



A BIRD'S NEST

(Agreement)

Policies and Procedures

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Behavioural Guidance Policy

Here at "A Bird's Nest", we monitor every child's behavioural patterns, triggers for every emotional response, and we keep charts if necessary. We try active listening and acknowledgement of children's emotions to understand the reasons behind every behaviour.

If the reason for undesired behaviour needs further investigation (e.g.: possible abuse, etc.) we will respond accordingly. If not, we will try a combination of guided and non-guided, supervised plays and activities. Based on children's repeated negative action or reaction to certain events and incidents, we will try a reward system approach. If negative behaviour continues, we will utilize Milton Ericson's resistance reduction method. In rare cases, we may end up giving children time out.

We keep records of every undesired behaviour and if we notice a need for more professional approach, we will use available resources (CCFL, YMCA, etc.) to escalate the matter, or find more professional solutions.

Nutrition Policy

We ask all parents to share any possible health concerns around food and medicine, as well as allergies.

If certain foods are not allowed, we'll keep them away from children. Since no food prep is done on site and parents will send foods along with their children, we focus on keeping the food in safe conditions and sanitization.

Active Play Policy

Active play and physical activity policy (Amended Sept 2017) Purpose The educators, staff, and management, along with the parents of enrolled children acknowledge the importance of active play and physical activity behaviours that contribute to good health and overall wellbeing. This policy confirms our commitment to:

- encourage children to engage in a range of child-initiated and adult-guided physical activities within the educational program.
- promote the importance of a healthy lifestyle, which includes being physically active every day.

As a health promoting service, we will promote active play and physical activity for children, educators, staff and families through learning, policies, creating a safe and healthy physical and social environment and developing community links and partnerships.

Policy statement

Background

Active play is about moving, being and doing. Children may engage in active play by themselves or with other children. Active play uses large muscles and provides children with a range of physical, emotional, and social benefits. Outdoor play is especially important as it helps develop gross motor and fundamental movement skills. Active play also helps develop a strong and healthy body, builds skills, creates feelings of wellbeing and helps protect from disease.

Whole service engagement

It is recognised that every member of the service impacts on the children's health and can contribute to creating an environment that promotes active play and physical activity. All members of our service, including educators, staff, children, families, and volunteers will be supported to meet this policy.

Definitions

Active play covers a range of activities including climbing, throwing, jumping, running, lifting, pushing and pulling appropriately sized objects, sweeping, raking, digging, and being active to music, movement and games.

Service: Active play services provided by A Bird's Nest staff.

Child-initiated active play is developed by the child through exploration of the environment, equipment and games.

Adult-guided active play encourages children's physical development through promoting movement skills in a non-competitive environment.

Physical activity includes sport, incidental exercise, and many forms of recreation.

Procedures

Healthy policies

- Educators, staff, families, and children are active participants in the development and implementation of the whole service active play policy and are encouraged to promote and support active play initiatives in the service.
- Educators, staff, and families are provided with information about policy requirements.

Healthy physical environment

Active play

- Outdoor play equipment is adaptable and moveable, to encourage change and to challenge children.
- Active play experiences are inclusive of the diversity and abilities of all children.
- Suitable areas have been set, so children can participate in active play and physical activity in all types of weather.
- The service seeks to ensure that fundraising focuses on healthy and active options.

Screen time

- Screen based activities, such as watching DVDs or playing computer games, are not available to children under two years of age.
- Screen time is limited for toddlers and preschoolers (aged two to five years).
- Active play is promoted instead of offering screen time.
- The time children spend being seated or inactive, other than during meal or naptime, is limited.
- Educators engage with children about the content of what they are viewing and respond to their reactions.

Active travel

- Active travel, such as walking, riding a bike or scooting to and from the service is encouraged for educators, staff, children, and families.
- The service aims to identify and address barriers for active travel within the local environment.
- Space is provided at the service for children to leave active travel equipment.

Healthy social environment

- As role models, educators, staff, and families are encouraged to actively engage with children in active play and physical activity.

Learning and skills

- Educators and staff involve children in planning for active play and physical activity experiences both indoors and outdoors.
- Child-initiated and adult-guided active play and physical activity experiences, which challenge and encourage children to explore, extend and test limits, are planned, and provided on a daily basis, as part of the educational plan.
- Opportunities to learn about the importance of active play and physical activity are embedded in the educational program through discussion, group games, stories, music, and movement.
- Staff routinely identify opportunities to engage children, educate and promote appropriate physical activity skills and active play.
- Educators are supported to access resources, tools, and professional learning to enhance their knowledge and capacity to engage in adult-guided active play and physical activity with children.

Engaging children, educators, staff, and families

- Educators, staff, children, and families are key partners in developing a healthy and active physical environment.
- Educators, staff, and families are provided with information, ideas, and practical strategies on a regular basis to support active play in the service and at home.
- Families and children from culturally diverse backgrounds are engaged to ensure cultural values and expectations about physical activity are respected.

Service policies this may link to:

- Educational program • Behaviour guidance • Fundraising • Media: such as television, online video or computer • Staff health and wellbeing • Safe environments

Monitoring and review This active play and physical activity policy will be monitored by educators, staff, management, and the licensing office. It will be implemented as part of the daycare's policy.

Additional information

STANDARD OF PRACTICE

(Source: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-daycare/active_play_june_2016.pdf) Whenever possible, it is recommended active play and physical movement should be incorporated in the child care environment throughout daily routines and activities for a total of 120 minutes.

1. The following licensed childcare programs must ensure a minimum of 60 minutes per day of outdoor active play (indoor active play is acceptable when weather is poor or outdoor physical space is limited). Active play may be accumulated through 15 minute portions of time throughout the day or continuously. ♣ Family Child Care ♣ Group Child Care (Under 36 Months) ♣ Multi-Age Child Care ♣

Group Child Care (30 Months to School Age) ♣ In-Home Multi-Age Child Care ♣ Group Child Care (School Age)

2. All licensed childcare programs must limit screen time (TV, computer, electronic games) to 30 minutes or less a day.

♣ Programs where children are in attendance for 3 hours or less should not include screen time activities into the daily routine.

♣ Screen time is not offered to children under two years of age.

Screen Use Policy

There is no screen time scheduled for daily programs. If, for any reason, a presentation or need for digital screening is necessary, we'll limit it to 15-20 minutes.

Holidays and Vacations

Paid vacations and holidays:

We are closed all Federal and Provincial Stat holidays (Including Easter Monday and Good Friday). We are also closed 14 days (Non-consequent), every year, for staff vacation. If a vacation is more than 3 consecutive days, we will inform you at least 3 months in advance.

Any other emergency and/or personal days taken off by the daycare will be refunded to parents.

Fees and Repayment Agreement Policy

If one full calendar month's notice to end daycare is given to the daycare, we will return and balance and the full amount of deposit. If the daycare ends an enrollment based on an arbitrary decision, the balance and deposit will be returned within 4 business days.

Daycare reserves the right to end an enrollment immediately after an unpleasant experience with the families and/or and situation that may, in the daycare manager's opinion, can negatively affect children or caregivers.

Deposit amount: \$450.00 refundable upon proper notice to end care.

Fees: Are always subject to change but will **NEVER** increase if enrollment is not stopped or put on hold by the parents or guardians.

Safe Release of a Child Policy

Children will only be released to their parents/guardians or persons authorized by a parent/guardian to pickup the child. All persons authorized to pick up the child must be at least eighteen (18) years old. Identification will be required for persons picking up that the caregiver has not met before, for safety/security reasons. A "password" system can also be used. If there is custody order or other such court order that prohibits any parent/person from contacting/picking up the child a copy of this order

MUST be kept at the daycare for “enforceability”. In the event that an unauthorized person arrives to pick up the child, the child will not be released and the parent will be notified immediately.

Children will not be released to any person that appears to be under the influence of drugs or alcohol or otherwise appears incapable of providing safe care of the child for safety/security reasons. Instead, another authorized contact person from the child’s registration form will be contacted to come get the child and individual. In the event that there is no one available to come get the child, the Ministry for Children and Families and/or the Police will be contacted for further instruction. Such steps will also be taken in the event that a child is not picked up from childcare at the end of the day, and all attempts to contact all other authorized contact persons has been made. Parents must walk their children into the house, please do not send them to run in on their own. Please make sure I am aware they are here before you leave. Our typical nap time and the preparation is from 12:00pm-2:45pm. Children may not be dropped off between 12:30pm and 2:45pm as it is very disruptive to have children arriving during nap time (for both the children here and the child who has to arrive to either immediately go down for a nap, or then is required to be quiet while the younger ones sleep). If you are picking your child up between these times, please do so quickly and quietly. If a parent needs to visit their child(ren), please call in advance and let the caregivers know.

Emergency Plan and Procedures and Fire Safety Plan

Our emergency contact number is posted on the wall, at all times. To help educate and orientate Staff and children about our “emergency procedures”, we have monthly fire drills. This helps eliminate panic and teaches everyone what to do in a calm step by step manner. Fire drills are even practiced in the winter so please ensure your child has indoor footwear as everyone must go out “as is”. If, for any reason A Bird’s Nest Day Care must be evacuated, the Staff will follow emergency evacuation procedures and then proceed to walk the children across the yard to the tree covered area. When the children are safe, Parents, Guardians, or Emergency Contact Persons will be called to pick the child(ren) up. Any emergency evacuation or program closure due to an emergency will be reported to CCFL/FH (Licensing).

Health. Illness and Medication Procedures

To help control the spread of illness, children are required to wash hands upon arrival at the center, before eating, after toileting and at other times throughout the day. Washing hands is the best way to prevent the spread of illness.

Medication:

All medications are the sole responsibility of the parents and/or the guardians. OTC medications will NOT prevent a contagious illness, so, please respect the other families by keeping sick children at home. For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances I will also need to know when the child received her last dosage of the medication, to ensure medication is given at appropriate times consistently. With any prescription medication children may not return to care until they’ve had a full 36 hours of dosage, are no longer contagious and ready to participate in the full child care day, to ensure they are well on the road to recovery. (We also keep a record of medications used for each child, while they are under our care.

Allergies:

All allergies (and dietary concerns) will be clearly posted both on the refrigerator and written on the child's emergency info/consent cards.

First Aid:

I always hold current first aid certificates and I am ready to perform care when necessary. I will wear disposable gloves when administering care involving the treatment of wounds and when cleaning up bodily fluids. A complete first aid kit is available at all times, including on field trips etc. The children's emergency info/consent cards are kept in the first aid kit at all times, as well I usually carry my cell phone with us on outings for use in the event of an emergency. In the event a child needs emergency medical attention an ambulance will be called, and then the parents - to allow them to meet the child at the hospital as soon as possible. Any serious incidents will be reported to the MCF/CCFL by filing a serious incident report immediately.

Things from home:

Anything like a toy, blanket, personal stuff, or any object that might carry dust, pollen or germs MUST remain with the parents. There is no exception in this case and children must learn to detach from their belongings. The daycare will ensure that the kids will be taken care of, both physically and emotionally.

Illness Policy

In the event a child becomes ill during the course of the day the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. While waiting for an ill child to be picked up, the nap room will be used as a place to rest, as the child can be closely supervised in this area. This also allows the child to be separated from the others to prevent spreading of illness. If the child requires emergency medical attention an ambulance will be called first and then the parents/guardians to notify them of the incident and which hospital to meet the child at. In the event a child arrives at the centre in the morning and appears to be too ill to participate in the day, the parents/guardians will be asked to find alternate care for the child. If a child is too ill to participate in the childcare day, then that child is too ill to be at the daycare. Allergy related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care. But one or more of the following conditions require that children be excluded from care: Children may return to care when they are free of symptoms or have a physician's/Medical Health Officer's written approval: - Pain - any unexplained or undiagnosed pain -Acute cold (fever, cough, sore throat, green/yellow runny nose/eyes etc...)

*** May return to care when temperature, energy and general well being are normal (even if cough and clear runny nose continue).

*** I cannot keep up with constant runny noses though, please keep children home until they are minimal. -Difficulty in breathing - wheezing or persistent cough -Fever (100* F/ 38.3*C or higher) - **fever must be gone on its own for children to return to daycare without the use of fever medication (e.g.: Advil, Tylenol etc.)** -Sore Throat or trouble swallowing -Infected skin or eyes (mucus/pus draining) or an undiagnosed rash -Headache and stiff neck - should see physician -Severe body or scalp itching -Children

with a known or suspected communicable disease/illness -Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting -Diarrhea - 2 or more times in 24 hours - may return to care after 24 hours without loose stool/diarrhea -Nausea/Vomiting/Abdominal Cramps and Diarrhea - may be an early sign of illness (that could easily be passed child to child) that requires physician's attention -Just not feeling good - a child must be well enough to participate in the entire child care day to be at daycare

***Parents are required to inform me of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the child care centre and the Health Unit to be alerted.

Reportable Incident Procedure

Common reportable Incidents:

• Food borne illnesses • Measles • Meningococcal disease • Diphtheria • Rubella • Mumps • Giardiasis • Meningitis • Pertussis • Hepatitis A, B, C. • Hemolytic Uremic Syndrome • Tuberculosis • Water borne illnesses • STD's • ...

The following procedures are steps to be taken by the licensee or staff when a reportable incident is witnessed or reported to have occurred:

>Address the immediate safety of children in care. (E.g. Call 911 for a serious injury or missing child.)

>Notify the child's parent of guardian immediately if their child becomes ill, is injured or may have been involved in a reportable incident while under the care of facility staff.

>Notify licensing within 24 hours by one of the following:

- Forward a completed Reportable Incident Form via fax.
- Contact your Licensing Officer or online Duty LO at 604-587-3936.
- For any high risk reportable incidents, please refer to High Risk Notification instructions.

>Complete a Reportable Incident form including any follow-up actions of corrective measure you have taken to reduce the risk of the incident happening again.

>Review the Reportable Incident Form with the manager. Or have the manager delegate to ensure they are fully aware of the event and that the information is complete.

>Mail or hand deliver the yellow copy of the report directly to the Licensing Office.

HIGH RISK NOTIFICATIONS INSTRUCTIONS

In the event that a **High Risk Reportable Incident** occurs or is alleged to have occurred, you must complete the following steps:

- ▶ Address the immediate safety of the children in care. (E.g. Call 911 for a missing child.)
- ▶ Notify the parent or guardian.
- ▶ Contact Licensing **IMMEDIATELY** after.

WHAT IS HIGH RISK?

High Risk events include any incidents or allegations of the following:

- ✓ Child who is missing.
- ✓ Child who has sustained a serious injury.
- ✓ Accidental death of a child while in care.
- ✓ Allegation of abuse by staff to a child in care.
- ✓ Facility evacuation due to fire, flood, etc.

TO CONTACT LICENSING DURING OFFICE HOURS – (Monday to Friday – 8:30am to 4:30pm)

- ▶ To contact Licensing, call the Fraser Health Population and Public Health Call Centre at **604-587-3936**, then select **#1 for Health Protection** and follow the prompts to speak to the Licensing Officer on duty.
- ▶ The on-duty Licensing Officer will take all the details of the incident and advise your Licensing Officer.

TO CONTACT LICENSING AFTER HOURS – (after 5:00pm or on weekends)

- ▶ To report a high risk incident after hours dial **604-527-4806** and leave a message on the answering service that you will be connected to.
- ▶ The **On Call Health Protection** Manager will contact you directly to obtain full details and ensure a Health and Safety Plan is put in place to protect children in care.

Daily Activities and Program

- 6:30 a.m. – 8:00 a.m. Receiving the children.
 - Covid Measures: Cleaning hands and sanitizing objects brought from home
 - Washroom
 - Change of clothes (if applicable)
 - Placing personal items and foods in designated places.
- 8:00 a.m. – 9:30 a.m. Supervised Play
- 9:30 a.m. – 9:45 a.m. Prep for outdoor play / Active play
- 9:45 a.m. to 11: 15 a.m. Outdoor play
- 11:15 a.m. to 11:30 a.m. Prep for meals / Change of clothes / Sanitization
- 11:30 a.m. to 12:00 p.m. Lunch / Prep for nap / Cleaning
- 12:00 p.m. to 2:30 p.m. Nap time / Quiet Time
- 2:30 p.m. to 3:00 p.m. Afternoon fruit snacks / Prep for circle time
- 3:00 p.m. to 4:00 p.m. Circle time / reading / show and tell / role play.
- 4:00 p.m. to End of workday: One-on-one, reports, fine motor activities.

Disaster Emergency Contact

(Please DO NOT CALL unless in case of a disaster)

Azar Keyhan ----- 1-781 – 444 – 7923

Emergency Overview – Please refer to floor plans for Exits.

- Fire
 - Just as practiced during fire drill, choose the closest exit
 - Take all of the children out to safety. Backyard is preferred.
 - Call 911
 - Stay close to children and keep them comfortable.

- Earthquake
 - If outside, take children away from hazards, into an open area.
 - If inside, shelter under sturdy furniture (Tables, door frames, etc)
 - When and if shaking stops, immediately vacate the place into an open area.
 - Shut off unsafe lines and power sources, and try to avoid wet ground if possible.
 - Stay with the children and wait for the parents to arrive.
 - Use 72-hour earthquake kit as per recommendations.
 - In case of injuries and unsafe incidents, call 9-1-1

Parent(s) Information:

(Full Name – Print)

(Signature)

Date: YYYY / MM / DD