

SACRED HEART DAYCARE

455 Pigeon Avenue
Williams Lake, BC V2G4R5
250-398-5852
preschool35@hotmail.ca



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, 2026:

\$50.10 /full day (4+ hours) (18-36 months)

\$49.13/full day (4+hours) (36 months-Kindergarten) (before school entry)

\$35.98/ half day (4 hours or less) (30 -36 months)

\$34.46/half day (4 hours or less) (36 months to 5 years old)

*Our Daycare Program is eligible for the CCFRI (Child Care Fee Reduction Initiative) discount from the Government. This must be applied for yearly. Providing our Centre is accepted, your daily rate (up to 20 days) will be significantly reduced. The monthly amount off for a child attending full time care is \$545.00. This means that, \$27.25 is taken **off of** your daily rate up to a maximum of 20 days. Parents are responsible for the parent portion after these 20 days. Part-time care is prorated accordingly. Please feel free to ask us about this Government initiative.

Payments are to be made on the first of the month by e-transfer, post-dated cheques or cash. Any fees received after the 5th 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.

Parents must provide their children with a morning snack, (if arriving BEFORE 8:30am) lunch and an afternoon snack. Please see page 3 of parent handbook regarding snacks and meals.

Age:

30 months to 5 years old

Daycare Hours:

Daycare hours are 7:30am-5:00pm. In order for us to staff according to licensing regulations, of 16 children to 2 adults' ratio, we will need to have drop-off and pick-up times scheduled to coincide with your work hours. For example, if you work at 9, drop-off can be no earlier than 8:45am. The latest Pick-up time is 4:45pm. Once we can schedule your times, these will be YOUR TIMES always. Thank-you.

Please see the separate page of things that are needed for Daycare. DAYCARE CHECKLIST.

If your child is required to nap, please let staff know. Bring a naptime blanket and a stuffy for this time. Blankets will be sent home on Fridays for laundering, to be brought back on Monday.

For more information, please contact Tina Weber or Tammie Wilson at 250-398-5852.

Parent Provided Meals

Parents will need to send enough food for morning snack (breakfast), lunch, and afternoon snack daily. Please keep in mind the amount of time your child spends at daycare and their appetite to help gauge the appropriate amount of food they need for their day. We encourage parents to pack their child's lunches and snacks with reference to the Canada Food Guide and include a variety of healthy options from each food group.

Lunch kits can be stored in your child's cubby with a small icepack inside for food storage safety. If you choose to send a hot lunch, please heat it up at home and send the food in a thermos so it is ready to serve at meal time. We are unable to cook or reheat any food at meal times.

Pop, chocolate milk, juice, candies, chips, chocolate and other "junk food" are not allowed as food options at daycare. We suggest milk as a healthier drink choice and we will supply water at all meal times.

If a child arrives without sufficient foods, we will provide the child with extra food and parents will be asked to send more for the next day. For inappropriate foods (as listed above), parents will be asked to keep these items at home. A list of ideas for lunches or snacks can be provided if requested.

If you have any questions or concerns, please let us know.

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 or half day rate. Payments can be made by e-transfer to epaysacredheart@rcdk.org No other form of payment is accepted.

In the comment box attached to your payment, please be sure to reference: YOUR NAME, CHILD’S NAME & WHAT THE PAYMENT IS FOR. (ex: daycare \$\$\$, preschool \$\$\$, after school care \$\$\$)

A receipt for daycare fees will be mailed from our office in Kamloops at the end of December/ early January, and once again at the end of the school year in early July.

If payment is not received by the 5th of the month a \$20.00 late charge will apply. Fees not paid by the 5th 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

7:30-8:15	Arrival & Free play (table toys, painting, dress up etc.)
8:15-8:25	Clean up & wash for snack
8:30-8:50	Snack
9:00-9:30	Gymnasium
9:30-10:30	Structured Art (Mon/Wed/Fri) Tue & Thurs free art
10:30-10:55	Circle Time (show and tell am & 3:00pm *ON TUESDAYS ONLY)
11:00-11:45	Outdoor play (weather permitting) or gymnasium
	Bathroom & wash hands for lunch
11:50-12:20	Lunch
	Quiet time
12:20-12:30	Story time
	Bathroom
12:45-1:00	Rest time on a mat for non napping children
12:45- 2:20	Nap time for napping children
1:00-2:30	Quiet time activity stations
2:30-2:40	Free Play
	Clean up Bathroom & wash hands for Snack
2:45-3:05	Afternoon snack
3:10-3:40	Afternoon Circle (Tuesdays only show and tell/ Story time)
3:40-5:15	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 Policy

Sacred Heart Preschool reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and well-being of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school.

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

1. An acute cold with fever, runny nose and eyes, coughing and sore throat.
2. Difficulty in breathing, wheezing or a persistent cough.
3. Sore throat or trouble swallowing.
4. Infected skin or easy or an undiagnosed rash.
5. **Diarrhea: Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back, they will again be sent home.**
6. Children with known or suspected communicable diseases.
7. **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. All nits (eggs) must be removed and not present upon return to school.
8. **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 for at least 24 hours **without the use of fever reducing medication. The same policy applies if your child develops a fever at home.** They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
9. Vomiting: Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom free with no vomiting for at least 24 hours.

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.

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 of 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
11. 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)

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 DAYCARE- OUTSIDE AGENCY POLICY

Our preschool educators work together with the Child Development Centre in the best interest of the children/parents/caregivers to coordinate services that will provide the best quality care for the children attending. Outside agencies can be the following:

- Supported Child Development
- Physiotherapy
- Speech and Language Therapy
- Occupational Therapy
- Vision screening
- Audiology sessions

If an educator believes that a child will benefit from the assistance of an outside agency, a conversation with the parents/guardian will take place either in person or by telephone to discuss this option.

Parents have the right to refuse help from an outside agency if they choose; however, if the suggestion was made due to serious behaviours in the child care setting, the centre may choose to terminate services. These behaviours may include harm to staff/other children or if a child is unable to manage safely in a group of children within the child-to-adult ratio.

Educators will do their best to provide information about the referral process to the family and will try answer any questions that would help the family feel comfortable speaking with someone from an outside agency.

All efforts will be made to accommodate the child's needs by working together with the family to develop a consistent plan and to encourage the use of the valuable outside agencies in our community.

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: _____