



Little Lakers Learning Centre

Parent Handbook

The Little Lakers Learning Centre staff respect and appreciate that families are unique in terms of their values, experiences, expectations and needs. We encourage parents to share their own customs, traditions and languages with staff and children at the centre.

Staff members will encourage parent participation in our programs by daily sharing of anecdotes, information and concerns about each child with their parent on arrival and departure. Parents are welcome in the centre at anytime and staff support and encourage parents to drop by. Staff will also facilitate a smooth transition for each child and parent during separations.

We believe that families are entitled to be involved in a meaningful way in their child care experience and deserve assurance of quality care for their children while they are involved in work commitments, educational and/or personal fulfillment. We work in partnership with families by supporting them in meeting their responsibilities to their children. Our Centre enhances the lives of children and families by providing a caring, educational and supportive environment that celebrates family diversity.

Our Philosophy

We believe that all children, including those with delays, disabilities or special needs can benefit from participation in comprehensive, fully integrated programming, in a supportive setting which emphasizes each child's unique worth as an individual and as a member of the peer community, while recognizing and providing for individual needs.

Vision

Our vision is of a thriving, environmentally aware community, in which children are educated, nurtured and cherished, and where families are welcomed, supported and celebrated.

Mission Statement

Our mission is to provide quality child care inspired by The Montessori philosophy, for families in Christina Lake. We will foster a family oriented community culture through integrity and caring professional management. Our focus is to provide a stimulating early childhood educational experience, which promotes each child's social/emotional, physical, cognitive and understanding of the interconnectedness of all things. We aim to support children to become lifelong learners in a safe, nurturing and fun environment that fulfills parents' wishes to provide a bright start for their children's growth.

Facility Closure

Little Lakers Learning Centre will determine childcare needs and staffing availability, and may be closed for one week during Christmas holidays and one week during Spring break that falls in line with the school calendar year.

Operational Procedures

Staff will greet each child and parent upon arrival and ask information about the child's physical and emotional health or any other pertinent information that might influence the child's behavior during the day and will record data in the Staff Communication Book. The parent/guardian, or authorized pick up person, will be responsible for signing the child in or out on the daily attendance sheet.

Safe Release of your child(ren) to only authorized persons listed on the child's registration form may pick up the child. Authorized alternative persons must be identified at the time of registration, with personal proof of identity and recent picture. Staff will ask to see identification at the time of pickup of the children

If a child is not picked up by 6:00 pm and the authorized person has not called, the Centre will attempt to contact the family and then someone from the list of people authorized to pick the child up. The staff person will also try to leave messages for the family. If all efforts are unsuccessful, the staff person in charge will call the facility Manager and the Ministry for Children & Family Development.

Ministry for Children and Family Development office:

*** Ministry for Children and Family Development local district office:**

Grand Forks, 250-442-4378, Monday to Friday 08:30 a.m. – 4:30 p.m.

Program Fees

All fees are due within five (5) business days of receipt of monthly invoice. In the event that fees are not paid as required, a letter may be delivered requiring payment of the outstanding balance within five (5) calendar days, or the child care space could be forfeited.

It is the parent's responsibility to ensure that all subsidy contracts are up to date with their local Ministry of Children and Family Services.

All booked days are blocked out for your child and therefore payment is non-refundable if your child is sick or unable to attend. This ensures that your child's placement and quality programming will be guaranteed.

A registration fee of \$25.00 will apply upon registering your child.

Withdrawal from Program

If your child will not be attending Little Lakers Learning Centre program as of a certain date, you are required to give two (2) weeks' written notice, including the nature of departure. This will enable LLLC to inform others of a placement opening. If written notice is not received two weeks prior to your child's departure, you will be required to pay the applicable program fee you have arranged for your child.

A refund may be given, if requested by the parent in writing, and if the child's program placement has been filled.

Appropriate Dress

Please ensure that your child comes dressed appropriately for the weather conditions and has a change of indoor clothing. If your child requires diaper changing, please provide the appropriate diapers and wet wipes to assist with this process.

Please supply sunscreen lotion with SPF 30 to be applied by staff to your children before going outdoors and shall be reapplied as necessary, if permission by the parents is granted. Water play will be set up in shaded areas and children will wear a T-shirts over their bathing suits.

Field trips

It is part of our program to go on walking excursions within our immediate neighborhood. Field trips away from our Centre are carefully planned and supervised. Families will be informed prior to a trip away from the Centre and parent permission will be required.

Staff responsible for field trips shall make certain that they take Emergency Consent Cards for each child in their care. A First Aid kit specifically make up for field trips shall also be carried.

When planning for excursions, staff will consider the appropriateness of the activity in regards to the developmental needs of children participating. To ensure effective safety and supervision, additional staffing will be provided as required.

LLLC Field Trip Guidelines includes:

- Staff pre-visit to note any particular areas of challenge or risks and develop plans to address these possibilities
- Orientate any new staff who will be supporting field trip supervision
- Children receive preparation for the field trip and discussions around safety expectations
- Consider communication needs – cell phones, pay phone
- Ensure children are supervised at all times – washroom, change rooms, etc.
- Each staff have the names of the children that they are responsible for
- Ensure frequent head counts, using the attendance sheet
- Develop an emergency plan
- Ensure health practices are maintained – proper hand washing, the ability keep cold foods cold and hot foods hot
- Obtain a signed consent form for each field trip

Staff responsible for field trips shall make certain that they take Emergency Consent Cards for each child in their care. A First Aid kit specifically make up for field trips shall also be carried.

Field Trips will include the Market, the Hairdresser, the Library, and nature walks located on the Santa Rosa Frontage Road.

Our Positive Guidance Practices

Children are unique individuals who are gaining the ability to act independently. In doing so, they are developing self-esteem and respect for others. Child guidance is a positive discipline constructive, caring, consistent approach that allows children to solve their own problems and attain self-control and self-confidence, with assistance as required from adults. It is based on concern for the safety and well-being of each child in the peer group.

One of the more important aspects of child guidance consists of structuring the environment in such a way that limits the opportunities for misbehaving. By removing objects that could be harmful rather than expecting a young child to understand the consequences to their actions when they are developmentally unable, we are building successful interactions within the child's environment that promote self-esteem and self-confidence.

Staff in our Centre utilizes the following techniques to guide children's behavior:

Prevention Techniques

- Establish clear, consistent and simple limits.
- Make statements of expectation, rather than pose questions.

- State limits in a positive way.
- Focus on the behavior, rather than on the child.
- Offer straight forward explanations for limits.
- Allow time for children to respond to expectations.
- Reinforce appropriate behavior.
- Encourage children to use you as a resource. Environmental considerations – organized and sufficient space, duplicate materials and toys that align with children’s abilities, balance of activities (quiet/active times, individual/group times, schedules and routines).

Intervention Techniques

- Gain child’s attention in a respectful way.
- Use proximity and touch.
- Remind.
- Acknowledge feelings before setting limits.
- Distract or divert when appropriate.
- Model and facilitate problem-solving skills.
- Offer appropriate choices.
- Redirect.

At no time shall a child in the Centre be subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child’s self-respect.

Goals for Children

Formal teaching, experiential learning and individual facilitation are combined in our program to promote each child’s growth in all areas of development. Our goals for all children in these developmental areas include:

Social/Emotional: Enhancement of each child’s sense of self esteem, recognition and development of his/her personal value as a group member, growth in social awareness and relationships with others through communication skills and community involvement.

Cognitive/Intellectual: Motivation for discovery and learning in a pre-structured, stimulating and responsive environment, development of information gathering, processing and synthesizing skills through both group and individual instruction.

Motor: Provision of appropriate equipment, activities and teaching to promote development of large and small muscle skills.

Language: Respectful recognition of each child as communicator, growth in verbal and listening abilities in interactions, problem solving, situations, and meeting personal goals; development of appreciation of literature, poetry, music and drama.

Creative: Sensory stimulation through music, literature, art and tactile activities, provided in an aesthetically pleasing environment. Motivation and opportunities for creative expression through music, movement, arts & crafts and dramatic play.

Self-Help: Development of healthy habits and maximum possible independence in self care skills, such as dressing, eating, grooming, toileting and personal safety.

Food & Nutrition

Meals will be provided by parents. All meals should include three of the four food groups recommended in the Canada Food Guide. Children who are vegetarian will also need to meet the recommended intake of the Canada Food Guide. Staff needs to be aware of alternate foods needed to ensure the children are receiving adequate nutrition.

Children will never be forced to eat their lunch or snacks. The child will be given the opportunity to eat at a later time.

All foods will be heated when required. If the child refuses to eat any foods that are available from their lunch, staff will consult with parents regarding alternate choices. If a child has permission to consume foods from the Centre food supplies, all labels must be read before offering food to children with allergies. This information is to be checked against the posted food allergy chart.

Children will have access to additional food if they are hungry. When snacks are provided by the program, foods will be selected from 2 of the 4 food groups recommended by the Canada Food Guide. Water will be offered throughout the day. Fresh, organic, seasonal fruits and vegetables will be used when available.

Parents are encouraged to provide whole foods to help their child develop healthy eating habits with nutritional benefits. Children will be provided with water during the snack and lunch time.

Whole food suggestions;

Fruits and vegetables

Dried fruits

Cheese and meats

Whole grain crackers and breads.

Pasta and Rice

Medications:

Strict regulations govern the administration of medications in group day care facilities. When a child requires prescription medication during the day, parents must obtain an AUTHORIZATION FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION FORM – sample included. This form must be completed by parents. Staff members are then permitted to administer the medication according to the doctor's orders. Forms are available from Centre staff.

Centre staff do not administer over the counter medications, ie. Aspirin, cough syrup, vitamins, throat lozenges, cold capsules, etc., except where the medication has been prescribed by a doctor. Parents must have the child's doctor complete the top portion of the Authorization for the Administration of Non-Prescription Medication form. Parents must then complete the remainder of the form. This policy protects children, parents and staff, as Early Childhood Educators are not formally qualified to make "judgement calls" as to when these medications are appropriate.

Illness

Little Lakers Learning Centre policies on illness and medication is designed for the protection of all children.

To avoid contagion and to speed their recovery, children showing definite symptoms of sickness or contagious conditions must be considered too ill to attend our Centre.

These symptoms include:

- fever
- vomiting
- diarrhea
- persistent cough or nasal discharge due to cold virus
- symptoms of contagious childhood diseases, ie. mumps, chicken pox, pink eye, etc.
- contagious skin conditions, ie. ring worm, head lice, scabies, and impetigo.

Should any of these conditions develop while a child is attending the Centre, parents will be notified promptly that their child needs to be taken home.

The staff will ensure that your child is made comfortable, kept under supervision, and in a quiet cozy area away from the play areas, until the child goes home.

When a child is sent home with a contagious illness, a note from a physician may be required before returning to day care.

It is a requirement of our program that all children have an outdoor time, each day. Please don't ask staff to keep your child inside due to illness. Our rule is – If your child is too sick to be outside, they are too sick to be at day care. Special considerations will be given to children with special medical conditions (i.e. severe asthma).

Custody & Access Agreements

If the parents have agreed to live separately, the staff will assume that the information from the enrolling parent will be followed. However, without a custody or court order on file, we cannot deny access to the non-enrolling parent. If this arises, the policy on unauthorized persons will be implemented. If a family has a custody or court order, a copy must be placed in the child's file and details about all arrangements contained in the legal documents will be followed at all times.

When a parent has been given sole custody of their child they must produce a copy of the Court Order. When the non-custodial parent comes to the facility to pick up the child, the custodial parent shall be informed immediately. The child must never be allowed to leave with a non-custodial parent without permission. If non-custodial parent attempts to leave with the child, the police will need to be called immediately.

Abuse and Neglect Duty to Report to MCFD

Anyone who has a reason to suspect /believe that a child has been, or is likely to be, physically harmed, sexually exploited, abused, neglected, or needs protection due to specific circumstances outlined in the Child Family and Community Service Act, is legally responsible under that act to report the matter to a child protection social worker. In British Columbia, a child is anyone under the age of 19 years.

The duty to report applies to everyone, including service providers, family members and the general public.

Anyone in British Columbia who knows of possible child abuse or neglect is required by law to report their concerns to the Ministry for Children & Family Development.

Ministry for Children and Family Development office:

*** Ministry for Children and Family Development local district office:**

Grand Forks, 250-442-4378, Monday to Friday 08:30 a.m. – 4:30 p.m.

Fire Drills, Emergency Evacuation and Shelter in Place procedures

Fire drills are a regular part of the curriculum and are practiced monthly and recorded in the Emergency log book. Sometime scheduled drills and sometimes spontaneous, they can occur at any time during the scheduled facility hours. Fire evacuation procedures are posted near the fire extinguishers next to the Exits.

The 1st Muster station is the Red Cabin directly across the complex from the Centre.

Once all children, staff and emergency cards and supplies are checked actions to move to the 2nd Muster Place will be taken:

The second Muster station is .3 km away at
The Christina Lake Welcome Centre
1675 Highway #3, Christina Lake

250 447 2554 or 240 447 6161

Parents and or Alternative contacts will be contacted as promptly as possible.

Evacuation Procedure (Site specific details are posted in each facility)

- All staff present assist in collecting children and directing them to the exit door. If necessary, pull fire alarm bell during the gathering process.
- Staff #1 – Takes attendance sheet from sign in area, gets first aid kit, and leads children out the front door to safety. Supervises evacuated children outside and checks names off against attendance sheet.
- Staff #2, if applicable– Gets fire extinguisher, sweeps the building, checking all spaces, i.e., closets, bathrooms, under climber, behind doors, etc. Checks playground for stray children. Goes to designated evacuation meeting spot and assists in the supervision of evacuated children.

Evacuation

Emergency Consent Cards and supplies will be taken with the program staff and parents will be contacted as promptly as possible.

Little Lakers Learning, Shelter in Place Procedure

In the event there is imminent danger to the Staff or children in the Center (whether Staff suspects threat or upon notification from local Authorities), the following procedures will be in effect:

1. All doors will be locked.
2. All children will be moved to the back of the Center - away from the windows, where the children can be involved in quiet activities.
3. Lights will be turned off.
4. Authorities will be contacted - “911”
5. This will remain in effect until notification from Police Department.

Twice or more a year the LLLC will practice these steps in preparation of a real emergency, evacuation and or Shelter in Place

- Conducting a site hazard assessment to identify and prioritize issues to be resolved and mitigate the risk
- Gathering, storing and maintaining emergency supplies
- Developing the plan to include, as a minimum, roles and responsibilities key contacts, response procedures and facility map

Task	Status	Comments	Assigned To	Date Completed
Prevention & Preparedness				
Site Hazard Assessment				
Mitigate Non-Structural & Structural Hazards – Complete Hazard Hunt Form				
Emergency Plan				
Roles & Responsibilities				
Communications Directory				
Facility Map and Evacuation Plans Current & Posted				
Response Procedures				
Emergency Supplies Current & Maintained				
Children's Emergency Records Current & Maintained				
Alternative Communication				
Training & Exercises				
Conduct Plan Orientation Sessions for Staff & Parents & a "Walkabout" Drill				
Conduct Ongoing Emergency Education & Training to Staff & Parents				
Conduct Monthly Drills - Incorporate Various Procedures – Sheltering & Earthquake Response				
Conduct of Emergency Plan Exercises at Least Once a Year (Preferably Quarterly)				
Maintain Training, Exercises & Testing Records				
Date of Assessment:		Completed by:		

Supply serves 12 for 12 hours

MEAL	FOOD	PORTION SIZE
Breakfast	Oat Cereal Mandarin Oranges Milk (dry milk powder + water)	½ cup ½ cup
Lunch	Tuna Saltine Crackers Green Beans Peaches	1 ½ oz 4 ¼ cup ¼ cup
PM Snack	Granola Bar Pineapple Juice	1 ½ cup
Dinner	Canned Spaghetti with Meatballs Green beans Pears	½ cup ¼ cup ¼ cup
Breakfast	Whole Grain Flakes Applesauce Milk (dry milk powder)	½ cup ½ cup
Lunch	Canned Chili Corn Crackers Apricots	½ cup ¼ cup 4 ¼ cup
PM Snack	Graham Crackers Apple Juice Dried Prunes	2 pieces ½ cup 2 T
Dinner	Canned Beef Stew Crackers Corn Peaches	½ cup 2 ¼ cup ¼ cup
Breakfast	Oat Cereal Orange Juice Milk (dry milk powder)	½ cup ½ cup
Lunch	Baked Beans Saltines Corn Pineapple Chunks	½ cup 4 ¼ cup ¼ cup
PM Snack	Granola Bar Apple Juice	1 ½ cup
Dinner	Canned Ravioli Green Beans Fruit Cocktail	½ cup ¼ cup ¼ cup