The Child Development Centre
Early Learning Program
Family Handbook
2017 - 2018

“Building the best foundation for our children’s future.”
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Letter</td>
<td>1</td>
</tr>
<tr>
<td>Overarching Philosophy</td>
<td>1</td>
</tr>
<tr>
<td>Early Learning Program Goals</td>
<td>2</td>
</tr>
<tr>
<td>Social Emotional Skill Development</td>
<td>2</td>
</tr>
<tr>
<td>Hours of Operation/Closure/Closure due to Fire/Evacuation</td>
<td>3</td>
</tr>
<tr>
<td>Our Daily Schedule-Mail Bags</td>
<td>3</td>
</tr>
<tr>
<td>ELP Celebrations and Traditions</td>
<td>4</td>
</tr>
<tr>
<td>Classroom Job</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>4-5</td>
</tr>
<tr>
<td>ELP Fees/Payment of fees/Subsidy/Withdrawing from the program/Late fees</td>
<td>5</td>
</tr>
<tr>
<td>Dropping off/Releasing Children</td>
<td>6-7</td>
</tr>
<tr>
<td>ELP Registration for families currently enrolled in ELP</td>
<td>7</td>
</tr>
<tr>
<td>Custody and Access</td>
<td>7</td>
</tr>
<tr>
<td>Visitors at the Centre</td>
<td>7</td>
</tr>
<tr>
<td>Suspect Child Abuse</td>
<td>8-9</td>
</tr>
<tr>
<td>Guidance</td>
<td>7-8</td>
</tr>
<tr>
<td>Toiletting</td>
<td>8-9</td>
</tr>
<tr>
<td>Clothing/Footwear</td>
<td>9-10</td>
</tr>
<tr>
<td>Outdoor Play/Sun Safety/During Colder Weather/Gym Time</td>
<td>9-10</td>
</tr>
<tr>
<td>Licensing Standard of Practice Active Play</td>
<td>10</td>
</tr>
<tr>
<td>Hi Mamma Software Program</td>
<td>10</td>
</tr>
<tr>
<td>Wellness and Illness</td>
<td>11</td>
</tr>
<tr>
<td>Medical Emergencies and Incidents/Accidents/Biting</td>
<td>12-13</td>
</tr>
<tr>
<td>Administering Medication/Alert Forms/Immunization records</td>
<td>13</td>
</tr>
<tr>
<td>Health and Nutrition-snacks/Lunches</td>
<td>13</td>
</tr>
<tr>
<td>Volunteers/Students in ELP</td>
<td>14</td>
</tr>
<tr>
<td>Field Trips and Short Excursions and Visitors to the Centre</td>
<td>14</td>
</tr>
<tr>
<td>Family Crisis/Changes/Emergency Drills/ Evacuation Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Permission to Photograph/Video Tape</td>
<td>14</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>14</td>
</tr>
<tr>
<td>Smoking</td>
<td>14</td>
</tr>
<tr>
<td>Complaint / Conflict Resolution</td>
<td>14-15</td>
</tr>
<tr>
<td>Other Services Offered by Early Learning Program/Centre</td>
<td>15</td>
</tr>
</tbody>
</table>
Welcome to the Child Development Centre Early Learning Program!

We are looking forward to your child/ren attending our program. We are excited to be implementing a play based program in which the most important learning goals are for children to get along well with others and become enthusiastic learners. We will guide children so they can build self-confidence, self-control, independence and learn kindness and respect for others. We're teaching them How to learn, not just in preschool, but all through their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas.

We seek to accomplish the goals of our program and give your child a successful start in school, through the activities we plan, the way we organize the classroom, select toys and material, plan the daily schedule, and talk/interact with children.

You will find that the Early Learning Program will be a structured learning environment that will allow for enriched experiences. As parents and caregivers, you will be provided with two opportunities per year to formally meet with ELP staff, where will share your child's portfolio (work samplings and photos of them in action in the classroom). These will be provided in months five (January) and ten (June) of the program. Child-Parent/Teacher conferences will be held February 1 & 2 2018 and June 26 & 27, 2018. Please note there will not be regular classes on these days.

Each classroom will have one Early Learning Program Teacher and one Early Learning Program Assistant. One of the ELP teachers will be a working supervisor. There will be Supported Child Development Workers who will be assisting children in the classroom for an inclusive environment.

Overarching Philosophy
The Early Learning Program is a play based environment where children gain skills in all developmental domains such as social /emotional, language, cognition, gross and fine motor through open ended play, healthy relationships with teachers and peer interactions. Our program teaches children foundational skills for literacy and mathematics (numeracy) in a fun and developmentally appropriate manner. Children also develop capacity in relationship building, problem solving in an environment that is safe and accepting. Children have opportunities to explore, build, create, draw, take things apart and do things for themselves. We support exploration of nature and believe that outdoor play is a cornerstone for children developing skills such as critical thinking, self-regulation and collaboration. The ELP fosters a learning environment where all children of all abilities have the opportunity to grow and develop in a fully integrated and inclusive classroom. We strive to incorporate the following values into all aspects of our program:

Team work
Communication
Family
Loyalty /Dependability
Trust /Honesty/Integrity/Openness/Patience
Early Learning Program Goals
We have identified goals in four areas of development.

1. **Social Emotional:** to help children develop independence, self-confidence and self-control, follow rules and routines, make friends and learn what it means to be part of the group.

2. **Physical:** to increase children's large muscle skills, balancing, running, jumping, throwing and catching and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing and writing.

3. **Cognitive:** to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically - sorting, classifying, comparing, counting and making patterns and to use materials and their imagination to show what they have learned.

4. **Language:** to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words and begin writing for a purpose.

The time, environment, and classroom dynamics in which your child will be participating in the Early Learning Program has the following highlights:

- Cooking: Children and staff will cook their snack biweekly. Occasionally families may be asked to contribute to our snack by bringing in a piece of fruit or vegetable.
- The physical space of the classroom will be organized into the following interest areas: These interest areas plus the outdoor space offer multiple opportunities for children to explore, discover, and learn. Interest areas provide a setting for children to learn academic content and apply skills.

![Interest Areas](image)

Blocks
Dramatic Play
Toys and Games
Music and Movement/Group Meeting Area
Library /Quiet Discovery Sand and Water Art

**Social Emotional Skill Development:**
The Early Learning Program will be implementing the following:

- “Tucker the Turtle” - resources can be found at [www.vanderbilt.edu/csefel](http://www.vanderbilt.edu/csefel)
- “Bucket Fillers” by Carol McCloud [www.bucketfillers101.com](http://www.bucketfillers101.com)

These strategies will enable children to develop their social emotional skills by using various problem-solving strategies. Please speak to the ELP staff for specific information or copies of the above “booklets”.
EARLY LEARNING PROGRAM HOURS
The hours of the Early Learning Program are:

Sunflower room with Jennifer Cox ELP Teacher and Mindy Dyck ELP Assistant.
Telephone extension: 242
   Monday, Wednesday, and Friday 8:45 – 11:45AM and 12:45 - 3:45 PM
   Tuesday and Thursday 8:45 – 11:45AM and 12:45 – 3:45 PM

Rainbow room with Harman Atwal (Mornings) & Cindy Singer (Afternoons) ELP Teacher and
Myla Calverley Assistant.
Telephone extension: 235
   Monday, Wednesday, and Friday 8:30 – 11:30 AM and 12:30 – 3:30PM
   Tuesday and Thursday 8:30 – 11:30 AM and 12:30 - 3:30PM

EARLY LEARNING PROGRAM CLOSED
The Early Learning Program follows School District No. 60 (Peace River North) Calendar for all
statutory holidays, winter vacation, and one week of spring break. We DO NOT follow the
same non-instructional days. If the Centre is going to be closed for any reason we will try to
give ample notice (please watch for signs on the doors). ELP may be closed for a maximum of
4 ELP staff Professional Development days. Please refer to ELP calendar for specific dates.
Please not ELP closures are a part of your monthly fee, Fees are prorated monthly on a 10
month program.

Closure due to Fire/Evacuation In case of fire, extended power, water or heat failure, extreme
weather conditions or an evacuation due to the health and safety of the facility, the Centre may have to
close. Staff will care for children until families / emergency contacts have picked them up. Evacuation
procedures are on page 15

Our Dailey Schedule
Each Early Learning Program classroom will develop their daily schedule, please refer to the visual
calendar in the classroom. The schedule is flexible as we follow the children’s lead and outside
play is based on weather conditions.

MAIL BAGS
CDC Bags will be used as a mail bag for storage of children’s art activities, notes etc. Mail Carts
will be stored by the classroom cubbies at the beginning and end of each session. During the
session the mail cart will be inside the classroom. Staff will assist Children when they are putting
their “work” in their mail bags. We ask that you assist your child to check their mail bag at the end
of each session, then remove it from the hook and place their mail bag in the bin on the cart. If
needed, families may purchase a replacement mail bag for $5.00.
ELP Celebrations and Traditions:

Celebrations: Throughout the year there will be materials available at the craft table for children to create cards & gifts for family and friends. ELP staff will plan specific activities for children to make gifts for: Christmas, Mothers & Father’s Day! Children are welcome to bring in Valentines for all of their classmates at Valentines.

Traditions: ELP has created some of their own traditions; throughout the year we will have Costume, Hat, Pajama, Wacky Hair and Show & Tell days. Family members are invited to visit and participate in an Open House the last 45 minutes of class time during National Child’s day (November) and Family day (February). Family open house, visit with Santa December 6th 2017, 5:00-7:30.

Classroom Jobs
Throughout the year we will be implementing a system for Classroom Jobs. Because the classroom belongs to everyone, taking care of it is a shared responsibility. Everyone has jobs. Some jobs are a part of our daily routine: cleaning up during choice time, putting away personal belongings and cleaning up after snack. Other classroom jobs: song selector, nursery rhyme selector, helping with attendance or the countdown train are jobs that can be rotated and shared by everyone in the room. By having children care for their space they will learn to be responsible. They will also become competent and organized. Children will have a job for two weeks at a time. Please feel free to come into the classroom and look at our job chart with your child as each classroom will be establishing their own jobs/system.

Communication
The Child Development Centre values professionalism and positive communication, Playcare / ELP staff are expected to communicate with parent/guardians accordingly. In return Playcare/ELP expects that parents and guardians will communicate with our employees in a manner that also reflects professionalism and positive communication. We will not tolerate yelling, swearing, or any other behavior that is discriminatory or profound.

Early Learning Program Staff will communicate with parents/guardians in a variety of ways (face to face conversations, Hi Mamma software program, newsletters, sign/poster in the entrance, email, telephone and faxes). Early Learning Program staff generally communicates with parents/guardians face to face when you are dropping off and picking up your child/ren. This allows staff to keep you informed of your child’s progress, accomplishments, dislikes, difficulties, and behavioral challenges. Staff may identify that they have concerns regarding your child’s development, their safety and/or the safety of their classmates by:

- Requesting a meeting to share their observations/concerns regarding your child. These meetings will be scheduled at a time that is convenient for the parent/guardian and they will be held in the ELP office. Staff will ask parents/guardians to make childcare arrangements for their ELP child while they meet.

- Request and obtain written permission to observe and document observations of the child/ren during preschool. This written observation will be shared with the parent/guardian.

- Recommend referrals to other services (Speech, Occupational and Physiotherapy)

- Request and obtain written permission to have the Supported Child Development Consultant come and observe your child in the classroom. The SCDP consultant will make recommendations to both the parent(s) and Early Learning Program Staff. Please note at times children may present challenging behaviors that are harmful to themselves or others and they may require a support worker
to accompany them during the daily routine / activities. Parents may be asked to withdraw their child until such supports are put in place.

FEES
There is a $30 non-refundable registration fee. Fees are charged monthly and they are pro-rated for the year based on the yearly number of sessions. Monthly fees are: 2 days a week - $130.00 and three days a week - $190.00.

Subsidy: Some families are eligible for subsidy from Ministry of Children and Family Development to assist with monthly fees. Information about the application process will be provided upon request. It is the responsibility of the family to pay the monthly fees to the CDC while they are awaiting approval of the subsidy application.

LATE FEES: Please be punctual when picking up your child/ren. A late fee of $10 will be charged after the first warning. Late fee forms will be completed by ELP Staff, and the person picking up will be asked to sign the form. Fees may be paid at that time or will be invoiced. ELP Staff go by the time/clock at the Centre.

PAYMENT OF FEES
All monthly fees are due by the 1st of each month. Your first monthly invoice will be paper, it will be sent home with your child. Invoices thereafter will be sent electronically to all families who request a copy and have submitted their email address. Upon receipt of payment a “paid” copy will be printed for your records at your request.

Families are more than welcome to leave post-dated cheques or fill out a form for pre-authorized credit card payments if this is more convenient. Interac, VISA and MasterCard are available to make payments. Please keep all receipts in case of account discrepancies – receipts will be required to show proof of payment.
A cheque returned by the bank (for any reason) will be treated as a non-payment. A $20.00 administration fee will be charged. Special arrangements for parents with financial difficulties may be made with the Early Learning Program Supervisor / Financial Manager in advance of the payment date.
If your bill is not paid:
1. You will be given a reminder
2. A letter will go home from the Financial Manager with a deadline of payment date.
3. Your child’s space will be offered to a child on the waitlist
The process for Non-Payment of fees is strictly enforced.

WITHDRAWING FROM EARLY LEARNING PROGRAM
One month’s written notice must be given when withdrawing your child/ren from the Early Learning Program or you may choose to pay one month’s ELP fees in lieu of notice. If your child is absent for a period of two (2) weeks and we are not informed of the reason, their space will be offered to another child on the waitlist. Families will complete the withdrawal from services form.

DROPPING OFF CHILDREN
When dropping off children at ELP, the adult dropping off the child/ren will be asked to SIGN IN the child/ren. Sign in/out forms located on top of the cubbies. The adult dropping off the child/ren will complete the sign in /out form by adding their name and the time they have dropped the child off. Please bring your child right into the building and stay with them until our staff opens the classroom door.

Please do not leave your child/ren unattended in the entrance.
Early Learning Program staff recognizes that it is sometimes difficult to say goodbye when dropping off your child/children especially when they are upset. Parents/guardians are welcome to accompany their child into the class and get them settled. We have found it best to say goodbye before leaving. **Parents are welcome to phone the staff to check on their child or you are more than welcome to wait in the reception area and periodically look through the window to observe how your child is settling into the class.** We recognize that this plan may not work for all children and families please feel free to discuss an alternate plan with the teachers.

**Due to licensing regulations, children who are not enrolled in the Early Learning Program must be accompanied by an adult at all times.**

**Releasing children**
Children will only be released to an “authorized adult” as per the admission form. Staff will not release a child prior to confirming that their name is on the “authorization to release” portion of the child’s admission form. Parents / Guardians may add / remove names at any time by using ink and:

- Drawing a line through the name & contact information they are removing
- Adding the next name and contact information (if there is no space left, an additional consent form for “authorization to release child from the Centre” will be completed)
- All forms will be completed, signed and dated by the parent or guardian.

**When a staff does not know the person picking up they will:**

- Ask for photo ID to confirm the adult’s identification.
- The Adult picking up the child will complete the sign in/out form with the designated staff.
- The staff member and adult will print their name and the time of pick up on the form.

**Staff will not release a child/ren when:**

- When staff suspect the person picking up the child is under the influence of any substance or if they suspect/feel the child will be in danger
- The ELP/Playcare staff will use their observation skills to make this tough decision; staff will have a conversation with the person away from the child/ren’s hearing range and in private.
- Offer to call someone to pick them and the child up or keep the child if they choose to leave
- If the authorized adult insists on driving, he/she will be informed that by doing so would be breaking the law. The police will be called immediately.
- If “authorized person” leaves the child with ELP/Playcare staff, they will call the other parent/guardian first then the other people on emergency contact list.

**ELP Registration for families currently enrolled in ELP:**
Families with children currently enrolled in ELP are eligible to register for the upcoming year’s preschool sessions. Registration will take place the **first two weeks of April. Families will be notified via the monthly ELP newsletter, as well as posters by the ELP entrance.**

**The first day of registration takes place in the gym from 9-12.** After this time, registration is accepted at reception (during regular reception hours 9:00 - 1:00 and 1:30 -4:30) if:

a) Your child is returning in September (children who currently are attending the CDC Early Learning Program and will be turning 4 by December 31) or
b) You have another child in your family who will be registered for September.

c) All children with typical or special needs must be turning 3 years old by December 31 of this year to be eligible for the September registration. Admission and consent forms will be completed at the time of registration.
Please note the CDC has a Delayed Kindergarten Entry process for children who require extra support or therapy services. Please speak to the ELP supervisor for more information. Children who will be turning 5 by December 31 and are eligible for kindergarten must follow the above procedures in order to determine eligibility.

We must have your child's care card number, a copy of their immunization record and payment of the non-refundable $30.00 registration fee in order to complete the registration process. Please note: we will transfer the care card # and immunization record and admission forms for 3 year old children currently enrolled in ELP.

**Families are asked to provide a first and second choice of days/times when registering as registration is on a first come first serve basis – it is not based on your child's current enrollment.**

Letters confirming your child's registration will be emailed out Mid – August.

**Custody and Access**

If parents live separately, CDC ELP expects that the information provided by the enrolling parent is accurate. Without a custody agreement or court order on file at the Centre, staff cannot deny access to the non-enrolling parent.

If a family has a custody agreement or court order, a copy must be provided and placed in the child's file.

When both parents have access, it means you both have signing authority on the admission and consent forms, when it comes to authorizing people to pick up from the Centre or who staff can release information to about your child's day. We will follow what both of you have authorized us to do. It is the parent's responsibility to agree on the information presented on the authorization forms.

**Visitors at the Centre**

As the safety and security of children, families and staff is critical, visitors need permission from the Early Learning Program Supervisor prior to visiting the classrooms. Community resources/partners and immediate family members of children enrolled are welcome to visit, however, arrangements must be made in advance with the staff.

**Suspected Child Abuse**

The Child, Family and Community Service Act state that all children in the Province of B.C. 'are entitled to be protected from abuse, neglect and harm or threat of harm'. The Act also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families. Playcare / Early Learning Program Staff follows the Centre's policies and procedures when making a report. If you have any questions, or would like more information, we invite you to talk to the Early Learning Program Supervisor.

**Apprehension By The Ministry For Children And Families**

The Child, Family and Community Services Act define when a child is in need of protection. Decisions related as to when, how, and where the Ministry for Children and Families can apprehend a child rests solely with the Ministry. If and when a Social Worker from the Ministry for Children and Families intends to apprehend a child at the child care Centre, the senior staff person on duty will be responsible for responding to the situation. Prior to the child being removed, the Centre staff member will verify with a Ministry supervisor that the social worker is authorized to apprehend the child. It is the responsibility of the Ministry to make all reasonable efforts to notify the family of the apprehension.

**Guidance**

We respect and value each child as an individual and understand that their behavior is influenced by their age, temperament, family, culture, environment and adults who care for them. Each child will be encouraged and supported to develop positive relationships and learn social skills. Our goal is to provide a safe and healthy learning environment in which each child can feel secure.
Families can expect the staff to:
Promote Strategies and Techniques outlined in the booklet "Guiding Children’s Behavior" that reinforce requirements in the COMMUNITY CARE AND ASSISTED LIVING ACT / CHILD CARE LICENSING REGULATIONS.
- Model appropriate, respectful behavior at all times
- Promote the development of positive social skills including self-esteem and self-control
- Encourage children to understand and follow simple rules
- Supervise the children at all times.

Staff will strive to:
- Establish clear, consistent and simple expectations
- Acknowledge children’s feelings
- Offer choices that are developmentally appropriate
- Demonstrate respectful affection and caring to each child
- Give verbal direction and redirection as the main way of guiding children

We encourage families to ask about guidance and discipline methods as any questions arise. We are committed to working with families and to enhancing knowledge of child development and approaches to child-rearing practices.

No corporal punishment or any form of verbal degradation shall be used by any person or employee in the Child Development Centre.
While we strive to create a positive environment and minimize challenging behavior, there will inevitably be occurrences of inappropriate behaviors, as per the guiding children's behavior booklet staff may use one of the following three intervention strategies.

1. Redirection
This strategy enables children to recognize their own emotions and behaviors and to redirect themselves away from an over stimulating situation, activity or location before inappropriate behaviors occur or escalate. When children are guided to develop impulse control and redirect themselves to an area that helps them to "feel better", they are able to interact cooperatively again in shared settings. Self-directed environments should be anywhere that a child can begin to "feel good" again.

2. Time Away
Time away can show children that being redirected from an over stimulating environment to a more calming area allows them to manage their own behaviors before inappropriate behaviors occur or escalate. The intent of time away is to provide children with opportunities to develop self-direction and to become aware of when they are becoming anxious or agitated. Unpredictable behaviors occur when children feel powerless and out of control.
When children have determined where they would like to spend time to "feel better" and to regain control of their emotional and physical state, invite them to determine when they are ready to participate in activities with the group again - time in. Children learn self-control when they feel encouraged, when they feel they belong and feel valued, and when they feel they have power in their lives.

3. Holding
Holding will only be used for safety reasons and a behavior plan needs to be in place. Where a child's loss of control and the ability to reason causes him/her to become a safety hazard to his/her self or others, a staff may assist the child in re-establishing control through this technique as a last resort. The intent of this strategy is to soothe the child and to keep them and others safe until self-control is regained.

Staff will discuss the challenging behavior with the parent or guardian. After staff has discussed concerns with the parent / guardian they will document. An individual program may be developed to help reduce the frequency of the inappropriate / challenging behavior.

TOILETING
ELP staff will provide constant supervision while children are toileting. Children will be changed or reminded about toileting once in the 3 hour session. The Sunflower room has a bathroom located in the classroom. Children in the Rainbow room will use the bathrooms by the reception area. A CDC staff member will accompany the children to / from the classroom to the bathrooms. A CDC staff member will bring children inside from playground for toileting.
As toileting of young children involves close adult-child contact, each child will have a designated staff member whenever possible to assist them with toileting. Staff will involve the child by encouraging him/her to help out as much as possible.

Staff will:
- follow the toileting procedures posted in the washrooms
- wash their hands and encourage/assist children to wash their hands
- encourage and assist children to undress and dress themselves as they are able
- decide with the family when, and if, a child is physically and emotionally ready to start to learn to use the toilet
- be patient, supportive and understanding during this learning process
- be respectful of the child’s needs

If your child is prone to having toileting accidents or is not yet toilet trained, diapers/pull ups must be provided. Please label all of your children’s belonging with first initial and last name, e.g. “G.Smith”. ELP staff are not responsible for personal items that are lost / left at the Centre (shoes, boots, and outerwear).

PLEASE PROVIDE A BACK PACK OR CLOTH BAG TO STORE CLOTHING (plastic bags cannot be left in a child’s cubby). Each child will be designated a “cubby” (coat locker) where they can hang their personal belongings while at preschool. Cubbies are shared with children who attend alternate class times. Back Packs must go home at the end of each session.

Clothing/Footwear

Our activities are messy and accidents happen, please send your child/ren in comfortable play clothes. PLEASE PROVIDE A BACK PACK OR CLOTH BAG TO STORE CLOTHING.

We ask that at least two complete outfits of clothing, including socks be supplied on a daily basis; when clothing is soiled staff will place it in a Ziploc bag in your child’s back pack.

Everyone in the Centre is expected to have indoor shoes (preferably with a rubber sole, a non-marking sole is best)

Appropriate outdoor clothing at all times, including splash pants, boots, coat, etc. We will play outside twice a day weather permitting. Generally we follow the guideline of a minimum of 20 minutes up to a maximum of 45 minutes; at times we may extend our outside play to hour.

Please label all of your children’s belonging with first initial and last name, e.g. “G.Smith”.

ELP staff is not responsible for personal items that are lost / left at the Centre (shoes, boots, and outerwear) after hours. We will do our best to keep your entire child’s personal belongings in their cubby. When clothes are not labeled we take the children’s word when sorting out “what belongs to whom”.

Outdoor Play & Sun Safety
During the warm weather Spring / Summer (May to September)

Children will be spending time outdoors enjoying the fresh air and sunshine. We play outside in the rain (as long as there is no thunder / lightening or a down pour). If we are outside and we hear thunder everyone will come inside immediately, we will return outside ½ hour after hearing the last sound of thunder.

In order to protect the children from an over exposure to the sun we are recommending the following precautions:

- A sun hat
- A light, loose fitting shirt
- Sunscreen that is at least 30 SPF (refer to Sunscreen consent forms for specific details)
- Staff will limit the outside time between the hours of 11:00 AM to 4:00 PM to a maximum of 30 minutes at a time when the UV index is between High and Extreme.
During the colder weather Fall/Winter (October to April)
During the winter months we will play outside with temperatures as low as –20 (including wind chill)
In order to protect the children from the cold/wetness we are recommending the following precautions:
- Water proof mittens
- Winter boots
- Hats that cover their ears fully or a balaclava
- Winter clothing i.e. warm jacket and snow pants

Gymüb
When it is too cold to be outside we will have gym time.

Starting Monday October 16th all of the classrooms will start outside, please meet staff in the playgrounds. We will post a sign/photo on the classroom bulletin boards as to which playground we are playing in for the month.

Licensing Standard of Practice Active Play

What is Active Play?
Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children’s heart rate and may make them ‘huff and puff’ such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position and crawling/walking.

Why is active play important?
Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children’s confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

Playcare and Early Learning Program staff will implement our Active Play Policies on a daily basis. Active Play policy is posted on the parent board.

Screen Time
We feel that in today’s world, managing screen time is an ongoing challenge that is a responsibility of the families.
As per the Licensing Standard of Practice Active Play #5. All licensed child care programs must limit screen time (TV, computer, electronic games) to 30 minutes or less a day.

- Programs where children are in attendance for 3 hours or less should not include screen time activities into the daily routine.
- Screen time is not offered to children under two years of age.

Early Learning Programs have chosen to be screen time free. We ask that Staff and Families respect our “No cell phones” in our program. One designated staff will carry a cell phone when they are away from the Centre to be used in case of emergencies.

Implementation of Hi Mamma Software Program
Early Learning Programs will be using “Hi Mamma” to provide photos of your child “in action” in the classroom every two weeks. This will replace the printing off of portfolio photos for the child/parent teacher conference. Please note ELP staff will be utilizing part of the software program at this time. We will also be sharing portfolio photos via Hi Mamma which you can chose to download. Early Learning Program families please note we will no longer be creating a folder of photos on our computer to share with families during conferences.
Families will also be able to access other program information such as menu plans, lesson plans.
Once families have submitted their “consent to participate in Hi Mamma” they will be enrolled in the program.
- ELP staff may be using IPads and or Tablets to share information/photos/updated
- Early Learning Program staff will use a camera to take photos of the children “in action” and will post a photo on “Hi Mamma” once every two weeks.
The use of “Hi Mamma” will not take away from our staff being fully engaged with the children. All staff will have designated time for inputting information in the office or designated space in the classroom.
Wellness and Illness
To promote health and wellness in our program, we encourage healthy habits:

- Regular Handwashing
- Coughing / sneezing into our elbows
- Daily access to outdoor play, nature and fresh air
- Drinking water for snack & eating healthy food

All areas of the classroom are cleaned, sanitized and disinfected as needed on a daily and weekly basis (mouthed toys are removed immediately).

While we are sensitive to the stress that illness may cause for families, we ask that you keep your child at home or make alternate arrangements for them if they are not well. If your child is not well enough to go outside or participate in the daily activities they are not well enough to be at the Centre. If a child is sick the staff may refuse to admit the child to the Early Learning Program. That is, if in her opinion, there is a risk that the child is contagious or if the child will require additional attention.

If your child becomes ill during Early Learning Program, we will notify you as soon as possible, and ask that you pick him or her up. If staff is unable to reach you, we will call the person you designate as your emergency contact. Staff will give your child a place to rest, away from the other children and care for him or her while we wait for them to be picked up.

We recognize that children can get 8-10 colds a year, green/yellow discharge does not mean it is infectious. Children will not be excluded from the Centre unless they are not well enough to participate or have a fever accompanying their cold symptoms.

Children should be excluded from the Centre for the reasons:
- Fever over 38.3 degrees Celsius / 100 degrees Fahr
- Is vomiting or has diarrhea
- Pain, Headaches,
- has influenza or like symptoms
- has a communicable disease
- has a contagious infection, including pink eye
- has a skin infection or an undiagnosed rash especially if it spreads rapidly
- has an acute change in their behavior: lethargy, lack of responsiveness, irritability, persistent crying, and difficulty breathing

Children can return to Early Learning Program when he or she is:
- free of fever, vomiting, diarrhea for a full 24 hours
- has been treated with an antibiotic for a full 24 hours (unless otherwise specified)
- is free of infectious conditions / communicable disease
- is able to participate in all of the usual program activities, including outdoor time

Please notify the Centre if your child or someone in your household has a serious illness or contagious communicable disease so that other families and the Public Health Department can be notified. We post notices of contagious illnesses on the ELP entrance door and on the bulletin board by each classroom cubbies.

Medical Emergencies & Incidents/Accidents
If your child is injured or becomes ill while at the Centre, staff will quickly assess the situation and follow the appropriate procedure as outlined in the Centre's Policy and Procedure manual.

As per Child Care Licensing Regulations, staff "must immediately notify a parent or emergency contact if, while under the care or supervision of the licensee, the child"
(a) becomes ill or is injured, or
(b) is involved in, or may have been involved in, a reportable incident described in Schedule H.

- Parent/caregivers will be informed as soon as possible when their child/ren has been involved in an incident / accident that require immediate medical assistance.
- When your child/ren are involved in an incident/accident that requires staff to provide First Aide (washing/cleaning a scrap / bite that doesn't break the skin, ice or cold cloth for a small bump etc.).
- Staff will first tend to the injured child and then complete an accident /incident or reportable incident form.
Biting
Biting is a natural developmental stage that many children go through. It is usually a temporary phase that is most common between 13 and 24 months of age, sometimes 3-5 year old children also bite. The safety of the children is our primary concern. Our policy address the actions that staff will take when biting occurs. Children bite others children for many reasons. A child might be teething, overly tired and frustrated. He or She might be experimenting or trying to get the attention of an adult or his peers. A child could be reacting to another child trying to take their toy or get into their space. Children have limited verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

Early Learning Program:
- The biting will be interrupted with a firm “OUCH….biting hurts!”
- Staff will stay calm and not overreact.
- The bitten child will be comforted. The bitten area will be washed with soap and water, an ice pack or cool cloth will be applied to help prevent swelling.
- The biter will be removed from the area and told “you hurt ______ (child’s name), he / she is crying. He / she will be redirected to place to play away from the bitten child.
- The incident will be documented and both parents will be informed of the situation. Staff will let parent know what triggered the incident and how they handled it.
- The bite will be assessed if there was blood exposure further steps will be followed.
- Staff will check files to ensure children have had the necessary immunizations.
- If medical treatment is required, a copy of the incident report will be forwarded to Licensing with a reportable incident form within 24 hours.

When biting continues: A designated Staff will "shadow" the biter for (approx. 2 weeks) and the following will happen:
- The Staff will give the children the necessary words needed for communication.
- The Staff will aim to teach and give positive attention for acceptable social behavior.
- An extra staff will do an observation
- An inclusive care plan will be put into place that may include
- Extra staff coverage will be made available if necessary.
- Referrals to other professionals support might be required to support the biter.

Administering Medication/ Alert Forms
If you would like Early Learning Program Staff to administer prescription or non-prescription medication to your child, the Child Care licensing regulations require that we have written consent.

When children have severe allergic reactions and require an Epi Pen or they have Asthma and require puffers; Alert Pages with step by step instructions of signs /symptoms to observe for and an emergency care plan will be completed. The Alert pages, medical consent and medications are kept on the staff’s body at all times.

Medication must be clearly labeled in its original container and go home on a daily basis. Early Learning Program Staff will review the staff procedure for administering medications once a consent form is completed.

All medications must be labeled with the child's name & will go home with the child in the evening.

Immunization records
As part of our licensing regulations all children enrolled in the Early Learning Program must provide the Centre with a copy of their child/ren's immunization records which will be shared with the Community Child Care Licensing Officer. Parents /Guardians who choose not to immunize their child must complete the Centre's form "Child/ren not immunized" which will be kept on file with the admission forms.
If there is a reportable Infectious / Communicable Disease outbreak with in the Centre, we will be sharing information with Northern Health as per consent signed on your child/ren's admission form. Northern Health staff will contact families individually to obtain / share information and make recommendations to the Centre.

Snacks  The CDC is a NUT FREE facility
Are provided by Early Learning Program; Families will provide Breakfast (if your child has not yet eaten before drop off) & lunch for their child/ren.
The menu plan will be posted on “Hi Mamma” and the parent board located outside the classroom door.

Eating Procedures
- Tables are sanitized before and after use.
- Hands will be washed before and after mealtimes.
- Children are taught to use good manners and to clean up after themselves.
- We implement a “Family” eating style, this means that all adults in the room will sit at the table with children.
- Adults will facilitate conversations with the children at the table throughout their meals.
- Children will serve themselves with assistance from the Early Learning Program staff.
- The children are offered food and encouraged to try new foods i.e. take a small bite of a food they have taken.
- Children are not forced to eat. If they tried both options provided & do not want either, they will be asked to clear their space and move onto the next activity.
- Children will be provided with sufficient time to eat.
Water is the main beverage – it will be unlimited.
Our Centre is Juice box free, we may serve milk. When we serve milk (1 or 2 % and occasionally Chocolate milk which will be mixed with white), children will receive two servings and then offered water.

To Prevent Choking accidents:
- Children are closely supervised
- Everyone sits down while eating and drinking

Please speak directly to the Early Learning Program staff if your child/ren has a special diet due to allergies, medical needs or family belief. Families may be asked to provide food from home for snacks dependent upon your child/ren’s special diet.

Preparing snack with the children
We will be making will be making/baking snack
Periodically children may be asked to bring an item from home, e.g. an apple to make apple sauce, a vegetable to make soup or fruit to make a salad.

Baking / Making schedule is as follows:
Early Learning Program bi-weekly – Wednesday or Thursday

Volunteers / Students in Early Learning Program
The Centre’s protocol for “volunteers and students” will be followed. All volunteers will be required to complete a request to volunteer form, Criminal Record Check, code of ethics & confidentiality forms as well as have an orientation to the room.
Parent / Guardians are welcome to volunteer. Criminal Record Checks are valid for 5 consecutive years, unless you have left the Centre for more than a year. Upon returning you will need to complete a new volunteer package.
Licensing regulations state that only children registered in the Early Learning Program may attend scheduled classes. Please make arrangements for siblings when you are volunteering.

Field trips/Short Excursions and visitors to the Centre

Throughout the year staff will plan field trips and visitors. We are always open to suggestions for destinations and visitors that are age appropriate and safe environments for the children.

Each ELP class will have a minimum of 2 field trips per year. The first field trip occurs in March to the North Peace Culture Centre to practice our talent show performances. The second field trip will occur in May when we visit some community business for tours.
Transportation for community outings is usually provided in 1 of 3 ways.
1) Children and staff walk.
2) A school bus from School District #60 is rented.
3) Children and staff will use a city bus Early Learning Program Staff and Children may periodically take a walk around the block to explore the neighborhood.
ALL CHILDREN are expected to accompany their class on community outings. Volunteers with Criminal Record Checks completed are welcome to join us.
Parents and children registered in ELP may attend community outings on their non-scheduled day, children are then the responsibility of the parent and we ask that you follow the expectations / limits set by CDC staff as well as the staff person providing the tour.
The ELP staff will provide notice of outings by:
1) Posters at school classroom/entrance
2) Notices from staff
3) Verbally during drop off and pick up of child
4) Written on top of the sign in /out sheets

Family Crisis / Changes

If there are any changes in the family such as separation, death, divorce, illness, extended absences or any change in routine that may affect your child, please advise the staff so we can be prepared and be supportive to your child.

Emergency Drills/ Evacuation Procedures

Fire drills will be carried out by the Early Learning Program monthly. Practice drills are carried out by the Fire Department / CDC Occupational Health & Safety Committee for the entire Centre two times per year. OH & S booklets are available upon request.
All visitors are asked to wear indoor shoes. The Fire Drill procedures are posted in each classroom. Evacuation procedures are posted in every room with in the Centre.

If we for any reason need to evacuate the building for more than an hour, Families or Emergency contacts from registration forms will be contacted. We will take our admission binders with children’s information and their Back Packs with us, you may wish to put a family photo and a note for your child.

The Muster Area is in front of the CDC garage.
During inclement weather, staff, children and families will evacuate to the Royal Canadian Legion (10103-105 Ave)
If the North-West Quadrant of town is evacuated, staff, children and families will evacuate (by any means necessary) to the Fort St. John Curling Club.
If Fort St. John is being evacuated, staff, children and families will follow the direction of city personnel and will evacuate to the next nearest CDC or School.

Permission to Video Tape Children

Periodically staff will be photographing or videotaping children in the classroom; photos/videos may entail public viewing. There is also considerable Media Interest in the ELP Centre services and such interest may entail public viewing (on local television stations, in the local Newspapers and social media). All children enrolled in ELP must have their "consent to photograph and video tape" section of the ELP Parent Consent form completed.

Confidentiality

Information concerning individuals receiving services, or affairs of the Child Development Centre is privileged and confidential and will not be released without authorization. We ask that parents and/or guardians maintain confidentiality of all information that comes to their attention regarding the children, their families and the staff at the Child Development Centre, respecting their privacy. Early Learning Program Staff will be happy to share information with you regarding your child/ren. Please do not ask questions about other children.

Smoking

Early Learning Program and its fenced grounds are non-smoking areas as required by the Community Care and Assisted Living Act / Child Care Regulations. Anyone wishing to smoke must do so outside of these areas. Please do not smoke near any of the CDC entrances.

Complaint / Conflict Resolution

Families are encouraged to discuss questions or concerns regarding any aspect of the Early Learning Program with the staff or Early Learning Program Supervisor. If an issue arises, the goal is to resolve differences of opinion and conflict in a peaceful way and find solutions that everyone can accept. The steps outlined will be followed:
Step 1 – The enrolling parent/guardian and Centre staff will meet to define the issues and state their point of view.
Step 2 – Solutions and/or appropriate resources will be identified, whenever appropriate.
Step 3 – A plan will be agreed upon by the enrolling parent/guardian and the Early Learning Program Supervisor and Executive Director.
Step 4 – Write a confidential letter to the President of the Society Board stating your grievance.

Other services Offered by Early Learning Program

Class Photos: ELP will also be making arrangements for class photos in February. Staff and Children will have class photos taken. Families may purchase 5 x 7 photos for $5.00 per copy.

Vision and Dental screenings: Northern Health staff will visit the Early Learning Program. All children will receive dental screenings, vision screenings are for 4 year old children only.

Early Learning Programs foster a fully integrated and inclusive environment where everyone plays, learns and grows together.

Other Services Offered by the Centre

The Child Development Centre (CDC) has been serving Fort St. John and area since 1973. It is dedicated to helping children who have a broad range of developmental delays and special needs.
• Infant Development Program (Provides service for children birth to 3 years of age)
• Supported Child Development Program (Provides service for children birth to 19 – current funding is for birth up to 12 years)
• Speech Therapy (Provides service for children birth to school entry age)
• Physiotherapy (Provides service for children birth to school entry age)
• Occupational Therapy (Provides service for children birth to school entry age)
• Family Services (Provides service for children from 3 years of age to school entry)
• Respite/Special Services (Provides service for children from birth to the age of 19 years)
• Kids Connect Program and Kids Connect Autism Program provides Centre based early behavioral intervention for children up to the ages of six that have a diagnosis of Autism Spectrum Disorder (ASD).
• The Kids Connect Program follows the principles of Applied Behavior Analysis (ABA) with the components of Reference and Regulation (R&R) being weaved into the practical application.
• The Families Connect Program Is a centre and home based program that provides support to families that are struggling with their daily function (ie. feeding, sleep, attention, behavior) because of difficulties in foundational systems of attachment, sensory processing and motor development. The program is available to families with children 0-5 years of age
• Early Years Rotary Play Centre provides a warm and welcoming atmosphere where families can drop in to play and interact with their child/ren. The Centre’s environment promotes the development of the whole child and provides parent/caregivers with opportunities to share and learn new ways to support their child’s learning through play both at the program and at home. Based on the Strong Start model, this free program is open to children birth to five years along with their parent/caregivers, however is unique from Strong Start Centers in that the space and programming has specific design elements especially for toddlers, eighteen to thirty-six months.

Parents and guardians who have concerns regarding their child’s development may request a referral for a screening or assessment. Please speak to the Early Learning Program Staff for further information.