

Parent Handbook Policies and Procedures



Chuchuwayha Early Learning Centre
Upper Similkameen Indian Band
161 B Snaza'ist Road
Hedley BC, VoX 1Ko
250-292-8099

Welcome to Chuchuwayha Early Learning Centre

“A Child never leaves the family unit; the unit only gets bigger. The only way you leave is if our ancestors take you back”. - Mike Allison, USIB Council member

“I believe children are a gift from the creator and should be treated as such. Every child is a unique individual with different needs and should be taught for who they are and where they are at.”- Dori Scoville, Team Lead, Aboriginal Early Childhood Educator

“Savouring the essence of the innocence and remembering how to play with love, laughter, and kindness. Planting a seed in the children’s hearts and minds for language and culture to be carried on now and for all the future generations to come. wayì lim ləmt” – Danette (Snína?) Whitney, USIB community member, Helper for Culture & Language support

TABLE OF CONTENTS

OUR CENTRE PHILOSOPHY –	Page 4
STAFF QUALIFICATIONS –	Page 4
PARENT AND STAFF RESPONSIBILITIES –	Page 5
HOURS OF OPERATION & HOLIDAYS –	Page 6
HOW TO REGISTER -	Page 6
DROP OFF AND PICK UP –	Page 7
WHAT SHOULD MY CHILD BRING? –	Page 7
FOOD AND DRINK –	Page 7
ENROLLMENT –	Page 9
PAYMENT AND FEES –	Page 9
REFUNDS –	Page 10
SIGN IN & OUT –	Page 11
ATTENDANCE –	Page 11
RELEASE A CHILD FROM CARE/CUSTODY AGREEMENT –	Page 11
BEHAVIOUR GUIDANCE –	Page 12
HEALTH –	Page 14
QUICK REFERENCE GUIDE TO ILLNESS IN CHILDCARE –	Page 15

ADMINISTERING MEDICATION – Page 16

ALLERGIES – Page 16

NOTIFICATION OF ILLNESS OR INJURY – Page 16

BRUSHING TEETH – Page 16

TOILETING – Page 16

NAP TIME – Page 17

SCREEN TIME AND ACTIVE PLAY – Page 17

GIVING NOTICE – Page 17

TERMINATION OF SERVICES – Page 17

CONFLICT RESOLUTION – Page 17

DUTY TO REPORT CHILD ABUSE OR NEGLECT – Page 18

SMOKING – Page 18

ACCIDENTS & SAFETY – Page 18

TRANSPORTATION – Page 19

EMERGENCY PLAN – Page 23

PARENT SUPPORT SERVICES – Page 24

DAILY PROGRAM SCHEDULE – Page 25

SUPERVISION – Page 27

DAILY STAFF PLAN – Page 31

PARENT/GUARDIAN SIGNATURE – Page 32

Our Centre Philosophy

At the Chuchuwayha Early Learning Centre, it is our team's primary objective to provide a safe, secure, and happy learning environment. We believe that a child's growth and development is truly dependant on his or her surroundings; a positive, motivating, and happy environment will encourage a child's learning. We are committed to enriching our children in their culture and language, as well as allowing room for cultural diversity within our Centre. Children are competent and intelligent with absorbent minds, learning through their play and everyday experiences. As educators, we will provide an enjoyable and safe environment for each child, helping them grow and learn through what they love. Children need to have their imagination, senses, emotions, and intellect stimulated through exploration, discovery and play at their own pace. Our goal is to support and guide the children in our care through positive discipline, to provoke and teach critical thinking, and problem-solving skills as well as to build their self-esteem and confidence. We will encourage a physically and intellectually stimulating environment, providing age-appropriate activities to inspire each child's imagination, and strengthen their physical and mental wellbeing. We will serve an open and loving approach to all situations, to help in the identification and communication of the child's emotions so they become empathetic, kind, well spoken and generous spirited beings.

Our team will push ourselves daily to provide the highest quality of care, setting positive examples and creating a space culturally safe and inviting for each of our children and families; being a successful role model to these children is our strongest devotion. We strive to provide a "home away from home" environment, providing a nature-based setting allowing children to connect with their land (Tmixw), and learn along the pace of nature.

Aboriginal Culture & Language: Our team recognizes the importance of providing a foundation of traditional Syilx culture and language in the early years. Our curriculum increasingly reflects this through our nsyilxcən activities and the involvement of a language teacher, Elders and Knowledge Keepers in our Centre.

STAFF QUALIFICATIONS

Our staff at Chuchuwayha Early Learning Centre, are trained and certified as Early Childhood Educators (ECE) and ECE Assistants. All staff have their Emergency First Aid – Community Care including Child CPR and Food Safe Certification. All staff, substitutes, practicum students, and volunteers must complete a criminal record check prior to being in our facility. Staff are also required by licensing regulations to annually update their criminal record checks. Staff are actively involved in professional development workshops to better gain experience within our field.

Substitutes: We have qualified Early Childhood Educator Assistants who will be called to substitute when regular staff are away for reasons of illness, vacation, professional development, or administrative duties.

Practicum Students: From time to time, the Centre will participate in work experience programs for community colleges and/or secondary school students. When this happens, we will introduce participating students to you and your child.

Volunteers: The Centre also welcomes volunteers. Volunteers will not be responsible for primary caregiving responsibilities or supervision of children. You will have an opportunity to meet the volunteers as they participate in the program.

Field Trips: Parents are asked to sign a general permission slip in their child's registration form, granting walkabout trips in Hedley. Child care staff will not take children from the child care centre for special outings or vehicle transportation without a consent form being signed by the parent or guardian. Staff will send a notice home in advance if any special outing is planned. All USIB staff are required to submit driver's abstracts yearly to USIB. In addition, only USIB insured vehicles or rented buses will be used for field trip transportation.

PARENT AND STAFF RESPONSIBILITIES

Parents are an important part of a child's care and education- the quality of a childcare facility is related in part to parent involvement:

Staff Roles

- Staff will be respectful and welcoming, encouraging a positive start to each day
- The staff will take time to get to know the child individually, one on one, building connection
- The staff will assure a positive first impression to allow the child to connect with the new space
- The staff will ask questions to better build a connection with the child, as well as better understanding his or her personality and interests
- Staff will help guide the child in learning and feeling comfortable in the childcare daily routine
- ECE staff support children in their developmental learning in all areas of their development and meet them where they are at

Parent Roles

- Parents are encouraged to enter the space, guiding the child through the process
- Parents are responsible for the pickup and drop off their child at the appropriate times daily
- Parents are responsible for communicating with the centre staff when their child will not be in attendance
- If child has not been picked up at the end of the day parents will be called, then emergency contact if needed
- Parents are responsible to keep up to date with the centre's calendar and events
- Parents are responsible to keep up to date on any changes to their child's registration information

Gradual Entry

Upon registration, we will discuss with families the needs of their child(ren) and offer an option of gradual entry. Staff will provide gradual entry schedule options.

Birthdays

You may bring something to share for your child's birthday. Anything that is brought to share must either be purchased or baked on site by a person with Food safe certification. Please let the Manager know in advance if you plan to do anything for your child's special day.

HOURS OF OPERATION AND HOLIDAYS

The center is open from 8:00am – 5:00pm Monday to Friday. We will be closed on the following statutory and non-statutory holidays. We will also be closed for up to 6 Professional Development training days per year for staff to continually advance their knowledge in training within the ECE field in order to maintain their license to practice as an ECE or ECE Assistant in BC.

- Two-week Christmas closure (follow public school calendar)
- Family Day (February)
- Good Friday (March or April)
- Easter Monday (March or April)
- Victoria Day (May)
- National Indigenous Peoples Day (June 21)
- Canada Day (July 1)
- BC Day (August)
- Labor Day (September)
- National Truth & Reconciliation Day (September 30)
- Thanksgiving (October)
- Remembrance Day (November 11)
- Up to 6 Professional Development Days per year to be announced a month in advance

**If a statutory holiday falls on a weekend, the childcare centre will be closed either the previous Friday or the following Monday. Families will be given 30 days notice of the decided upon closure day.*

HOW TO REGISTER

Parents or guardians are required to come in person to register their child(ren) for child care. Each child must have all registration information complete, emergency card filled out, and immunizations up to date (a photocopy of child's immunization card is required). If your child is not immunized, you must sign the form provided by the Health Unit and, in case of infectious diseases, your child may be requested to stay home for a period of time from the child care centre. Please be sure to tell the Manager any valuable information regarding your child, including allergies, special diets, special needs concerns, etc.

DROP OFF & PICK UP

We encourage children to be dropped off at the Centre by 10:00am. If you are going to be late due to an appointment, please let staff know ahead of time, other than these instances, the program requires children to be dropped off by 10:00am for them to participate in the structured early learning portion of the morning and get comfortable with the daily routine of the childcare program.

For families who are not working, a pickup time of 4:00pm is encouraged. For families who are working, please ensure your child is picked up by 5:00pm at the latest. If this is unsuccessful, staff will attempt to reach an emergency contact person. If all the above are unsuccessful, the staff will contact the USIB Family Support Coordinator and/or Health Director to care for the child until the parents can be located.

WHAT SHOULD MY CHILD BRING?

Our staff encourage outdoor play daily. Please send child(ren) in appropriate clothing as weather permits. This is a space where messes are encouraged! Please send your child in clothes they will not be afraid to get dirty. We ask families to keep extra clothes in a packed bag in case a child may need a change of clothes. We ask families to send children with a pair of indoor shoes or slippers, as required by licencing.

A list of items your child may need:

- Diapers, pull ups, wipes
- Extra outfits; underwear, socks, shirts, and pants etc.
- Blanket, small pillow and sleep toy
- Healthy lunches packed daily by parents. Children have many opportunities throughout the day to eat snacks, morning snack and afternoon snack that we will provide. **WE WILL HAVE EXTRAS IN CASE A CHILD COMES WITHOUT LUNCH NO CHILD GOES HUNGRY.**
- Medicines to be sent with a signed note by dr.
- Sunscreen for warmer weather, hats, bathing suit, etc.
- Toque, gloves, jacket, and snow pants for the winter season
- Appropriate Indoor/outdoor shoes

Please do not send toys from home, this fuels arguments, and the item could be lost or broken, we have lots of toys at the centre for children to share.

Parents are asked to label any belongings with child's name in efforts to keep better organized and prevent any lost or stolen items. Please check lost and found area regularly.

FOOD AND DRINK

Chuchuwayha Early Learning Centre offers a healthy snack in both the morning and afternoon consisting of at least two of the food groups. If your child has food allergies or special diets, we request that you provide the snacks for them.

If a child attends our centre who does not have sufficient food, the centre will provide food to the child that day. Staff will speak to the parent to find out if it was a mistake or if the family is in need.

Upper Similkameen Indian Band has many family support services that can be referred to Band members, and we can also refer non-member families whose children are registered in our centre to local community organizations in the Similkameen valley that assist families in need.

Parent/Guardians will be notified of foods that are served to children each day via the menu board that is posted near the parent sign in and out station, as well as through the Brightwheel app that is used to communicate daily with parents and guardians.

Parents are responsible for sending healthy lunches with their child, such as: Sandwiches, fruit, vegetables, cheese, and crackers , etc.

Young children vary with the amount of food they consume from day to day, and many have very strong likes and dislikes. They will be encouraged to try foods, especially new foods but food will not be forced, used as a punishment or reward.

Please DO NOT send:

- Any candy, pop, gum, chocolate, sugary treats, or juice. We have water available for children to drink all day.

Eating nutritious foods and learning appropriate mealtime behaviors is important for children. Mealtimes can be an opportunity for learning and developing social and motor skills, and for introducing new foods. Skills such as handwashing, table manners and carrying on a conversation at the table can be developed and reinforced. Age-appropriate motor skills can be fostered by encouraging children to use child-size utensils and by encouraging children to clear their dishes and utensils from the table.

Child-size furniture and handwashing sinks help children feel more comfortable allowing them to learn in a more age-appropriate environment.

Food Choices

Food choices will reflect healthy eating principles, food availability, seasonality, culture, and individual preferences. The foods offered and prepared most often will be whole foods, with the inclusion of some more convenient and palatable processed foods.

1. Food choices will be guided by the BC School Meal and School Nutrition Program Handout “Choose Most/Choose Sometimes” system.
2. Snacks served in the centre will include a source of fiber (usually a fruit or vegetable) and a source of protein or fat. Snacks will include foods from at least two food groups but may include more.
3. Bi-weekly staff will ensure there are seasonal and cultural foods on the menu. Choices will be guided by the 13 moons Okanagan calendar and seasonal availability. Cultural food offerings will be shared with stories and descriptions of food sourcing/preparation to increase the children’s interest in the new foods.
4. Water will be offered as the drink of choice.
5. Following division of responsibility principles the caregivers have the responsibility to provide nutritious foods at set eating times and the children decide if and how much they want to eat.

Eating environment

The staff will strive to provide a feeding environment where children feel safe, curious, and heard. Following division of responsibility principles children/youth decide if and how much they would like to eat of any food.

1. Foods will be described in an age-appropriate manner. E.g. For young children “bananas feel soft in our mouths and give us energy.”
2. Food will not be offered or withheld as a reward or punishment. Children will be able to reliably expect snacks and meals at the same times each day/session.
3. Staff will make efforts to reduce the distractions at meal and snack times. Children will be encouraged to finish up what they’re doing well before meal time to avoid conflict.
4. Staff and children will sit to eat together. Staff will model good eating behaviors by eating the foods offered and avoiding referring to foods as “good” or “bad”.
5. New foods will be presented using neutral descriptive language. Children will be encouraged to put the new foods on their plates, or on a “learning to like it” plate, even if they have no interest in trying it. Staff will use language such as “see what you think” instead of “try it, you’ll like it” when discussing new or challenging foods.

ENROLLMENT

Once your child has been enrolled and begins to attend, their childcare space is secure for the days they have been registered or until the child either no longer requires childcare service or ages out of the program. Consistent attendance is required for their spot to remain secure. Attendance records will be reviewed each month; significant lack of attendance without explanation may affect your child’s confirmed spot.

Enrollment priority given as follows:

1. Families living on reserve
2. USIB band member families living off reserve
3. Indigenous (First Nations, Metis, Inuit) families living off reserve
4. Families from surrounding communities (e.g., Hedley, Keremeos, Princeton)

**Spaces will be automatically held for children living on reserve and USIB band member children who are both of age to attend and will be aging into the program.*

PAYMENT OF FEES

All childcare fees are due by the first working day of each month. Parents will receive an invoice the week before stating the childcare cost for the upcoming month and a breakdown of the fee schedule (parent portion and/or affordable child care benefit amount). Payments may be made by cash or cheque. Fees apply everyday that your child is registered including absent days due to illness or vacation. The fees are set for the childcare centre according to how many children are scheduled for care therefore you are paying for the space your child occupies whether they attend or not. If full payment is not received by the 15th of the month, the childcare centre will stop providing childcare services until the outstanding bill has been paid.

Full payment must be made before the child starts in the childcare program. If Affordable Child Care Benefit is not yet in place, payment by cash or cheque for the full amount will be requested and will be reimbursed to the parent once the subsidy payment has been received. It is the parent's responsibility to ensure that their Affordable Child Care Benefit authorizations are renewed on time. A renewal notice will be given with the invoice one month prior to the benefit authorization expiring. If benefit authorization is not in place due to delays, the centre reserves the right to discontinue service until the authorization is in place. The spot will be held for one month. If after one month, the authorization is still not in place the centre may give the space to the next family on the wait list.

Child Care Fees – we base monthly rate on a 20 day month

Children 3 years old- 5 years old (or until child enters kindergarten):

Full time monthly rate: \$745.00 per month

\$ 37.25 per day - *As of December 1, 2022, the BC Government Child Care Fee Reduction Initiative subsidizes \$27.25 per day for children 3-5 years old.

Parent fee = \$10.00 per day

Children 30 months-35 months old:

Full time monthly rate: \$1,100.00 per month

\$55.00 per day - *As of December 1, 2022, the BC Government Child Care Fee Reduction Initiative subsidizes \$45.00 per day for children 30 months-35 months old.

Parent fee = \$10.00 per day.

Note: Parents may have their \$10.00 per day fee further subsidized through the Affordable Child Care Benefit. Staff can assist families to apply to have their parent fees partially or fully covered through the Affordable Child Care Benefit which is based on income.

REFUNDS

Please note that we are unable to refund fees if the child misses' days due to illness or vacation. When you and your family go on vacation, fee payment for the full amount is still to be paid if you wish us to hold your child's space. It is the same concept as renting an apartment.

In case of unexpected facility closure and discontinuation of care initiated by care provider: Families will receive a full refund for the days the facility was closed or care discontinued initiated by the operator Upper Similkameen Indian Band.

If a family discontinues care before the end of the current month their child is attending and registered in, no refund will be issued for the remaining days in the current month, however, they will not be billed for the following month. Families are encouraged to give 30 days notice when possible.

Subsidy: All families are strongly encouraged to apply for Affordable Child Care Benefit. The necessary forms are available through our center and information can be obtained through the Child Care Services Centre, 8:30 am to 4:30 pm, Monday to Friday **Toll-free:** [1 888 338-6622](tel:18883386622) or visiting <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

Wait List: If your child is on a wait list, you will be contacted when space is made available. Once contacted, you will have a five-day period to reply; if there is no response, the space will be offered to the next child on the wait list, moving your child to the bottom.

Drop in: Occasionally seats will be available for a drop-in basis. To access this space, call in the morning to see if there is a seat available that day. Child must be pre-registered in the program. Please contact a staff with any questions you may have regarding wait lists and registration.

Emergencies: In case of emergencies, we must be able to always reach you or an alternate contact person. For this reason, please let us know of any changes in address, telephone numbers, place of employment/school, or emergency contact people's telephone numbers.

SIGN IN & OUT

The "IN & OUT" sheet will be located in the entry way of the center. It is required that parents sign their child(ren) in and out each day. For your child's safety, parents are required to bring them into the center in the morning and pick them up from in the center in the afternoon. When you arrive with your child, please be sure that a staff member has acknowledged that you and your child have arrived, staff are more than happy to help in this transition to allow the child to feel safe and secure in their environment.

ATTENDANCE

It is important that we know how many children we are going to care for each day for staffing, field trips and meal planning. Please call 250 -292- before 9:00am if your child will be away that day or arriving late.

RELEASING A CHILD FROM CARE/CUSTODY AGREEMENTS

Please be advised that staff have the authority to request photo identification from any adult picking up a child. Unless we are instructed in writing to do otherwise, the Centre will only release a child to the following people:

-The child's parent, guardian, or custodial parent

-The emergency contact person(s) or any other guardian whom the parent, by way of written authorization, has given the Centre permission to release the child to

We reserve the right to keep the child at the Centre if we are not completely certain about any person who has come to pick the child up or if staff suspect that person of being under the influence of drugs or alcohol. In this case the staff will:

Phone an alternative adult on the emergency contact list

If an alternative adult is not available, USIB's Health Director or alternate will be contacted.

If the parents have agreed to live separately the Centre will assume the information from the enrolling parent will be followed. However, without a custody or court order on file, the Centre cannot deny access to the non-enrolling parent. However, if this arises the policy on unauthorized persons will be implemented if the non-enrolling parent is not named on the form, we cannot release the child to their care.

If custody has not been legally determined and conflict between parent/guardians and other family members is evident, the Centre may not be able to provide care for the child unless both parents and or family members sign a written agreement. This agreement must confirm details for authorization for pick up and access of information about the child. If a family has custody or a court order, a copy must be placed in the child's file with details regarding all arrangements. The staff will follow all legal documents. Verbal and written information about the child will be shared with the enrolling parents/ guardians unless agreed upon.

BEHAVIOUR GUIDANCE

At the Chuchuwayha Early learning Centre, staff will follow a consistent plan to support and guide children in our care through *positive discipline* to provoke and teach critical thinking, and problem-solving skills. It is our duty to honour and respect everyone, and assist in the development of self confidence, self discipline, self awareness and respect for each child and their peers. Our safety plan takes in regard the well being of both children, and staff.

Children will be guided in a respectful firm manner, taking into consideration, the age of the child, current situation, level of understanding as well as the communication limits of the child. *Positive reinforcement* is used to encourage social skills, self awareness, and respect for others. Staff will acknowledge the child's positive behaviours through words or gestures, creating a safe space for that child. Children then feel valued, building self confidence, encouraging them to repeat desired behaviours.

Staff will actively acknowledge and understand the feelings of each child within their care getting down on his or her level and offering appropriate problem-solving language and tools. Example: "Its okay to be upset, and its okay to feel frustrated; but it is not okay to hit and hurt our friends". By acknowledging a child's feelings, this creates a safe space for *open communication* and understanding. The child will feel recognized and understood, creating a stronger attachment between the staff and child, resulting in a more positive outcome. The child will be less likely to respond in a negative way, feeling confident in themselves to carry on in their play. Staff will encourage positivity, allowing children to feel comfortable and safe in their surroundings. By being vocal and telling the children about the positives and great things we see them doing, we will likely have very few discipline problems.

Staff will always offer *choices* when redirecting children in an appropriate, nonthreatening approach. An example: “you can choose to sit nicely with your friends or choose an activity to play by yourself. It is your choice”. Giving children the opportunity to pick their own outcome distracts the child from the initial problem.

Our staff are equipped with many tools to ensure each child be given the appropriate guidance needed for conflict resolution. *Redirection* is a very commonly used method of guidance. Staff will assess the child and his or her situation, often creating a change in the circumstance leading up to the disagreeable behaviour. Example: If a child takes another child’s toy, staff will offer appropriate language, such as “lets use our words to ask for a turn”, or “ask kindly, may I have a turn when you’re all done?”. This teaches the child to use words over force, as well as taking in consideration the feelings and emotions of others. Staff will then redirect that child to another toy or activity of his or her choosing. This leaves children feeling valued, heard, and understood. In situations where a child may have a hard time agreeing to share, staff will redirect the child spending the appropriate amount of time for one-on-one support.

If a child is using hands on, hitting, kicking, or biting, staff will respectfully remove child from the situation to keep themselves and others safe. Staff may ask child, “you can choose to move your body on your own or I am going to help you”. This is a common strategy when a young child is being harmful and having a hard time regulating. Our staff will often redirect a child to a quieter, safer location allowing him or her to regroup and gain better self control. the staff have provided a safe calm down location, cushioned by pillows, blankets and furry friends. The child may be redirected to this area, to allow for deep breaths and calming strategies. Staff will actively acknowledge the child, praising coping techniques, and encouraging him or her to join their friends once they feel ready to do so. It is up to the adult and caregiver to ensure a positive learning experience.

In the event a child has caused harm, or has been harmed by his peers or surroundings, staff will document the incident to keep on file. Parents and guardians will be contacted and informed at the end of each day, or in the event of a more serious situation, staff may call the parent, guardian, or emergency contact person to come pick up the child from our care.

Tantrums are a very normal part of a child’s development. In the event of a tantrum, staff will immediately attend to and observe the situation. Staff will assure the child is not putting themselves or others in physical danger, then act appropriately to assist the child’s needs. Staff will use many tools to affectively redirect that child, helping them to cope and gain self control. Staff may choose to ignore behaviours in the effort to not reinforce it.

Staff will never use physical force as a form of discipline, as well as inappropriate language to make the child feel small. It is in the hands of each staff to create a safe welcoming environment, to allow each child to feel honoured and secure in our space.

Care Plan: Our Staff at the Chuchuwayha Child Early Learning Centre are appropriately equipped and trained in Early Childhood stages and development. If staff feels a child needs a specific care plan, they will contact the parent/guardian and arrange to discuss the child’s behavior and set up a care plan that will be signed and dated by the parent/guardian. Staff will work alongside the parents/guardian to determine the needs of the child, to best serve the child and his/her specific needs and requirements. If the plan is deemed unsuccessful, and all avenues are exhausted, the child will be removed from the program. Reassessment of that child may be done later.

HEALTH

Instituting good hygiene practices will minimize the spread of illness. The children and the staff will wash their hands before/after eating, when first entering the building, before preparing food, after using the washroom and changing diapers. The center will be cleaned regularly. The toys and surfaces will be sanitized with a bleach and water solution regularly daily.

The Centre must obtain a copy of the child's immunization record upon registration. Exceptions are made if the parent objects for conscience reasons. But final say on this subject will always be up to health dept.

All parents will be notified if a disease outbreak occurs in the Centre immediately. Parents must inform the Centre if their child has contracted a communicable illness and keep their child home. Please refer to the communicable illness information sheet.

If your child arrives at the Centre and shows signs or symptoms of illness, a parent will be called, and prompt pick up will be required. When children play together in groups the environment provides an opportunity for the spread of several common childhood illnesses that may be passed from one child to the next. It is important that these illnesses are prevented. Or if they do occur, they are recognized quickly, and steps are taken to stop them from spreading. It is the Centre's responsibility to report all communicable illness and it is important that the child is seen by a doctor to be professionally diagnosed.

If your child has any of the following symptoms, please keep them home to ensure their health and the health of others:

- Any severe complaints of unexplained or undiagnosed pain
- Distressed breathing, persistent cough, or wheezing
- Sore throat or trouble swallowing
- Fever 100 deg F./37.8.deg C or more
- Infected skin or eyes or an undiagnosed rash
- Diarrhea, nausea, vomiting, or abdominal cramps
- Severe itching of body or scalp
- If a child has head lice there must be no eggs or live lice in the hair before the child returns to child care.

Quick Reference Guide to Illnesses in Child Care

DISEASE	SYMPTOMS	INFECTIOUS	REMOVE FROM CENTRE
CHICKEN POX	Fever Blister type rash	YES Five days after onset	YES From when spots first appear and five days after
COLD WITH FEVER	Runny nose, clear discharge, doesn't want to eat, slight cough, plus fever (above 37.8 C or 100 F) Runny nose – green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to common cold
COMMON COLD	Runny nose, clear discharge, doesn't want to eat, slight cough	YES Before and during symptoms	NO
DIARRHEA #1	Runny stools. If no other symptoms, check with parent. Could be normal or diet related	NO	NO
DIARRHEA #2	Runny stools, fever about 37.8 C or 100 F, bad smell, fussy, cranky, pain and/or vomiting	YES	YES Until doctor says it is not infectious
EAR INFECTIONS	Fever, clear discharge from nose, cranky, pulls on ear	YES	NO
FLU	Fever is above 37.8 C or 100 F, cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until symptoms are gone
HAND FOOT AND MOUTH DISEASE	Spots on palms of hands, fingers, and soles of the feet. Sometimes on buttocks; for seven to ten days	YES	YES Until symptoms are gone
HERPES SIMPLEX (COLD SORE)	Fever, blister or sore around mouth	YES	Decide each individual case with a Public Health Nurse
IMPETIGO	Crusty rash, mostly on face, arms, or legs	YES	YES Until on antibiotics for 24 hours
NAUSEA/VOMITING		YES	YES Until it stops
PINK EYE	Thick discharge from one or both eyes, redness and itching of eye/s	YES	YES Until seen by a doctor who says child may return to the center
RASHES	Red spots anywhere – can be measles, chicken pox, allergies, impetigo	YES	YES Until on antibiotics for 24 hours
SORE THROAT	Fever, red throat, hurts to swallow (Could be strep throat)	YES	Until doctor says it is not contagious

ADMINISTERING MEDICATION

Staff will administer medicine only with doctor and parent permission. Medicine must be in the original bottle with child's name on it and the dosage amount. We will keep a written record of the time and who administered the medicine. Medicine will be kept in a secure spot. Staff will not give non-prescription medicines to children (Tylenol, Advil, allergy meds) without a letter from the doctor, with clear instructions and dosage information in the letter. Staff are required to use the sign off sheet after administering medicine.

ALLERGIES

Please notify the manager of any food allergies or specific diets your child has. In cases of severe allergies, we will avoid having specific foods on the premises. All allergies should be listed on the registration form. If there are changes, please inform the Staff with a written letter. If your child has asthma, please provide a care plan.

NOTIFICATION OF ILLNESS OR INJURY

In the event of an accident, illness, or injury at the child care, the following steps will be taken:

- Parent/guardian or emergency contact person will be called as soon as possible.
- First aid will be provided as required.
- If necessary, the child will be taken to the appropriate medical centre, or an ambulance will be summoned for emergency medical aid (any costs incurred for such services shall be the sole responsibility of the parent or guardian).
- A critical incident report will be completed and filed with the Community Care Licensing.

BRUSHING TEETH

We ask parents to supply child(ren) with a toothbrush to keep at the centre. We will be encouraging children to brush teeth after meals and snacks teaching good oral health.

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 as much as possible.

Since we understand that most of our 3-year-olds will have only learned how to use the bathroom on their own for a short while, we ask that the parents please send your children in clothing that will allow the easy and quick use of the toilet. If your child is having accidents on a regular basis, we will bring it to your attention and together discuss strategies to support the child in becoming toilet trained.

Staff will:

- 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.
- encourage children to use the toilet at all transitions,
- encourage children to wash hands after using the toilet.

NAP TIME

Children are encouraged to have a nap after lunch for brain development and self-regulation, but this is not mandatory, and parents can request a "Quiet time" option for their child instead of a nap. If your child will be napping, please provide us with whatever your child needs to assist them to sleep. If your child does not need to have a nap, quiet activities will be provided while the other children rest.

ACTIVE PLAY & SCREEN TIME

We will only have a max of a half hour screen time a day used on our smart board for morning meeting and body breaks dance parties.

We believe active kids are healthy kids, we will be outside at least two hours a day, rain or shine. Please make sure your child(ren) are dressed appropriately for the day ahead. If you don't own appropriate clothes, please let us know beforehand, we might be able to help with certain items. A lot of our programming is geared to be transferred outside in our yard and on the land.

GIVING NOTICE

When you are withdrawing your child from the center, it is necessary to give two weeks (14 days) written notice or pay one month's fees in lieu of notice.

TERMINATION OF SERVICES

If the Centre needs to terminate service, the Manager will give two weeks (14 days) notice in writing to the enrolling parent/guardian or refund fees for the current month in lieu of notice. Please note that the child care manager has the right to refuse service if parents do not comply with Center policies at any time.

CONFLICT RESOLUTION

Families are encouraged to discuss questions or concerns regarding any aspect of the childcare program with staff. If an issue arises, the goal is to resolve differences in a peaceful way and find solutions that are beneficial to the child.

Step 1: The enrolling parent/guardian and staff will meet to define the issues and state their points of view.

Step 2: Solutions and/or appropriate resources will be identified.

Step 3: A plan will be agreed upon by the enrolling parent/guardian and the Manager.

Step 4: If a plan cannot be agreed upon by all parties, other arrangements may be required. All parents/guardians may appeal a decision made by the Manager by notifying the Upper Similkameen Indian Band Manager. The Band Manager will have the final decision.

DUTY TO REPORT CHILD ABUSE OR NEGLECT

The Child, Family and Community Service Act states that all children in 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. If you have any questions, or would like more information, we invite you to talk to the Manager. The Manager will uphold legal obligation by reporting any suspected abuse or neglect.

SMOKING

Smoking is not allowed in the child care or outside around the child care building. Staff are not to smoke within the view of the children.

ACCIDENTS & SAFETY

At Chuchuwayha Early Learning Centre, the safety, security, and health of your child is extremely important. Safety preparedness is critical in ensuring that your child will be kept safe while at Child care. Although scraped knees and minor accidents are a part of growing up, you can have confidence that your child is cared for in a secure, nurturing environment everyday.

Accident Prevention Strategies

- There are always at least two adults on the premises
- Children will be supervised at all times
- Children are signed in and out so that staff know which children are present at any given time
- Furniture and equipment are placed and inspected to minimize safety risks
- Playgrounds are inspected daily for potential hazards
- Only suitable and age-appropriate objects are available to children
- All cleaning products and medications are locked and out of reach

Accident Procedures

- First aid kits are always equipped and identifiable
- All staff working directly with children hold current first aid certificates
- Emergency numbers are available to all staff, kept near the phone and brought on all outings

- Minor accidents will be treated on the premises and a report will be written in the minor incident report book, and parents will be notified of the minor accident upon pick up
- In case of serious accidents (which include bumps to the head), parents will be notified by phone immediately and asked to come to the center to pick up the child/and or make the judgment call as to whether the child is able to stay for the rest of the day. If the parent cannot be reached the next person on the emergency contactlist will be called and asked to pick up the child. If the child must go to the hospital before the parent or emergency contact person arrives, a staff must accompany the child to the hospital and stay until the parent/emergency contact person arrives
- In case we need to leave building our muster point is marked in parking lot across from the band office we will meet there.

TRANSPORTATION

Chuchuwayha Early Learning Center is proud to offer safe transportation services to enrich the program with fieldtrips.

As required by BC Child Care Licensing Regulations, Section 45, Chuchuwayha Early Learning Centre ensures children are always supervised by staff consisting of ECEs (supported by an assistant or a responsible adult as per requirements).

Transportation

45 (1)If children are to be transported by vehicle by a licensee or a licensee's employees, the licensee must ensure that the driver of the vehicle

(a)is 19 years old or older, and

(b)holds a driver's license that permits the driver to operate the type of vehicle being used.

All vehicles used for transportation are insured for transporting children, are government inspected, and are driven by qualified, Licensed class 5 drivers (5 passenger vans) They are checked daily before driving as per the class 4 vehicle inspection check list. This includes brakes, fluids, tires, mechanical. Any vehicle not passing inspection with a mechanical issue will not be driven until fixed.

Educators have been instructed on proper fastening of seat belts, car seats and booster seats.

Transportation of children is in accordance with British Columbia law *Motor Vehicle Act*, MOTOR VEHICLE ACT REGULATIONS [Last amended May 1, 2022 by B.C. Reg. 24/2022 and includes amendments by B.C. Reg. 76/2022]

:

Child restraint systems

- 36.05** (1)A child who
- (a)has attained age one,
 - (b)weighs 9 kg or more, and
 - (c)is not required, or permitted, to be fastened in an infant restraint system in accordance with section 36.04

must be fastened in a child restraint system used in a forward facing position and specified by the manufacturer to be appropriate for the child's height and weight, until the child weighs 18 kg or more.

(2)A child who has attained age one and weighs 18 kg or more may continue to be fastened in a restraint system referred to in subsection (1) until, according to the manufacturer's specifications, the restraint system is no longer appropriate for the child's height and weight.

[en. B.C. Reg. 218/2007.]

Booster seats and seat belt assemblies

- 36.06** (1)A child who is no longer required, or permitted, to be fastened in a child restraint system in accordance with section 36.05 must be fastened on a booster seat, specified by the manufacturer to be appropriate for the child's height and weight, using the vehicle's seat belt assembly until the child reaches a height of 145 cm or more.
- (2)If the vehicle has an available seat belt assembly with an upper torso restraint and a pelvic restraint, other than the driver's seat belt assembly, a child referred to in subsection (1) must be fastened on the booster seat using that seat belt assembly.
- (3)Despite subsection (1), if none of the available seat belt assemblies in the vehicle have an upper torso restraint, other than the driver's seat belt assembly, then a child referred to in subsection (1) must be fastened without a booster seat using a seat belt assembly with a pelvic restraint.
- (4)A child who has attained a height of 145 cm or more may continue to be fastened on a booster seat referred to in subsection (1) until, according to the manufacturer's specifications, the booster seat is no longer appropriate for the child's height and weight.

[en. B.C. Reg. 218/2007.]

Seat belt assemblies

36.07 A child who is no longer required, or permitted, to be fastened in a booster seat in accordance with section 36.06 must be fastened

(a) in a seat belt assembly with an upper torso restraint and a pelvic restraint, if, other than the driver's seat belt assembly, there is one available in the vehicle, or

(b) in a seat belt assembly with a pelvic restraint, if, other than the driver's seat belt assembly, there is in the vehicle no available seat belt assembly with an upper torso restraint and a pelvic restraint.

[en. B.C. Reg. 218/2007.]

Restraint systems for infants with special needs and children with mobility impairments

36.08 (1) Despite section 36.04, a child under age one who weighs less than 9 kg and who has special needs may be fastened in a vehicle using an infant restraint system for infants with special needs that is specified by the manufacturer to be appropriate for the child's height and weight.

(2) Despite sections 36.05 to 36.07, a child age one or older who weighs 9 kg or more and who has mobility impairments may be fastened in a vehicle using a restraint system for disabled persons that is specified by the manufacturer to be appropriate for the child's height and weight.

[en. B.C. Reg. 218/2007.]

Drivers are to never:

Leave any children in the vehicle alone.

Permit eating or drinking, to minimize choking hazards.

Drivers/educators will report any minor car accident to Licensing officer and families immediately as well as band office.

Drivers/educators take the following into the vehicle each time.

- A list of children being transported (attendance sheet)
- A list of emergency numbers
- Each child's emergency card
- Cell phone
- Emergency Roadside kit
- First Aid Kit
- Fire extinguisher
- Permission forms for fieldtrips if attending a fieldtrip.

- Emergency prescription medication, epi pens, etc.
- Diapering supplies as needed labeled in ziplock bags per child
- Disposable gloves
- Tissue
- Hand Sanitizer
- Any additional items needed specific to nature of field trip and weather (e.g. towels, hats, sunscreen)

Walking field trips:

When walking outside of the licensed facility, staff to children ratios will continue to be in place at all times as per child care licensing regulations for Group Child Care, 30 months to school age.

Children will be within eyesight of staff at all times.

ECE staff will carry the following on their person in a backpack when leaving the licensed child care facility for a walking field trip:

- A list of children in attendance
- A list of emergency numbers
- Each child's emergency card
- Cell phone
- First Aid
- Emergency prescription medication, epi pens, etc.
- Water
- Packaged Snacks (if applicable depending on time of day)
- Hand sanitizer
- Diapering supplies as needed labeled in ziplock bags per child
- Disposable gloves
- Tissue
- Any additional items needed specific to nature of field trip and weather (e.g. towels, hats, sunscreen)

Walking field trips will follow pedestrian safety guidelines of walking on sidewalks, or shoulder of road if no sidewalks are available, facing traffic and following street signs (stop signs, etc.).

Children will walk in a line holding on to a rope with handles with a minimum one staff at the front of the line and one staff at the back of the line to ensure children's safety.

Walking field trips will only occur if ECE staff determine it is safe to do so taking into account the number of children in attendance, developmental needs of the children in attendance, number of staff, if children have appropriate clothing and footwear and if the weather is suitable for a walk.

Walking field trips may take place within Hedley to one of the following sites that are within a 10 minute walk of the licensed child care facility. Parents will sign a walking field trip permission form to include these sites as part of the registration process:

Hedley Community Park

Hedley Museum

Hedley Library

Hedley Fire Department

Hedley Post Office

Hedley Country Store

Hedley Community Hall

Hedley Grand Union Café

USIB Band Office

USIB Chuchuwayha Family Centre

USIB Pavillion

USIB Health Centre

USIB Youth Centre

At each of these locations there is a public washroom facility on site. All children will be accompanied to the washroom and supervised by a staff member and staff:child ratios will be maintained at all time for supervision meaning staff may need to take multiple children to the washroom at one time.

When arriving to destination, staff will complete a perimeter scan and take note of any safety hazards that may impact the ability to remain at the site. If at any time the ECE staff determine the location is not safe for the children, they will leave with the children and return to the licensed child care facility.

EMERGENCY PLAN

Our child care centre has a fire evacuation plan posted in the center which we practice with the children monthly, (every third week of the month).

For fire drills and in case of actual fires, children will be gathered at the safest exit by staff, counted, accounted for in accordance to the attendance sheet, and supervised by staff to walk across the street to the outdoor muster point station as labeled by signage at the far end of the Upper Similkameen Indian Band parking lot. Attendance will be taken again once at the muster point.

If weather conditions do not permit being outside and it is safe to do so, staff will walk children to the indoor emergency shelter meeting place at the Upper Similkameen Indian Band Office. 250-292-8733 161 Snazaist Drive Hedley BC Vox 1K0, next door to the early learning centre.

Staff will bring a backpack with a first aid kit, the sign in attendance sheet, children's emergency cards and a cell phone.

In the event of an actual fire or emergency, the manager on site or designate in case of manager's absence will be responsible to notify 911 of the emergency from a cell phone outside the building once the evacuation is complete.

Parents will be notified as soon as it is safe to do so.

The monthly fire drill log is located on the wall by the SIGN IN AND OUT sheet at the main entrance.

In the event of a USIB community emergency and there is a need to evacuate the Upper Similkameen Indian Reserve, the children will be walked or driven to the Hedley Country Store 250-292-8600, 897 Scott Ave, Hedley, BC VoX 1Ko

A USIB community emergency response plan will be practiced once per year and is posted in the front entrance of the centre.

Emergency Evacuation Pick up Locations

There are two designated pick up locations depending on the nature of the emergency. These sites are –

1. Upper Similkameen Indian Band office – 250-292-8733 - 161 Snazaist Drive Hedley BC VoX 1Ko, next door to the early learning centre (share the same lot).
2. Hedley Country Store – 250-292-8600 - 897 Scott Ave, Hedley, BC VoX 1Ko

PARENT SUPPORT SERVICES

Parenting can be both the most challenging and rewarding job that many of us will ever have! Our staff is here to support you in any way that we can. If you have any concerns regarding your child's development, behavior, nutrition, etc. please speak to our staff or contact the USIB family support Worker (Sally Holmes) at the band office. We have many resources and reference information, as well as information on specific areas of concern. She can also refer you to resources that may be more specific to your needs.

The Chuchuwayha Early Learning Centre welcomes all parent and guardian concerns, ideas, suggestions, or constructive criticism regarding our program. To strengthen our program and meet the needs of your children, we believe that it is important to have input from our parents, guardians, and community members.

DAILY PROGRAM SCHEDULE

Time	Activity	We are learning...
8:00am-10:00am	Arrival, morning routine (Breakfast for some packed from home) Centre play Small group activities	<p>Children will take their time to settle into the day as they arrive. Children will say goodbye to families, put belongings away in cubbies and get signed into the program. Children will be guided to use the washroom, wash hands, and eat breakfast packed from home or participate in centre activities. A slow and easy start to the day allows for a smoother flow in daily programming. As students settle and prepare for the day, they will be able to choose their play area independently. Students pick a center they want to work in with a friend or independently. Students change centers as they wish. Our centers are Art, blocks, Science discovery, literacy, light table, sensory table. new themed are added to centers each two weeks . lots of skills and concepts learned in free play.</p> <p>At some point during centers we might do small group learning, students will work with the teachers in small groups or individually to learn various literacy, art, math or science concepts. New games and activities are introduced at this time to ensure success. The groups are always changing based on children's abilities, interests and needs. Children will be introduced to various literacy, math, science, art, and fine motor skills in a fun engaging way. The activities provided will often be an extension of our biweekly centre theme. Fine motor journals may also be worked on at this time. Children who may struggle in a group setting or activity will be offered one on one supports.</p>
10:00am-10:30am	Toileting Hand Washing Morning Snack	All children will be directed to the washroom for use of toilet and hand washing. Morning snack will be served at this time offering many opportunities to explore appropriate health and nutrition. Children will transition from snack to centers.
10:30am-10:50am	Calendar and morning meeting	Staff and children will meet at the group mat for our morning meeting. We will review the calendar and talk about the day ahead. Any activities, special announcements, or daily instruction will be talked about at this time. Circle time is filled with songs, rhymes, instruments, and use of gross motor skills. Through music we build and learn various language skills, phonemic awareness, math concepts, music, and social skills. This time is a great opportunity to incorporate culture into our program, playing games, singing songs and practicing language. Children will transition from circle time to small

		group learning and table activities.
11:50am-12:00pm	Outside gross motor movement and free play Cultural and language learning /bathroom break if needed	Children will be transitioned to outdoor play, dressing in appropriate gear as seasons change. Various gross motor activities are set up around the playground to practice and develop gross motor skills, social skills, and self-regulation. Children will have access to play on the yard equipment, in the sand box or in the mud kitchen, or on the bike track. On occasion as a group, we might walk around Hedley and explore our neighborhood. Children will be introduced to our centre garden, gaining better understandings of the growing process and plant knowledge. Children will focus on culture and language learning when outside on the land. Guest facilitators will visit to lead them through activities outside that help to strengthen their connection to the local culture and language of the Syilx People.
12:00pm-12:45pm	Hand Washing Lunch Toileting Brushing teeth	Children will be transitioned back indoors for toilet time and hand washing. The tables will be set up for children to enjoy a nutritious lunch brought from home. Once we have finished eating, they will be redirected to the washroom for toilet time, hand washing and brushing teeth before quiet time.
12:45pm-2:30pm	Story and music Nap time/Quiet rest with tray activities	When all the children have gathered into the nap room, a staff will read a story to help calm and relax children before a well-deserved rest. Reading to children incorporates language and literacy into the program, as well as encouraging the love of reading at an early age. Soft instrumental music will be played while children transition to sleep. All children are encouraged to have a nap or full body rest. Throughout the day, children are introduced to many new stimuluses; a rest is necessary for a child's developing brain. Quiet Tray activities will be available for those children that do not fall asleep to support cognitive growth, fine motor skills, etc.
2:30pm-3:30pm	Toileting Centres Group learning Reading Culture and language learning	As children begin to wake, we will redirect to the washroom for toileting, teaching and encouraging self-care. Staff will take time with each child one on one, for child centered affirmations boosting self-confidence. Children will then have an option for centres or group learning through books, felt stories or group activity related to our theme or culture. Children are encouraged to share thoughts, building connections, gaining reading comprehension, book knowledge, and phonic awareness. We will also encourage team awareness and connection using charts, graphs, songs, felt board stories, finger plays, puppets, etc. We will also highly encourage cultural learning at this time.

3:30pm-4:00pm	Hand Washing Afternoon snack Toileting	Staff will transition children to hand washing before afternoon snack. Staff will provide an afternoon snack consisting of at least two food groups. Children will participate in making snack from time to time with guidance from a teacher. Snack provides many opportunities to explore health and nutrition as well as math and cooking concepts. Any birthday treats to be shared, will be served at this time. Students will transition from snack into reading with a friend or independently. This allows for the growth in social, literacy and language skills. Buddy bears are allowed at reading time; a listening station is also available.
4:00pm-5:00pm	Outdoor gross motor and free play	Children will begin to get ready for the end of day pickup. Staff will encourage each child to independently collect their belongings for an easier transition for parent/guardian arrival. Various gross motor activities are set up around the outdoor play area for children to practice and develop gross motor skills. Students can also play on equipment, sand box, mud kitchen or ride a bike. We will be doing gardening and plant knowledge on the land when the season arrives. Parents/guardians will come to the back yard of centre where their child will be prepared for pickup. Child(ren) will be signed out of the program at this time by their parent/guardian at the end of each day.

The Chuchuwayha Early Learning Centre has a mix of student led, play based, and teacher directed lessons and activities. We infuse movement throughout the day and take child's attention span and cognitive abilities highly into consideration. The Chuchuwayha Early Learning Center will support the spiritual, emotional, intellectual, and physical growth of each child as an individual. Land based learning is a strong priority to continue growing our connection to the land. We will incorporate cultural teachings and lessons as much as possible every day in order to provide your child with the highest quality of care.

SUPERVISION POLICY

All staff will practice active supervision using a combination of the following strategies –

- Close proximity
- Watching and listening
- Scanning the play areas
- Placing body in such a manner that all children are visible.

Staff are present with the children at all times. Children are always in view. Staff will be aware of the children in the group, even when attending to an individual child's needs. Staff ensure each play zone is supervised and ensure substitution when needing to leave the room.

Staff/child ratios are maintained throughout the program. Minimum staff to child ratio is 1 ECE to 8 children and 1 ECE and 1 ECE Assistant to 16 children. Our staff plan aims to consistently be able to provide above the minimum standard of staff to child ratios. The following is our staff plan.

All children upon arrival or departure must be signed in or out on the attendance sheet, indicating the time of arrival or departure. Communication book will note any children away absent who are registered to attend that day. Parents will be contacted to inquire if child is sick, on vacation or any other reason.

Head counts of children will be completed on a frequent basis throughout the day. Head counts are completed before and after a transition with a group of children, for example, from inside to outside.

Children who have individual care plans may have a staff member assigned to support them 1:1 or 1:2 support, but it is expected that all staff are familiar with the child's care plan.

Indoors – Staff plan will always allow for minimum of 1 ECE staff for up to 8 children and 1 ECE and 1 ECE Assistant staff: 9-16 children, with additional support staff working on the floor to support children as required based on their developmental needs. Staff will have children within view of all times. Staff will supervise children while using the bathroom to wash hands and use the toilet. Staff will sit with children during eating times throughout the day to ensure they are fully supervised and assisted. Staff will sit beside children during play and table top art and fine motor activities to assist them and observe always ensuring their health and safety.

Outdoors - Staff plan will always allow for minimum of 1 ECE staff for up to 8 children and 1 ECE and 1 ECE Assistant staff: 9-16 children, with additional support staff working on the floor to support children as required based on their developmental needs. Staff will have children within view of all times. If a child needs to go inside to use the washroom, staff will ensure that staff ratios are met and will bring additional children inside with them if needed to keep staff ratios in compliance (1 ECE: up to 8 children or 1 ECE & 1 ECE Assistant: 9-16 children). Children will be within arms length of an ECE staff if they are climbing any toys).

While children are attending or being transported to and from outdoor play areas or activities located outside the property boundaries: Staff plan will always allow for minimum of 1 ECE staff for up to 8 children and 1 ECE and 1 ECE Assistant staff: 9-16 children, with additional support staff working on the floor to support children as required based on their developmental needs. Staff will have children within view at all times. If leaving the daycare facility or outdoor play area for a walk, an emergency backpack will be brought with a cell phone, first aid kit, and all emergency cards for each child in attendance that day with their emergency information readily accessible. Walking ropes will be used so each child is holding on to a ring on the rope for safety. Head counts will be conducted routinely on any walking trips. Any field trips involving vehicle transportation will involve permission forms home to the parents/guardians with a clear

plan of location and time. Upper Similkameen Indian Band owns a fleet of insured vehicles for program use. Staff may hire a qualified driver for these trips in order for the ECE staff to sit in the vehicle as a passenger and properly supervise the children while in the vehicles. All qualified driver's would have a complete Criminal Record Check for vulnerable sector working with children. Parents/guardians would be responsible to provide the child's car seat/booster seat in these instances.

Curriculum content at our centre will address all areas of a child's developmental areas and reflect each child's interests and developmental level – cognitive, physical, motor, social-emotional, language and self-care.

Daily schedules of activities will be posted for both children and families to see so that children know what is going to be happening in their day and families can be involved and ask questions.

Activities that reflect developmental learning of each child will include singing, reading, imaginative play, playtime with toys, outdoor play, exploratory play with materials, art including cutting, gluing and drawing, rest time and multiple meal and snack breaks throughout the day.

Attention to cultural and linguistic diversity is also important. As childcare providers in a First Nation community, we understand our role in Truth and Reconciliation which includes the inclusion of Indigenous curriculum, acknowledging the traditional territory and land that we are on. We recognize the local Similamix People, Upper Similkameen Indian Band as land owner and steward, *nsyilxcən* language and *saimilamix* culture, respectfully honouring the natural laws of the *tmixw* – *that which gives us life* to contribute to cultural awareness and safety in our child care program.

Staff will plan children's environments in advance, preparing learning activities, selecting appropriate play equipment (indoor and outdoor), thinking of a project from start to finish, checking safety equipment ahead of time.

Staff will plan based on population, ages, interests, and development level of children being served, equipment and available space (indoor and outdoor), number of adults available for supervision and nature of the activities involved per day.

The nature of different activities may require an increased amount of direct-within-arms-reach supervision of children's learning and play experiences whereas other play may allow for staff to stand back and observe to give children space to explore. Staffing ratios will always be in place as per child care licensing regulations for group child care, 30 months – school age.

When outdoors, active supervision of children will include continuous scanning of area for risks to anticipate and prevent injuries from occurring.

Staff will ensure children have direct assistance with using certain outdoor play equipment as is necessary for safety such as wearing helmets if using trikes. Staff will ensure gates are always properly latched when outside to ensure children remain safely within the fenced outdoor yard area. Staff will ensure the grounds are clear of any safety hazards that are removed by the staff if found (broken toys, garbage, etc.)

When playing outside, all children will be accompanied to the washroom and supervised by a staff member and staff:child ratios will be maintained at all time for supervision meaning staff may need to take multiple children inside to the washroom at one time.

Walking field trips – as cited in Transportation Policy:

When walking outside of the licensed facility, staff to children ratios will continue to be in place at all times as per child care licensing regulations for Group Child Care, 30 months to school age.

Children will be within eyesight of staff at all times.

ECE staff will carry the following on their person in a backpack when leaving the licensed child care facility for a walking field trip:

- A list of children in attendance
- A list of emergency numbers
- Each child's emergency card
- Cell phone
- First Aid
- Emergency prescription medication, epi pens, etc.
- Water
- Packaged Snacks (if applicable depending on time of day)
- Hand sanitizer
- Diapering supplies as needed labeled in ziplock bags per child
- Disposable gloves
- Tissue
- Any additional items needed specific to nature of field trip and weather (e.g. towels, hats, sunscreen)

Walking field trips will follow pedestrian safety guidelines of walking on sidewalks, or shoulder of road if no sidewalks are available, facing traffic and following street signs (stop signs, etc.).

Children will walk in a line holding on to a rope with handles with a minimum one staff at the front of the line and one staff at the back of the line to ensure children's safety.

Walking field trips will only occur if ECE staff determine it is safe to do so taking into account the number of children in attendance, developmental needs of the children in attendance, number of staff, if children have appropriate clothing and footwear and if the weather is suitable for a walk.

Walking field trips may take place within Hedley to one of the following sites that are within a 10 minute walk of the licensed child care facility. Parents will sign a walking field trip permission form to include these sites as part of the registration process:

Hedley Community Park

Hedley Museum

USIB Band Office

USIB Chuchuwayha Family Centre

At each of these locations there is a public washroom facility on site. All children will be accompanied to the washroom and supervised by a staff member and staff:child ratios will be maintained at all time for supervision meaning staff may need to take multiple children to the washroom at one time.

When arriving to destination, staff will complete a perimeter scan and take note of any safety hazards that may impact the ability to remain at the site. If at any time the ECE staff determine the location is not safe for the children, they will leave with the children and return to the licensed child care facility.

DAILY STAFF PLAN

8:00am-4:00pm – ECE on site

8:30am-4:30pm – ECE Assistant on site

9:00am-5:00pm – ECE on site

Flexible work schedule – Additional ECE/ECE Assistant on shift

*Support workers/ECE Assistants may also be assigned to work in the centre based on needs of children registered in the program.

PARENT/GUARDIAN SIGNATURE

I have reviewed and understand the policies and procedures outlined in the Parent Handbook for Chuchwayha Early Learning Centre. Please note that the Handbook can change without notice and that staff will inform parents promptly of any changes.

This signature authorization form will be in your child's file.

Parents signature: _____ Date: _____

~We look forward to serving you with high quality childcare~