

# **SACRED HEART DAYCARE**

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



## **Parent Handbook**

# 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.

### **Effective July 1, 2018:**

\$42.00 per full day (more than 4 hours)

\$28.00 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:**

30 months to 5 years old

### **Daycare Hours:**

7:30 a.m. – 5:30 p.m. Monday to Friday. Pick up time is 5:15 p.m.

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

A water bottle

For more information please contact Tina Weber or Tammie Wilson 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 strive to keep the physical environment comfortable and to provide fun and exciting learning experiences for the children. We provide a “child centered” and theme based curriculum at Sacred Heart Daycare. This provides many opportunities for the children to feel comfortable with what they know and then build upon their knowledge as they learn about the world around them. A variety of toys, materials and activities are provided daily to foster growth in their social, emotional, physical and cognitive development.

We strive to keep the physical environment comfortable and to provide fun and exciting learning experiences for the children. 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.

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 by the 5<sup>th</sup> of the month a \$20.00 late charge will apply. Fees not paid by the 5<sup>th</sup> of the month will result in a discontinuation of service until the fees are paid.

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 The Ministry of Children and Families for information concerning the processing of their daycare subsidy authorization number for payment.

# Sacred Heart Daycare

## Daily Schedule

7:30-8:10 Arrival & Free play (table toys, painting, dress up etc.)

### **Clean up**

### **Bathroom & wash hands for snack**

8:15-8:30 Breakfast/read a book

8:30-9:00 Free play/read a book

9:00-9:30 Gymnasium

9:30-10:00 Structured Art (Mon/Wed/Fri) Tue & Thurs free art

10:30-10:55 Circle Time (show and tell am & 3:00pm \*ON TUESDAYS ONLY)

### **Clean up & Bathroom**

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

### **Bathroom & wash hands for lunch**

11:50-12:20 Read/Story Time

12:30-2:30 Nappers to nap room

### **QUIET TIME** – 12:45-12:55 rest on matt

Bathroom and wash hands

1:00-1:40- Quiet time activity stations

1:40-2:40- Free Play

### **Clean up Bathroom & wash hands for Snack**

2:45-3:00 Afternoon snack

3:00-3:30 Afternoon Circle (Tuesdays only show and tell/ Story time)

3:00-5:15 Outdoor free play (weather permitting) or gymnasium

5:15 Pick-up/departure

5:30 Closed

# **Sacred Heart Daycare - Health Policy**

It is inevitable that staff and children in group care will get sick. Caregivers and children in group care have an increased exposure to illness because of the expanded number of people with whom they are in contact.

When staff and children play closely together in groups and the children share toys throughout the day, this increases the risk of spreading illnesses. Being proactive and keeping your child home when they are not well helps to keep the other children and staff at school healthy.

We feel an important factor in the control of illness is the frequency of hand washing by children and caregivers. All children and staff will wash 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- 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:**

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

**If your child has been away with a fever due to illness, they MUST be free of needing any fever reducing medication for 24 hours BEFORE returning 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 of the illness by means of an information letter the next day at arrival time. 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 preschool staff before the child returns. 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 staff. All parents must sign a "Permission to Administer Medication" form before any medication is dispensed. Medication is stored by the staff 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 - 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 - Toilet Training Policy**

All children attending Sacred Heart Daycare must be fully toilet trained. This includes:

- No diapers or Pull Ups
  - Able to TELL an adult they have to go potty BEFORE they have to go
  - Say the words "I have to go potty" BEFORE they have to go
  - Be able to postpone going if they must wait or are outside away from a bathroom
- The children have many opportunities throughout the day to use the bathroom. 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 - 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.

# **RELEASING A CHILD TO A PERSON WHO IS UNDER THE INFLUENCE- Policy**

If a staff member suspects that the person picking up a child is under the influence they will not be allowed to leave with the child.

Procedure:

1. No child will be sent home with anyone that a staff member suspects is under the influence of drugs or alcohol
2. The parent will be brought to the side away from the children
3. The parent will be asked if they have been drinking or using drugs

If the parent denies any of the above but the staff are still unsure about their condition the parent/guardian will be told that we are more than happy to call alternate transportation and that we cannot allow the child to leave with them in their vehicle. If the parent/guardian leaves with the child while under the influence we will contact The Ministry of Children and Family Development as soon as they leave the premises.

- **PLEASE NOTE:** A person does not need to have consumed drugs or alcohol to be considered 'under the influence'. This may include a reaction to medication, cough syrup etc.

# **SACRED HEART PRESCHOOL & DAYCARE**

## **PHYSICAL ACTIVITY- Policy**

Children need the opportunity to engage in physical activity on a daily basis to promote healthy development and enhance their skills. Childcare Licensing regulations state “A licensee must provide each child with daily outdoor play periods unless weather conditions could make it unreasonable to do so”

This means that whether it is sunny, raining or snowing, the children are required to have outside time every day; unless the weather is extreme and it would be unreasonable to be outside. We do not go outside if the temperature is colder than minus ten.

### **DAYCARE PROGRAM:**

#### **FULL DAY: (7+ HOURS)**

Child care providers ensure a minimum of 120 minutes per day of physical activity based on teacher led structured activities and unstructured physical activities. Physical activities are provided in the gymnasium, the classroom and outside on the playground to target fundamental movement skills such as running, hopping, jumping, throwing and kicking.

#### **LESS THAN 4 HOURS:**

\*60 minutes physical activity (30 minutes teacher led structured play and 30 minutes unstructured play)

### **PRESCHOOL PROGRAM:**

\*20 of active play in the gymnasium or outside on the playground for a 2 hour class

\*40 minutes for a 3 ½ hour class

## **SCREEN TIME- Policy**

The children do not have access to any screen time devices at preschool or daycare. An exception is made for educational movies or videos to enhance a current theme or for a special movie day planned occasionally. A 30 minute maximum is set to all screen time events.

# **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: \_\_\_\_\_