

# Stepping Stones Children's Centre (Nakusp Child Care Society)

## Parent Policy Handbook



200 8<sup>th</sup> Ave - Box 285

Nakusp, BC V0G 1R0

Phone 265-4666 Fax 265-4737

Email: [nccs@nakusp.net](mailto:nccs@nakusp.net)

Website: [www.nakuspchildcare.com](http://www.nakuspchildcare.com)

Our mailing address is:

Stepping Stones Children's Centre

Box 285 Nakusp BC V0G 1R0

**WELCOME!!!!** Stepping Stones Children's centre is a non-profit organization that runs on Parent Fees. We serve the needs of all children in our inclusive setting, aged 2 ½ to 6 years old. The centre is staffed by qualified Early Childhood Educators. A maximum of 16 children can attend our licensed facility. Every child must be toilet trained, unless other arrangements have been made with the Centre Administrator.

**OUR PHILOSOPHY:**

The nurturing and guidance that children receive in their early developmental years impact their whole lives. The program that we offer, addresses all those needs and concerns involved in the care of your children. We strive to provide a safe, healthy and loving environment. This fosters the children's self-worth through play and age appropriate learning programs, we teach them self respect for others.

We provide a program which encourages the children's independence and curiosity and allow opportunity for optimum growth of each individual child.

Outside play is important for learning and we take full advantage of our outside play equipment and our beautiful community, to encourage creativity, co-operation, and sportsmanship in the children's physical play.

A young child's developmental growth depends on a safe, healthy, loving and caring environment and opportunities for stimulating play. We believe this is the right of every child and the responsibility of parents and caregivers.

As skilled Early Childhood Educators, we believe in strong, healthy families and promote open communication between you, the parents, and our daycare staff in the everyday care of your children. We encourage and appreciate your help and support, and invite your ideas and input that may enrich our programs. Occasionally we may ask you for help, be it your presence at a special function, to bring some odd articles from home, or to reinforce new skills that your child is learning at the center. Your co-operation is greatly appreciated.

Please remember our policies and procedures are designed with the safety and well-being of your child in mind. Read this package thoroughly and complete all necessary forms of the application package. Once all forms are complete, your child will be registered and accepted in our center. Should you have any questions concerning the operation of our center, or filling out the forms, please do not hesitate to ask.

**PARENT'S AGREEMENT TO ABIDE BY NAKUSP CHILD CARE SOCIETY'S POLICY**

Stepping Stones Children's Centre is run by Nakusp Childcare Society, a non-profit society; therefore, our Parent fees are based on the actual operating of the Centre. The Centre depends on each month's parent fees to pay its current expenses. If fees are not paid by the 15<sup>th</sup> of the month and arrangements have not otherwise been made, your child's space will not be held for the following month. Exceptions to this would be families applying for subsidy.

**SUBSIDY:** The Child Care Subsidy forms are now online. The Child Care Subsidy application forms are now available electronically to the public to download off of the internet. The website is: [www.mcf.gov.bc.ca/childcare/app\\_process.htm](http://www.mcf.gov.bc.ca/childcare/app_process.htm) or you can call 250-352-0407 if you need assistance. Late subsidy renewals will be charged a late fee of \$25.00 per child. It is your responsibility to make sure they are current and on time. Administrator is available for information on subsidies and is able to help if needed.

## FEES AND ATTENDANCE

Fees for Nakusp Child Care Society must be submitted in the form of ten post-dated checks at the time of registration, for 3 hour classes. These checks will be dated for the first day of each month the child is registered to attend. Drop-in fees are due on the date of attendance and must be paid by check or money order. Daycare clients will be invoiced prior to the 15<sup>th</sup> of the month, and paid by the end of the current month. Should you need an alternate payment arrangement, you must formally submit a request to the Nakusp Child Care Society Board at a monthly meeting. Receipts will be issued twice a year, once in December and once in June. Parents are encouraged to keep their receipts in a safe place until income tax time or risk the additional cost of \$5.00 for duplicates.

### FEES:

**Daycare:** A half day consists of 4 hours per day. (8:45 – 12:45 or 12:00 – 4:00). A full day consists of 7 hours per day. (8:45 am – 4:00 pm).

1 half day per week = \$ 28.00

1 full day per week = \$ 49.00

**Three hour classes:** Three hour program for morning or afternoon.

3 hours = \$21.00 Please see monthly fee schedule below.

**Parents registering more than one child will receive a 10% reduction on the additional child's/children's fee.**

### Monthly Fee Structure for 3 hour Classes

Months	Monday	Tuesday	Wednesday	Thursday	Friday
September	4 \$84.00	5 \$105.00	4 \$84.00	4 \$84.00	4 \$84.00
October	3 \$63.00	4 \$84.00	5 \$105.00	5 \$105.00	5 \$105.00
November	4 \$84.00	3 \$63.00	4 \$84.00	4 \$84.00	4 \$84.00
December	3 \$63.00	3 \$63.00	3 \$63.00	3 \$63.00	3 \$63.00
January	4 \$84.00	4 \$84.00	4 \$84.00	4 \$84.00	4 \$84.00
February	3 \$63.00	4 \$84.00	4 \$84.00	4 \$84.00	4 \$84.00
March	3 \$63.00	3 \$63.00	2 \$42.00	2 \$42.00	2 \$42.00
April	3 \$63.00	4 \$84.00	5 \$105.00	5 \$105.00	3 \$63.00
May	3 \$63.00	4 \$84.00	4 \$84.00	4 \$84.00	5 \$105.00
June	4 \$84.00	4 \$84.00	4 \$84.00	4 \$84.00	3 \$63.00

Daycare ½ day= \$28.00 for 4 hours    Full day=\$49.00 for 7 hours

**Society fee:**

A society fee of \$ 15.00 per year is charged to each family and must be included on the first post-dated check submitted.

**Refundable Deposit:** A refundable deposit of \$150.00 is required at registration day, and will be returned at Nakusp Childcare Society's agm.

**Fundraising fee:**

No fundraising fee required at this time.

**Drop-in fee:**

Drop-in will be charged by the hour at the rate of \$7.00 per hour for all programs.

**NSF Checks:**

There will be a \$25.00 banking charge levied by N.C.C.S. on all NSF checks.

**WITHDRAWAL:**

We require one month's notice for withdrawal from our centre. (This may be waived if the vacant position can be filled immediately.) Any remaining post-dated checks will be returned.

**SICK DAYS/VACATION DAYS:**

Monthly planned fees include vacations, sick time or unused days. A guaranteed space has been booked. **No make-ups or reimbursements will be provided for missed days.**

**GENERAL INFORMATION**

It is not acceptable to drop off your child (ren) from your vehicle and assume he/she completes the rest of the journey. You must accompany your child on arrival and departure. Also, help your child remove his/her coat, boots, etc. and deliver him/her to the staff. It is also the parent/guardians responsibility to supervise all siblings or other children in their care while on Stepping Stones' property.

Each child is to be signed in and out of the center on the form provided at the center. (IMPORTANT!) This is our record of attendance for the day and our roll call in case of an emergency.

We have an "open door" policy and you are welcome to visit any time, although we ask that you be especially quiet between 12:15 and 1:00 when the children are having quiet time.

Smoking is NOT permitted on Stepping Stones' property. There is no smoking allowed within the center or on the grounds. Thank you for modeling good health to our children.

**OUR DAY**

Our day at Stepping Stones will be flexible, based around the following schedule:

- Arrival, Free play and Group Clean up.
- Snack time and craft time
- Group time for sharing and singing, learning and story time. (circle time)
- Large Motor Play – Indoors or Out (Weather permitting)

We encourage parents to drop in anytime to see how your child is adjusting. If you feel your child will be extremely stressed at the prospect of your leaving him/her on that first visit, then by all means do stay to comfort them with this difficult period.

## HOURS

Morning	8:45 am to 11:45 am	Afternoons	1:00 pm to 4:00 pm
Half days	8:45 am to 12:45 pm	Full days	8:45 am to 4:00 pm

Parents or guardians will be charged \$ 0.50 per minute, after the stated pick up times. If late pickup cannot be avoided due to an emergency, please phone the centre and arrangements can be made.

## DAILY NEEDS

Children attending daycare will need to bring a nutritious lunch and two snacks, children attending morning/afternoon programs will need to bring a nutritious snack which includes something to drink. We discourage candy, pop and gum.

Please make sure that your child comes to the Centre dressed in comfortable, washable play clothes appropriate to the weather, and that he/she has sufficient warm outerwear (jacket, boots, snowsuit, etc.) to enable him/her to play outside for some part of the day. Outdoor play is an important part of the Centre's daily routine. To avoid mix ups, please label snack/lunch bags and frequently-removed garments such as jackets, boots, snowsuit, etc. We ask that personal toys be left at home to avoid friction among the children and/or possible loss, as staff cannot be responsible for these items. Your cooperation is appreciated.

## BIRTHDAYS, HOLIDAYS & SPECIAL OCCASIONS:

We will be happy to help your child celebrate a special occasion. If you wish to bring a birthday cake for your child's group or treats for Christmas, Valentine's etc, to help us celebrate, please do so. Talk to your child's caregiver to make these arrangements.

Our program has themes that celebrate the many holidays throughout the year. Let the caregiver know if you request that your child not participate in certain holidays and we will respect those wishes.

## ARRIVAL AND DEPARTURE:

The Centre opens at 8:45 am to 4:00pm for full day daycare children and from 8:45 am – 11:45 and 1:00 pm – 4:00 pm for 3hr sessions, for children. **A fee of \$0.50 per minute** will be billed after these pickup times. For your convenience, the administrator will be available to discuss any concerns.

Parents are responsible for signing children in on arrival, and out on departure. Please let staff know if someone other than yourself will be picking your child up, as we cannot allow children to leave with unauthorized persons. We cannot allow children to leave unescorted, nor with persons under 12 years of age.

**SAFETY:** *When arriving or departing, please shut the gate and lock. We need to keep our children safe.*

## ILLNESS

A child must be in good health to attend. Please advise us immediately of the diagnosis of a communicable disease. Should the centre become aware of the possible presence of a communicable disease at the center, we will attempt to notify other parents immediately.

Children who have fevers, diarrhea, vomiting, coughing or persistent nasal discharge due to colds or viruses, or any other contagious conditions are considered too ill to attend the Centre. Should any of these conditions develop while a child is attending, parents will be notified promptly that their children need to be taken home. Parents are required to sign a permission form for administration of prescription medication. No non-prescription drugs will be given.

**MEDICATION:**

Provincial regulations and/or our policies do not allow us to administer medication (prescription or non-prescription) without your or your physician's specific instructions. A form is available with the staff, or you are welcome to administer the medication yourself. The medication must be in its original package or container. We have a locked cupboard that it is kept in or is locked up in the fridge in a container if necessary.

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**SUSPENSION OF SERVICES:**

Suspension of services may occur if the child's behavior is severely disruptive or physically threatening to the well being and safety of other children or staff and if additional supports to accommodate the child are not available or have been accessed, but have not been successful.

**COMMUNICATION:**

Parents are welcome to drop in at anytime to the center. Please feel free to visit and observe our program, to ask questions, make comments and suggestions, and to voice your concerns. Your input plays a vital role in helping us to serve you and your children better. We look forward to working with you.

**ABUSE/NEGLECT:**

Under the Child, Family and Community Services Act, all individuals including child care professionals have a legal duty to report child abuse or neglect. If staff has reason to believe that a child has been or is likely to be abused or neglected, we will report to the Ministry Staff first, then the parents. Written documentation will always be in place.

If a parent suspects abuse or neglect within the Centre they may report to the centre's Director who will then report it to the Licensing Officer and/or call the Licensing Officer directly. The contact # for our Licensing Officer for the Nakusp area is 250-505-7231.

**PICKUP OF CHILDREN & EMERGENCES**

If someone other than yourself is picking up your child, please give us a note or phone us with the name and description of the person and the expected time of pickup. A staff person that does not recognize the pickup person is required to check id, prior to releasing the child to them. Make sure your pickup person is aware of this fact.

If you have an emergency and must have someone else pickup your child, call the center with a name and description as stated previously, and again make them aware they will be required to show their id.

No child is to leave the center with an adult whom the staff person believes to be under the influence of drugs or alcohol. If, in our opinion, they are placing a child at risk they will be reported to the RCMP.

**DISCIPLINE POLICY**

We model relationships based on respect for the child and each other. We encourage children to make appropriate choices and decisions and to take responsibility for their behavior and accept the appropriate consequences of their actions.

Limits and expected behaviors are clearly defined so that each child understands what is expected of them. We try to anticipate and prevent inappropriate behavior by recognizing the child's triggers and actively re-direct, distract, offer choices and separate a child if necessary to deal with the issue. The children are encouraged to verbalize their feelings and talk their way through to finding a solution to any given situation in a positive way.

The children's positive behaviors and actions are continually reinforced and rewarded to encourage their self-worth and self-image. When an issue arises and results in inappropriate behavior, it is dealt with calmly and quietly. We make sure the child or children have time to cool down, and then we discuss what happened, what other choices could have been made and what will happen the next time the same situation comes up. Consequences are enforced if the situation deems it. Parents are notified if the situation is serious and may require further action on their part.

Physical restraint will only ever be used on a child as a last resort, and only if the child, or someone else is in physical danger.

### **Behavior Management Policy:**

We believe that the goals of behavior management in the early years are to:

- Help children develop positive pro-social skills;
- Support children in expressing their feelings while helping them to be sensitive to the needs and feelings of others;
- Encourage children to take responsibility for their actions and to realize that there are consequences for inappropriate behavior; and
- Help children begin to take an active role in monitoring and reflecting their own behavior.

### **Our guidelines and expectations are that:**

- We expect all adults to work together to respect the rights and dignity of others to ensure a harmonious, safe, and caring environment for everyone.
- We recognize and support different ways to encouraging children to become responsible and caring people, problem solvers and independent thinkers.
- Child guidance is effective when used consistently at a developmentally appropriate level.
- Role modeling, highlighting positive behavior, and working collaboratively with parents are vital elements for any behavior management approach.
- Communication with parents is key, both for problem solving, and to recognize achievements.
- In guiding children we must think of their safety, their physical and their emotional well being.
- A variety of behavior management approaches can be used to effectively support diverse values that are important to families.
- When challenging behavior arises for a child consistently a referral will be made to the Supported Child Development Program with parent's consent.

### **Hierarchy of Consequences:**

Every Child's behavior will be considered individually, with fairness and flexibility, so that the best opportunities are presented to meet the child's needs.

1. Any behavior that has potential to cause harm to other children or the child himself must be handled immediately.
2. The child will be guided to understand their feelings and the feelings of others and strategies on how to cope with what they are experiencing.
3. Parents/Guardians may be called to share a concern and help develop and implement a home/program strategy to deal with the child's challenging behavior.

4. If a child requires additional support to assist with their behaviors a referral will be made with parent's consent to the Supported Child Development Program.

**Recommended steps when dealing with inappropriate behavior:**

- When a parent is present, staff members will facilitate parent involvement by role modeling appropriate behavior management strategies.
- Remove the child from the situation when speaking with her (e.g. take one step back with the child.)
- When the situation has calmed down, then you get down to the child's level so that she is not looking up at you.
- Try to achieve eye contact with the child, but do not force the child to comply (there may be a cultural issue.)
- Speak in a calm, clear manner. Be firm but polite.
- Use child appropriate expressions that reveal that you are concerned and supportive.
- Explain specifically what it is that the child is doing that is not safe.
- Explain why the behavior is not safe. Let the child know what he can do instead.
- In order for the child to reduce their challenging behaviors staff will re-direct, offer choices or suggest alternatives.
- Always comment on the behavior rather than the child.
- Guide the child to problem solve. Provide the child with an opportunity to communicate his feelings. Allow children time to problem solve on their own. Provide an opportunity for the child to suggest solutions that all children involved can agree on.
- Use positive reinforcement as often as possible.
- If the behavior persists explain to the child the consequences of the behavior. When doing this, always use natural and logical consequences that are related to the situation or the behavior and ones the child will understand.
- If you set a consequence, follow through with it.
- Be consistent and always follow through. Provide the child with clear expectations.
- Avoid power struggles with the child.

We follow the guidelines as set out in **Guidance and Discipline with Young Children** by the Province of BC, Ministry of Health Provincial Child Care Facilities Licensing Board.

**Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. Biting for children over 30 months of age is considered unusual behavior. If a child does bite someone at the centre a care plan will need to be created by staff and parents to ensure the safety of all the children. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions that staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "Ow! Biting hurts! Teeth are for biting food not our friends."
- Staff will stay calm and will not overreact.



- The bitten child will be comforted.
- Staff will remove the biter from the situation, and redirect them to another activity with supervision.
- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken under Procedures for Incidents Involving Blood Exposure.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). Note: If bite requires medical treatment, or an unusual behavior, a copy of the incident report must be submitted within 24 hours after the incident. See Child Care Licensing Regulation (CCLR) 55 (a) Notification of illness or injury.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.

When a bite or injury occurring in the daycare setting involves a break in the skin and potential blood exposure, the Center will follow the guidelines below:

The following steps should be taken:

- Assess the bitten area and clean with soap and water.
- Check both children's immunization records and determine if they are up to date on the tetanus (DTaP) and Hepatitis B vaccines.
- Notify the parents of both children immediately
- File an incident report as outlined above.

**NOTE:** THESE POLICIES AND PROCEDURES ARE SUBJECT TO PERIODIC REVISION & UPDATES – WATCH INFORMATION IN YOUR POUCHES, OR NOTICES ON THE DOOR.