to any place other than the childcare or the designated meeting place, parents can reach staff by calling the center's cell phone number. If possible, a staff member will return to the childcare area to direct parents to their children.
- Fire Emergency Evacuation Procedure are practiced regularly by our kids and staff during monthly drills.
- Staff will record monthly emergency drills (around the 15th of every month) in the safety/emergency book Including date, time, and any comments.



## **Parent Awareness Protocol in Case of Emergency**

**Because our center is in an earthquake-prone area, we want to remind you that, in the event of an earthquake occurring, the following procedures will be followed:**

- No children will be dismissed from the center unless a parent (or guardian designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that person is listed on the child's emergency card in our files. With this in mind, if your child's card is not up to date, please request a new card from a staff member.
- All parents or designated guardians who come for children must sign them out. Signs will be posted (indicating where) if this is an alternate location that is being used.
- We are prepared to care for children in the event of a critical situation or if parents are not able to reach the center. We have several people with first aid certificates and will be in communication with local emergency services. We do ask for your help in the following areas:
- Upon registration you will be asked for \$10.00 to go towards emergency supplies to enable us to care for your children in the event of an emergency. (This is not part of the fee and is non-refundable).

**Please always keep emergency numbers current and eligible. Any changes in phone numbers are to be reported immediately to the staff.**

**Please do not call the center; we must have the lines open for emergency calls. We will call you if it is safe to do so.**

**Following an earthquake or other emergency, do not immediately drive to the center. Streets and access to our center may be cluttered with debris and the center access route and street entrance to our center must remain clear for emergency vehicles.**

**Do turn your radio on; information and directions will be given over the radio.**

## **CHILD ABUSE POLICY**

We are required **BY LAW** to report any suspicion and/or disclosure of child abuse or neglect to the proper authorities.

Our responsibility is to report suspicions or disclosures, not to determine if abuse has occurred.

It is the responsibility of the Ministry for Children and Families to investigate and decide if the child needs protection.

Reporting procedures are designed to protect the child. Our concern is the safety and well-being of the child. We are not permitted to contact the parent unless specifically directed to do so by the Ministry for Children and Families, or the Police.

**NOTE: IF YOU HAVE ANY CONCERNS OR DIFFICULTIES DEALING WITH YOUR CHILD AND NEED ASSISTANCE, WE WOULD BE PLEASED TO TALK WITH YOU AND HELP ARRANGE ADEQUATE SUPPORT.**

## Supply List

Please note that the following items need to be labeled and left at the daycare.

### 1. Appropriate Season Clothing

- Rain coat, Warm coat,
- Muddy buddies/Plastic Pants
- Boots (to be left at the center)
- Full change of clothes (pants, shirt, socks, and underwear) updated every 3 months
- Inside closed toe shoes
- Mittens
- **Baseball hat for summer / Toque for winter**
- Crib sheet and small blanket
- Rubbermaid water bottle
- 2 Current pictures of your child for their file
- Diapers/pull-up/wipes, diaper cream (if needed)
- Backpack to keep items in, **labeled.**
- Immunization Records

### 2. Emergency Kit in labeled Zip-lock bag

- Bottle of water(1)
- Juice box(2)
- Granola bar or similar (No Nuts)(2)
- Fruit leather snack(2)
- Foil emergency blanket(1)
- \$10 non-refundable emergency funds\*
- Family photo

\* These funds help to cover the cost of supplies in the event of an emergency.

## **Symptoms Which Require Children to Be Excluded from Child Care Facilities**

**Parents should be advised to keep their children at home or to seek alternate care arrangements for the following conditions:**

- Pain - any complaints of unexplained or undiagnosed pain.
- An acute cold with fever, runny nose and eyes, coughing and sore throat. Once temperature, well-being and energy are normal, coughing and runny nose may continue (depending on the suspect illness) without the child being contagious. (If symptoms are caused by a known allergic reaction, the child is not contagious).
- Difficulty in breathing - wheezing or a persistent cough.
- Fever (100 F/38.3 C or more) accompanied by general symptoms, such as listlessness, may be an early sign of illness that requires a physician's attention.
- Sore throat or trouble swallowing.
- Infected skin or eyes or an undiagnosed rash.
- Headache and stiff neck - Should see physician.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral gastrointestinal infection, which is very easily passed from one child to another. The child should be kept home until all symptoms have stopped.
- Nausea and vomiting may be an early sign of illness that requires a physician's attention.
- Severe itching of body and scalp.
- Children with known or suspected communicable diseases.

**It is required to keep (or take) a child home when the child:**

- Is suffering from one or more of the above symptoms.
- Is not well enough to take part in the regular program of the facility.

**ULTIMATELY THE CARE OF THE CHILD  
IS THE PARENT'S RESPONSIBILITY.**

## Suggestions for Snacks

### Milk Products

- Milk
- Yogurt without added sugar
- Cheese
- Yogurt or other cheese dips
- Cheese spreads

### Grain Products

- Whole wheat breads, toast
- Crackers/bread sticks
- Rolls/bagels
- Muffins and quick breads
- Graham wafers
- Rice cakes
- Cold cereal

### Vegetable & Fruit

- Unsweetened canned or frozen fruit juice
- Any raw vegetables and fruit pieces
- Grated vegetables and salads
- Vegetable soups
- Vegetable juice

### Meat & Alternatives

- Hard cooked egg
- Pieces of lean meat or poultry, tuna or salmon
- Bean/lentil soups
- Chili
- Chicken, tuna, or salmon salad
- Meatloaf

