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Covenant Kids Christian Daycare, reflects Christ's love to each family as we provide a safe, creative, and nurturing environment for children.

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**About Us\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Covenant Kids Christian Daycare* is a non-profit daycare which has been in operation since September 1992. We are a Christian daycare that is operated under the direction of Willoughby Christian Reformed Church with the purpose of providing quality loving care for your child and to be a support to the families in our daycare.

We are pleased to welcome you and your child to our centre. It is our hope that you and your child will enjoy our program and that you will feel confident in leaving your child in our care. Our daycare program is based on Christian values through Bible teaching, songs, and prayer, grounding the children in the word of God.

Covenant Kids Christian Daycare is a licensed daycare through Fraser Health; we are licensed to provide care up to 72 children. We offer three different programs.

* Infant and Toddler **(licensed for 12 Children) 4 children to 1 staff member**
* 3-5 Program **(licensed for 25 children) 8 children to 1 staff member**
* Out of School **Care (licensed for 35 children) 12 children to 1 staff member**

**Our Philosophy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

It is our aim to provide a positive and loving atmosphere that enhances each child’s growth. The staff recognizes each child as a precious creation of God and as an individual with his or her own particular and unique personality. We hope through our example; the children and families will know they are valued and loved by God.

Children also need the opportunity to experience growth in a number of areas; social, physical, intellectual, creative, emotional and spiritual. Our program reflects this through a number of activities such as art, music, circle times, dramatic play, bible stories, fieldtrips (school age children), quiet and active play. We encourage children to learn through their play and encourage children to be independent in their thinking as they learn to problem solve.

**Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Our staff members are experienced professionals who are well qualified and highly motivated. All Educators on staff are licensed with the Provincial Community Care Facilities Licensing Board. Each staff member is certified with First Aid Training and all staff have completed a Criminal Record Check.

***Substitute Teachers***

When a regular staff member is absent for any reason, a competent and qualified substitute will be called in to cover that position. All substitutes are required to have a current criminal record check on file at the centre.

***Student Teachers & Volunteers***

Covenant Kids Christian Daycare is open to accepting Early Childhood Educators for observations, practicum placements and volunteers. All these participants are required to have a criminal record check before participating in our program.

**Hours Of Operation and Closures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Infant and Toddler Program 6:45am – 6:00pm Monday – Friday

3-5 year old program 6:45am – 6:00pm Monday – Friday

Out of School Program 6:45am – 8:15am Monday – Friday

2:30pm – 6:00pm Monday – Friday

***Extreme*** circumstances may change these hours of operation. All parents will be notified ahead of time.

Bus transportation will be provided for your child to their school as long as they arrive at daycare by 8:00am.

Parents will be notified of all the holidays and daycare closures through monthly newsletters and notices posted on the door. We are closed all weekends and the following holidays;

*New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day & Boxing Day.* **This will also include one *Staff Professional Development Day in November and we are closed the week between Christmas and New Years Day.***

**Procedures for Admission\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We accept children ages 6 months to 12 years old (end of grade 6)

***Waitlist***

There is a waitlist application and $25 non-refundable fee. The daycare Director maintains a waitlist for all programs and will fill vacant spaces in accordance to the order in which the list is filed. The Director does have the discretion to select otherwise according to the needs of the child and of the group. ***For example****, siblings will have priority over other children on the waiting list, as well as children who have attended CKCD at an earlier date.*

Priorities for enrollment are:

* Children already attending the program part time
* Children who have siblings already enrolled in daycare
* Children on the waiting list

***Gradual Entry***

Starting a new daycare for a child is an important event and we want this to be a positive, worry free experience for your child. It is natural for children to have many questions or concerns even though they may not be able to express them in words. To minimize a negative first time experience we **strongly recommend** a gradual entry for the Infant and Toddler Program and the 3 - 5 Year Old Program. This will be done before your child’s start date and the program Supervisor will contact you to set up an entry schedule.

***The parent(s) must be available to come to the centre early if the child is having a really difficult time.*** If circumstances do not permit to follow through with gradual entry, arrangements may be made with a relative or close familiar friend to take your place.

In rare circumstances if a child is having a difficult time with the gradual entry then this centre may not be the right place for your child and the daycare administration may choose not to accept the child.

Since there is not a gradual entry for the Out of School Care program the child who has been accepted into care will be on a 3 month probation period to make sure this daycare is the right fit for the child.

**Registration and Fee Polices\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*When you register your child for daycare the following procedures are required before your child attends our centre:*

* *Payment of a non-refundable $75.00 Registration fee due at registration package pick up*

**To complete registration the following must be brought to the Daycare Director within two weeks of being contacted and the spot accepted:**

* A completed registration form: Enrollment forms, parent policy agreement, 2 emergency cards and immunization record.
* A non-refundable deposit of 50% of the monthly daycare fee. This will be applied to the first month your child is registered to attend daycare.
* A post-dated cheque for the remaining 50% of the first month’s daycare fee.

If the registration package is not returned within the two-week time period, it will be understood that you have chosen not to register your child and the next person on the waitlist will be contacted. If you request a new start date after the registration process has begun, this spot may be given to the next person on the waitlist and if requested your name will be returned to the bottom of the waitlist. If a spot becomes available a new registration process will start.

* **Payment is by post-dated cheques (6 months at a time) dated the first of each month**

Cheques are payable to ***Covenant Kids Christian Daycare***

Cheques or money orders only please.

***Mid-month Registration***

Parents who enroll their child in the middle of the month will pay a fee that will be calculated from the starting date until the end of the month. The following months, payment will be paid in full at the first of each month.

***Withdrawal Policy***

Should a parent wish to withdrawal a child from the centre, ***at least one month’s notice is required.*** ***If one month’s notice is not given, then one month’s fee is owed.*** Written notice must be given to the Director no later then the first of the month in which the parent wants their child to leave. *(ie Giving notice on January 1st means your child will no longer attend CKCD starting February 1st)*

***Professional Development Days or Seasonal Breaks***

To make sure we are able to coordinate staffing for school Pro D Days, there will be a sign up cut off date two days before the actual Pro D Day. Payment will be required at that time. We will post the sign-up sheet five business days before the cut off date. On a day your child was signed up to attend a Pro D Day or Seasonal Break and does not attend there will be no refund.

For Spring Break and Christmas Break you will be sent home individual sign up forms indicating days you will need care. It too will have a cut off date.

Please pay fee and submit forms by cut off date so we can provide care for your child; if payment is not submitted by cut off date we will not be able to provide care for your child.

***Family Discount***

Families with more than one child enrolled full time (4- 5 days) in the Daycare will receive the following:

* A 5% discount on the 2nd child’s program fee
* A 5% discount on the 3rd child’s program fee

***Receipts***

Childcare fees are tax deductible and a receipt for income tax purposes will be issued in February of any given year.

***Date of payment and post-dated Cheques***

Daycare fees are charged to your account on a monthly basis and are payable on the first day of each month. Please provide post-dated cheques six months at a time (January – June and July – December). Each cheque should be dated for the first day of each month. Please note that all cheques are cashed on the first business day of each month. Please ensure sufficient funds are available to cover the full monthly fee.

***Non-payment of fees may result in dismissal of your child.***

Full fees are required regardless of days missed due to illness, inclement weather, vacation, 5 business days in December, Daycare Pro D Day (November) and statutory holidays. This applies to all children whether attending full time or part time.

These fees are subject to change as increasing costs and government subsidies dictate. All users will be given **2 months written notice** before monthly fees increase.

***Affordable Child Care Benefit***

For those families who qualify for the government affordable childcare benefit please inform the Director upon registration. It is the parent’s responsibility for keeping your benefit current and will be responsible for the full daycare fee if subsidy is not kept current. The Director will send you a reminder notice at the beginning of the month it expires. Parents are to pay any fees over and above the monthly benefit payment. If you have any questions regarding affordable childcare benefit please call Child Care Service Center @ 1-888-338-6622.

***Late Fee***

Please call the daycare if you will be late. **A late charge of $10.00 for each 10 minutes or portion thereof after 6:00pm will be charged when your child is picked up. (ie: 6:02 $10.00, 6:12 $20.00)** The fee is payable immediately to the person on duty that day.

***NSF Cheques***

NSF cheques received will result in a $25.00 service charge to your account. Payment of full cheque amount and charge, in cash, are due the day following notification. A Money order or Certified Cheque will be required after two NSF cheques are received. After three NSF cheques are received your child may be asked to withdraw from the daycare.

**Arrival and Departure Procedures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We strongly recommend that if your child is in our Infant and Toddler program and our 3-5 program that they arrive at the centre by 9:00am so they can participate in all of our activities for the day. Please let us know if they will be arriving after 9:00am.

During the school year all children from our Out of School Care program must be at the centre by 8:00am in order for us to provide transportation to school.

During July and August all the children from our Out of School Care program must be here by 9:00am as we will be leaving for fieldtrips close to this time.

When arriving with your child(ren) please bring your children into the centre to their designated room; no child is to be dropped off outside the daycare facility. The centre is not responsible for the welfare of a child who enters the centre unaccompanied. By signing in and out you officially sign over the care of your child to the daycare staff.

For safety reasons, all parents or authorized persons are asked to enter and exit the Centre through the main doors.

***Signing in and out your child***

**Upon arrival, a parent must sign their child in on the Sign-in-sheet.** The sign in sheet includes the time arrived, estimated pick up time and the time picked up. Please initial at drop off and pick up. There is a “comment” column for any messages that staff should know about and please verbally let staff know of any messages. ***This procedure is absolutely vital, since in the case of fire or other general emergencies, that sheet will be used to account for the children***. Please make sure staff is aware of your child’s arrival.

Infant and Toddler parents upon arrival are required to fill in the parent portion of the intake sheet each morning.

**Upon Departure**, the parent must sign out the child where designated. Please make sure staff is aware of your child’s departure. Your child must be accompanied by a parent or their authorized adult.

***Parking***

When dropping off or picking up children please park vehicle in the designated parking stalls with engine off. Be sure to remove valuables such as purses, and wallets from the car.

***The area located in front of the main doors is a designated Fire Lane and cars may not be parked in that area. (Even if someone is waiting in the car)***

**Please observe the 10km/hr speed limit in our parking lot!**

***Authorized Pick up***

Upon registration at the centre, the parent will indicate on the **Emergency Cards** provided, who is permitted to drop off or pick up their child. Parents are required to provide a written note (preferably) or call to inform staff when an authorized person is picking up. In emergency situations, parents can call the centre and tell the staff that someone else will be picking up their child. For the protection of your child, staff will request picture identification such as a driver’s license or passport from those individuals they are unfamiliar with, even if that person is a parent.

***Unauthorized Pick Up***

If there have been no messages relayed to the staff from a parent and an unauthorized person arrives to pick up a child, the child will remain under the supervision of the daycare staff. The staff will speak with this individual and explain our pick up policies. In a rare emergency situation, verbal permission via the telephone will be allowed from the enrolling family as long as the parent confirms information about this person; name, relationship to the child, address and physical description. This pick up person will be asked to present photo ID to verify the information. If difficulties exist we will ensure the safety of your child and may have to phone the police for assistance.

***Alleged Impaired Authorized Pick Up***

It is the staff’s legal responsibility to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes that a child will be at risk, the staff has been instructed to request if that person would like to call a cab or someone from the child’s emergency contact list come and pick up the child. If this person does not comply with this request, the police will be called to assist in ensuring the safety of the child and the parent and a call will be made to the Ministry for Children and Families.

***Late Pick Up***

We do ask that you be on time to pick up your child as this reduces your child’s anxiety and please call the daycare to let us know you will be late. **Please see page 8 for late fee charge**. If late pick up becomes a common occurrence and a discussion has taken place between the parent/guardian and the Director you will be asked to withdraw your child from the centre.

If your child has not been picked up by closing time and the authorized pick up person has not called the daycare, the following procedures will take place:

1. Try to contact the authorized pick up person
2. Try to contact the emergency contact person listed by the family
3. **IN A RARE CASE** where a child is not picked up by 6:20pm and the staff has not been able to contact the family or an emergency contact person, the staff in charge will call the Ministry for Children and Families. An intake Social Worker will then take custody of the child. Staff will leave a message for the family and a note will be left on the door entrance of the daycare letting you know the phone number to call.

**We will do our best for this NOT to happen so please keep us up to date with your alternate emergency numbers, work, cell and home phone numbers.**

***Court Orders/ Custody Agreement***

In situations where court orders or custody agreements are in place, a copy of such documents are required to be placed in the child’s file and the instructions on these orders will be carried out by daycare staff. Families are required to inform the daycare Director of any changes to these documents. Without a custody agreement or court order on file at the daycare, we cannot deny access to the non-enrolling parent. If one of the parents is not authorized the policy on ***Unauthorized Pick up*** will be followed.

The staff is not permitted to become involved in custody disputes. They can provide no documentation for either party. Staff will appear at the custody proceedings only when subpoenaed.

**Attendance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please call the centre to let us know if your child will not be attending daycare on a particular day.

If your child is in our Out of School program please let us know if your child does not need pick up from school. If your child did not attend daycare in the morning please let us know if they do need pick up.

Children who are not well enough to participate in the normal program of the daycare or who have an infectious illness cannot attend daycare. The staff are most appreciative of the problems parents face in finding alternate care, but the well being of all the other children and staff is also our consideration.

We do follow childcare licensing regulations; see our health and illness policy on **page** **.** Thank you for your cooperation on this policy.

**Program Policies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Our goal is to design a basic program that will promote the social, physical, intellectual, creative, emotional and spiritual development of each child. The goals have been developed based on the philosophy that each child is a unique individual with a variety of interests, needs and abilities.

Throughout each day the children will have opportunities for both free play and structured learning; group times and individual play; and activities that promote fine and large motor skills. A good portion of our time is spent outside, rain or shine, so please provide appropriate clothing for outdoor play.

***Program Goals and Objectives***

Through daily activities, each child will learn of his/her self-worth while also learning the importance of others and respect for another child and adult. We will provide your child with:

* a balance of child-initiated and teacher-directed activities
* a balance of quiet and active activities
* a variety of activities that motivate children to explore and learn through their play
* a regular balance of: sensory activities, art, science, music, large and small motor skills, cognitive activities, field trips (school age children), cooking, group activities, dramatic play, literature and language development

***Multicultural Policy***

Our program is committed to a multicultural education. This means we share a commitment to human rights and dignity for the individual. We strive to create a program that truly reflects the lives of our children, families, staff and community. We seek to recognize, appreciate, and respect the uniqueness of each child by appreciating the value and contribution of each child, as well introducing and encouraging them to respect other cultures.

***Christian Education***

We include Bible stories, Christian songs and prayer in our program. We teach children that they are loved and valued by God and that God created the world and sent his Son Jesus to save us from our sins. We are interdenominational and multicultural in our teachings. We do not include teaching of any specific church doctrines.

***Food***

Our goal is to develop healthy eating habits in children. We encourage parents to send healthy food for meals by following the Canada Food Guide. Please do not send gum, candy, “junk food” or pop.

We are a **NUT AWARE CENTRE**; please do not send anything with nuts

**Please keep us informed of any food allergies your child may have.**

Throughout the year we have special party food days and we will call on you for a contribution to the meal. Notices will be given before the even.

***Infant and Toddler Program***

Please provide lunch and snacks. We can refrigerate lunches and warm them up in the microwave at lunch time. Please have food cut ready to eat. We provide plates, spoons and forks for the children. We do not provide a sippy cup so please send one and take it home at the end of the day, to be washed. Please make sure your child has enough food for 2-3 snacks and a lunch. There is a basket provided to leave non-perishable snacks at daycare.

***3-5 Year Old Program***

Please provide a lunch kit with an ice pack (lunch kits stay on the shelf -no refrigeration is available.) We can heat up lunches in the microwave. We provide plates, spoons, and forks for the children. Please send a water bottle. Please have food prepared and cut ready to eat, and make sure your child has enough food for 2 snack times and lunch time. In the morning, we only allow healthy choices such as fruit and veggies, cheese and crackers, and yogurt. If you send a sugary snack, please only send one per day. Breakfast will be allowed from opening until 8:00am.

***Out of School Care Program***

*School days*: Please provide an afterschool snack. Breakfast will be allowed from opening until 7:30AM. There is room to leave non-perishable breakfast items in the daycare cupboard.

*Non-School days:* Please provide a lunch kit with an ice pack, with 2 snacks and a lunch. During the summer months most days we will not have access to a microwave, so do not send a lunch that will require warming up. If you send a sugary snack, please only send one per day.

***Nap Time/ Rest Time***

***Infant and Toddler program:*** please provide a crib sheet and blanket from home. These items will be sent home every Friday to be washed, and needs to be returned each Monday, we will provide a cloth bag for these items. If your child has a favorite stuffie to help them sleep, please bring it. The IT children are on a one nap or two nap schedule depending what you do at home. Each child has their own play pen or cot to sleep on.

**3-5 Year Old Program:**  We provide a sheet and blanket. If your child has a favorite stuffie to help them sleep, please bring it. Each child has their own cot to sleep on.

The children are required to have a “rest time’ after they finish their lunch. We encourage them to sleep, however, if they do not, they are allowed to get up after 20 – 30 minutes and return to the daycare room for quiet time.

***Birthdays/ Celebrations/ Holidays***

CKCD celebrates the children’s birthdays in age-appropriate ways in the classroom. The birthday celebration, however, is purposefully kept simple and child centered. Please talk to the room Supervisor if you wish to bring in food to share. NO NUTS PLEASE. These will be served during afternoon snack. Our celebration for your child’s birthday is not intended to take the place of each family’s special observance at home. If you do decide to provide a birthday treat for the class, be mindful that *no gifts are to be exchanged.*

Birthday party invitations for parties away from the daycare may be distributed through the classroom teacher.

***Fieldtrip Policy***

IT and the 3-5 year olds go on walking fieldtrips in the neighborhood and to nearby parks. The children who will be attending kindergarten in September will join some fieldtrips with the Out of School children during the summer months.

The Out of School Care children do go on regular fieldtrips during the summer months, spring break, and Christmas break and on some Professional Development days.

* Parents will be given notice of each fieldtrip, including, time, place, date, cost (if any) etc. They will be listed in the monthly newsletter, and reminder notices will be posted prior to the field trip (one week then the day before).
* Parents will be informed of the time that the children must be at the daycare on the fieldtrip days so we may meet the scheduled times at our destination. Children not arriving at the centre by the requested time will not be able to attend the trip. *In some cases arrangements can be made with the Out of School Supervisor to meet us at our fieldtrip destination.*
* Fieldtrip consent forms must be filled out by the parent and returned prior to the trip. Only children with a signed consent form will be taken on the fieldtrip.
* If a parent does not want their child to participate on planned fieldtrips, alternative care for them may need to be arranged by the parents.
* Parents will be advised, in advance, of any extra fees incurred with regard to the fieldtrip. Children shall not be omitted from fieldtrip because of inability to pay.
* Parents are welcome to join us on any fieldtrip, and will need to pay for themselves if there is a cost, and possibly provide their own transportation to our destination. Alternate childcare arrangements should be made for siblings when a parent attends.
* Children will be assigned to a group and must stay with their group and their leader.
* Emergency medical consent cards, emergency phone numbers and the first aid kit will be taken on all fieldtrips.

***Unscheduled walks around the neighborhood are a regular part of our daycare program.***

***Active Play and Screen Time***

**Active Play IT program**

The majority of infant/toddler time is interactive floor based play with outside opportunities two times per day for one hour each time and other times as needed. Outside play may be done in the gym when the weather is poor. The staff of the infant/toddler program use strollers to take the children for walks on occasion, but on these days other opportunities will be made during the day for the children to have active play. Highchairs are only used during eating periods and art activities.

**Active Play 3-5 program**

CKCD will provide a minimum of 60-120 minutes of active play and physical movement through outdoor play; and when the weather is poor, indoor play. This physical time will include a mixture of teacher led activities and free play and is usually broken up into two one-hour time slots; one before lunch and the other following afternoon circle.

**Active Play Out of School Care program**

CKCD will provide a minimum of 60 minutes of active play and physical movement through outdoor play; and when the weather is poor, indoor play. This physical time will include a mixture of teacher led activities and free play and can be broken up into before school (in the gym through teacher led activities) and after school hours (free play on the playground).

**Screen Use Policy - Children**

CKCD does not allow children under the age of two to have screen time while at daycare.

The 3-5 program and the Out of School Care program offer very limited screen time. These programs have movie days, but not more than two times per month for a total of 3-4 hours per month. Other screen time devices, such as computers and video games, are not provided by the daycare and children are asked not to bring outside items to daycare. Teachers may use a short video clip or pictures during circle if it pertains to the current theme.

**Screen Use Policy - Staff**

Employees will not use their phones while working on the floor unless there is an occasion to be expecting a phone call and then it shall be brief and the other teacher notified. The internet is a good source of information while the majority of planning is done away from the children, occasionally phones are used to look up craft and other ideas for the children while they are present.

***Children’s Belongings***

* Upon arrival into the program each child will be given a cubby for their coat, boots and for personal belongings.
* Each child should have a change of clothes at all times in case his/her clothes get wet, dirty or have an accident. Please refill these items as needed and provide clothes that are suitable to the season.
* All items and belongings should be labeled with the child’s name.
* Children are required to have a pair of velcro, slip-on shoes for indoor use. **No slippers, flip flops or open toed shoes please.**
* No toys or other personal possessions (i.e. jewelry) should be brought to the centre as staff cannot take responsibility for these items. Children will be given the opportunity to bring something from home on designate Show & Tell days. We cannot assume responsibility for materials brought from home.
* Children should wear loose, comfortable play clothes that can be washed since learning, growing, children get dirty from time to time Clothing should be suitable for weather conditions.
* Please provide clothing that will be appropriate for outdoor play. We do go outside rain or shine. Please leave these at daycare.
  + ***rain***: boots, splash pants or muddy buddies, rain jacket
  + ***snow:*** boots, snow pants, warm jacket, mittens and toque
  + ***warm weather:*** shorts, t-shirt, sun hat, swim suit, water shoes

***The daycare is not responsible for lost items***

**Parent Involvement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent involvement is encouraged in all aspects of the daycare. We want to encourage good communication between staff and parents/guardians and want you to feel free to ask any questions, voice concerns, and make suggestions. Communication is encouraged by:

* orientation meetings
* regular conversations and daily contact
* parent bulletin boards
* monthly newsletters
* parent handbook
* parent-staff meetings
* social events

Parents are encouraged to drop in at any time and are invited to help in many ways i.e. fieldtrips, food for special occasions, collecting art materials etc.

***Monthly Newsletters***

Each program publishes a monthly newsletter for parents containing information about that month’s activities, interests, schedules, and fieldtrips and other important information. It is important to keep yourself informed about what is happening in your child’s classroom.

**Emergency Preparedness/ Severe Weather Conditions\_\_\_\_\_\_\_\_\_\_\_**

In the case of severe weather conditions, when Langley RCMP report roads are unsafe to travel the Director may make a decision to close CKCD. In the event that Langley schools are closed due to weather CKCD will close as well. This decision will be relayed to you by email from the Director as well as posted to our website. If severe weather begins after programs have opened and accepted children for the day, attempts will be made to phone parents. All decisions to cancel bus service will be made by 12.00pm, so parents may be notified with enough time to arrange alternate transportation for their children on school days.

If power is out when morning staff arrive, the daycare will remain closed until 8:00am. All parents who arrive before the staff can phone them, can choose to wait with their child until the power comes on or return home until 8:00am. If there is a power outage for more than 1 hour, CKCD will be closed and all parents will be notified to pick up their children as soon as possible. (This will be more flexible during the summer months).

Power failure results in the loss of lights, heat, hot water, telephone intercom services. It this power failure coincides with school pick up time, the children will be collected from school first and parents may pick them up from the daycare.

Fire and earthquake procedures are clearly posted in every room of the centre along with a exit map. Fire drills are practiced once a month and earthquake drills once a year as required from licensing regulations.

**Health and Illness Policies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CKCD will foster good health by providing a clean, well maintained safe environment, and opportunities for both rest and exercise.

***Parental Responsibilities***

***Notification of Illness***

Advise staff of all child’s health problems or concerns. It is the responsibility of parents to inform the daycare of any diagnosed serious illness or contagious disease within 24 hours in order to inform the daycare families and inform the local Health Department. Confidentiality will be respected.

***Child’s Immunization***

Ensure that the child is immunized and a copy of the immunization record is in the child’s registration file. Parents of children entering our program need to show proof of a child’s immunization to the Director. Please keep these records updated. If your personal philosophy does not agree with immunization, you are required to sign that section of the registration form. Your child may be excluded from daycare during an outbreak if they have not been immunized or we do not have the record in your child’s file.

***Allergies*** (see detailed allergy policy, appendix 1)

Inform staff members of any of the child’s food restrictions or allergies. A care plan will be required that will need to have detailed instructions on what to do if any reaction occurs. **(NOTE; we are a nut free zone)**

***Medication*** (see detailed medication administration policy, appendix 2)

Provide a physician’s authorization if any non-prescription or prescription medication is to be given to the child at CKCD as well as written authorization by the parents to administer any prescription medication to the child. Medication will only be administrated if the parent has filled out the permission form. Medications need to come in the original container, which is clearly marked with a current date and dosage on the label. We are unable to administrate non-prescription medication unless it is allergy related, part of your care plan, and prescribed by your doctor.

***Emergency Numbers***

Please make sure CKCD has up-to-date address, phone numbers, and emergency contact numbers, in case of an accident or illness.

***Sick Child*** (see detailed health and pandemic policy below)

Please arrange alternate care when your child is sick. Sick children should be kept at home. Children with fevers or diarrhea must be **free of these symptoms for 24 hours** before returning to the centre. Your child must be picked up within one hour of receiving the notification of illness.

***Health Policy***

As per our Admission Policy, parents are required to complete all the medical forms prior to commencement of childcare services.

***Illness Policy***

In order to ensure the overall health and safety of all the children, we ask you not to bring your child to the centre if he/she has:

* An elevated temperature of 100F/ 38.8 C or greater
* Vomited within a 24-hour period.
* Diarrhea (2 consecutive loose bowels) within 24 hours.
* Eyes/ears that have any kind of discharge.
* Visible rashes that have not been diagnosed by a physician. Physician’s note must be submitted.
* A severe cough, runny nose and /or congestion.
* ANY communicable disease including: Impetigo, Coxsackie Virus, Fifth disease, German measles, Hepatitis A or B, Meningitis, Measles, Mumps, Pertussis (whopping cough), Ring worm, Scabies, Scarlet fever, Strep throat, Tuberculosis
* Bronchitis or pneumonia
* If your child has taken any medication remedies for pain relief, cold systems or cough with 4 hours before arriving to the daycare. (IE: Tylenol/ Advil or cough syrup.)

Your child will be able to return to the centre following a doctor’s examination with a Doctor’s note stating that your child is no longer infectious.

***Lice***

If your child has a case of lice please keep your child home until hair treatment has been completed. Please inform staff if your child has a case of lice as we will need to do specific cleaning procedures in the daycare.

***A Child Becomes Ill While at Daycare***

Should your child develop a temperature of 100F or higher, 2 consecutive loose bowels or vomits during the day, the staff will contact you immediately. When the child, in the opinion of the staff, becomes ill during the day you will be expected to pick up your child within the hour. In the event we are unable to reach you, we will call the emergency contact to pick up your child.

**Your child must be symptom free for 24 hours before retuning to the centre**.

It is a requirement that all children play outside, weather permitting. Your child should return to the centre well enough to participate in outdoor activities, so if your child is too sick to participate in daycare activities please keep them home. We are unable to accommodate keeping your child indoors as we need to comply with the staff/child ratio.

***Health & Illness Attendance Chart***

|  |  |
| --- | --- |
| **A child should not attend daycare when: A child may return to daycare when:** | |
| he/she has a fever of 100F / 38.0 C or greater | his/her fever has remained below 100 degrees (38.0 C) for 24 hours without medication |
| he/she has 2 consecutive bouts of diarrhea OR Vomited | he/she has had at least one normal bowel movement or be vomit free for 24 hours |
| he/she has skin infections, undiagnosed rash, sore infected eyes, or signs of any contagious disease | he/she has been examined by a doctor and has received medical clearance |
| he/she has any parasite related condition | he/she has been examined by a doctor and has received medical clearance |

***Pandemic Policy***

**Access to Facility**

Self health check is required **DAILY** before entering the centre. **Children, parents, guardians, staff, visitors may NOT enter the centre if you say YES to have any of the following symptoms.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Daily Health Check** | | | |
| 1. Symptoms of illness | Does your child have any of the following symptoms? | Please check  Yes or No | |
| Fever | ❑ YES | ❑ NO |
| Chills | ❑ YES | ❑ NO |
| Cough or worsening chronic cough | ❑ YES | ❑ NO |
| Shortness of breath | ❑ YES | ❑ NO |
| Loss of sense of smell or taste | ❑ YES | ❑ NO |
| Diarrhea | ❑ YES | ❑ NO |
| Nausea and vomiting | ❑ YES | ❑ NO |
| 2. International Travel | Have you returned from travel outside of Canada in the last 14 days? | ❑ YES | ❑ NO |
| 3. Confirmed Contact | Are you a confirmed contact of a person confirmed to have COVID-19? | ❑ YES | ❑ NO |

**Policy to return to CKCD after being sick**

**If you answered “YES” to one of the “Symptoms of Illness” questions above (excluding fever and difficulty breathing),** you should stay home for 24 hours from when the symptom started. If the symptom improves and you feel well enough the child may return to daycare. If the symptom persists or worsens, seek a health assessment.

**If you answered “YES” to two or more of the “Symptoms of Illness” questions above or you have a fever/difficulty breathing**, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to daycare until COVID-19 has been excluded and your symptoms have improved.

**When a COVID-19 test is recommended by the health assessment**:

**If the COVID-19 test is positive**, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.

**If the COVID-19 test is negative**, you can return to daycare once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Retesting is not needed unless you develop a new illness.

**If a COVID-19 test is recommended but is not done because you choose not to have the test**, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from daycare until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

**If a COVID-19 test is not recommended** by the health assessment, you can return to daycare when symptoms improve, and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should seek testing for COVID-19.

**If child becomes sick at daycare**

* Symptomatic children are immediately separated from others and placed in a supervised area until they are picked up. A Staff member will remain with the child.
* Parent or guardian will be notified immediately to come and pick up their child.
* Respiratory etiquette will be practised while the child is waiting to be picked up.
* Environmental cleaning of the space where the child was waiting will be conducted once the child leaves.

**Protocol for confirmed case of COVID-19**

Current protocol is as follows:

• Fraser Health Authority will interview the impacted individual to initiate the contact tracing process.

• Fraser Health will determine how the individual was infected and who they were in close contact with.

• Fraser Health will determine what steps close contacts should take. This may include self-isolating or self-monitoring for symptoms for 14 days.

• Only Fraser Health can determine who is a close contact.

• We will follow the health authority’s guidance. The key point for families to remember is that Fraser Health will connect directly with any individuals who may have been exposed with further instructions via phone call or letter. If you are contacted by Fraser Health, please follow their advice carefully.

**Physical distance**

* A physical distance of 2 meters will be maintained between adults while in the center whenever possible.
* No parents in the 3-5 room or Out of School room.
* A maximum of 2 parents in the IT room.

**Hygiene**

* Children and staff will wash their hands when they arrive at the centre. Hand sanitizer is provided for anyone else who enters the building, located at all three entrances.
* Children will wash hands regularly throughout the day including:

When they arrive at the centre

Before and after eating

After diaper change or using the toilet

After playing outside

After sneezing or coughing into hands

Before moving into another area of the daycare

Whenever hands are visibly dirty

* Staff will wash hands regularly though out the day including:

When they arrive at the centre

Before and after eating

After using the toilet

After blowing their nose

After coughing or sneezing in their hands

Before and after giving or applying medication or ointment to a child or self

After changing diapers, assisting a child to use the toilet

After contact with body fluids (i.e. runny nose, spit, vomit, blood)

After cleaning tasks

After handling garbage

Whenever hands are visibly dirty.

**Drop off and Pick up**

* Infant and Toddler program enter through the outside door by the playground. Parents should limit their time within the centre to only what is necessary and maintain 2 meters from others.
* 3-5 room program enter through north doors and staff will collect child from hallway door.
* Out of School program enter through the main entrance and go straight to the Out of School room. Parents should limit their time within the centre to only what is necessary and maintain 2 meters from others.

***Please be prepared that if more than one staff is sick at the same time or needs to isolate, a program may have to be closed for a period of time.***

**Emergency Procedures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If a child should become seriously injured or become ill while at CKCD, the parent will be telephoned at once. If necessary, the alternative contact person and/or family physician will be contacted.

In the case of a serious emergency, staff will call an ambulance, and will accompany your child to the hospital. Parents are required to sign a consent form authorizing staff to assume responsibility in emergencies.

**Health Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Health education can establish good habits and encourage positive behaviors. This daycare will assist in promoting good health by providing activities and information to children regarding the following topics:

* Growth and development
* Nutrition
* Personal hygiene
* Safety
* Physical health
* Environmental health

The staff in this centre will share information with children by introducing topics in a variety of ways:

* Fieldtrips
* Posters
* Literature
* Finger plays
* Songs and other audio-visual materials

**Guidance and Discipline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

At CKCD we recognize that children need the freedom to make their own choices, but also need guidance in making safe choices and how to socialize in a respectful way. In our effort to communicate God’s love to each child the staff of CKCD will use discipline not punishment as a means for positive personal growth for each child. The goals in guiding children’s behaviors are to enable children to become self-disciplined in appropriate ways. Discipline or guiding children’s behavior is done while appropriate behavior is occurring, as well as before, and after socially unacceptable behavior is displayed.

We encourage the children to share, use positive social interaction and communication skills with peers and adults and to listen to words when spoken too. We recognize that each child is a unique individual, and that the child’s experiences, environment, developmental level and culture influences his/her behavior.

***Issues and Considerations:***

***Child Development***

It is important to have reasonable expectations which are consistent with each child’s development abilities. Each staff member is expected to take the time to offer developmentally appropriate verbal explanations and guidance to help children gain confidence, competence, and social problem-solving skills.

***Family and Cultural Influences***

Since we value the family as experts on their child, it is extremely important to be knowledgeable about each child’s background and respect for different child-rearing approaches.

***Environment***

The environment refers to all that surrounds a child. This includes both physical and social elements.

* **Toys and Materials** are in good supply and in ordered manner. There should be easy and uncluttered access to the toys and materials.
* **Space** is aesthetically pleasing, planned, and organized which contributes to an environment for good mental health and positive interactions for the children.
* **Staff members** who are committed to nurturing and guiding young children create atmospheres which foster trust, security, and comfort. Adults who model caring and cooperation help children learn to relate with each other in positive ways.
* **Schedule, routine, transitions,** serve as a framework for which children gain trust, security and order. This provides children with clear guidelines about what is expected.

***Guidance Strategies***

**To achieve our goal of guidance and discipline, we:**

* **Establish clear, consistent and simple limits.**
* **Offer straightforward explanations.**
* **State limits in a positive way.** Focus on what to do rather that what not to do.
* **Focus on the behavior, rather than the child.**
* **State expectations rather then pose a question.**
* **Provide Choices.**
* **Allow time for children to respond to expectations:** i.e. give warnings
* **Reinforce appropriate behavior.**
* **Be approachable.** Children need to feel they can come to a staff for help.
* **Gain a child’s attention in a respectful way.**
* **Use proximity and touch.** The closeness of an adult can often help a child calm down.
* **Acknowledge feelings before setting limits.**
* **Redirect or divert.** When a child has been unable to solve their problem through guided strategies.
* **Model problem–solving.** Staff will acknowledge the problem, acknowledge the feelings being expressed, and ask questions to help the children work it out on their own. If further guidance is necessary staff will state a solution.
* **Provide opportunities for a child to make amends.**
* **Time away.** Show children that time away from an over stimulating environment to a more calming setting allows them to manage their own behaviors before inappropriate behaviors escalate.
* **Limit use of equipment.** (more of a last resort)

***Holding***

Holding is only allowed if a staff member is trained in this technique and is authorized in a child’s care plan if the care plan includes instructions respecting behavioral guidance.

It is important to remember that no one strategy will be effective in every situation, or with every child. A combination of approaches or using a variety of strategies can be used to respond to children’s behavior.

***The children are not to be subject to any of the following:***

* Shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child.
* Confinement or physical restraint by an employee, except as authorized in a child’s care plan if the care plan includes instructions respecting behavioral guidance;
* Harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child’s self-respect.
* Spanking or any other form of corporal punishment.
* Separation, without supervision by a responsible adult, from other children;
* As a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.

We must also ensure that a child is not, while under the care or supervision of the center, subjected to emotional abuse, physical abuse, sexual abuse or neglect.

**Dismissal of a Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Our goal for our programs is to provide a Christian environment, a place where all children will feel safe and secure in a peaceful, learning and fun environment. We realize that a certain amount of misbehavior from children comes with the territory, and accidents will happen. However, it is unacceptable that anyone at our daycare should make any child(ren) feel frightened or insecure. Deliberate destruction of property is also unacceptable. Early intervention in regard to these problems is essential to maintaining a successful program and teaching children appropriate social skills.

In the case of a child who for whatever reason is not fitting into, is disruptive of, or is failing to benefit from the program, the parent(s) will be asked to withdraw their child. A full exploration of the problem with the child’s parents, staff and resource persons will most often be done before this step is taken. But if the safety of the child or others in the program is at risk, the safety concerns shall take precedence over the full exploration of the problem. A child will be asked to leave the program immediately if they cause severe injury to a child, staff, or severe destruction of property.

The Director and Daycare Committee have the authority to determine if immediate withdrawal of a child is necessary for the safety and protection of participants in the program. This also includes the immediate withdrawal of a child in the case where any persons associated with a child in care at CKCD verbally attacks, threatens abuse or commits a violent act towards a staff person, child, or other persons involved with the program.

The exploration process:

* The staff will meet regularly and discuss new strategies for dealing with the child’s behavior.
* The supervisor will meet with the parents to discuss the strategies and ask for consistency at home.
* A letter will be sent home detailing the problem, the effective strategies and the period, for behavioral change.
* Langley Child Development Center will be called for additional help where warranted. The staff and parents will be informed of her recommendations.
* After all strategies have been exhausted and if it is in the child’s best interest to recommend another child care situation, the supervisor, in consultation with the Daycare Director, will set up a meeting with the parents and present a letter of dismissal.

**Grievance Policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CKCD will endeavor to provide an environment that is appropriate for you and your child. We will work in partnership with you and welcome any comments or suggestions that you may have concerning CKCD or your child. CKCD has an open-door policy to welcome you in at all times.

**ALL COMPLAINTS ARE CONFIDENTIAL AND ALL INFORAMTION WILL BE RECORDED.**

We will try or best to work together to solve any concerns or problems before it comes to filing a grievance. We encourage the following steps to be taken before a formal grievance is filed.

* The parent will discuss the matter with the staff member or parent involved
* If the conflict is not resolved then the parent will discuss the matter with the program Supervisor.
* If it is the program Supervisor they are having the difficulty with, or they are not happy with the response, the parent will discuss the matter with the daycare Director.

If the above steps are taken and there is still no satisfactory outcome then a formal complaint can be filled with the daycare Director and the Daycare Committee Team.

***Process for reporting a grievance***

* A grievance must be filed as soon as possible, but no later than 30 days after the discovery or disclosure of the facts giving rise to the grievance.
* The grievance must be submitted in writing to the current Daycare Director and Daycare Committee Team

The written grievance will include the following information:

* Full description detailing the date and nature of the grievance.
* Names of individuals involved in the action that caused the concern or grievance.
* Policy or procedure (if any) you feel has been violated.
* A brief summary of the attempts to date to resolve this issue and the results of such actions.
* Specific resolution desired or expectations.
* Name and phone numbers and any other contact information of the person filing the grievance.
* The person filing the grievance should expect a phone call from the Director or some representative of the Daycare Committee Team at their earliest convenience.
* All grievances will be photocopied and sent to the Daycare Committee Team members and the grievance will be discussed at the next scheduled meeting which is held once a month. In the event that legalities or life endangerment is involved a meeting will be scheduled immediately.
* Following the Daycare Committee Team meeting the person filing the grievance will be notified within five days to report the decisions and actions that were taken as a result of the grievance.

If the entire process was followed and you are still dissatisfied with the results, a report can be made to the Community Care Licensing Branch.

**Termination of Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Termination of services by the centre maybe required if:*

* Fees are not paid according to the Agreement in the Registration package and Parent Handbook.
* The daycare program cannot meet the needs of the child and or parent/guardian.
* The family does not abide by the expectations outlined in the Parent Hand -book.
* The child’s behavior is severely disruptive or physically threatening to the well-being and safety of other children and staff.
* The child is no longer in the custody of the enrolling parent/guardian.
* A family member or person associated with the family harasses, threatens, abuses or commits a violent act towards another person involved in the daycare program.
* The centre is unable to satisfactorily resolve problems of late pick up with the family.
* Probationary period where the child is not adjusting well and placement is unsatisfactory.

**Confidentiality\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Private and personal information about children and their families will not be discussed with anyone other than the family involved. Reports or any material regarding information about individual children will not be removed from the premises.

**Child Abuse/Neglect\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

It is the requirement of the Child Care Regulation and Children and Families Community Service Act that all child care workers report suspected or disclosed child abuse and neglect. Our responsibility is to report suspicions/disclosures, not to determine if abuse has taken place.

**Photograph and Video taping\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Class and individual photos will be taken each fall. Parents will be asked to sign a form allowing candid shots to be taken on fieldtrips, special occasions, and participating in every day activities in the centre on an on going basis. These photos will be used for the children’s individual portfolios as well as documentation around the class room, displayed on bulletin boards, church website or during slide show presentations at special events.

**Appendix 1**

***Allergy Policy***

Since children can suffer from allergies, Covenant Kids Christian Daycare has put measures in place to protect the well being of all children. The word ‘allergies’ includes food allergies or other types of allergies, and asthma. Allergic reactions can range from mild skin irritations to severe reactions during which the child may experience anaphylactic shock and even death.

**Purpose**

The allergy policy is intended to:  
1. Support the children attending daycare who have allergies.  
2. Minimize the risk of allergic reaction by these children so that they may attend daycare.  
3. Ensure that all information provided by parents of allergic children is made available to staff.  
4. Foster cooperation between parents and the daycare in determining how best to deal with allergic children.

**Parent Responsibilities**

ALL parents of children attending the daycare are responsible for:  
1. Ensuring that their children do not bring any peanuts, tree nuts or their products into the daycare.  
2. Ensuring that their children are properly cleaned up (i.e., hands, face, clothing) before daycare where allergies are present.  
3. Being supportive of those children with allergies.

Parents of allergic children are responsible for:  
1. Identifying all their children’s allergies to the daycare.  
2. Supporting and educating the daycare and staff about their children’s allergies.  
3. Providing an alternate snack for their children when necessary.  
4. Ensuring that all emergency contact phone numbers are always current.

Parents whose children require prescription medication for life threatening allergies MAY NOT leave their children at daycare unless they:  
1. Provide a completed Medication Administration Form to the daycare.  
2. Provide up to date prescription medicine, in the original container, for the staff to use in an emergency.  
3. Provide a care plan to follow in case of exposure to allergen.

Parents with children who have life threatening allergies are also encouraged to have their children wear a medic alert bracelet.

**Daycare Responsibilities**

It is the responsibility of the daycare to take all reasonable steps to maintain a peanut/nut free daycare and request that all parents be supportive of children with allergies.

It is the responsibility of the daycare to ensure that the staff:  
1. Are given all information which has been provided by parents regarding the allergies of children in their care.  
2. Receive training in such areas as, recognition of severe allergic reaction, and use of prescription medication.  
3. Make sure a care plan is posted that has been provided by the parents.  
4. Eliminate certain types of food and other items from their classes when necessary, whether used in snacks, crafts or other activities.

**Staff Responsibilities**

It is the responsibility of the staff to:  
1. Know where the care plan is posted and be familiar with the care plan.  
2. Have any medication accessible to all staff members and taken with them on fieldtrips.  
3. Talk directly to the parents if there are questions regarding the care plan and medication administration.  
4. Discourage sharing of food, cups, utensils, etc.  
5. Discuss allergies with the children in an age appropriate way when necessary.  
6. Ensure children wash their hands before eating and after eating if necessary.

**Appendix 2**

***Medication Administration Policy***

Inevitably, some children will require medication while in the childcare setting. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child’s parents and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is unavoidable.

**Procedure and Practices**

**1. Medication Consent**

Staff will administer medication only if the parent or legal guardian has provided written consent (Medication Plan form); the medication is available in an original labeled, prescription or manufacturer’s container that meets the safety check requirements.

**2.** **Prescription Medication**

• parents or legal guardians will provide medication in the original, child-resistant container that is labeled by a pharmacist with the child’s name, and the name and strength of the medication

• the date the prescription was filled

• the name of the health care provider who wrote the prescription

• the medication’s expiration date

• administration and storage instructions.

**3.** **Non-prescription Medication**

Covenant Kids Christian Daycare will not administer non-prescription medication.

**4. Reoccurring or Emergency Medication**

A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, chronic condition or prevention. Example: Epi-pen, inhaler

• The instructions should include the child’s name

• the name of the medication

• the dose of the medication

• how often the medication may be given

• the conditions for use (including list of symptoms or conditions under which the medication will be given)

• any precautions to follow

• potential side effects

• parent/legal guardian consent must be renewed monthly

**5. Self-Administration by Child**

A school-aged child will be allowed to administer his or her own inhaler or Epi-pen when the above requirements are met

AND:

1. A written statement from the child's Health Care Provider *and* parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance.

2.The child's medications and supplies are inaccessible to other children.

3.Staff must observe and record documentation of self-administered medications.

**Emergency supply of medication for chronic illness:**

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

# Information to give your doctor

**Please ask your doctor to:**

* Complete a medication plan if medication needs to be administered at the Centre.
* Schedule medication outside childcare hours when ever possible.
* Be specific when writing instructions: **As needed** is **not** sufficient direction for staff.

They need to know **exactly** when the medication is required and the **exact** dose.

* Nominate the simplest method of administration. For example oral or ‘puffer’ medication is much easier to administer than a nebuliser.

Be aware that childcare staff:

* Accept only medication that has been ordered by a doctor and is provided in the original, fully-labeled pharmacy container.
* Do not monitor the effects of a medication as they have no training to do this. Children must be kept at home for observation for 24 hours when they commence a new medication.

# Information to give your pharmacist

**Please ensure that the pharmacist:**

* Dispenses medication appropriately, i.e. fully labelled in the original, pharmacy container with the correct name, dosage and instructions for administration. Hand written changes will not be accepted nor will medication dispensed for another child.
* Please consider asking for an information sheet when medication is dispensed.
* Please ask the pharmacist to set up separate doses for home and daycare thus eliminating the possibility of leaving the medication at daycare that needs to be administered again at home.

Hand lotion and diaper cream need to have a written note from the parent, but does not require a doctor’s note.