



## Parkside Child Care

High Quality Non Profit Early Learning Centre

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# PARENT HANDBOOK

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## **ASSUMPTIONS**

Introduction: The purpose of determining the following assumptions is to lay the foundation for a philosophical statement which will guide the development of the policies for Parkside Academy (P.A.). These assumptions are not in order of priority.

- The philosophy and policy and procedures (P & P's) will be responsive to the needs of children and families.
- All P & P's will be developed and implemented within regulatory and legal requirements.
- P.A. will endeavour to be responsive and meet the community needs.
- P.A. will encourage and support extensive community involvement.
- P.A. is committed to exploring "partnering" with the community organizations/ services within and external to the child care centre.
- P.A. will develop a process to ensure that the well being of children and staff in the child care program will be respected and be safe guarded.
- P.A. will endeavour to create an inclusive environment.
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\*\* Staff is entitled to a working environment, which recognizes and respects their training, skills, and commitment to child care.

\*\* Families deserve quality care for their children.

## **MISSION**

Parkside Academy will enhance the lives of children, their families, staff members, and the community as a whole. This will be achieved through providing a caring, supportive and vital community service. It is a place of security, adventure, co-operation, and playfulness and learning for our children.

## **PHILOSOPHY**

Parkside Academy will be a place where:

Children are encouraged to question, to be self-reliant and to be respectful to the rights and differences of others. Children learn through their experiences as they grow in confidence and competence. Child guidance is always positive and nurturing.

Families are involved in a meaningful way in their child care experience. Families are assured of quality care for their child. Family members and staff support and encourage each other.

Staff is entitled to a work environment, which recognizes and respects their skills, training, and commitment to childcare. Staff, families and the community work skillfully to meet the needs of the individual child and the group in an environment that is creative, stimulating, flexible, and predictable. Inclusion, multiculturalism, interdependence and dignity are valued and respected.

The community plays a vital role in supporting the development of healthy families. There is recognition of partnership among staff, families, and the community

## **Inclusion Policy**

Parkside Academy Society's vision is to be a guiding force for excellence in the care and education of all children, to lead and regularly contribute to the making of high quality care a standardization in our community, province and nationally through modelling and advocacy.

When we say all children and families, we mean ALL children and families.

We value all unique differences that make us individuals including race, ethnicity, culture, gender, socioeconomic levels or range of abilities physical or health care needs. Children with diverse abilities or other needs include children with a specific diagnosis, as well as children who do not have a diagnosis but whose behaviour, development, and/or health affect their family's ability to maintain early care and education services.

As a core value of Parkside's mission, we believe it is important to emphasize the explicit connection between quality child care and inclusion practices. One of the cornerstones of quality care is successful family partnerships, which begin in the first conversations with families, before they are even enrolled into child care. We believe that a strong foundation in child development, coupled with respect for meeting a child's individual needs, prepares early childhood professionals to include children with diverse abilities in our child care program.

Parkside endorses the following definition of Inclusive Practices:

Inclusion is more than the presence of children with unique differences in early childhood programs; it is the full and active participation of ALL children and their families. Support, accommodations, or modifications, when needed, are provided appropriately to ensure full, active participation for ALL children and their families.

Our inclusive child care practices include all of the following:

All children are welcomed, supported, and valued, allowing them to participate meaningfully in all aspects of the child care program provided the facility can staff accordingly to meet the safety and educational needs of the child.

Children of all abilities and families have equitable access to quality child care and are provided supportive opportunities to learn through play with other children and families in the program

Programs are responsive to each child's individual capabilities and needs; families uniqueness and differences, that all make us individuals

Materials and equipment are appropriate and adapted for children of varying abilities, interests and needs;



Learning environment includes rich opportunities for play and is responsive to the needs of the whole child-including cognitive and language, socio-emotional and physical development;

Activities and instructional practices are based on on-going child assessment, and reflect an appropriate balance between child-initiated and teacher-facilitated activities;

Daily schedules allow children to explore and develop sustained engagement with materials and peers and support individualized transitions from one setting to another;

Environments foster social interaction, collaborative projects, interdependence, and independence;

Family involvement in program planning and implementation and program activities for children and family members that reflect cultural diversity; and uniqueness

Ongoing program evaluation to assure that inclusive practices are being followed and goals for children are being achieved.

Strong connections with community resources to help families access early intervention and family services when needed.

Staff will be offered courses and training on Inclusion:

To educate and prepare the workforce and to create and sustain inclusive settings, coursework and professional training opportunities will be offered that:

Include working collaboratively with the family and their team members (Supported childcare umbrella, like Clements and including specialists ) on the modification of the educational environment and approaches to assessment and curriculum;

Examine issues and practices and develop strategies and modifications that support the humanistic view of the whole child;

Critically assess the processes of both internalizing and resisting biases in the field of early childhood in order to value and support ALL children and family rights;

Understand the characteristics of young children, those who are typically developing as well as those with diverse abilities and other needs;

Understand the history, terminology, legislation, and systems surrounding inclusion of children in the early care and education system



## **GUIDANCE**

Each child will be encouraged and supported to develop positive adult and peer relationships. Our goal is to provide a safe and healthy learning and living environment in which each child can feel secure and learn friendship and social skills. Parents/legal guardians can expect staff to:

- Demonstrate appropriate, caring, respectful behaviour at all times,
- Promote the development of self esteem, social skills and self control,
- Supervise the children at all times,
- Establish clear, consistent expectations and implement natural logical consequences,
- Discourage aggressive play and assist the children to learn and practice resolving conflict in non-violent ways,
- Acknowledge children's feelings and promote problem solving, and
- Give verbal direction and redirection as a main way of guiding.

We are committed to working with parents/guardians and enhancing knowledge of child development and approaches to child rearing practices. We encourage parents/guardians to ask about guidance and discipline approaches and refer to the Guidance and Discipline with Young Children booklet, as well as other resources available.

## **GENERAL PROGRAM INFORMATION**

Parkside Academy provides developmentally appropriate, nurturing, safe, stimulating, and challenging environments that focus on individual and group needs. This includes:

- ☺ Blocks and Building Play
- ☺ Creative and Dramatic Play
- ☺ Language & Literature Activities
  - ☺ Manipulative Play
  - ☺ Textile, Sensory Play
  - ☺ Nature Based Exploration
- ☺ Music, Dance and Mindfulness
  - ☺ Woodworking
  - ☺ Gross Motor Activities
  - ☺ Art Activities

## **Emergency Management For Seasonal Risk**

### **Wildfire/ Smoke/ Air Quality**

Wild fire cannot only cause devastating immediate impacts due to fire damage and injury, but also risk wildfire smoke and decreased air quality. If the city of North Cowichan/ Environment Canada issues an air quality advisory aimed at young children and elderly, we will limit or forgo our outside playtime. If air quality hits extreme highs (9/10) we may close our operation at our discretion.

### **Extreme Heat**

In case of extreme heat, staff will monitor UV index and temperature. If UV index is moderate and temperatures are no higher than 30C, teachers will use their discretion, and seek shade, offer water, water play and limit the outdoor time. The use of sunscreen is encouraged throughout the year as weather dictates. Parents are asked to apply sunscreen to their child in the morning, and staff will reapply as per their discretion. In case of an extreme heat warning issued by Environment Canada, where temperatures reach over 35c, staff may forgo our outside play time, and the centre may choose to close.

### **Heavy Wind**

Children will not go outside when wind gusts exceeds 60km per hour, or teacher deems unsafe to play.

### **Wild Life**

Due to our beautiful forest environment, we often share with wild life such as cougars or bears. In this situation we will enter a code yellow, which disallows outdoor activity of any kind. In these situations we will have active play indoors.

### **Power Outage/ Service Delivery Issue**

Our centre will close if there is a power outage or service delivery issue at the discretion of the director of programming.

### **Snow**

All programs will close if SD 79 is closed due to weather. If inclement or severe weather occurs during operational hours, Parkside reserves the right to close the centre if deemed necessary.

*IN CASE OF CLOSURE DUE TO THE ABOVE MENTIONED EVENTS, AS BUT NOT LIMITED TO: INCLEMENT WEATHER, SNOW, ISLAND HEALTH RECOMMENDATIONS, AIR QUALITY HEALTH, WILD LIFE, ETC., THERE WILL BE NO REFUNDS OR PRICE ADJUSTMENTS FOR THESE TIMES.*

### **ACTIVE PLAY POLICY**

Parkside Academy Society understands and recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practises support the health and development of children, as well as assisting in establishing positive lifestyle habits for the future. The purpose of this policy is to ensure that children are supported and encouraged to engage in active play, develop fundamental movement skills and gain a positive concept of self. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day

#### **Parkside Academy Society will:**

Provide all children 3-12 years of age with 90-120 minutes a day of outside play, all together or across 2-3 separate occasions\*

Provide children 0-3 years of age with 60-120 minutes a day of outside play, all together or across 2-3 separate occasions\*

Provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older

Provide encouragement for children to be physical indoors and outdoors at appropriate times (\*weather permitting)

**We at Parkside Academy Society have a ready to play policy. Please bring your child ready to play and have fun each day. Your child will participate in both indoor and outdoor play. Therefore, play clothes and shoes which can get dirty and allow free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active play during all seasons. Lack of appropriate clothing may cause a request to return to the centre with items or a disruption in care.**

### **Specific Guidance on Appropriate clothing**

For safety children can not wear open toe shoes, sandals or flip flops or wear strapless or shoulder showing tops.

In summer, children must come with current labeled non spray sunscreen, brimmed sunhat, swimsuit, towel and dressed in light clothing.

In winter, children must have a warm jacket, snowsuit, lined waterproof boots, warm hat, mittens and waterproof suit.

In Fall and Spring, children must have waterproof boots, waterproof suits, and warm jacket

***Children must bring spare clothes each day to school, that include underwear & socks***

***PLEASE LABEL ALL GARMENTS/ITEMS WITH YOUR CHILD'S NAME***



## **DAYS AND HOURS OF OPERATION**

3-5 Group Care	Monday to Friday	7:30am to 5pm
After School Care	Monday to Friday	Arrival to 5pm
Infant and Toddler Care	Monday to Friday	7:30am to 5pm
Full day Care (asc)	Monday to Friday	8:00 am to 5pm

\*ASC morning care available on request- If care is needed on Pro-D Day, Early dismissal that requires 4 hours or more of care, parents need to give the appropriate staff advanced notice and will be charged a additional fee per day. This fee is separate from the regular monthly fees.

Parents are required to pick up their child(ren) AT LEAST **10 minutes** prior to the closing times above. This allows children to depart in a relaxed and unhurried manner, and also allows staff to pass along any necessary information regarding your child's day,

### **Use of Services**

**If you are not at your place of employment, school, or attending a program/ appointment your child(ren) should only be in attendance 9am-3pm at Parkside.\**  
**Lack of compliance with this policy will result in termination of care.**

### **Closure Dates**

All programs will be closed on stat holidays, or if a stat holiday should fall on the weekend, the centre will close the following Monday in lieu of the holiday. Winter break will align with SD79 winter break, and programs will not be operating during that time.

### **Professional development closures-**

Staff qualifications and continuing education have been consistently identified as one of the key variables that can significantly influence the delivery of excellent quality outcomes for children in child care settings. Accordingly, Parkside Academy Society believes that it is essential that staff are able to participate in professional development opportunities. Parkside believes that staff who access a rich array of professional development opportunities, are well positioned to contribute to ongoing improvements in their own practice and make significant contributions to the quality of programs in their workplace. As Parkside mission is to provide the utmost quality care, we support our staff in their educational journey by providing and encouraging professional development days. The centre may close for a unscheduled professional development opportunity that is not on the distributed calendar, with 30 days prior notice to families. **In June the new Parkside year schedule will be distributed for the next years closure dates.**

## **PRIORITY FOR ADMISSION**

When there are vacancies, children will be accepted as follows:

- Children currently enrolled part time in the program wishing to increase to full time and vice versa.
- Siblings of children currently enrolled in the program.
- Parents/guardians applying for admission for the first time based on date of application and desired date of entry.
- Children entering the 3-5 year program must be toilet trained.\* or have prior approval from director.

## **REGISTRATION**

Upon registration, parents/guardians will complete and return forms in the Registration Package. This includes:

- Agreement between parents/guardians and child care centre (contract)
- Emergency consent card
- Registration form
- Employment information
- Field Trip permission
- Photo consent
- Immunization record
- Sunscreen permission
- 2 Current Hardcopy Photos of child(ren) enrolling
- \* Consent forms that are required additionally i.e.: Health and safety plans, medical release forms etc.

## **ENROLMENT**

Enrolment shall be understood to be full and/or part time care. A child shall be considered to be enrolled in the program upon completion of the registration procedures. Full time care includes registration for 4-5 days per week, regardless of whether or not the child actually attends each day. Part time care includes registration for 2-3 days per week for a minimum of 6 hours per day. In terms of payment, half day attendance shall be considered a full day's care.

NOTE: the hours of part time care have been determined as above in order to allow optimal conditions for a child's successful integration.

## **GRADUAL ENTRY**

Starting a new child care program is an important event in a child's life. For some children this will be their first large group experience. It is natural for the child to have some concerns. New situations can be a challenge even for those who have had some large group experience already. In order to assist families with the transition to a new program, gradual entry will be arranged. Parents/guardians will be asked to spend some time with their child during the first few days of gradual entry until the child has established a comfortable, trusting relationship with the staff.

Example:

DAY 1 – Child will come with parent/guardian for a tour and orientation.

DAY 2 – Child attends accompanied by parent/guardian for 1-3 hours including snack and circle during which time parent leaves for a short period of time but remains on premises.

DAY 3 – Child stays for snack, circle, and lunch. Parent/guardian picks up child.

DAY 4 – Depending on adjustment, the child stays for a typical day.

**\*\*This schedule is only a guideline and may be extended, decreased, and/or revised upon the staff's judgment and consultation with parent/guardian. Gradual entry may also not be needed for individual children. Gradual entry will be discussed with parents when regarding Infant and Toddler Care.**

## **ARRIVAL AND DEPARTURE**

When a child arrives it is important for the parent/guardian to sign the child in and to take the opportunity to talk to staff regarding his/her child's needs for the day. The parent/guardian dropping the child off is asked to take the time to settle the child and say good bye. A child should never be left unattended by a parent/guardian in the centre when the appropriate staff is not present. **We also ask that if a child is not attending the program on a certain day, or will be late, to contact the centre and inform the staff before 930am\*.** There will be no entries after 1030am in any program unless approved by management. Children that are are picked up during operational hours, may not return to the program that same day.

ASC Children- Parents MUST notify each day by noon, if their child is not attending program. If parent/guardian does not notify in a timely manner, or consistently, termination of care may occur, after 3 warnings.



## **PICK-UP**

We ask parents to pick up their child(ren) at least 10 minutes prior to the end of the day. This allows children to depart in a relaxed and unhurried manner, and allows staff to pass along any necessary information regarding the child's day, etc. At pick up time we ask that parents/guardians speak to the staff before signing out their child in order to touch base regarding the child's day.

## **PICK UP BY OTHER THAN USUAL**

Families must inform staff if a child is to be picked up by someone other than the parent/guardian or usual pick up person. Their name must be recorded on the child's pick up form and photo identification must be ready at time of pick up. If an emergency arises during the day, alternate arrangements can be made with senior staff. A written confirmation is needed and may be faxed. Whenever difficulties exist, all reasonable efforts will be made to ensure the safety of the child, other children, and staff.

## **ALLEGED IMPAIRED AUTHORIZED PICK UP**

It is the Child Care staff's responsibility, to the extent that this is possible, to not release a child to an authorized person who is unable to adequately care for a child. If the authorized person is driving, and it is determined that he/she is unable to adequately care for the child, the staff will explain that driving under the influence of drugs and/or alcohol is against the law, and that staff are legally obligated to ensure the safety and well being of the child and adult. If the presumed impaired person chooses to get in the car with the child, staff will immediately contact the police, and may also contact the Ministry of Children and Families if the staff feels that the child is in need of protection.

## **LATE PICK UP**

A parent/guardian shall be considered late picking up a child if they have not arrived at the centre by the posted closing time, and according to the time in the child care room. If a parent/guardian has not picked up the child or has not called the centre before closing time, the staff will contact the alternate pick up person. If that person is unavailable and the parent/guardian has not called the centre within half-hour, staff is required to contact the Emergency Services of the Ministry of Children and Families.

**Late fines will apply to parents/guardians if a child is picked up late from any program, in accordance with the room's clock. The fine is equal to \$1 PER MINUTE, per child, past closing time. Late fees are due on the next day of care BEFORE drop off.**

## **CHILDREN ARRIVING OR DEPARTING ON THEIR OWN (A/S/C)**

In some situations a parent/guardian may request permission for a child to arrive or leave on their own. Written approval of this request must be given to an educator in charge.

Considerations will be made on:

- Age and development stage of child,
- Needs of the parent/guardian,
- Safety issues,
- Time of day, and
- Adult at home.

If an arrival and departure agreement is not appropriate for the well being and safety of a child, permission will not be granted, and alternate arrangements will need to be made for the child.

## **COMMUNICATION WITH FAMILIES**

Staff will at all times demonstrate respect for, and recognition of, family's traditions, languages, communication styles, and cultural diversity. All parent/child information will remain personal and confidentiality will be maintained at all times. Staff will aim to provide as much written and verbal information as possible. Parents will receive monthly newsletters.

## **COMMUNICATION AMONGST STAFF**

Staff will communicate on an on going basis, in addition to sharing and discussing issues during staff meetings, through a communication book and also verbally. Staff meetings will be held monthly. During times of communication amongst staff regarding children/parents in the program, staff will maintain confidentiality at all times.

## **RESPECT AMONGST STAFF/PARENTS**

All staff and parents will show respect for one another. Verbal abuse/assault will not be tolerated by any person. *If a parent is to show disrespect and/or abuse to a staff member, the parent will receive a written notice of warning.* If it is to occur again, a letter of termination will be written and given to the appropriate person.

## **IMMUNIZATIONS/DENTAL WORK**

As immunizations are one of the most effective ways of preventing the spread of communicable diseases, we recommend that all parents/guardians have their child's immunizations up to date prior to starting the program. If the child is not immunized and there is an outbreak of a communicable disease, the child will have to be withdrawn immediately. After an immunization, a child is not to attend the centre for 24 hours after the immunization was given.

If a child has received dental work such as fillings, freezing etc, they are required to stay home for 24 hours.

## **Communicable Disease Policy Purpose**

The purpose of the Communicable Disease Policy is to provide guidance and direction to the BCC Board, the Executive Director, employees and families in addressing health and wellness during times of a communicable disease outbreak. This policy also includes specific guidance in relation to the COVID-19 pandemic.

## **Policy**

In BC, the monitoring and licensing of regulated childcare centres is the responsibility of the Ministry of Health, which has the authority to close any childcare facility for health and safety reasons. Accordingly, during a communicable disease outbreak, Parkside must follow the Ministry of Health's guidelines at all times. Closure orders from the Ministry of Health overrule any decision made by an individual childcare facility to stay open during a communicable disease outbreak. If, however, no closure order is made, Parkside may choose to remain open during a communicable disease outbreak. In such cases, Parkside will adhere to the procedures outlined in this policy. Any additional, interim changes to Parkside's usual policies or procedures resulting from a communicable disease outbreak, and any relevant information regarding the outbreak from authorized sources, will also be communicated to all families and staff in a timely manner. Given that the nature and scale of each communicable disease outbreak is unique, the procedures below are intended to offer high level guidance on the measures that Parkside may put in place during an outbreak, including during a pandemic.

From time to time, guidance in relation to a specific communicable disease may be appended to this policy at Appendix A. Currently, additional protocols and procedures have been developed in relation to COVID-19 .



## **Procedures**

1. If there is a severe outbreak of a communicable disease, Parkside may be directed by government authorities to make changes to their usual policies and protocols. In such cases, regardless of what information may be available in the news or on social media, Parkside will follow the recommendations and requirements for childcare settings provided by the following authorized sources:

- Ministry of Children and Family Development;
- Ministry of Health, including agencies responsible for childcare licensing, the Provincial Health Officer and the BC Centre for Disease Control; and
- WorkSafe BC.

2. Legislated childcare ratios must be maintained during a communicable disease outbreak. In the event that employees are sick or otherwise unable to work and the required child to staff ratio cannot be met, Parkside may be required to make any of the following changes to accommodate employee absence or additional cleaning responsibilities:

- reducing or staggering the hours of operation;
- reducing the number of days of operation; and
- reducing the number of children allowed to attend each Parkside program at any one time.

3. Access to Parkside, for both employees and families, may change during a communicable disease outbreak. New policies and processes will be put in place to reflect these changes and will be communicated to families and employees.

4. In the event that the Ministry of Health provides a regional or provincial quarantine recommendation or requirement linked to international travel, potential exposures or individual symptoms, Parkside may develop new policies and processes that require both employees and children to remain at home for a period of time if:

- the child or employee has particular symptoms, regardless of whether they are feeling ill;
- if anyone in the child or employee's household has particular symptoms;
- if the child or employee, or anyone in the child or employee's household, has been directed to self-isolate by a public health official; or if the child or employee, or anyone in the child or employee's household, has travelled to an area that is subject to a provincial or regional quarantine recommendation or requirement issued by the Ministry of Health.

These policies and processes will apply equally to all children, families and employees. No exceptions will be made.

4. In the event of a communicable disease outbreak, Parkside will implement measures that include, but are not limited to, the following:

Introducing additional cleaning and handwashing protocols such as:

- using a Ministry of Health-approved sanitizing solution within the program areas two times a day to sanitize high touch areas and equipment;
- increasing handwashing and using social stories and instruction to promote healthy handwashing habits among children;
- following additional cleaning protocols recommended by the Ministry of Health and WorkSafe BC
- supporting children, employees, parents and caregivers in minimizing direct contact with one another, including:
  - avoiding close greetings with adults (e.g., hugs, handshakes);
  - reminding children to keep “hands to yourself” and providing instruction on ways to have less contact (e.g. creating games that include basic physical distancing principles);
  - striving to minimize the number of different staff that interact with the same children throughout the day;
  - changing physical access to Parkside and modifying programs in a manner that may include:
- revising drop-off and pick procedures;
- moving programs to different spaces to optimize safety and environmental controls;
  - organizing children into smaller groups during activities and meal times;
  - using different table configurations (e.g. separating tables)
  - incorporating more individual activities or activities that encourage more space between children and employees;
  - removing toys that encourage group play in close proximity or increase the likelihood of contact;
  - ensuring that only food sent by families is eaten at Parkside and that food is not shared by children or employees;
  - ensuring that beds in the nap rooms are apart and are “toe to toe” rather than “head to head” or, if this is not possible, arranging beds “head to toe”; and
  - staggering routines for lunchtime and bathroom use.

6. In the event of a closure due to a communicable disease outbreak that is less than 30 days in duration, fees may be payable as per usual operations. Fees payable during closures exceeding 30 days will be determined by Parkside Academy Society and MCFD.

7. During a closure resulting from a communicable disease outbreak, government fee reductions such as the Child Care Fee Reduction Initiative (CCFRI) and the Affordable Child Care benefit (ACCB), or their equivalents, may or may not be provided. Families should contact the Ministry of Children and Family Development directly to discuss the government policies in relation to these payments.

8. Recognizing that fear-based responses may emerge during a communicable disease outbreak, Parkside will continue to strictly adhere to its zero-tolerance policy on harassment and discrimination and promote an inclusive-based approach that provides a safe space for all families, children and employees. Harassment and discrimination, including that based on race, colour, ancestry, and place of origin, are not permitted and will be dealt with immediately in accordance with Parkside's Work Policy.

9. Parkside is not responsible should an employee, enrolled child or enrolled child's family member contract a communicable disease.

#### Appendix A: COVID-19

##### Part 1: Daily Checks for Respiratory Illness and Requirements for Staying Home

1. Parents and caregivers must assess themselves and their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending their child to Parkside. Employees must similarly conduct a wellness self-assessment. According to the BC Centre of Disease Control, symptoms include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Breathing difficulties (breathing fast/ hard to breathe)
- Loss of sense of smell or taste
- Diarrhea
- Nausea and vomiting



2. Staff may conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm that the child, or anyone in the child's household, does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.

3. A child, family member or employee that has any symptoms of COVID-19 will not be permitted to attend Parkside for 5 days or until the symptoms resolve. Additionally, a child or employee will not be permitted to attend Parkside for a period of 5 days if:

4. Another person in the child's household develops any of the symptoms of COVID-19

- the child, or a member of the child's household, has been identified by a public health official as having had close contact with a confirmed case of COVID-19 and has been instructed to self-isolate; or

- the child, or a member of the child's household, has received a positive diagnosis of COVID-19, regardless of whether or not they are exhibiting symptoms.

5. If a child is assessed by their family physician or nurse practitioner and it is determined that they do not have COVID-19, they may return to Parkside once the symptoms resolve.

7. If a child or employee, or a member of their household, has travelled outside of Canada, the child or employee will not be permitted to attend Parkside for at least 14 days from the date of their return to Canada unless they are double vaccinated and willing to show their vaccination card.

8. If a parent, caregiver or employee is unsure if they, or their child should self-isolate, they should utilize the BC Centre for Disease Control's Self-Assessment Tool , contact 8-1-1 or a family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases.

9. Parents, caregivers or employees seeking further information about COVID-19 should consult materials produced by the Ministry of Health, including information from the BC Centre for Disease Control.

Part 2: Protocols for a child or employee with symptoms of COVID-19 in a childcare setting

1. If a child develops 2 or more symptoms COVID-19 symptoms while at Parkside, the following steps must be followed:

- Identify a staff member to supervise the child.
- Staff should immediately separate the symptomatic child from others in a supervised area until they can go home.
- Staff should contact the child's parent or caregiver to pick them up immediately.
- Where possible, staff should maintain a distance of 2 metres from the symptomatic child. If this is not possible, the staff member must use a mask to cover their nose and mouth.
- Staff should provide the child with tissue, mask if 3-12 years old and support, as necessary, so that they can practice respiratory hygiene (e.g coughing into the elbow).
- Staff should open outside doors and windows to increase air circulation in the area.
- Staff should avoid touching the child's body fluids, or use gloves if needed.
- Once the child is picked up, the supervising staff member must wash their hands thoroughly and clean and disinfect the space where the child was separated, as well as any areas used by the child (e.g., bathroom, common areas).

2. If a staff member develops symptoms while at Parkside, they should go home immediately. If the staff member is unable to leave immediately, the following should occur:

a. The symptomatic staff member should immediately separate themselves from others at a distance of at least 2 meters; and b. The symptomatic staff member should use a mask to cover their mouth and practice good respiratory hygiene while they wait for a replacement or to be taken home.

3. Once the symptomatic staff member has departed, remaining staff must clean and disinfect the space where the staff member was separated, as well as any areas used by the staff member (e.g., bathroom, common areas).

4. After following these procedures, staff with additional or ongoing health and safety concerns should contact 8-1-1 or the local public health unit to seek further advice.

## **ILLNESS POLICY**

While we are sensitive to the stress that illness may cause families, we are not licensed to care for ill children. Families will need to keep their children home if the child:

- 1) Has a communicable disease.  
\*The child can return with a doctor's letter stating that the child is not contagious and that the doctor agrees to return to daycare.
- 2) Has a fever of 37.5 degrees C (99.5 F) or higher.  
\*The child may return after fever has been absent for 48 hours.
- 3) Has a contagious infection:  
\*The child can return with a doctor's letter stating that the child is not contagious and that the doctor agrees to return to daycare.
- 4) Has unexplained/undiagnosed rash, cough, etc.  
\* The child can return with a doctor's letter stating that the child is not contagious and that the doctor agrees to return to daycare. .
- 5) Is vomiting or has diarrhea.  
\*The child may return after symptoms have been absent for 24 hours.
- 6) Is not well enough to participate in the programs activities or is dis-regulated for longer than 20 mins ( crying and upset )  
\*The child can return when able to fully participate in all the days activities.
- 7) Has head lice.  
\* If head lice are detected, the parent/guardian will be asked to pick the child up immediately and may return to the centre when head lice are removed and treated.
- 8) Has a runny green nose or a runny nose that can not be managed  
\*If a child has a runny green nose, the child will be asked to stay home and may return when mucous returns clear in colour or when nose is manageable for child.
- 9) Starting new medication or antibiotics

Children are required to be on medication for at least 24 hours before returning to centre.

Families are asked to inform the staff if their child has a communicable disease so that other families and the community health department can be notified. The name of the child/parent/guardian will remain confidential. If a child becomes ill during the day, staff will attempt to contact the parent/guardian immediately. If unable to reach the parent/guardian, the staff will then contact the child's emergency pick up person. Staff will provide a quiet rest area and close supervision until the parent/guardian or emergency pick up person arrives at the centre.



## **MEDICAL EMERGENCY**

If a child becomes ill or injured while in the program, staff will quickly assess the situation to decide what action/attention is required. The following procedure is outlined below.

If first aid is required, staff will:

1. Acknowledge the child and his/her feelings
2. Provide the necessary first aid
3. Provide close supervision to ensure that the child does not require further first aid or medical attention
4. Call emergency personnel if further more advanced first aid is required and will stay with the child until the medical team arrives
5. Complete an incident report and process according to the child care regulations
6. Contact parent/guardian as soon as possible or inform them when they arrive to pick up their child (if less severe)
- 7.

If non-emergency medical attention is required, staff will:

1. Attend to child's needs while another staff member stays with the other children
2. Access the child's file for medical information and permission
3. Contact the parent/guardian, then the emergency contact if the parent/guardian is not available
4. Contact the child's doctor if the parent/guardian cannot be reached
5. If none of the above can be reached, continue on as if it were a medical emergency situation
6. Complete the incident report process according to child care regulations.

If emergency medical attention is required, a staff member will administer first aid until emergency health services arrive.\*\*Note – parents/guardians are responsible for the cost of ambulance transportation to the hospital if required for their child.

## **ADMINISTERING MEDICATIONS**

If the parent/guardian would like staff to administer prescription medications to their child they must complete the medication consent form with instructions on administering that particular medication. The form will include the name of the medication, how many doses, and the signature of the parents/guardian, as well as the date. The staff will record on that consent the date and time of administration of medication and will initial by the staff member who administered the medication. Medications must be brought in original containers and be handed directly to staff themselves in order to be locked up. Staff cannot give non-prescribed medications to any child, nor can any child medicate themselves. Children are required to be on medication for 24 hours before returning to the centre.

## ALLERGIES

It is extremely important that parents/guardians inform staff of any allergies related to food, pets, stings, and environment, etc. If a child has a reaction to a food, staff will ask all parents/guardians to refrain from bringing the particular food to the centre. Families will be informed of allergies and a list of the children with allergies and what type(s) will be posted at all times in each centre. If your child has an allergy a care plan must be completed before a child attends which is signed off by a medical practitioner.

## NUTRITION

Staff will:

- Create a relaxed atmosphere to enjoy meals and snacks
- Encourage children to try a variety of foods
- Be sensitive to children's individual food preferences, cultural preferences, and allergies/restrictions
- Be educated on proper food and handling procedures
- Provide sufficient time to eat
- Not force a child to eat

Families will:

- Provide a variety of healthy nutritious snacks and lunches and spill proof water bottle with fresh clean water
- Inform staff of any allergies or food restrictions
- Provide clean sanitary containers and cutlery each day
- Provide prepared food (eg: cut grapes length wise, appropriate serving sizes. The way the food is sent is how it will be served to the child. If your child prefers his/her apple peeled, for example, it is parent responsibility to prepare it beforehand. Food not prepared in a safe manner will not be served)
- Provide microwave safe, non-spill containers for all food and drink items

**\*Pre-packaged processed foods (eg: Kraft Dinner, Chef Boyardee, microwave meals, etc), sugary foods, candy, chips, etc will not be accepted at the centre. Inappropriate items will be sent home.**

## **REQUIRED ITEMS**

These items are required to have at the centre:

- Indoor non-marking running shoes ( no laces )
- Extra clothing ( socks, underwear, pants and shirt )
- Muddy buddies/ waterproof outfit
- Hat/Toque
- Diapers and cream\*
- Non Spray Sunscreen
- Bedding \*
- Sippy cup/bottle\*
- Healthy snacks and lunch
- Utensils needed for snack/lunch time
- Kleenex box
- Water bottle ( spill-proofs, non breakable )
- Appropriate foot wear and clothing to play outside ( see Active Play policy )

\*Required for Infant and Toddler Care only.

**All items must be clearly labeled with the child's name. The centre is not responsible for lost items.**

*Please do not bring personal items from home- toys, teddys etc*

## **EXCURSIONS AND FIELD TRIPS**

It is a part of the program to go on walking excursions within the immediate neighbourhood of the centre including the forest behind us.



## **PHOTOGRAPHS AND FILMING**

Staff will request permission to use photos, etc, of children for specific purposes (i.e.: picture frame gifts, etc). A permission form is available for signing during registration.

We also use Facebook as a way to document learning and share our day with you.

## **SCREEN POLICY**

Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time: Children under 2 should have no screen time and Children age 2 and over should watch less than 1 hour per week at child care. Screen time includes the use of television, videos, computers, and video games during care. Parkside understands that TV and other screen time can get in the way of playtime, physical activity, and interactions with others, which all contribute to learning and healthy physical/social development. Therefore, we will restrict screen time by adhering to the following guidelines:

We allow a maximum of 1 Movie or Educational screen ( i.e. smart table/ipad) per month to be used in the classrooms, for a length of no more than 2.5 hours of screen time in a month. All screens are not stored in the rooms where children 0-5 utilize, and will only be brought in for the above occasions. We allow zero screen time for children under the age of two. In ASC we have a computer that will be used in sessions of 15mins per child on rotation weekly, giving each child no more than 15min a day to use. ASC in summer may watch 2 movies per month if it coincides with their learning framework.

## **EMERGENCY SITUATIONS**

Safety is an ongoing part of the centre and staff receives earthquake preparedness training. Earthquake and fire drill evacuation procedures (approved by fire marshal) are posted in the centre and are practiced once a month, emergency drills quarterly .

## **CENTER CLOSURE**

In the case of a fire, extended power failure or heat failure, extreme weather condition or an evacuation due to the safety of the facility, the program may have to close. Staff will care for the children until parents/guardians/emergency contacts are able to pick up their child. We will not operate on days that the school district 79 calls for closure due to any cause. Please tune into the local radio station regarding school closures or check our Facebook page. If the centre closes for these reasons, no refunds will be given.

## **WITHDRAWAL OR CHANGE OF STATUS BY PARENTS/ GUARDIANS**

Parents/guardians are required to give **one full month written notice** if they plan to discontinue use of care or change the status of care (eg: full time to part time, part time to full time). They may also pay for one month's fees if written notice cannot be given for the discontinuing of care. Notice must be received prior to the first of the month.

## **TERMINATION OF SERVICES**

Termination of services may be required if:

- If a parent/guardian harasses, is disrespectful, argumentative or uses a raise voice towards staff or threatens abuse or commits a violent act towards a staff member, child, or other families involved in the program,
- Fees for services are not paid and suitable arrangements cannot be agreed upon, or
- The centre is unable to satisfactorily resolve an issue with the enrolling parent/guardian using the conflict resolution steps,
- If the child is no longer in custody of the enrolling parent/guardian,
- If there is chronic late pick ups,
- If a child's behaviour is severely disruptive or physically threatening to the well being and safety of other children and/or staff.
- If the rules and regulations set up in the Parent Handbook are not complied with.

## **FEES/SUBSIDY**

**Fees are due BEFORE the first of the month , your child CAN NOT attend until fees are paid in full. If fees are not completed by the 15<sup>th</sup> of the month your child's care will be terminated.** N.S.F. cheques must be repaid within one week, including a \$30 bank service charge. Cheques may not be accepted as payment if there are reoccurring issues regarding the cashing of personal cheques. Monthly receipts for cash/cheques will be given. Exact change/cash must be provided as the centre does not carry change. An official receipt for fees will also be issued annually. E transfers will be accepted as payment, please see management for details.

It is parent's responsibility to ensure that subsidy is up to date and to ensure that their fees are current and paid on time.

## **REFUND POLICY**

Your monthly fee ensures the holding and guarantee of your child's spot for the month, despite illness, family holidays, and "normal" closures (Christmas break, Stats, etc). The agreement signed during registration states that you will be responsible for the monthly fee. There will be no refunds or price adjustments.

## **STAFF**

All E.C.E. staff are qualified Early Childhood Educators or are in the process of obtaining their E.C.E. Staff may also have their Diverse Abilities specializations and/or Infant and Toddler specializations and further degrees that able them to be successful in the field of early learning and care. Staff members maintain a valid First Aid Certificate, current vaccinations/immunizations and are encouraged to be members of their professional association.

## **SUBSTITUTES**

Qualified substitutes are called in when regular staff are away in order to maintain the staff to child ratio required by the child care regulations.

## **STUDENTS**

We welcome the opportunity to participate in the practicum portion of the publicly funded training programs for Early Childhood Educators.

## **CHILD ABUSE**

The Child Family and Community Service Act states that all children in the Province of British Columbia "are entitled to be protected from abuse, neglect and harm or treatment of harm." The Act also states that any person who has reason to believe a child needs protection must promptly report the matter the Ministry of Children and Families. If parents/guardians have any questions, or would like more information, they are encouraged to talk to the staff.

## **COMMUNITY CARE LICENSING**

Community Care Licensing will hold one to two centre inspections annually to ensure that our safe, quality care is ongoing. We welcome community care licensing and work as a happy partnership to ensure all children's needs are being met. We at Parkside strive to meet and exceed these standards at all times.



### **ONE LAST NOTE**

Thank you for considering Parkside Academy for your child care needs. The staff will do their up most in order to provide a memorable and educational experience for your child and yourself. If you have any questions or comments, please do not hesitate to talk to a staff member. Also feel free to share any great learning experiences that we can pass onto our children and families. We hope you enjoy your time with us! Welcome!