



# Deer Lake Child Care Inc.

## Parent Package

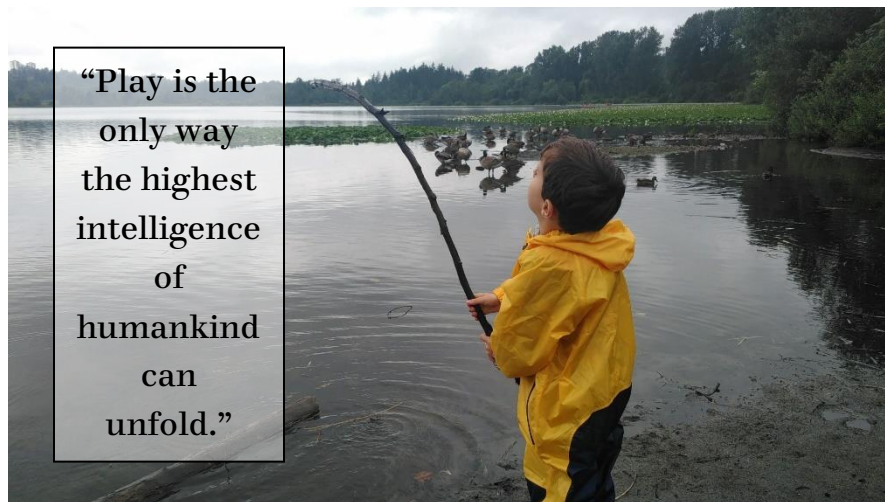
### Philosophy

At Deer Lake Child Care Inc. we aim to provide an environment that invites active engagement and exploration for all children. We believe that educators must take into account each child's interests, needs and strengths in order to successfully co-construct (build together) curriculum.

We realize that each child is unique and will approach their learning in their own time and style. We strive to accommodate each type of learner through activities, equipment and the materials offered. The staff at Deer Lake Child Care Inc. recognize social and emotional development as key to every child's success. Through positive teaching of these important life skills, we believe that children will be primed for pro-social behavior.

We follow emergent curriculum, which means that we base our curriculum on the interests of the children in our group. We are an inclusive program which means that we welcome all families and adjust and modify our program to meet the needs of each individual child.

Our program is play based. We strongly recognize the importance of play in a child's development. While academic skills are included in our curriculum, they are always explored through play and adjusted to the individual skill level of each child.



## **Outdoor Play**

We feel that regular outdoor play provides wonderful learning experiences for all children. Therefore, we are committed to provide minimum of 2 hours daily for outdoor opportunities. Please be assured that if there is extreme weather or dangerous outdoor situations, we will take this into consideration and choose to be indoors and keep your child safe. If we did not go outside when it rained in Burnaby we would spend way too much time inside!!! We are program which is committed to being outdoors everyday as we know the value of being in nature and learning in a natural environment.

## **Deer Lake Park**

We feel fortunate that our facility is located close to Deer Lake Park. There is a grassy field to provide a large space for running, jumping, hopping, and skipping freely. The daily local field trip provides children the opportunities to observe animals and to make connections to our land as we explore nature. Families are required to fill out the consent form for their children to join the program to explore at Deer Lake Park.

## **Guiding and Caring**

At Deer Lake Child Care Inc. we follow a pro-social approach to guiding and caring. We feel strongly that the most important things educators can do to support children's behaviors is to build strong, trusting, meaningful relationships and set up both a physical and emotional environment that focuses on children's success. When these things are established, children will be able to learn and practice social and emotional skills through both natural and deliberate teaching methods.

We view challenging behavior as an opportunity to teach. When we see a child struggle in a social situation, we try to determine the missing skill. We break those skills down into teachable steps and then find interactive ways by using positive languages to teach that skill to the individuals or our whole group. We then find many ways for children to practice the skill. Our focus is about teaching the missing skills and not about fixing or changing the child.

## **Full-Day Program Daily Schedule**

7:30am          Free Play

9:10am          Hello Circle

Divide into two groups after Hello Circle

9:30am	Morning Snack
10am	Group#1 - Outdoor play and exploration Group#2 - Indoor play and focus group project time
11am	Group#1 - Indoor play and focus group project time Group#2 - Outdoor play and exploration
12:15pm	Lunch (Children divide into napper and non-napper group)
1pm	Napper - Nap time 1 – 3pm Non-nappers – 30 mins Quiet time and get ready to outdoor play and exploration
3pm	Afternoon Snack
330pm	Non-nappers - Outdoor exploration / Gross motor time in Cubby room Nappers – Indoor play
4:30pm	Two groups merge and play inside
5:30pm	Center is closed

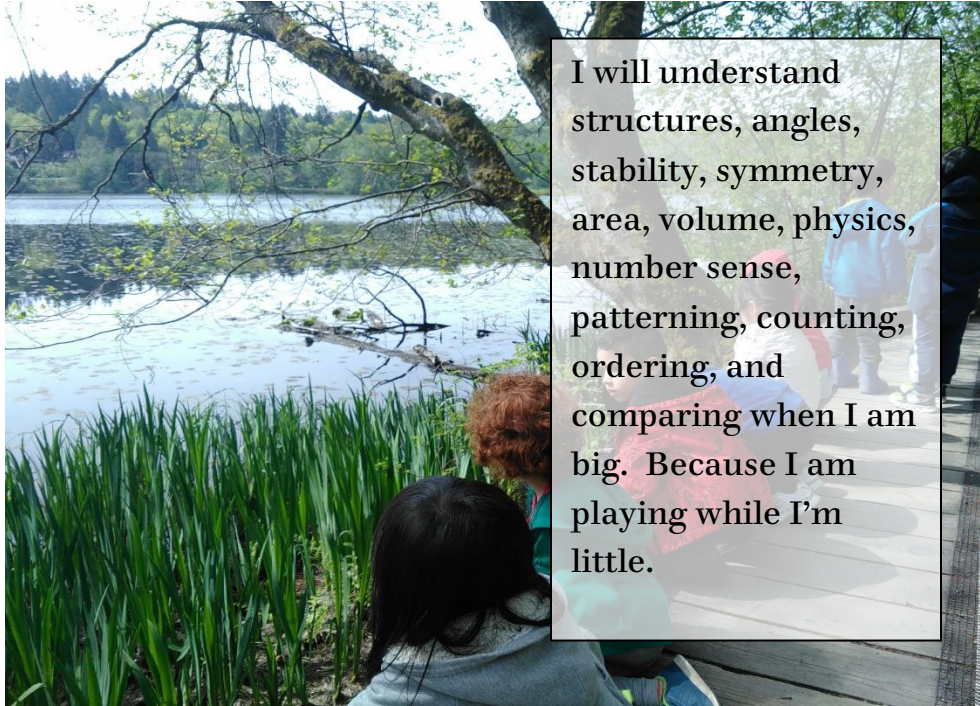
Our full-day program is open from 7:30am to 5:30pm.

While our schedule is flexible to meet the needs of the group, we also like to create a structure that the children can rely on.

Both our indoor and outdoor free play offers opportunities to explore all areas of the classroom. This includes opportunities for blocks, table toys, art, dramatic play and a writing area. These areas will create the chance for exploration of math, language, science, social and creative skills. Outdoor free play has the additional opportunity to also enjoy gross motor activities and the chance to be in a natural setting.

### **Napping**

Our full day program allows for a daily nap time for those children requiring a rest. We have rest cots that take a crib sheet. We ask that you send a light blanket and a small pillow if required in addition to the crib sheet. It is also encouraged to send a small soft toy that will allow your child to feel secure during the nap time. This bedding will be sent home weekly for washing.



### **Clothing and Supplies**

As we go outside every day, it is very important that you send your child with appropriate clothing. At times we may use our spare clothing for your child. If this happens, please wash it and bring it back to the centre as soon as you can.

It is extremely important for you to label all items as it is hard to keep track of what belongs to who. If you happen to go home with an item that does not belong to you. Please send it back asap as someone will be missing it.

A list of items to prepare for your child follows:

- ✓ **Indoor shoes (back strap on sandals, non-slippery shoes)**
- ✓ **Crib sheet**
- ✓ **Light blanket**
- ✓ **Small soft toy**
- ✓ **Full change of clothes**
- ✓ **Extra socks**
- ✓ **Extra underwear**
- ✓ **Sunscreen**
- ✓ **Hat**
- ✓ **Mittens**
- ✓ **Warm hat**
- ✓ **Muddy buddy**
- ✓ **Warm and waterproof boots**

- ✓ Water bottle
- ✓ Snow suit

**\*\*As the cubby room is a shared space with other groups, we encourage families to keep all your children's belongings inside their cubbies, a small cubby bin is provided to keep extra clothes, sunscreen, hat and mitten, etc. accordingly to the season.**

### **Completion of Forms**

Each child is required to have the following on file:

- A completed registration intake form
- A signed parent agreement
- A completed emergency card with a photo and a witness signature
- A record of immunizations (or a declaration of your choice to abstain)
- A copy of any custody papers

**It is extremely important to keep all of this information valid and also to inform educators of any changes or events that may affect your child's behavior or progress in the Early Childhood site.**

### **Enrollment**

Families who are registered for 3 days weekly. At least one of these days have to attach Monday or Friday in their enrollment.

### **Gradual Entry**

The purpose of this is to support new children to get familiar in a new environment, meet with their peers and educators. This transition is to support children entering a regular school year. We are happy to learn from you if anything would help your child to settle in a new environment. **\*\*All children are unique and different, and we will adjust accordingly if needed.**

### **Program Fees**

Fees are due on the 1<sup>st</sup> of every month for that month. There is a half-month deposit for securing the spot, which will be deducted from your first month's fees. We ask that you supply the program with the post-dated cheques for the time period of Sep to Feb or Mar to Dec, depends on the time your child enrolling into the program. A friendly reminder will send in the beginning of August and February for collecting the next period of fees.

A late fee of \$25 will be charged for fees not received on the 1<sup>st</sup> unless there has been a previous arrangement made.

No refund for illnesses, vacation, extreme weather closure and unexpected closure due to safety issue (eg. power outage.)

### **Deposit**

Half of the monthly fees for securing a spot, non-refundable and is applied to the first month fees.

### **Affordable Child Care Benefit**

Families are recommended to apply Affordable Child Care Benefit 8 weeks before the start date, as we are informed by the ministry it usually takes 6 weeks to process the application, and payment arrangement is in hope to be made 2 weeks before the start of the first day.

We understand circumstances change, if family applies Affordable Child Care Benefit during the time of enrollment, family will continue to pay regular full fee, until both the family and the program received an approval letter from the ministry, then the program will email and notify the family for an adjustment for the monthly fees. Often, it means that family needs to send the program a set of new cheques with the amount of the family portion after the approved benefit, and the old set of cheques will return to family upon receipt. Please note that the program may take up to 2 weeks to process and email family the adjusted monthly plans.

### **Late Pick-Up**

Late fees will be charged for late pick up when pick up is over 5 minutes late. While we understand that life is busy and sometimes circumstances get in the way we ask that you make every possible effort to pick up on time. The first five minutes is considered a grace period. After that time, we will charge \$1 per minute. This will go to pay for the teachers who will need to remain late for your child.

Our teachers are off at 5:30 and have school, and families that they must attend to. Therefore, prompt pick up is absolutely necessary.

### **Closure**

Generally, if the Burnaby Schools are closed our programs will also be closed. The centre will be closed if there is weather or natural disaster, we will communicate with families by email, as well as posting on our Facebook page. This is family's responsibility to get to the centre as soon as possible for the safety of the children and the educators. If there are any safety concern

regarding the building, such as: flooding, power outage in wintertime etc. The centre will be forced to be closed as it is not safe to operate in those situations.

Also, the centre is closed on statutory holidays, Easter Monday, Christmas Eve and early closing on New Year Eve at noon.

### **Withdrawal / Switching Days in Current Enrollment**

If a family deems it necessary to withdraw their child, written notice must be given 45 days in advance before the last day of attendance. For example, if a child was to be leaving on June 30, notice must be given on or before May 15. We ask that all families respect this in order to give the next family time to make their arrangements.

Any remaining un-cashed cheques will be returned to you upon receipt of 45-days-notice and after the current month cheque has cleared the bank.

Please note that there are no refunds for illness or vacations.

### **Photos taking / Social Media**

We understand photo taking is a great way for keeping memory. We ask families to be aware of other families' confidentiality and out of respect that no other children under our care should have their photos taken and post on any social media without consent of their own parents or guardians.



Children's appetite could be different from day to day, most of the time are caused by their energy level, rest level and well-being. While we understand children need healthy food intake to grow, we will also support children to learn feeling their body whether they could have more or not, in term of deciding how much they choose to eat. *The family would choose for the child what to eat, the child will choose what to eat and in which order.* Therefore, we encourage family to pack a variety food (fruit and veggie, protein, and grain) for lunch and snacks, this way children are provided with balanced and nutritious food throughout the day while the child can learn to make their own choices.



### Allergies

It is the parent's responsibility to inform the child care centre of any allergy that your child has and /or develops, at any time during the school year. It will be the responsibility to the family to work with the educators to develop a plan that will manage this allergy. Any Emergency plan and all of the related forms and equipment or medications must be at the center before the child can attend. If medication is part of the plan a form signed by the doctor is also necessary before the plan is valid.

### Snacks

We ask that each family send a chopped-up fruit or vegetable each day for snack time. This will be shared with the group and the center will add a grain and a protein. There is a scheduled snack time for the groups, where an educator will be seated with each group of children while they are eating. **\*\*During pandemic, all shared snacks and outside treats are suspended, till further notice. INSTEAD, families are asked to provide 2 separate containers for your child's AM and PM snack.**

### Lunch

Lunch- if a family chooses a hot lunch (soup, main dish) for their child, the hot lunch can be sent in a thermos (our time doesn't allow to heat lunches for all the children in the centre).

If a family chooses a cold lunch- this can be sent in a container/lunch box. If any of the items in the lunch box contain dairy-such as yoghurt, cheese or cold cut, please ensure to send it with an ice pack.



## **Hydration**

For hydration, please provide thoroughly washed water bottle each day. The center will refill the water for the children when needed. If your child forgot their water bottle in the center, please send a new bottle and ask educators to send the old bottle home next day as bacteria can put your child at risk of many waterborne diseases. As water is available for the children, please do not send juice, milk, chocolate milk or formula to the center.

## **Nut aware Zone**

Deer Lake Child Care Inc. is a nut aware zone. No nuts or nut products may be brought to the center. If you decide to send your child with seed alternative butter (e.g. sunflower butter) or soybean butter spread, please ensure it is labeled with the nut free sticker/note accompanying the snack or lunch.

## **Choking hazards**

A couple food items, according to the First Aid are listed as choking hazards. We ask families to follow the instructions as you choose to provide these during preschool time:

**Hot Dogs, Grapes and Cherry tomatoes- please cut length-wise to avoid choking!**

## **Birthdays**

We love to celebrate birthdays with our children. We prefer to have a special fruit snack to mark the occasion. If you want to send something special. Another option is to send you child with their favorite story from home to share with the class.

## **Celebrations**

We welcome all celebrations and encourage families to share their family celebrations with us at our center. Please come and teach us about your culture and your family rituals.

## **Health**

We will work diligently at our child care centre to keep your child healthy. We choose to clean and sanitize with a product called Benefect. This product does the same job as bleach to kill germs, yet it is safe for children and better for our environment. It is extremely important that we all work together to be sure we keep the spread of germs to a minimum. Therefore, your child is not able to attend the centre when they are sick (fever, frequent cough, runny nose become yellowish or greenish, vomit, diarrhea, unexplained pain etc.), and I will notify the staff, by telephone, of his/her absence, as well as the nature of the illness. For safety reason, our

educators will call families at 10am to check-in if no other arrangement has made for absence / late arrival. We ask families to have a **Plan of Action** in place in case being called because your child is feeling sick at the centre.

**Children must wait 24 hours after experiencing a fever, vomiting or diarrhea. A child attending the program must be well enough to be able to participate in all areas and activities of the program.**

If we all follow these rules, we will keep our teachers and our children healthy. Without teacher our programs can't operate.

### **Field Trip**

Deer Lake Child Care Inc. takes many walking field trips and adventures throughout the program in the local areas. A consent form is required when families enroll their child into our program. More information of our local play area, see Away Play Space Plan.

We will only schedule field trips out of our area if they are important to our projects that the children have been working on within their curriculum. If we do have field trips the mode of transportation will either be the responsibility of the family or on public transit. A minimum of two-week's notice will be given for any fieldtrips and we encourage families to join us. All fieldtrips will require a 1 adult to 4 children ratio

### **Transportation Policy**

**All fieldtrips will require a 1 adult to 4 children ratio.** In order to provide a safe and positive experience, we will invite parent volunteer or hiring subs on the field trip day.

A consent form is required from parents for giving permission for children to join a field trip by public transit. We will split into 2 or 3 groups, this way to ensure there will be space for children to sit when we get on the transit. We only can go on the bus / sky train when there is sufficient space for the children, or we will have to wait for the next bus / sky train. Two educators with a small group of children go on and get off the bus / sky train, one educator go in front of children, another go behind all the children. Educators should engage and interact with children all time. This is not permitted to use cell phone for personal purpose (eg. texting friends and family, updating on social media, etc.) during work time.

Educators ensure all emergency cards, first-aid kit in our backpack when we leave our premises.

Educators are only crossing street where designate crosswalks are available. Educators and manager will make plan for the trip ahead of time.

The trip is putting in consideration of children’s snack, lunch, nap time, rush hours to find the best and reasonable time to go on field trip.

Educators are required to spontaneously conduct headcount. Children are assigned to one educator, and this educator cannot leave the group to another other educator or parent, unless it is communicated with at least 2 educators who are also on the field trip.

### **Documentation and Journals**

Our educators regularly document the work that your children are doing at the centre through photographs and written anecdotes. Many of these documents are posted at and around the classroom. Please take some time to read these and provide the educators and students with your perspective on their learning and experiences.



Our practice is guided by three important documents.

Community Care Licensing Regulations - [www.bclaws.ca/Recon/document/ID/freeside/332\\_2007](http://www.bclaws.ca/Recon/document/ID/freeside/332_2007)

ECE Code of Ethics - [http://www.ecebc.ca/resources/pdf/ecebc\\_codeofethics\\_web.pdf](http://www.ecebc.ca/resources/pdf/ecebc_codeofethics_web.pdf)

Early Learning Framework - <http://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/early-learning-framework>



“The best classroom and the richest cupboard is roofed only by the sky.”

Margaret  
McMillan

We so look forward to becoming a part of your families and your child’s lives!