

Lil Clubhouse Childcare

**Licensed Childcare Center
Infant/Toddler & 3-5 Program**



Parent Handbook

**Everything you need to know...
So that we can help your child to grow!**

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Lil Clubhouse Childcare Parent Handbook

Welcome

Welcome to Lil Clubhouse Childcare. On behalf of the staff and Director, Jennifer, thank you for choosing us to love and care for your child. Our centre strives to provide the highest quality care for children from 1-5 years of age, and creates educational experiences that will last a lifetime.

This handbook has been created to outline expectations and answer as many questions as possible. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with a staff member or myself any questions that you may have.

Philosophy

Lil Clubhouse Childcare is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to exceed and make your child's time at daycare the best experience it can be for them as well as you, the parents, by continuously improving our care program and facility.

We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would.

Our Values

Lil Clubhouse Childcare feels like a home away from home, where our team is a family, our educators take pride in their purpose, where children feel welcome and safe to express and explore who they are and where parents have complete confidence knowing that their children are in responsible and nurturing hands. We value our community connections and involvement, our own personal growth and professional development, and the opportunity as a group care facility to cultivate meaningful relationships.

Deposit & Payments

Deposits are non refundable and non transferrable to any other child.

Infant/Toddler Fees \$700 *(with govt child fee reduction of \$900 starting Dec 2022)*

3-5 years Fees \$580 *(with govt child fee reduction of \$545 starting Dec 2022)*

Infant/Toddler Deposit

\$550 E-transfer + \$700 post dated cheque dated for the month child is set to start at time of registration. Deposit is inclusive of \$50 registration fee. \$500 is kept on file and applied to your last month care.

3-5 years Deposit

\$550 E-transfer + \$580 post dated cheque dated for the month child is set to start at time of registration. Deposit is inclusive of \$50 registration fee. \$500 is kept on file and applied to your last month of care.

Monthly fees are one years worth of fees divided equally over 12 months, taking into account longer months, shorter months, stat holidays and center closures. Fees are discounted as per the amount of days a week your child is registered for.

These fees will include your base parent fee, special events, special guests, and curriculum enrichment fee. Extra curricular activities such as soccer and Taekwondo are not included as some fees are optional.

- If a family decides not to start at our facility and gives 2 month's notice, the deposit will **not be refunded**, and the cheque for the first month will be shredded or returned.
- If 2 calendar month's notice **is not given before your start date**, the first month's cheque will be deposited, and your fees kept on file will be refunded to you minus the \$50 registration fee, you agree to these terms as it is a binding agreement.

For Example:

If your child is to start June 1st and you give notice May 25th, you are required to pay for June and July at the time of notice. If we can fill the spot for July, you will be refunded for that month only. It is not possible to fill your spot for June without 2 month's notice. We reserve that spot for you and turn away other's, please be respectful and mindful of the work that goes into your anticipated arrival.

Withdrawal of Services Policy

A non-negotiable (2) calendar months notice is required in writing for termination of childcare services. Even if your child does not attend during that period, a cash/e-transfer payment for the remainder of the fees is still required at the time of giving notice, or on the last day of care if not staying for the full remainder of the two calendar months. This gives us some time to fill your spot. Any fees not paid on time with regards to termination of childcare services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections.

- If 2 calendar month's notice is **not given** for the withdrawal of care **after your start date**, you will be required to pay for the next 2 month's fees, whether your child attends or not, you agree to these terms as it is a binding agreement.
- If payment method is through E-transfer, you will be required to pay for the next 2 month's at the time of giving notice unless an arrangement has been agreed upon to fulfill the remainder of the fees.
- If we can fill your child's spot on the second month of withdrawal, you will be refunded for that month via E-transfer.

For example:

If your child has been attending and you give notice on December 12, two calendar month's notice means you are required to pay fees for January and February whether your child attends or not.

When you have entered into contract where you agree to pay your fees via E-transfer as your preferred payment method, please set the fee payment up as a recurring monthly payee on your online banking and set it to payout every month on the 1st of each month. You agree to follow all policies and procedures when you have payments due to withdrawal.

Full fees are due regardless of a child's illness, statutory holiday or holiday days off taken by families. If we are informed by a family of time away from your regular scheduled attendance, your spot may be filled temporarily by a drop in child, we do not reimburse for absences. Fees are due by the first day of care of each month. Fees may be paid in cash, E-transfer or by post dated cheque. Any fees received later than the first day of the service month are subject to the \$5 a day late charge and any returned cheques are subject to the bank charge. Returned cheques may result in cash only payment policy for future services. A receipt for fees paid throughout the year will be provided at the end of each year for tax purposes. Fees are subject to increase with a minimum of 8 weeks notice.

Absences/Illness from Daycare

Please have a reliable Plan-B to care for your child during onset of illness. If a child is too sick to attend daycare, please keep him/her home. There is no "sick room" at the daycare, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal everyday activities:

- Fever
- Excessive drainage (clear or discoloured) from the mouth, nose, eyes, or ears.
- Skin rashes, as they are difficult to diagnose unless seen by a physician.
- Abdominal pain, vomiting or diarrhea.
- Difficulty breathing or untreated wheezing
- Yellow discharge from the eyes (Pink eye), viral or bacterial
- Lice or nits

Children should NEVER be medicated and then sent to daycare (i.e. given Tylenol to break fever). If Children are sent to daycare medicated but still contagious it puts at risk all the other children and all of the teachers. NO ONE wants to have all the caregivers unable to attend work. Please arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

When your child is sent home

If your child is sent to daycare with any of the listed symptoms, or develop during the day, they will be sent home. ***Once a child is sent home they cannot return the next day as a precaution. Parents must be reachable within half an hour to confirm pick up and must be picked up as soon as possible.***

If your child will not be attending daycare due to illness or any other reason, please let someone at the centre know as soon as possible, as well as the reason they will not be attending.

Developing Illness Policy (48 hr assessment waiting period)

If your child is exhibiting symptoms of starting to fall ill, (sneezing, watery eyes, stuffy nose, sore throat, upset stomach, lethargy) we ask you keep them home for 48 hours to avoid the spread of sickness on the most contagious "first" days. This will allow us to determine whether your child's illness is simply a common cold or has progressed to something else transmittable. After the 48 hours, parent's are asked to touch base before returning to daycare.

In the event a child becomes ill during the course of the day, to the point where they are struggling to participate in regular activities (tired, tantrums, crying), the parents/guardians will be contacted and be required to come pick the child up immediately. If the parents/guardians can't be reached within 15-30 minutes, the alternate emergency contact person will be called to come pick up the child. We need to limit the exposure to others so quick pick up is appreciated.

Allergy related symptoms do not require that the child be excluded from care after the 24-48 hour assessment period. Teachers & parents will need this time to assess to limit the spread to others who are in close quarters who may be contagious, this is beneficial to everyone. It is always difficult to make the decision for a child to go home and inconvenience working parents, we want the least amount of disruption in a parents day, we understand that some employers are not as understanding as some about having to be home for your child when they are sick and we empathize with that however, we also need to remain healthy to stay open for everyone.

If any of the following conditions are present, it is required that children be excluded from care: Children may return to care when they are free of symptoms for 24 - 48 hours or are approved to return by the facility operator.

Please note we do not require a doctor's note for common illness to return to daycare. Doctor's notes are for clearing a child of an illness that is beyond the norm. We do not follow doctor's opinions regarding length of time a child can return to daycare, as more often they do not coincide with our own policies. We also do not accept self diagnosis of any illness.

For example;

- Pink eye (conjunctivitis, viral or bacterial); a doctor may say "he/she is fine to return to daycare, just keep washing the eye and discharge off", our policy states a child can return to daycare after 24 hours free of pink eye. No discharge, no crusty's, no redness, no itch.
- Rash; a doctor may say "it looks like a heat rash, just watch it for a few days, the child is fine to return to daycare, or it's impetigo, here is some medication, he/she is fine to return after 24 hours" however it turns out to be hand/foot/mouth and rages through the entire centre including staff. Our policy states the child can return after being clear for 24 hours.
- Vomiting/Diarrhea; a doctor may say "24 hours is plenty, he/she is fine to return to daycare" however the child is still not eating/feeling well, is lethargic, vomits

after nap or needs to go to the washroom every half hour. Our policy is very strict with these particular communicable sicknesses; no child is permitted to come to the centre unless they have had no vomiting/diarrhea for 48 hours.

- Fever; a doctor may say “it is just from teething, or it is just a virus” he/she is fine, our policy states a child can only return after being fever free for 48 hours.

The following list is a minimum of 2 days symptom-free. We will stay in touch with families as the symptoms change and evaluate at the time when they are able to return. Please do not assume your child may return without talking to us beforehand.

If your child needs to be picked up, please have a plan in place so it does not take more than 30 minutes for pick up. We do not have a “sick room”. Any combination of the symptoms will need further review of return date.

48 Hours symptom free

- **Fever** – child must be free from fever (without being medicated) for 48 hours before returning to care at the facility
- **Vomiting**
- **Diarrhea**
- **Cough** - any onset of a persistent cough, wet or hacking cough
- **Runny nose + sneezing**, watery eyes, cough, unwell, tired
- **Upset Stomach**
- **Difficulty in breathing** - wheezing or persistent cough
- **Pain** - any unexplained or undiagnosed pain
- **Sore throat** or troubles swallowing

24 Hours

- **Runny nose** - light runny nose with NO other symptoms, possibly allergies

Can return after cleared up

- **Rash** - a rash of any kind, can return once the rash is cleared up
- **Infected skin or eyes** (mucus/pus draining) Pink Eye, viral or bacterial
- **Cold sores** - any undiagnosed sores on lips, around the mouth, blisters, can return once cleared up

For example:

If your child is sent home Monday morning at 10:30 AM, they are not to return Tuesday at 10:30 AM as they need a day of rest. After the assessment period, speaking with daycare staff to confirm no other symptoms have presented, the child may return to daycare on Wednesday.

***Parents are required to inform staff 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 to be alerted.

Clothing

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. A spare change of clothes is required for all children in case of soiling of clothes. Children under the age of 3, and

those who are potty training require at least two changes of clothing (including socks). We want to keep your children happy and comfortable.

A separate set of indoor shoes is recommended at the daycare for each child at all times. These “indoor shoes” can be simply a pair of crocs from the dollar store, or a pair of slippers that they don’t use at home, or even a separate set of sneakers if you wish. Indoor shoes also protect your child’s feet in the event of a fire drill in the winter months/ rainy days.

Potty Training

We strive to support your efforts of potty training at home right through the day here at daycare. However, there are some key signs to look for before we are able to help you train your child at the centre. The key signs of readiness for potty training include:

- The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance .
- The child is able to communicate to you when they need to go to the bathroom .
- The child’s diaper is dry after nap times and for long periods during the day.
- The child is able to hold their bowels and bladder until they get to the potty once they realize that they need to go.

If these signs are not present, your child is not ready to potty train at daycare, as we cannot have a potty in each room for them to use – it is against public health sanitation policies. We will always encourage children to use the potty regularly. When your child does potty train, we ask that you provide extra clothing and remove soiled clothing daily. If we run out of clean clothes and underwear then you will have to be contacted during the day in order for you to provide them, as we do not have daycare “loaner” clothes.

When parent's have started potty training and we are continuing your training at the daycare, we will take your child to the bathroom regularly but accidents will happen, it is all part of the learning process. If there are more accidents rather than not, where distractions are proving to be difficult on the child to be able to let us know they need to go potty before an accident, we will have to reevaluate whether or not the child is ready. A child may need to wear pull-ups during the day to eliminate the child from wetting themselves if it is too often. Not only is this hard on their confidence, we can’t continue to have children wet themselves if there is no progress or the child is not fully understanding the process of training, sometimes children need to try again a couple of months later. Please remember there are 16 children in the classroom, it is not possible to take one child to the bathroom every 15 minutes to avoid accidents.

Evacuation Procedures

In case of emergency (fire/flood/otherwise), children and staff will be evacuated to the Albert Airey Park next door. Emergency contact information will be transported along with us, you will be contacted to pick up your child at the alternate location. If we are unable to reach a parent we will also post information on the outside door of the centre, and the children will remain safe with the teachers.

Avoiding Drop off after 10:00 am and Pick up between 12:30-3:00

We understand that doctor appointments and/or unforeseen circumstances may occur, please plan ahead of time for your child to be dropped off for the day by 10:30 am. By this time we are underway in our daily routine, the children have eaten snack, are focused on art and circle time or are preparing to go outside.

Some children are still transitioning and are triggered by parents arriving during these times, which causes them anxiety. The arriving child needs an appropriate amount of time to settle into routine, late drop offs would ultimately include rushing the child through these activities, eat lunch and nap right away, this has proven unsuccessful for the child being dropped off late and causes them anxiety. When planned ahead of time, we will make every effort for a smooth drop off experience.

In order to avoid disrupting children during nap times, pick up of children during nap time is to be avoided, please make arrangements to pick up either before or after nap times.

Signing in and out, Release Policy

- Children are signed in and out by a parent upon their arrival and departure. We ask that if your child is not going to attend care as per usual that you inform the centre by 9:30 am. This will help us plan activities for the day. When your child does not attend daycare you must message the Parent/Teacher WhatsApp group to let us know the reason – if it is a communicable illness we are required to record this incase of other cases breaking out.
- If there is a No-Show by the family, we will call by 10:00 am to confirm with the family and assure the health and safety of the child and family in the event of an unfortunate circumstance. If we are not able to reach the family, we will call the families emergency contacts.
- If someone else will be picking up your child please let staff know upon arrival who the person picking up your child is, as well, if the staff member is not familiar with that person we will require Photo ID. Please let any individuals other than parents who may pick up the children that they will be asked for picture ID in order to ensure the safety of all children.
- Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will have to track you down to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity. Any Court Order or Custody Order will be kept on file and strictly followed.

Intoxication Policy

Children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any persons picking up child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also need to be reported.

Late Pickup Procedure

The Centre closes at 5:00 p.m. Parents are asked to plan sufficient time to commute, arrive, dress their child, collect the child's clothes, artwork, speak to a staff (if necessary) and leave the centre by 5:00 p.m. If the parent/guardian is aware that they are going to be late, they should message the Parent/Teacher WhatsApp group to advise staff and of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a \$20 late fee will be charged and must be given at drop off the next day.

When the parent/guardian is late:

- Contact the parent/guardian at the numbers on the child's file card.
- If contact with parent/guardian is not established, call the emergency contact(s) on the child's file card and make arrangements for the child to be picked up.
- Contact the Daycare Supervisor.
- In the event that the parents/guardians/emergency contact(s) are not available and it is 6:15 pm; contact the appropriate Children's Aid Society and follow their instructions. Under no circumstances is the staff to remove the children from the Centre.
- If the parent/guardian is repetitively late, staff will notify the Supervisor/designate who will meet with the parents/guardians regarding the situation.

Late Fees

- From 5:00 p.m. to 5:15 p.m. the late fee is \$20.00.
- The fee for the second time late is \$3.00 per minute.
- If late four times in any eight-week period the family faces removal from the centre.
- The daycare clock is the time used to determine the late payment. Late fees are required to be paid at the start of the following day.

Items Needed From Home

- Nap Bedding – We need a crib sheet/blanket that your child will sleep on, and you must provide a blanket for them to cover up with, as well as any comfort items that they may need to sleep (blanket, soother, etc.)
- Diapers/Rash Ointment (Training pants or pull-ups for those who are potty training)
- Spare Clothing – including underwear and socks, at least 3 complete sets for those potty training age and under
- Sunscreen/Sun Block, and a wide-brimmed hat
- Weather appropriate clothing - jacket/splash/snow pants (muddy buddy) hats/mitts, boots etc. – lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time, please ensure you dress your child for outdoor play everyday.
- Please label all items with your child's name

Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained. We appreciate your understanding. Extra supplies can be left at the daycare and replenished when necessary space permitting.

Medications

All medications are stored in a lock box that is inaccessible to children. Children are not given any medication without the parents’ written consent and all medications must be in their original bottles with original labels. Staff must also indicate on the administering form the date, time and dosage of medicine given at each administration, and then initial this information.

For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances staff needs to know when the child received his/her last dosage of the medication, to ensure medication is given at appropriate times consistently.

With any prescription antibiotics children may not return to care until they’ve had a full 24 hours of dosage, are no longer contagious and ready to participate in the full childcare day, to ensure they are well on the road to recovery.

Allergies

All allergies (and dietary concerns) will be clearly posted on the refrigerator and written on the child’s emergency info/consent cards. Please note that we are a NUT FREE facility. If you send any food with your child, or donate any food to any functions held at the daycare please ensure that these foods are NUT FREE. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety reasons, and will have to be returned home, or discarded.

If your child has chronic allergies that can be disguised as a common cold, a care plan will need to be filled out and left in your child’s file.

Communication between Parents & Staff

WhatsApp is the main form of communication

Parents will be added to both the Daycare - *WhatsApp Parent group* and a private *WhatsApp Parent/Teacher* group.

- If you need to contact the daycare for any reason, please feel free to message the daycare number. Text message on WhatsApp is the best and most prompt way to communicate, as most of the time we are busy with the children and unable to answer the phone at that moment. We do check **text messages** as soon as we get the chance. We do not mind text messages to check to see how your children are doing during the day however we do please ask to limit them, as they do disrupt the classroom to pull a teacher away from the children to use the phone. Thank you for your understanding.

Reason	Contact	Who will receive message
Lost items etc...	WhatsApp Parent group Leave a text message	All staff will be notified
Personal questions regarding your child and any concerns. Lates, absences, leaving early	WhatsApp Parent/Teacher Message us directly and your child's teacher will reply as quickly as possible.	Only your child's designated teachers are notified

If you message us outside of daycare hours please leave a detailed **text** message. Someone will return your message at our next earliest convenience during business hours.

Due to the location of the daycare, cellphone coverage is spotty in the classrooms which affect phone calls and will always directly go to voicemail, for this reason we ask for text messages to be left as a visual message can be easily read and answered.

Discipline/Guidance

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly with a book or sensory box in order to calm down and regain self-control.

Children are never humiliated, or embarrassed. If the behaviour is persistent, teachers will examine the environment and the events, which surround the behaviour. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of dealing with difficult situations. Time-outs are not used at this centre as we believe it embarrasses the child in front of their peers.

Suitability for Program

We recognize and celebrate a diverse group of children and families at LCC. The center's aim is to provide families with a service that will promote the well-being and emotional development of children by meeting their needs for physical, emotional, social and intellectual growth. If a child develops behavioural or developmental challenges, support may be requested for the child. Supported Child Development is our first option for support. Once a family has given permission for a referral, a thorough process with Supported Child Development will commence to access resources best suited for the child. If funding is not available, it will be the parent's responsibility to pay for the support for the child in order for the child to continue within the program. Every avenue will be exercised to best support a child with behavioural/development needs, whether it be private 1:1 support funded by SCD or the parent's. In the event that this option is not available a recommendation to a centre more suited for the child's needs will be recommended.

Child Abuse/Neglect

If there is any abuse or neglect suspected of any children in our care, we are required to report it to Child Protection Services. Please be aware also that children will NOT be

released under any circumstances to impaired individuals. If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported.

Instagram (Private Parent account)

Lil Clubhouse Childcare has a private parent account to view your children during the day to see what they are up to. This is safe and fun for parents to use as a tool to talk with their children about their day, ask about the art or story that parents were able to watch on the Instagram story. Any families' who are not comfortable with this will not have their child's picture or video posted. Some days there will be lots to see and some days we are so busy we will not have too much time to post as much. We are not selective in who we post, this is a fun extra feature but it does take time for teachers to find the time to record and post, we do the best we can to include everyone.

Gradual Entry

Starting child care can be a big adjustment for not only the child but the whole family. Children need time to adjust to the program and bond with their caregivers before they can be comfortable. To support the child through the process of adjustment, a gradual entry is required. The gradual entry process can be as short as one week for older children, for children under 3 years old. The process takes a minimum of two weeks, some may take up to one month or more, each child is different, the caregivers will go at the child's own pace to ensure a positive, and trusting environment.

Example:

Day 1 - 1 hr

Day 2 - 2 hrs (snack)

Day 3 - 3 hrs (snack)

Day 4 - 3-4 hrs (snack & lunch)

Day 5 - 4 hrs (snack & lunch)

Day 6 - 4 hrs (snack & lunch)

Day 7 - 4 hrs try nap

Day 8 - 4 hrs try nap

Movement between Infant Toddler and 3-5 Centre

As the two Centres are licensed for a maximum number of children, there is no guarantee that a placement will come available once a child reaches the age of 3. The Centre's management will do it's best to work with the family and Licensing to provide a placement with as much notice as possible. If no position is available and an exemption cannot be granted, the child and family will need to find alternate arrangements.

Biting

Biting is a very common behaviour among children birth to three years of age. Biting is a form of communication and is almost always a response to coping with a challenge or stressor. At Lil Clubhouse Childcare (LCC) we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviours by the environment, which we create for the children

We understand that a child biting other children is one of the most common and most difficult behaviours to deal with at childcare centres. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the teachers involved.

For many infants and toddlers, the biting stage is just a passing problem. Children try it out as a way to get what they want from another infant or toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of triggers for biting, LCC has many practices in place that are known to help prevent incidences of biting in small children.

- **Quality relationships:** teachers develop nurturing relationships with the children and gets to know each child individually.
- **Environmental influences on child's behaviours:** Children are given opportunities to work in both small and large groups; there is a variety of play and children are taught how to "share" the environment in a classroom. Classrooms are often noisy and productive, teachers are aware and willing to help a child that is feeling overwhelmed.
- **Targeted social-emotional supports:** Children have a daily routine that they follow which consists of free play, circle time, structured table time activities, art and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Teachers talk about emotions/feelings through books and other work.

No matter what the cause, it is important to be aware of the potential problem before it happens. Therefore, LCC, after consulting childcare experts and manuals, has developed the following plan of action to be used if and when biting occurs in our school.

Response to Biting - Plan of action to be used if and when biting occurs in our centre.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." We will avoid any immediate response that reinforces the biting or calls attention to the biter, positive/negative attention is the same to a child, it is merely attention. Caring attention will be focused on the child who was bitten.
2. The biter will not be allowed to return to play and will be spoken to on a level, which he/she can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people."
3. The child will be redirected to other play.

4. Staff will complete a LCC incident report* and notify the family of the biter.

For the victim:

1. Staff will separate the child who was bitten from the biter.
2. Special attention will be given to comfort the child.
3. Staff will administer appropriate first aid as follows:
 - Assess the wound and if it is bleeding, apply pressure directly to the wound, using a clean, dry cloth, until the bleeding stops. If not bleeding, apply ice and massage area.
 - Clean the bite wound with a mild soap and warm running water.
 - Rinse thoroughly, and pat dry with a clean, dry cloth.
 - Cover the wound with a clean, dry dressing.
 - Should the wound require immediate medical attention, appropriate action will be taken and parents will be notified immediately.
4. Staff will then complete a LCC incident report* to notify family of the victim that the child has been bitten.
5. Classroom staff will confer with the administrator to review the context of the biting incident, whether adequate supervision was present and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

* LCC incident report is a confidential, standardized form that all staff uses to document incidents that happen at the centre such as first aid notification, child wellness reports, etc. in which pertinent information must be recorded for school records as well as a way to communicate with parents.

When biting continues:

1. Classroom staff will meet with the administrator on a routine basis for advice, support and strategy planning.
2. Staff will chart every occurrence, including attempted bites, and indicate location, time, participants, behaviours, staff present, and circumstances.
3. Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
4. Staff will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
5. Staff will consider early transition of child “stuck” in a biting behaviour pattern for a change of environment, if developmentally appropriate.
6. Prepare the parents of the biting child for the possibility that the child may have to be removed from the school and help them to make contingency plans.
7. If it is deemed in the best interest of the child, school, and other children, terminate child from LCC for the duration of the biting stage. Written warning will be given to the families before this action will be taken.

Biting confidentiality

LCC staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.

Extreme Weather Policy

Snow, Ice, Heat - SAFETY IS PRIORITY!

Our staff understands that our decision to open, close or delay school/daycare opening during extreme weather often disrupt family schedules. We also understand that our children are better served academically, emotionally and socially by being in school/daycare. But, as always, our top priority is the safety of our children staff, so the decision to close or delay opening is not an easy one. The process is elaborate and involves everyone within our center.

HOW DO WE MAKE OUR DECISION?

Please understand that we make the decision to open or close the centre in bad weather based on careful analysis of all relevant factors including:

- Information on road conditions from transportation staff and from local law enforcement and road crews
- Amount of snow and /or ice accumulated
- Whether precipitation will continue throughout the day
- Storm timing, trajectory and projection
- Building conditions (such as whether our building's electricity and or heat service is disrupted)

WHO MAKES THE DECISION?

Ultimately, the Daycare director is responsible for the final decision based on the above factors in school closures. Often our Director consults with other areas centre directors who are similarly affected by extreme weather/school closures.

WHEN IS THE DECISION MADE?

We strive to make the decision to close as soon as we can where it allows families to have the chance to prepare. We cannot make any decisions until we have all the information necessary, so we can notify parents immediately via WhatsApp and our Instagram account. As we reside in a school building, we must close if the district closes due to insurance. Please note that the school district does not often make the decision until 7 AM the same day. If they remain open we still may opt to close, not all of our staff live in this community and we have ratio numbers we must follow.

WILL WE CLOSE IF CONDITIONS WORSEN?

If conditions worsen throughout the day, we may need to have an early dismissal, but we will give families as much notice as possible through the previously mentioned methods of communication. However, it is very important for parents to have plans in place in case the decision needs to be made later. We encourage you to consider driving conditions, always allow yourself plenty of time in the afternoon to pick up your child when the centre closes early.

Although we do our absolute best in this process, we do know that often no perfect decision exists. If you do not feel that it is safe for a child to attend, use your best judgement whether or not he or she should attend. Again we try to our absolute best to remain open even if that means adjusting opening closing times during extreme weather.

Power Outage

In the event we experience a power outage, the centre will operate as normal for a limited time of 1-2 hours. If the power is not restored by that time and is not expected to be back on for an extended period of time, we will need to close the centre for the day. We cannot operate for more than 2 hours without power as it is an insurance liability.

Missing Child Policy & Procedure

Entrances to and from the centre are always supervised by at least one member of staff at drop-off and pick-up times. Lil Clubhouse Childcare believes that all children should be cared for in environments that provide maximum safety. The daycare will only permit children in its care to engage in activities and /or events that have been carefully planned to ensure maximum safety. Staff is aware of their roles and responsibilities should a child become lost.

If a child should go missing the staff, in a calm and careful manner, shall carry out the following procedures:

1. Staff will quickly determine where the child was last seen.
2. Staff responsible for that child will conduct a search of the immediate area.
3. If the child is not located within the immediate area, the search of the area will be expanded and the staff will get as many people involved in the search as possible. (Administrators/Pastors of the church, teachers and students of Canada Star and Windsor Hall school within the same building).
4. Check doors and gates to see if there has been a breach of security.
5. Check thoroughly every area such as bathrooms, nap room, closets, empty rooms outside of the centre.
6. Do a sweep the outdoor area of the vicinity.
7. Should the staff fail to find the missing child within ten minutes, the RCMP will be contacted immediately by the senior staff and pertinent information will be given.
8. Parents/ Legal Guardians will also be contacted and informed of the actions taking place and will be phoned back every few minutes with updates on what is going on.
9. When the child has been found, the senior staff shall inform everyone involved, and hold a debriefing as soon as possible.
10. An incident report is filed.

Follow up to a missing child incident:

1. Notify Child Care Facilities Licensing office through an incident report.
2. Staff evaluations of the event.
3. Implement immediate changes to ensure safety.
4. Education of children - review what to do if they become lost or approached by unfamiliar adults or children, so as to prevent a similar incident occurring



LIL CLUBHOUSE ILLNESS POLICY

(Updated November 2022)

*****Please check with us prior to returning to daycare after an illness *****

Symptom	May return when
Fever	<p>May return to childcare after <u>2</u> calendar days symptom free / no new symptoms appear. Child must be fever free (without being medicated) for <u>2</u> full calendar days from the last fever before returning to child care.</p> <p>** Teething is not a source of fever, a child might have a mild elevated temperature from teething however a child will not have a fever **</p>
Vomit/Diarrhea	<p>May return to childcare after <u>2</u> calendar days symptom free / no new symptoms appear from the last vomit/diarrhea episode. Child must not have any vomit/diarrhea for <u>2</u> full calendar days before returning to child care. Must speak with staff before returning.</p>
<p>Cold/Flu Runny Nose (clear), Sneezing, watery eyes, unwell, tired, cough, sore throat</p>	<p>May return to childcare after <u>2</u> calendar days / no new symptoms. If runny nose needs to be cleaned more than twice in a half hour span, the child is still actively sick.</p> <p>Active colds/flu with sneezing, watery eyes, cough, loss of appetite, congestion etc...children must stay home, aftermath runny nose (green/yellow) or lingering cough might be acceptable. Must speak with staff first</p>
Runny Nose Only	<p>May return to childcare after <u>1</u> calendar day / no other symptoms. If runny nose needs to be cleaned more than twice in a half hour span, the child may be actively sick.</p> <p>Aftermath runny nose (green/yellow) might be acceptable. Must speak</p>
Cough	<p>May return to childcare after <u>2</u> calendar days if minor/ no new symptoms. Child must be able to engage in normal activities and exercise without having a significant coughing episode. If the cough persists during rest time, additional days should be added before returning. Lingering cough might be acceptable. Must speak with staff first before returning.</p>
Combination of Symptoms	<p>May return to childcare after <u>3</u> calendar days symptom free and no new symptoms have appeared. Must speak with staff first before returning.</p>
Difficulty breathing or wheezing	<p>May return to childcare when breathing is clear and normal.</p>
Unexplained fatigue, aches	<p>May return to childcare after <u>2</u> calendar days / no new symptoms.</p>
Rash, cold sores	<p>May return to childcare after rash or sores have cleared up.</p>
Symptom	May return when

<p>Theething</p>	<p>If the child is teething, they may attend unless they are not able to participate in normal activities.</p> <p>Symptoms of teething may include:</p> <ul style="list-style-type: none"> • Drooling • Gum pain • Rash on face or bottom • Fussiness and irritability • Trouble sleeping <p><i>* Teething does not cause fevers. If your child has a temperature above 100.4 F (38 C) it is considered a fever likely caused by something other</i></p>
<p>If child is sent home due to unexplained issue/illness during daycare</p>	<p>May be able to return to childcare after 1 calendar day observation to determine issue/illness, may not return the next day.</p> <p>For example: If your child is sent home Monday at 10:30 am, they can return Wednesday unless new symptoms start or the child's illness is determined, in that case you follow the illness policy based on the child's illness.</p> <p>Must speak with staff first before returning.</p>

LIL CLUBHOUSE ILLNESS POLICY

(Updated November 2022)

COVID-19	
Positive Covid-19 Attending Child	Inform us right away. <ul style="list-style-type: none">• Unvaccinated with symptoms - 3 days isolation after child's symptoms have gone away.• Unvaccinated with no symptoms - 5 days isolation.• Vaccinated with symptoms - 3 days isolation.• Vaccinated with no symptoms - 3 days isolation.
Positive Covid-19 Vaccinated parent / someone in the household tests positive Unvaccinated children who live in same household	Children living with Positive Covid-19 family members: <ul style="list-style-type: none">• The parent must isolate for 5 days.• The unvaccinated child must isolate for 3 more days after the parent's isolation is complete.• Children can return if they have no symptoms after the required self-isolation. Must speak with staff before returning.
Getting Vaccinated	We cannot take the risk of assuming your child has a fever or is feeling unwell from receiving a vaccine of any sort. If your child develops any symptoms after a vaccine, please follow the illness policy. If you child has a history of reactions to vaccines, please keep them home to rest that day. Must speak with staff before returning.

In the event of an unexpected closure due to an emergency, illness and or pandemic, we will give as much notice as possible. If temporary closure occurs, fees will not be reimbursed, your fees do not reflect attendance but hold your spot at our facility

If your child arrives to childcare with any illness you will be asked to take them home. Please touch base with us prior to returning to childcare after an illness to confirm whether your child can return.

Self diagnoses and assumptions are not accepted.

Doctor opinions on when a child can return is not accepted as Doctors are not aware of our policies and cannot comment on when a child can return to daycare.