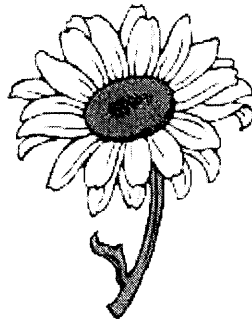


# SACRED HEART DAYCARE

455 Pigeon Avenue  
Williams Lake, BC V2G4R5  
250-398-5852  
[www.sacredheartwl.com](http://www.sacredheartwl.com)

## Parent Handbook



September 2011

# Sacred Heart Daycare Parent Handbook

Dear Parent/Guardian:

Enclosed are the policies for Sacred Heart Daycare. Please be sure to read them carefully, complete the form on the last page and return it as soon as possible. Please keep this handbook for your reference.

**July 2011- June 2012 Fee Structure:**

\$36.00 per full day (more than 4 hours)

\$22.00 per half day (4 hours or less)

Payments are to be made on the first of the month by post-dated cheques or cash. Any fees received after the 5<sup>th</sup> are subject to a \$20.00 late charge and must be paid immediately. There will be a \$20.00 service charge on all NSF cheques.

This daycare fee includes a light breakfast, hot lunch and afternoon snack.

**Age:**

Children must be 30 months old and must be fully toilet trained to attend Sacred Heart Daycare.

**Daycare Hours:**

7:30 a.m. – 5:30 p.m. Monday to Friday.

The daycare is closed on statutory holidays and for one week during the Christmas break.

**Children are asked to bring:**

A pair of non-slip runners

A blanket if they nap

A change of clothes

For more information please contact Tina Weber at 250-398-5852.

## Sacred Heart Daycare - Philosophy

At Sacred Heart Daycare we believe that children learn best through play and in an atmosphere of enthusiasm and fun. We will provide a balance of child centered and structured curriculum throughout the year, and an environment rich in experiences that promote positive development in their physical, emotional, social and cognitive growth.

We strive to keep the physical environment comfortable and to provide fun and exciting learning experiences for the children. Providing a "child centered" curriculum that is based on the children's interest allows them to feel comfortable with what they know and excited to find out more about their world. A variety of toys, materials and activities are provided daily to foster growth in all developmental areas. There is a balance between adult initiated and child directed play at the centre to enhance the learning process.

Sacred Heart Daycare maintains an open door policy that ensures parents have access to their children throughout the day.

## Sacred Heart Daycare - Payment Policy

Sacred Heart Daycare is a non-profit program that operates on grants, donations and parent fees. In order to provide the best quality child care, we ask that daycare fees are paid on time.

### **July 2011-June 2012 Daycare Fees:**

\$36.00 per full day (4 hours or more)

\$22.00 per half day (less than 4 hours)

Fees are due the first day of the month and paid in full one month in advance of service regardless of child absenteeism due to illness or vacation. Daycare fees are based on each child per day/half day rate. A receipt for paid daycare fees can be issued monthly or at the end of the year. If payment is not received within the first five business days of the month a \$20.00 late charge will apply. Failure to pay fees by the fifteenth of the month will result in a written notice that daycare services may be cancelled and any outstanding fees will be sent to a collection agency.

When withdrawing from the daycare, parents must provide one month's written notice to the daycare supervisor. If a parent chooses to withdraw their child part way through the month, the remainder of that month's fees will not be refunded. One month's fees must be paid in lieu of notice whether the child attends or not.

Parents that qualify for daycare subsidy must have the daycare supervisor complete and sign the subsidy forms before the child attends daycare. Parents must pay for the full month of daycare if their child attends while subsidy is being processed. The daycare will then reimburse the difference once subsidy has been approved. It is the parent's responsibility to contact Human Resources for information concerning the processing of their daycare subsidy authorization number for payment.

# Sacred Heart Daycare

## Daily Schedule

7:30-8:30 Arrival & Free play (table toys, painting, dress up etc.)

**Clean up**  
**Bathroom & wash hands for snack**

8:45-9:00 Morning snack

9:10-9:30 Gymnasium play

9:40-9:50 Morning Circle (singing, calendar, helper of the day, weather, counting, structured art demonstration)

10:00-10:45 Structured Art/Free play

**Clean up**

11:00-11:45 Outdoor play (weather permitting) or gymnasium

**Bathroom & wash hands for lunch**

12:00-12:45 Lunch

**Bathroom & wash hands**

1:00-2:30 Quiet time/activities (table toys, play dough, stories)

**Clean up**  
**Bathroom & wash hands for snack**

3:00-3:30 Afternoon snack

3:40-4:00 Afternoon Circle (songs, story, music and movement activities)

4:15-5:30 Outdoor free play (weather permitting) or gymnasium

# Sacred Heart Daycare- Illness & First Aid Policy

Children who are not well or who have an infectious illness must not come to daycare. When a child becomes ill at daycare we will keep the child as comfortable as possible in a quiet area closely supervised by an adult and notify the parent to pick up the child. If we are unable to reach the parents or the emergency contact person, a doctor and/or ambulance may be called. All costs incurred are the responsibility of the parent or guardian.

## **PLEASE KEEP YOUR CHILD AT HOME OR IN ALTERNATE CARE FOR THE FOLLOWING CONDITIONS:**

1. Pain. Any complaints of unexplained or undiagnosed pain.
2. An acute cold with fever, runny nose and eyes, coughing and sore throat.
3. Difficulty in breathing, wheezing or a persistent cough.
4. Fever 100 degrees F/38.3 C or higher.
5. Sore throat or trouble swallowing.
6. Infected skin or easy or an undiagnosed rash.
7. Diarrhea or loose stool combined with nausea, vomiting or abdominal pain.
8. Severe itching of body or scalp.
9. Children with known or suspected communicable diseases.
10. Head lice. All nits (eggs) must be removed and not present upon return to daycare.

Please notify the daycare within 24 hours if your child has been exposed to a communicable disease. The daycare staff will then inform other families attending the facility. The Health Unit may be informed and, if necessary, the daycare staff will complete a Serious Incident Report for the Licensing Officer.

In the case of a communicable disease, a doctor's note of approval must be given to the daycare staff before the child returns to daycare. The returning child must be well enough to participate in all regular daycare activities.

Medication prescribed, or recommended for a child by a physician, must remain in its original packaging with full instructions and precautions. Only then will it be administered by the caregivers. All parents must sign a "Permission to Administer Medication: form before any medication is dispensed. Medication is stored by the caregivers in a locked container at room temperature or in the fridge if required.

There is always a qualified first aid staff member on site.

# Sacred Heart Daycare - Toilet Training Policy

All children attending Sacred Heart Daycare must be fully toilet trained and be able to use the toilet independently. As accidents may happen, it is VERY important to have an extra change of clothes for your child. If extra clothing is unavailable the parent will be contacted and will need to come to the centre to change their child.

## Sacred Heart Daycare - Health Policy

It is inevitable that children in group care will get sick. They play very intimately, sharing toys and joys with one another. As well younger children have lower resistance to infection and communicable disease. Children in group care have an increased exposure to these because of the expanded number of people with whom they are in contact.

An important factor in the control of communicable disease is the frequency of hand washing by children and caregivers. Hands should be washed with soap and water after toileting, before meals, snacks and before food preparation.

Consistent cleaning and sanitizing procedures of the toys and equipment at the centre will be followed by staff and universal precautions will be used to reduce the transmission of blood borne disease. A high level of cleanliness will be maintained in the daycare.

## Sacred Heart Daycare - Release of Child Policy

All children must be accompanied by a parent/guardian when picked up from the daycare. Only the people listed on the registration form are permitted to pick up the child. If a parent or guardian is unable to pick up the child the staff must have either written or verbal permission to authorize an alternate arrangement.

If the child is not picked up after 30 minutes of the daycare closing, and every attempt to reach someone listed on the registration form has failed, we are required by law to notify the Ministry of Children and Families.

## Sacred Heart Daycare - Guidance and Discipline Policy

Discipline, or guiding children's behaviour, is a positive, non-punitive teaching/learning process that helps children develop socially acceptable and appropriate behaviour patterns. If a child exhibits socially unacceptable behaviour the child will be dealt with respectfully. The goal of discipline remains constant: to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others.

The following strategies "set the stage" for a positive atmosphere and maximize opportunities for desirable behaviour:

1. Establishing clear, consistent and simple limits to ensure children know what is expected.
2. Teaching the children the "why" of a limit helps them learn the rules of social living.
3. Stating limits in a positive way.

4. Focusing on the behaviour, rather than the child.
5. Stating what is expected of them and giving time to respond.
6. Providing choices.
7. Reinforcing appropriate behaviour with words and gestures.
8. Ignoring minor incidents.
9. Encouraging children to use adults as a resource by listening and responding in a fair and supportive manner.

When there is an occurrence of inappropriate behaviour the following interventions will take place:

1. The child's attention will be gained in a respectful way.
2. The use of proximity and gentle touch
3. Simple reminders.
4. Acknowledgment of feelings before stating limits.
5. Redirection or diversion when appropriate.
6. Modeling of problem solving skills.
7. Offering appropriate choices.
8. Use of natural and logical consequences.
9. Limiting the use of equipment if necessary.
10. Providing opportunities for the children to restore relationships.

No child in Sacred Heart Daycare will be belittled by shoving, hitting, spanking or any other form of physical or verbal abuse. The children will not be confined or separated from the group (without adult supervision), deprived of meals, snacks, rest or necessary use of the toilet. We will ensure that each child is not subjected to emotional abuse, physical abuse, sexual abuse or neglect. Our number one priority is the safety of all children in our care.

## Sacred Heart Daycare - Head Lice Policy

If a child is found to have head lice or nits (eggs) while attending daycare the parents will be notified that they need to pick up their child immediately and take them home. Head lice should be treated with a special medicated shampoo from the local pharmacy and nits (eggs) combed out of the hair using a nit comb. A no nit policy is in effect to ensure the well being of the other children and staff at the centre. The child may return only when all nits (eggs) have been removed and are not present upon arrival at the daycare.

## Sacred Heart Daycare – Field Trip Policy

Parents/guardians will be notified of upcoming field trips and written consent will be required.

**Sacred Heart Preschool/Daycare**

Please complete and sign below. Return this page to the preschool/daycare.

Thank you.

I \_\_\_\_\_ have read and understand the policies presented  
*(please print name)*

to me in the parent handbook of Sacred Heart Preschool/Daycare. I agree to abide by these policies to ensure the safety of my child and others attending the preschool/daycare.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_