



Gobind Sarvar Childcare Center

Operated by Gobind Marg Charitable Trust Society

**8922-168 Street
Surrey, B.C V4N 6G7
Phone: (604) 930 2122**

Policy Manual & Parent Handbook

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Educational Philosophy and Program Goals

The principle goal of **Gobind Sarvar Childcare Center** is to provide a happy, healthy and caring environment for 0 month to 12 year old children.

Our focus is on skills in literacy and numeracy. The children are offered a program which fosters their physical, intellectual, emotional, social and cultural development.

Physical development:

Physical development involves the growth of child's body and the ability to use it through jumping and running (gross motor skills), as well as cutting, pasting, drawing and block building (fine motor skills).

Intellectual development:

This part of the program focuses on the child's ability to think and do problem solving.

Emotional development:

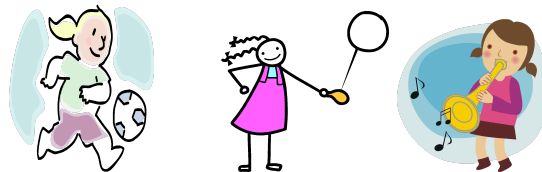
Emotional development is the child's ability to learn from his/her experiences and express his/her emotions and feelings.

Social development:

Skills in social development help the child to get along well with others.

Cultural development:

Cultural development helps the child to understand and appreciate the cultural diversity of the children



POLICY NUMBER 2

Daily Schedule

PARENTS/GUARDIANS OR SIBLINGS MUST SIGN IN THE CHILDREN IN THE MORNING AND SIGN OUT BEFORE THEY CAN LEAVE THE CENTER.

Hours: The child care center is open 12 months a year, from 8:00am to 5:00pm. The center will be closed for Statuary Holidays including Easter Monday and Boxing Day.

ONLY PEOPLE ON THE PICK-UP LIST WILL BE ALLOWED TO PICK UP YOUR CHILD.

ANY CHANGES TO THE LIST MUST BE IN WRITING.

THE PROGRAM IS AS FOLLOWS:

Program Design

The center offers a theme-based program that is set out by the teachers. The themes will revolve around the seasons, special events, children's interest or basic concepts. We are open to change and enjoy finding out what interests the children, so all themes are flexible. If you or your child has a theme that could be added, please let the teacher know.

Some examples of activity themes which could take place:

- Family and Friends
- Health and Nutrition
- Safety
- Multiculturalism
- Transportation
- Bugs

Kindergarten readiness: Colours, Numbers, Letters, Shapes, Seasons, Thanksgiving, Easter, Valentine's Day, Mother's Day, Father's Day

This is only a guideline for the program. We may cover more or less themes depending on the interest of the children.

8:00 a.m. GS Daycare Opens – welcome and supervised free play time

9:00 a.m. Morning circle time

9:30 a.m. Bathroom break and prepare for snack

9:40 a.m. Morning snack

10:10 p.m. Prepare for outside play

10:25 a.m. Outside Play

11:15 a.m. Time to go inside and prepare for circle

11:25 a.m. Theme circle time

11:55 p.m. Bathroom break/prepare children that are half day to pack up

12:10 p.m. Lunch Time

12:45 p.m. Pack up lunch and prepare for nap

1:00 p.m. Nap time/quiet time

1:55 p.m. Wake up napping children 3 at a time

2:05 p.m. Get ready to go outside

2:15 p.m. Outdoor play

3:00 p.m. Go inside, wash hands and prepare for snack

3:10 p.m. Afternoon snack

3:40 p.m. Music Circle (or indoor group games, free play, sensory and art activity)

4:00 p.m. Free play

4:45 p.m. Story time or self-reading while waiting for pick up

5:00 p.m. Centre closes

POLICY NUMBER 3

Health, Safety and Nutrition

At Gobind Sarvar Childcare Center, the health and well-being of your child is our highest priority. In order to promote a safe and healthy environment and to prevent the spread of illness, our staff will ensure that:

- Proper hygiene is maintained
- Correct hand washing techniques are used by all adults and children
- Families are notified of any outbreak or contagious disease
- Universal precautions are used for handling of bodily fluids

3.1 Immunizations

It is recommended that all childhood immunizations are current. Gobind Sarvar Childcare Center requests that immunization records and information be provided during registration, even if the child is not immunized. Children who have not been immunized must be kept at home if there is an outbreak of a childhood disease for which there is a vaccine available.

Visit the HealthLinkBc website below for further details and information about immunization and to view the immunization schedule:

<http://www.healthlinkbc.ca/toolsvideos/immunization>

3.2 Hygiene

Staff will clean and disinfect toys and equipment on a regular basis. Floors and walls are also wiped down and disinfected frequently to maintain a high standard of cleanliness in our facility. The staff as well as children will participate in a hygiene program of routine hand washing practices throughout the day to prevent germs from spreading (i.e. before and after snacks, after toileting)

3.3 Illness Policy

If your child is ill or exhibiting any sign or symptom of illness, they will need your loving care and should not be at child care center. Children with an infectious illness may not be brought into the center in order to prevent the spread of illness. Staff may refuse to accept a child that they assess to be too ill to attend. Please notify Gobind Sarvar Childcare Center within 24 hours of a diagnosis or exposure to a serious illness or communicable disease. This will allow the facility to inform the local Medical Health officer as indicated, as well as other families about the potential spread of illness or disease. Your child should be well enough to partake in the facility's regularly scheduled programs and activities and should no longer be infectious or exhibit any symptoms for a minimum of 24 hours. In some situations, a doctor's approval may be required before the child can return to the facility. Parents are requested to provide written information on the care of the recovering child when the child returns to the facility.

Parents are advised to keep their children at home and/or to seek replacement care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain
- Common cold or flu - runny nose or coloured drainage, runny eyes, cough, sore throat, lethargy, fever
- Difficulty breathing- wheezing or persistent cough
- Fever (100 F / 38.3 C or more) accompanied with symptoms such as lethargy or sluggishness as these may be a sign of an illness requiring a physician's attention
- Sore throat or trouble swallowing
- Infected skin or eyes or an undiagnosed rash
- Headache and/or stiff neck - requires physicians attention
- Unexplained diarrhea or loose stools - may be accompanied with nausea, vomiting or stomach cramps. These symptoms may indicate gastrointestinal infection and is easily passed from one child to another. In this instance, the child should not be brought to the center until all symptoms have stopped.
- Nausea and or vomiting
- Severe itching/dry skin on body or scalp
- Children with known or susceptible communicable diseases

In Summary, the child must be kept at home or taken home when the child:

- Is suffering from one or more of the above symptoms or
- Is not well enough to take part in the regular programs provided by Gobind Sarvar Childcare Center

If your child becomes ill while at child care, the parent/guardian will be notified immediately for child pickup. If the parent/guardian cannot be contacted then those persons listed as authorized contacts will be notified. While the child is waiting to be picked up, Gobind Sarvar Childcare Center will ensure the child is in a comfortable quiet area supervised by staff. In emergency situations, medical aid will be obtained immediately and parents/guardians will be notified. The cost of ambulance and medical care is incurred by the parent/guardian of the child. If your child is absent from child care, it is important to let the center know in advance and keep us updated on your child's progress.

3.4 Medications

Gobind Sarvar Childcare Center is not authorized to administer non-prescription medications to your child (i.e. Tylenol). If your child needs medication at the child care center, it is the parents' duty to supply the center with the medication. It is requested that prescription medication be given to the child before or after child care hours whenever possible. The medication will need to be in its original container with a pharmacy label. It must be clearly marked with the Child's name, medication name, dosage, and times of administration as well as the physician's name. An **Authorization to Administer Medicine Release** form must be completed prior to any medications being administered. A separate form is needed for each medication.

All Medications will be stored in a separate space and inaccessible to children. Please remind

staff to return the medication to you when picking up your child. In case of an allergic reaction, the staff will follow the child's care plan as outlined by the parent/guardian, record the reaction on the child's records and inform parent/guardian. Depending on severity, staff may be required to call an ambulance and contact the child's parent/guardian or emergency contact.

3.5 Allergies and Epipens

Please ensure that the staff is informed of any allergies your child may have, as this could lead to serious problems if we are unaware, and your child suffers an allergic reaction.

Parents are required to provide an Epi-Pen should it be needed. A form will need to be filled out which outlines the specific instructions of when and how it needs to be used.

3.6 Accident/Incident

The staff will attend to minor accidents such as small cut, scrapes and bruises and brought to the attention of the parent/guardian when the child is picked up.

Major accidents will be dealt with according to the following procedure:

- A staff member will administer first aid. All staff members have first aid certificates.
- The staff member will call the ambulance (911), and the child's doctor if necessary.
- The parent will be contacted immediately. If he/she is not available, a message will be left and/or the emergency contact person will be contacted.
- If the child needs medical attention at the emergency department of the hospital, a staff member will accompany him/her.
- Following any injury that requires medical attention, a detailed report will be completed within 12 hours of the injury.
- Following any head injury, we will submit a detailed report to the Health Department within 24 hours.

3.7 Emergency Contact Information

Parents must inform the center immediately, in writing, of any changes in phone numbers, employment, or any custody agreements.

3.8 Discipline and Guidance

Staff and children work together to create a warm, happy, and relaxed child-oriented environment with a minimum number of restrictions and guidelines.

We view each child as a unique individual and guidelines will be established. Choices will be given to redirect and distract when appropriate, and use a time-out technique as a last resort in accordance with the "Guidelines of the Guidance and Discipline" handbook.

The children are given an opportunity to take responsibility, make decisions, and solve their own problems and conflicts within reasonable limits, to experience the natural consequences of their actions.

Misbehavior is dealt with a quiet, calm, and personalized way. The child has the right to acknowledge his/her feelings, though he/she may be asked to express them in a more socially acceptable way. The approach taken by the staff will be to:

- Offer a limited choice of activities
- Redirect the child to new activities or play area.
- Allow the child, when appropriate to experience the natural consequences of his/her behavior.

The staff DO NOT use threats, shaming techniques, shouting, or physical punishment. The behavior of the child is discussed.

3.9 Fire/Earthquake Drills

The center holds fire drills and follows procedures approved by the local fire department.

3.10 Safety

Parents/guardians must be in control of their children during arrivals and departures. During departures, children are not to leave the center until their parent/guardian leaves as well. Children are not permitted to go outside unattended.

3.11 Suspected child abuse

A staff member who has reasonable grounds to suspect that a child has suffered from or may be suffering child abuse or neglect must report the suspected on the day the suspicion occurs.

3.12 Nutrition

Parents are asked to send nutritious snacks daily with their child and lunches for full-time children.

Responsibilities of Children, Parents and Staff:

Children are responsible for deciding how much they will eat. Parents will provide snacks and/or lunch, with special diets in mind. We are a nut free, egg free, and meat free zone. All foods provided should be developmentally appropriate and new foods should be introduced at home before sending to the center. It is the responsibility of both parents and staff to ensure choking precautions are in place when serving food to young children.

The center does have a microwave oven and the staff is pleased to heat the items for the children's lunch, such as soup, macaroni, etc. as long as they are sent in a container that is microwave safe. The children will always be supervised during lunch and snack time.

Children should bring a small, spill proof bottle of water, clearly labeled with their name on it.

Special Diets

Parents shall provide the appropriate foods if their child has special considerations.

Allergies

Allergies can be life threatening. It is the responsibility of parents and GSCC staff to ensure that necessary foods are restricted while providing a maximum variety of foods. A list of foods to be avoided will be updated regularly and posted. Appropriate emergency procedures will be in place, including staff training to prepare for the event of an allergic reaction.

POLICY NUMBER 4

Parental Information

4.1 Supplies

All supplies brought to the child care center should be marked with the child's name.

4.2 Extra clothing

As the center encourages a variety of activities, please make sure the children are dressed in "play" clothes that can be easily washed. During the winter children should be dressed to play both indoors and outdoors (winter coat, ski pants, boots, hat, mitts and scarf). During the spring, please send splash pants and rubber boots. An extra set of clothes is to be kept on each child's hook. Please label all items with child's name.

4.3 Children's Supplies Checklist

Items to Be Kept In the Center

1. Spare clothes (shirts, socks, pants, etc.)
2. Boots and "Muddy Buddy" rain pants.
3. Pair of indoor runners or slippers.

Clothing that is easily managed encourages independence and self-help skills. Please label coats, shoes, boots, and lunch boxes. The Child Care Centre is not responsible for lost personal items.

4.4 Expectations

It is the policy of the center for all children to have a rest. If a child is not in the habit of sleeping, he/she will do quiet activities to allow for a calm down period.

If your child has a favorite blanket or stuffed toy that helps him/her sleep at home, please bring it to the center. Mats are provided but please bring a blanket, clearly labeled with your child's name, from home. These will be sent home at the end of the week or as frequently as needed, to be laundered.

4.5 Toys from home

Please do not allow children to bring toys from home, unless it has been requested as part of an activity.

The center encourages respect and sharing. Items brought from home are often very special to a child and they may not want others touching or playing with them.

POLICY NUMBER 5

Admission and Attendance Policy

5.1 Registration

The center requires the parents(s) or guardian(s) to come in person to register their child at the center. A \$100.00 **non-refundable** registration fee will be payable at the time of confirmation of space, before your child's first day.

5.2 GSCC Parent Contract

Gobind Sarvar Childcare Center Parent Contract

In consideration of agreeing to enroll my child at Gobind Sarvar Childcare Center, I agree as follows:

1. I agree to meet the manager before my child first attends the center to exchange information and complete the necessary forms. I also agree to notify the manager of any change of address, telephone number, or employment.
2. I agree to pay my child's fees for enrollment promptly and abide by the following rules concerning the payments of fees:
 - I understand that upon the completion of the initial interview with the manager that a non-refundable deposit of \$100.00 is required for registration.
 - I will submit a monthly fee to the child care center on acceptance of enrollment of my child on the first day of each month.

- If my child starts on any other day during the month, I shall pay pro-rated amount till the end of that month and then henceforth continue to pay on the first day of each month.
- If I have not paid the monthly fee for any month by the third working day of that month, I acknowledge that at the direction of the manager, I may be asked to withdraw my child immediately.
- If any of my cheque fail to clear the payment of fees, I agree to forthwith reimburse the center for the full amount and an additional \$20.00 service charge by way of certified cheque, money order, or cash.
- If it becomes necessary to withdraw my child, I will give one calendar month's prior notice to the manager, or pay one month's fee in lieu of notice. The center agrees to return any postdated cheques if they were provided.

3. I agree to inform the center if my child is going to be absent or late. I understand that a late fee will be charged at the rate of \$10.00 per 15 minutes thereafter if my child is picked up later than the agreed upon schedule.

4. I will not bring my child to the center if he/she is sick and will inform the center accordingly.

5. I agree to inform the center if there is a change of plans to pick up my child.

6. I understand that any staff member may carry health inspections on my child, arrange periodic examinations by public health officials, and in case of an emergency, call a qualified person, family doctor, or ambulance if required.

7. I give permission for my child to participate in local outings. I understand that I will be notified in advance if any outing requires transportation.

8. If my child is unable to attend the center due to illness or holidays, I agree to pay the full fees.

9. I understand that no medication can be administered by the staff unless under a doctor's prescription. Non-prescribed medication (such as Tylenol and other over the counter medication) must be accompanied by a doctor's note, setting out specific instructions with respect thereto.

10. I acknowledge that licensing regulations do not permit the center staff to release the children if alcohol consumption is suspected.

This contract will be signed by the Parents and Manager of Gobind Sarvar Childcare Center and will be binding contract for both parties.

Signature of Parent/Guardian

Date

Manager of Gobind Sarvar Childcare Center

Date

5.3 Arrivals

We require that all parent/guardian sign in each day. Upon arrival, please do the following:

- Sign your child in.
- Help them hang their coat and change into their indoor shoes.
- Inform the teacher of anything - which might affect his/her day.
- Parents of infants/toddlers should store food in the refrigerator.
- Ensure that a staff member is aware that your child has arrived.

When your child is signed in every day, please specify who will pick him/her up at the end of the session. If the parent knows that they will be having someone else pick up their child, they are requested to let the staff know who that person will be, either on the sign sheet, or by phone call to the center.

Parents are encouraged to say good-bye to their child so the child is aware that they are leaving. Depending on the child's needs, they may wave good-bye through the window, spend quiet time with a staff member, join in with the activities, or spend time on their own.

Parents are encouraged to take responsibility for sorting their child's belongings, so the staff may focus their attention on the needs of the child.

5.4 Departures

Upon departing from the center, we would like you to:

- Sign your child out.
- Pick up your child's lunch box, and any artwork he/she may have in his/her cubby.

Each parent is required to pick up his or her child at the end of the session.

5.5 Notice of withdrawal

The center requires one month written notice, if a child is being withdrawn. If a child is withdrawn without notice, one-month fees will be required in lieu of notice.

5.6 Closure of center

If the center is closed due to circumstances beyond its control, every effort will be made to notify parents as soon as possible.

5.7 Vacations/Illnesses

The center is not able to provide refunds for vacations or illnesses. Fees will need to be paid regardless if the child attends or not.

5.8 Nonpayment of fees

Monthly fees are required on the first school day of each month. Parents can pay by cash, interac, credit card, or cheque.

5.9 Late Pickup

Parents will be charged a rate of \$10.00 per 15 minutes of lateness. If lateness becomes an issue, parents may be asked to remove their child from the program.

POLICY NUMBER 6

Communication Policy

Communication between parents and child care staff is very important. The center encourages parents to let staff know of anything that changes in a child's daily life.

Please let staff know of any concerns you or your child may have. The center will give a monthly newsletter and calendar with details about events to come.

POLICY NUMBER 7

Care and Supervision Policy

Staff will make sure about the safety and care of children and supervise them all the time during:
Lunch and Snack Time

POLICY NUMBER 8

Guidance and Behavior Policy

The goal for guiding children's behaviour is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others. Guiding children's behaviour is an ongoing process. Guiding children's behaviour is done while appropriate behaviour is occurring, as well as before, during, and after socially unacceptable behaviour is displayed.

Positive guidance techniques will be used to encourage appropriate behaviour. They include:

1. Establishing clear, consistent and simple limits
2. Stating limits in a positive manner, rather than negative
3. Focusing on the behaviour, rather than on the child
4. Stating what is expected, rather than pose questions
5. Providing real choices
6. Allowing time for children to respond to expectations
7. Reinforce appropriate behaviour with both words and actions
8. Encourage children to use staff as a resource when there are occasions that they can not resolve issues on their own

Inevitably there will be occurrences of inappropriate behaviour; it is at these times there may be a need to intervene, The following intervention strategies or combination of the strategies will be used to help ensure that guidance is supportive rather than punitive.

1. Gain attention in a respectful way
2. Remind children of the appropriate behaviour
3. Acknowledge feelings before setting limits
4. Redirect or divert when appropriate
5. Model problem solving skills
6. Offer appropriate choices
7. Use natural and logical consequences
8. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

GSCC staff will ensure that no child enrolled in the child care facility while under our care is:

- Subject to shoving, hitting, shaking, spanking or any other form of corporal punishment
- Subject to harsh belittling or degrading treatment whether verbal, emotional or physical that would humiliate the child or undermine the child's self-respect
- As a form of punishment, confine, physically restrain or kept, without adult supervision apart from other children
- As a form of punishment, deprived of meals, snacks, rest or necessary use of toilet

Special attention has been given to the daily program and playroom design with the objective of promoting positive interactions with peers and staff, minimizing inappropriate behaviour and helping children to learn to get along with others. Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behaviour.

Misbehavior is dealt with a quiet, calm, and personalized way. The child has the right to acknowledge his/her feelings, though he/she may be asked to express them in a more socially acceptable way.

POLICY NUMBER 9

EMERGENCY ALLERGY ALERT FORM

Allergy to:

Name of Child

D.O.B

Teacher

Allergy Description:

This child has a **DANGEROUS**, life threatening Allergy to the following foods or conditions: Please Describe and or list here.

Paste Picture Here

Location of EPIPEN _____

This child also has asthma. Yes ____ **No** ____, **and uses an inhaler Yes** ____ **No** ____

Eating requests / Rules:

List eating rules for your child in this space, if any

Possible symptoms and Treatment: STEP ONE

Symptoms

If a food allergen has been ingested, but no symptoms

Mouth --- Itching, tingling, swelling of lips, tongue, or mouth

Skin --- Hives, itchy rash, swelling of the face or Extremities, flushed face

Gut --- Nausea, abdominal cramps, vomiting, diarrhea

Throat --Tightening of the throat, hoarseness, Hacking cough, choking, difficulty Swallowing

Lung --- Shortness of breath, repetitive coughing and or wheezing

Heart -- Thread pulse, fainting, pale in color,

Give checked Medication

Epipen ____ Antihistamine ____

Epipen ____ Antihistamine ____

Epipen ____ Antihistamine ____

Epipen ____ Antihistamine ____

Epipen ____ Antihistamine ____

Epipen ____ Antihistamine ____

Blueness, rapid heartbeat, dizziness, sudden
Fatigue, tightness in chest Epipen Antihistamine
Other _____

Epipen _____ Antihistamine _____

If this child comes to the office complaining of flu type symptoms, please evaluate the case immediately and use the best judgment as to needing to use the epipen or call home. The severity of symptoms can quickly change. Some may be potentially life threatening.

Emergency calls: STEP TWO

1. Call 911 or Rescue Squad. State that an allergic reaction has been treated and additional epinephrine may be needed. If the ambulance has not arrived in 10-15 minutes and breathing difficulties are present, (wheeze, cough, throat clearing) give a second Epipen if available. **Even if symptoms subside entirely, this child must be taken to the hospital immediately.**
2. **Call Emergency contacts:**

Name	Phone#	Phone#
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **Call Doctor** _____ at _____

NOTE:

- Separate the child and watch him or her closely.
- Be prepared to administer the Epipen at any sign of an allergic reaction.
- If Epipen is administered, transport to the hospital immediately.

THE KEY TO PREVENTING AN EMERGENCY IS ABSOLUTE AVOIDANCE of these foods at all times. The EPIPEN kit, must be accessible (i.e. on school premises or on person if away from school) for the child to be allowed to eat any foods.

Signatures of Parent and Doctor required:

Do not hesitate to administer medication or call the Rescue Squad even if the parents or doctor cannot be reached.

Parent/Guardian signature

Date

Parent/Guardian signature

Date

Doctor's signature

Date

_____ I would like my child to sit at a separate table where children with food allergies would eat

together.

_____ I would like my child to sit with his or her class but at a designated end spot at the table so that the other children and supervisors are aware of who may have an allergy.

9.1 Allergies Medical Alert Form

Please let us know if your child has any type of allergy or medical condition we should be aware of.

Child's Name: _____ D.O.B. _____

Parent(s): _____

Medication needed? ___yes ___no

Allergy/Medical Condition:

What is the Reaction?

Medication stored/kept with:

Steps to be followed:

Emergency contact number: _____

Please return this form to the center with registration form.

9.2 Permission to Administer Medication

Child's Name: _____

Date: ___/___/___

M D Y

Name of Medication: _____

Dosage _____

Times of day to be administered: _____

Provider's Name _____

Accident Description:

Nature and Extent of Injury	
If toy was involved in the accident- Name and Type	
Activity in which child was engaged when accident occurred- Describe	
How Parent was notified of accident- Describe	
Medical Information	
Name- Hospital or Clinic	
Address – Hospital or Clinic	Phone#
Medical Treatment provided by Dr. – Describe	

Staff's Signature

Date

POLICY NUMBER 10

Active Play Policy

THE PURPOSE OF THIS POLICY IS TO PROMOTE:

- Healthy growth and development
- Better self-esteem
- Stronger bones, muscles and joints
- Better posture and balance
- A stronger heart
- A healthier weight range
- Social interaction with peers
- Learning new skills while having fun
- Better focus and concentration during school

At Gobind Sarvar Childcare Center, we encourage children to bend, do biking, use slides and ladders, play with soft balls and run around. Our focus is to make them participate in daily activities without pain or restriction from their muscles or joints.

Gobind Sarvar Childcare Center provides Child Care to children aged 0 to 12 years. Based on that, the Active Play for these kids of diverse ages is as under:

Infants (0-12 months): Physically active several times a day, especially through floor-based activities including tummy-time, reaching, pushing, pulling and crawling.

Toddlers (1 to 2 years): up to 60 minutes of playing lego and other small games to explore and try new things.

Pre Schoolers (3 to 5 years): up to 60 minutes walking or running, playing tag, dancing, throwing, and catching.

Children (6 to 12 years): up to 60 minutes walking or running, playing tag, dancing, throwing and catching, playing basketball, push-ups and other physical activities appropriate for their age level.

POLICY NUMBER 11

Limiting Screen Time Policy

“Media” is the term used to describe the many ways we communicate. Electronic media includes television, computers, cell phones, video games and movies. The amount of time children spend using them is sometimes called “screen time”.

Children and teens have access to more kinds of electronic media than ever before. We can help children develop healthy media habits by monitoring screen time and teaching them to use media safely and wisely.

At Gobind Sarvar Childcare Center, we encourage good media habits.

We consider all electronic media when setting time limits for kids. Television, movies, the Internet (including social media), video games and gaming devices (whether hand-held, or played through a computer or television) all add to child’s total screen time.

Based on Canadian Pediatric Society, no screen-based activities are allowed for children under 2. Television watching is limited to 1 to 2 hours per day for older children.

No computers, cell phones and gaming equipment are allowed to be used by kids at the center. TV remote is also not accessible to kids.

We balance screen time with creative and outdoor play under the supervision of our staff.

During media use, our staff will watch, play and listen with the kids. The staff previews television shows, music and you-tube videos to see if they are okay.

POLICY NUMBER 12

Playground Safety Policy

THE PURPOSE OF THIS POLICY IS TO:

Provide a safe outdoor environment for the children
Provide clean and safe play space and playground equipment
Ensure that all playground equipment is checked, maintained, and inspected on a regular basis

Playground Supervision

The children will always be monitored to ensure they are playing in an appropriate and safe manner.
Playground supervision is not to be compromised for any reason, and appropriate ratios will be maintained at all times.

Playground Equipment, Maintenance and Repairs

All playground equipment, protective surfacing zones and play spaces will be in compliance with standards.
Any new equipment, repairs or replacements shall be also in compliance with standards.

Injury Report

The teacher on duty will be responsible for recording any injuries incurred on the playground.
The child's parent / legal guardian will be notified of the injury (within a reasonable timeframe) and the Accident / Injury Report will include as much detail as possible, be dated and signed.
The Owner/Operator will assume responsibility for monitoring these incidents for the purpose of determining any patterns relevant to the equipment.

Daily Visual Checks

Daily Visual Checks are the responsibility of teacher leading children into the play space. Before allowing children to enter the play space, a quick visual sweep will be completed. If there are any hazards or defects, they will be removed/corrected before the children are permitted entrance to the play space. Any findings will be recorded in the Weekly Visual Check Binder.

Weekly Visual Checks

Weekly visual checks will be completed by teacher or owner/operator during the first day of the week.

Annual Detailed Playground Inspections

Annual Detailed Playground Inspections of all playground equipment shall be carried out by the Owner/Operator and stored in the Playground Safety Binder.

POLICY NUMBER 13

REPORTABLE INCIDENTS POLICY

The Gobind Sarvar Childcare Center staff is committed to the safety of children. In the event of any accident or injury, staff is required to complete an incident report and have it signed by the parent/guardian of the child involved. For serious accidents / injuries / incidents, a community care licensing board incident report must be filled out. All staff members are first aid trained and administer first aid right away.

MINOR ACCIDENTS (EXAMPLES)

- Sickness
- A child trips, falls and scrapes his knee or ankle.
- A two-year-old is teething and has a low-grade fever
- A child hits another child with a toy, the affected child gets upset though no physical injury is there

STEPS TO TAKE

- Document the incident in a logbook
- Provide first aid
- Advise parents / guardian of any minor incident involving their child
- Take proactive steps to help prevent minor incidents from reoccurring.
- Write an incident report and attending staff signs it. At pick up time, parents read and sign the report and a copy goes in child's registration file.

MAJOR ACCIDENTS / HIGH RISK / REPORTABLE INCIDENTS

- A child goes missing or is unaccounted for (even for a brief time)
- A child sustained a serious injury
- Accidental death of a child while in care
- Allegation of abuse or potential abuse by a staff while in care
- Facility evacuation due to fire, flood etc.
- A child's aggressive behavior causes injury to another child
- A parent takes the child to a doctor or hospital for an injury that occurred at childcare.
- A child has been diagnosed with a communicable disease
- There is a disease breakout at the facility. Within a three-day period, three or more children in the program at the childcare center have contracted the same illness

STEPS TO TAKE

- Address the immediate safety of children in care. Call 911 for a serious injury or a missing child
- Notify licensing within 24 hours. Forward a completed reportable incident form via fax or email
- For high-risk incidents, notify licensing right away (604-587-3936, select 1 or if it is after hours 604-527-4806)
- Notify the parent / guardian immediately.
- Review the reportable incident form with the Manager to ensure that the information is complete, and the management is aware of the incident.

POLICY NUMBER 14

EMERGENCY PLAN & PROCEDURE

Gobind Sarvar Childcare Center will practice emergency drills. Children will be prepared for what is expected of them to do. Having regular drills will also help the children to feel less stressed and panicked in stressful situations. After each drill, teachers will gather the children and discuss as a group what may happen in a real situation. Teachers will refer to additional resources for more information on emergencies and safety preparedness.

Contact Numbers:

In the case of an emergency and when the daycare phone can't be reached, parents/guardians can contact the following numbers:

Amarjit Sangha: (778) 552-4030

Ranbir Bhangu: (778) 882-4909

Manjot Samra: (604) 652-0227

Parents/guardians are asked to call all local numbers first but sometimes local calls don't connect and long distant ones will. Having a phone number outside the disaster struck area will enable parents/families to communicate with us through this third party. Parents/guardians are asked to contact one of the following long-distance phone numbers that will be outside the disaster struck area:

Sangram Singh: 1 (780) 993-0108 - Edmonton, Alberta

Raghibir Singh Chagar: 1 (416) 939-6261 - Toronto, Ontario

Evacuation Plan:

Should the building become unsafe, the staff will instruct/situate the children to line up and evacuate the building through one of the emergency exits and walk the children out to a safe location. An evacuation drill will be implemented once a year. Parents will be informed ahead of time for their involvement in the drill.

Our emergency meeting area is under the large tree in the parking lot across our main entrance door, in the case of it being unsafe, the parking lot behind the back playground will be used.

- A staff member will line up the children at the back door and situate infants (if any) in the wagon and bring the attendance book
- The second staff member will do a facility walk through to check all areas inside where children may remain, and will make sure to carry an Emergency First Aid kit located in the kitchen, the emergency supplies kit located in the laundry room near the back exit, and the children's emergency contacts list
- Attendance will be taken at the designated meeting area by calling out the name and visually confirming the child and adult
- All staff will remain with the children until their parents are able to collect them

If necessary, attempt to contact our out-of-town emergency contact persons to notify them of the situation and that they will need to start acting as a third party between Gobind Sarvar Childcare Centre and the parents/guardians.

Fire Drill:

Policy: In accordance with Child Care Licensing Regulation, Gobind Sarvar Childcare Centre will implement a practice fire drill once a month.

Procedure:

- Fire drills will take place once a month and will be documented on the schedule sheet posted by the Manager's Office
- Announce to the children to STOP what they are doing and that we are conducting a Fire Drill. Staff members are asked to use a bell and their voice
- A staff member will line up the children at the back door and situate infants (if any) in the wagon and bring the attendance book

- The second staff member will do a facility walk through to check all areas inside where children may remain, and will make sure to carry an Emergency First Aid kit and the children's emergency contacts
- Evacuate the children through the back entrance and if not possible, the children will be led through the main entrance
- Children will be taken to the emergency meeting area under the large tree in the parking lot across our main entrance, in the case of it being unsafe, the parking lot behind the back playground will be used
- Attendance will be taken and once complete, the children and staff are to return to the building to resume with the activities
- All staff will be trained to know how to use the fire extinguisher

Earthquake Drill:

Policy: An earthquake drill will be conducted once a year to teach the children safe and appropriate techniques in case of an earthquake.

Procedure:

- It will be announced to the children to STOP what they are doing and that we are conducting an Earthquake Drill. Staff members are asked to use their voice
- The safety technique of drop and cover will be used
- Everyone should cover their head and face in a crouch position and face away from windows
- Children will be instructed to move quickly and take cover under a desk or table, in a corner or door way
- Count to 60 and wait until the shaking has stopped
- Wait 10 minutes when the earthquake is over, for aftershocks, before evacuating the building
- Instruct the children to line up and follow the evacuation plan

POLICY NUMBER 15

CONFIDENTIALITY POLICY

It is the policy of Gobind Sarvar Childcare Center that any information or records held regarding your family and child will be kept confidential. The only release of information or records would be for a legal matter that is requested or required by law. It is also appreciated that any information you become aware of regarding other families at child care be kept confidential.