



## Parent Handbook

Valleyview Campus  
1764 Valleyview Drive  
Kamloops, BC  
(Ralph Bell Elementary)

Sahali Campus  
1585 Summit Drive  
Kamloops, BC  
(South Sahali  
Elementary)

Pineview Campus  
1711 Copperhead Drive  
Kamloops, BC  
(Copperhead/Hugh Allan)

Administrator: Sandra Jodoin  
E-mail: [sandra@kamloopskidz.com](mailto:sandra@kamloopskidz.com)  
Tel: (250) 319-9044  
[www.kamloopskidz.com](http://www.kamloopskidz.com)

## **WELCOME**

This handbook is designed to inform families that attend Kamloops Kidz of the policies and procedures that are implemented in support of children's healthy development and to enable a successful home to school partnership.

## **STATEMENT OF PURPOSE**

Kamloops Kidz purpose is to provide high quality early learning and care to families and children in our Community.

## **OUR VISION**

Kamloops Kidz offers quality learning experiences that reflect the unique development of each individual supported by qualified educators to help each child to reach their full potential.

- Children are viewed as capable, competent and curious with the ability to construct their own knowledge.
- Parents are partners in their child's education, and engage in activities which enhance their understanding of their child's development.
- Our staff demonstrate that they are lifelong learners by engaging in professional learning plans that enhance the quality of the Kamloops Kidz program, as well as support their individual learning and development.
- Kamloops Kidz engages with Thompson Rivers University, Sprott Shaw and Northern Lights, providing research opportunities to students and faculty and benefiting from the content derived from these activities that inform high quality early learning and care.

## **PHILOSOPHY OF EDUCATION**

At Kamloops Kidz Early Learning Center, we believe in a Montessori enhanced approach to teaching. We have beautiful Montessori enhanced classrooms set up to prepare your child for learning success in school and throughout life. In our classrooms, your child becomes very comfortable with the school setting, even prior to entering it. Our class size mirrors what your child will find in the public school system, with a teacher/child ratio that far exceeds the public school system, so your child still gets the individual attention that they need at this young age. We are very passionate about providing your child with the very best early learning experience possible to set that solid foundation for success that every child deserves.

### **What is Montessori?**

Montessori is a method of teaching developed by Dr. Maria Montessori (1870-1952) which she based upon actual observations of children. Dr. Montessori advocated that children be allowed the freedom to explore and develop their own potential through the use of self-correcting materials. Most of the materials found today in Montessori classrooms throughout the world were developed by Dr. Montessori for use in her early classrooms. In a Montessori classroom, you will find a prepared environment, child size shelving and tables, self correcting materials and a teacher that directs and guides the

children on how to use the materials through one on one lesson time or small group instruction. The materials are usually organized into five main categories:

- **Practical Life and Art**

This area in the classroom is filled with materials that will aid in developing independence for the child. This is one of the most popular areas in a Montessori classroom. This is one of the first areas a child becomes comfortable and also one of the areas that the older children return to time and time again as this area is calming and grounding for the child. Some typical activities that you would find in a Practical Life area in our classroom will provide the child with practice in learning the following life skills: pouring, sorting, dressing, washing, sewing, folding, weaving, stacking, wrapping, serving, dialing, sifting and sweeping. This area also deals with grace and courtesy (ie. polite greetings, saying please and thank you, how to use cough catcher, etc.). This area of the classroom is always evolving to keep up with the seasons and themes that we are covering and also to progress in difficulty as and when the children are ready.

- **Sensorial and Music**

Sensorial activities help the child appreciate and understand their world through the use of their senses. In this area of the classroom, the children are introduced to concepts of loud, soft, rough, smooth, big, small, long, short, depth, height, color and touch. Our classrooms also have an extensive music program where music is expressed in song, listening and playing various classroom instruments.

- **Mathematics**

This area of the classroom is filled with materials designed to help the child learn to count to ten (and beyond); to progress to solving complex addition, subtraction, multiplication and division questions.

- **Language**

Through the use of various materials and activities, the child learns their phonetic sounds, phonetic reading and writing, irregular or sight words, phonograms and blends.

- **Cultural Subjects**

This area of the classroom enriches the child's understanding of the world through the study of zoology, botany, geography and history.

### **What do you mean by an enhanced environment?**

We have enhanced the typical Montessori environment by adding to it materials and areas which we feel benefit the child in their whole development (such as our block area and dramatic play area). We have also added many extensions, variations and additional materials to all other areas of our classroom, so that we can truly give your child the best environment and early learning experience possible.

## **OUR PROGRAMS**

Although our program was founded as a preschool which only offered 2 ½ hour classes, we have had to expand to further meet the needs of our parents and community. We now offer full day classes for infants/toddlers and preschoolers and before and after school care for school age children.

Our full day preschool classes are modelled after our 2 ½ hour classes. They have the exact same materials and follow the same curriculum as the 2 ½ hour classes – the only difference – they get longer with the materials and friends. If your child needs to be in daycare and you want more for your child, then this is definitely the program for you.

The infant/toddler programs main focus is obviously loving, caring and nurturing our youngest children at Kamloops Kidz. The teachers follow the child's lead and help them to be independent in their surroundings by offering amazing materials and experiences (both Montessori and traditional for them to explore and enjoy). We have also split up our infant/toddler program at both campuses offering this service (Pineview and Valleyview) to our older toddlers (usually 2 year olds) and our younger infants (usually under 2) so that we can more fully meet the needs of these little ones.

The school age program at Kamloops Kidz is unlike any other. We are committed to providing high quality care for your school age child. After researching the safest possible method of transporting children, we bought our first school bus...years later we have a fleet of buses that are well maintained to transport your children to and from their local schools not to mention during the summer and spring break on their many field trips. After school, our classrooms offer art daily and many games, toys and materials, but it is the child's choice whether to take part in planned group activities and/or what to take part in. We feel that your child has been very busy during their school day and we want them to choose what they would like to do in their after school program. Gross motor is also a large part of this program as getting those bodies moving and outside is important after having spent so much time indoors during their school day. Children at this age love to be social – and there are loads of kids at Kamloops Kidz to be social with not to mention amazing, highly qualified passionate teachers.

## **PARENT COMMUNICATION**

Parent-teacher communication is the primary co-held responsibility for families and staff. Through verbal and written communication of information, thoughts and ideas, and by collaborating on activities, projects and events, parents and teachers strengthen their relationship and understanding. Kamloops Kidz supports communication through various strategies, including:

### **Daily Verbal Exchange**

Parents and teachers exchange greetings during sign in and sign out transitions, and convey essential information. Longer conversations are scheduled for when the teacher is not directly supervising children.

### **Written communication**

Written communication is posted in each classroom on the bulletin boards (including calendars and newsletters). We will also give you daily notes, if and when necessary.

### **Electronic Communication**

Our system of directly contacting a group of parents about Center and/or classroom information is through ChildCare Pro, a software that we use to manage our Center.

### **Parent Conferences**

If your child is in the Preschool Age Group, we provide written assessments twice yearly and at that time, parents can choose to meet with the child's teacher to discuss the assessments. All other ages, if you have concerns, we are happy to schedule a time to speak with you.

## **IMPORTANT PHONE NUMBERS**

Administrator	250-319-9044
Valleyview Campus	778-471-5969
Orchards Walk Campus	236-425-4440
Pineview Campus	250-377-1112
Sahali Campus	778-471-6252
Bus Line (text only)	778-257-4985

## **POLICIES**

### **Attendance**

Kamloops Kidz is open Monday through Friday from 7:30 am to 5:30 pm. We are closed on all holidays observed, unless otherwise communicated and up to 6 days over the Christmas period. Please inform the program by 9:00 am if your child will not be attending due to illness or unforeseen absence or if they will be late this day. For further clarity, if you did not inform the Center prior to 9 am, your child will be considered absent that day and will not be accepted for late drop off. Please communicate planned absences to your classroom teacher and/or Administration.

### **Use of Space**

Please make sure your child is supervised by you at all times until signed into their classroom and handed off to their teacher. Please encourage walking feet. Please do not allow your child to open doors, climb on furniture and equipment or touch any adult tools on sign in counters. If you have a sibling with you that is not registered in the classroom at drop off and/or pick up, we kindly request that they stay with you and do not roam about the classroom. Your partnership to establish safe and respectful boundaries for your child(ren) is appreciated.

### **Sign in and Sign Out**

To ensure the safety and supervision of your child and in compliance with Interior Health Licensing, please sign your child in and out each day. Please help your child through the morning steps (ie. signing in, if your classroom has a child sign in area, switching shoes,

hanging up personal belongings, etc.). Please connect visually and verbally with a member of the teaching staff in that classroom before leaving your child. Children may not be left in any space unattended at any time. The adult responsible for taking the child from our Center must be on the child's pick up authorization list. A government issued photo ID is required of anyone picking up the child – please have it ready to show to the staff on duty if requested. The authorized person must visually and verbally connect with the staff member on duty, check the cubby and sign the child out, with the accurate time and date they are being picked up.

### **Safety and Child Release**

No child in our care will be released from the Center to anyone except the parent of the child, or a person to whom the parent has authorized us in writing to release the child to (the “alternate”).

If the parent or alternate arrives for pick up and appears to be incapable of providing safe care (ie. has been drinking or under the influence of legal or non-legal drugs, etc.) we will let them know that we don't feel comfortable with releasing the child to them due to their state and would like to make alternate arrangements (ie. call another alternate to pick up the child). If the parent or alternate will not listen to reason and takes the child from us, we will call the police to inform them. We will also inform the licensing officer and document the situation.

If the parent or alternate does not arrive to pick up the child, we will contact a parent and or one of the alternates to come and pick up the child.

If a person other than the parent or alternate arrives to pick up the child, we will not release the child to them, even if the child appears to know the person. Written authorization must be given beforehand. We will inform the licensing officer of the situation and document it.

### **Fees/Tuition**

Fees are payable in advance and due in full on the first of the month by post-dated cheque and/or completed PAD Agreement (for direct withdrawal from your account). NSF cheques must be replaced, plus an additional \$20 to cover the NSF charge. A late charge of \$20 will be billed after the 5<sup>th</sup> of the month if your fees have not been received. If you choose to pay by cash, provide during office hours (which vary and are posted on the door of the Valleyview office), directly to the Administrator or her Assistant at the Valleyview campus only. EMT's are also accepted if the office hours are not convenient.

We close on all statutory holidays and up to 6 days over the Christmas period. There is no discount for the Christmas Break to any of our fees. The days we are closed over the holidays will be posted on the website no later than September 30<sup>th</sup> each year. <sup>[1]</sup><sub>[SEP]</sub>

For families wishing to take the summer off of care, a holding fee will apply equal to 1/2 months ordinary fees. This is a hold fee – not a usage fee. If you are paying ½ month to hold the space, no days can be used to satisfy this. If you use days, you will be charged

an Add Day fee. Please check with the office if you have any questions.

We do not offer refunds and/or credits for missed time due to holidays and/or illness. Further, we acknowledge that it is your choice whether or not to immunize your child. We must have records of who is and who is not immunized. If you have chosen not to immunize your child and a public health nurse requests that your child remain absent from our facility in the event of a disease outbreak, no refund to your fees will be given.

### **Fees for Late Pick Ups**

In the event parents are unable to pick up their child and depart on time and by 5:30 pm, the child's account will be charged a late fee of \$20 for the first 15 minutes and \$10 for every 5 minutes after which is due and payable within 24 hours of billing. It is recommended that parents arrive on site by 5:20 to manage their child's transition. Please understand the impact caused by parents that are late picking up their children from care: this negatively affects the child's sense of security and impacts the personal and professional lives of the teachers who cannot leave on time.

### **Diversity and Social Inclusion**

Kamloops Kidz is committed to creating and sustaining an environment that celebrates diversity and appreciates the dignity and worth of all members of the community. We are committed to pursuing equality and to creating an environment free from discrimination, harassment and barriers to equal opportunity. We accept and welcome children and their families of all abilities.

Our programs are designed to develop children socially, physically and emotionally. We believe every child is a unique individual and adds value to our programs. Our staff strive to ensure the environment and programs are adapted to meet the needs of all children and will collaborate with our community partners to enhance our ability to support children.

### **Special Needs**

The early years are often the time when children's special needs are identified. We recognize that appropriate supports can address a child's development and learning. We will work diligently to meet the individual needs of every child, within the established framework of the licensed child care ratios and program design. In the event that a child's needs determine that an alternative learning environment would better support the family, we will compassionately partner with the parents to ensure this successful transition.

### **Enrollment**

Kamloops Kidz has an open enrollment policy. Registrations will be accepted throughout the year. To enroll, families will first complete a wait list form. If there is space, they will then be directed to complete our registration package. Only once we receive the full registration package, together with related fees, will the space be secure. Families on the wait list are encouraged to contact us on a bi-monthly basis to see where they are on the

wait list. There is no fee to be placed on our wait list.

### **Withdrawal/Termination of Services**

Parents are asked to provide a minimum of six weeks' written notice delivered to the Administrator and/or Center Manager before withdrawing a child from the Center. Notice is accepted on or before the 15<sup>th</sup> of the previous month (ie. notice given on March 15<sup>th</sup> - last day would be end of April - not April 15<sup>th</sup> – notice given on March 20<sup>th</sup> – last day would be May 31st). Notice must be in writing. Notice never ends part way through a month – it always ends on the last day of a month. We reserve the right to terminate care without notice for non-payment of fees per our policy.

### **COMMUNICATION**

Parent-Staff communication is essential to effective partnership in advocacy for the child. Parents are asked to read the communication provided by the teachers, which may include: bulletin boards, daily notes or calendars and newsletters.

Daily verbal exchange is welcome, but parents are asked to be sensitive to the teacher's primary responsibility of supervising and supporting the children in the classroom. Long conversations may require a scheduled phone call.

### **BABYSITTING**

Kamloops Kidz discourages teachers from babysitting privately for our families and assumes no responsibility or liability for employees after their scheduled work hours.

### **CHILD ABUSE**

Everyone, including members of the public and professionals who work closely with children share a responsibility to protect children and vulnerable persons from harm. Kamloops Kidz recognizes its responsibility to promote safe environments and practices to protect children and vulnerable persons.

Our educators are trained to recognize the indicators of neglect and abuse and are legally required to report any suspicions that a child may require protection. It is important that our educators ensure all reports are kept confidential, including only discussing with the family that a report has been made if the child protection agency authorizes us to do so.

### **LOST CHILD**

One adult will remain with the children while the other does a sweep of the classroom and play yard. If only one adult is present, all children will accompany her while a sweep is being done.

If the child is not found after the sweep, assistance from the police will be requested and the parents will be contacted immediately.

### **DISCIPLINE AND GUIDANCE**

We must encourage and support children's learning of socially acceptable behavior in the same way we support and encourage their learning in other areas of development.

Discipline should always be constructive, meet a child's unique needs and lead to a positive learning experience for the child(ren).

Only best practice, age appropriate positive forms of discipline will be used that help children develop self-discipline, self-responsibility, and self-esteem; including: diversion, discussing, choices, natural consequences, positive reinforcement, encouragement, acknowledgment, consistent limit setting, modeling and communication. Specific examples of some of the techniques used are as follows:

### **Prevention Techniques**

- Establishing Clear, Consistent Limits - Limits are statement of what behavior is appropriate. For example, "walking feet" or "feet on the floor" or "only 4 children at once in that area".
- State Limits in a Positive Rather than Negative Way - Limits phrased in a positive way focuses on what to do, rather than what not to do. For example, "walking feet", rather than "don't run inside". "Feet on the floor" rather than "don't stand on the chair". "Gentle with the materials", rather than "don't use it that way".
- State What is Expected, Rather than Pose Questions - In matters of routines, limits and expected behaviors, it is important to state, rather than ask. Posing questions, implies that the child has a choice. When there is not a choice, a clear statement of what is expected must be made. For example, "It's clean up time", rather than "Do you want to clean up now" or "please put your indoor shoes on the shelf so we can get ready for outside time", rather than "do you want to go outside now".

### **Intervention Techniques**

While prevention strategies will help to create a positive climate, inappropriate behavior may still occur. In these instances, adults will need to intervene. Some examples of intervention guidance practices that would then be followed are:

- Gain a Child's Attention in a Respectful Way - Get down to their level and talk to them in a calm, controlled voice.
- Use Proximity and Touch. In situations where children may be losing self-control, the closeness of an adult can often help calm them. Simply moving close to a child, moving between two children or putting an arm around a child, can serve as effective guidance and intervention.
- Remind. Simple reminders are helpful to young children. "Karen, I see you forgot to put your snack bag away" or "your shoes go on the shelf".
- Model Problem Solving Skills. When we see your child becoming discouraged or frustrated, we can offer verbal and/or physical assistance which models problem solving skills. Some examples of this would be:

- “I can see there is a problem. Ben has all the cars and you want some.”
- “Have you asked Ben if you could have some.”
- The intent of modeling a problem-solving approach is to provide resources for overcoming obstacles to success. Whether the problem relates to working with materials or interacting with others, helping them with problem solving encourages them to be able to eventually solve the problems on their own.
- Offer Appropriate Choices. When clarifying or reinforcing limits, offer a simple choice poised in a non-threatening and non-punitive way. For example, “You can sit quietly at the circle, or you can choose a quiet activity like a puzzle. You decide”.
- Redirection. When a child is unable to control certain behaviors in a conflict situation and none of the other techniques have helped, then the child may need to be directed to a book area or other quiet place that helps them to “feel better”; once the child has settled, they are free to rejoin activities within the group.

## **SUSPENSION AND EXPULSION**

Discipline and guidance is an ongoing process embedded in the child’s experience and relationships. Kamloops Kidz understands that children, especially pre-verbal children, use physical expression to share their feelings and needs. Kamloops Kidz assures parents that an undesirable behavior indicates an opportunity for the child to develop an important skill; it is not a “morals” issue. It is possible that some children may exhibit consistent behaviors that are detrimental to the ongoing safety and security of the other children in the classroom. This may include aggression toward peers, such as biting, hitting and kicking. Kamloops Kidz will handle these situations discreetly and with compassion, and in partnership with the family. In the event that the child’s ongoing behavior in child care poses a risk to themselves and/or to the other children in the program, and after repeatedly practicing best practice guidance with the child, the behavior has not improved, our Center reserves the right to give notice of removal of your child from the program. Examples of severe behavioral challenges would be physical or emotional abuse of other children or staff. Should this arise, no refund will be offered.

Verbal or physical abuse or disrespect from parents towards staff or management will not be tolerated and may result in immediate termination. This would include negative and disrespectful interactions in person, by phone and/or via email. Kamloops Kidz strives to provide a positive environment not only for the children and parents but also for their staff as well. If we are not being treated respectfully by our parents, this does not create a good working relationship and we will reserve the right to immediately terminate care.

## **NUTRITION**

Parents provide 100% of the food offered to the children in our Center at this time. Please ensure that they are provided with healthy food and drink according to the Canada Food Guide in sufficient quality and quantity to meet the developmental needs of your

child. Please ensure that you have provided enough food for lunch and two snacks and that your child's food is peanut and nut free. It is our responsibility to ensure that your child is not:

- fed by means of a propped bottle,
- forced to consume any food or drink, or
- left unsupervised while consuming food or drink.

It is our responsibility to ensure that safe drinking water is available for children at our center.

It is our responsibility to ensure that if we do feed children food on a particular day (ie. a special treat brought in by a parent), that the information on the food and drink given to the child is provided to all of the other parents.

We must ensure that food and drink are not used as a form of reward or punishment for children.

### **Food Allergies or Food Related Conditions**

If your child is allergic to any food (or develops an allergy after enrollment) or has a food related condition (such as Celiac Disease) please ensure that you notify us in writing. We will then ensure that you fill out a care plan for your child with respect to this allergy or food condition.

### **WELL CHILD**

To protect the health and well-being of the children in care and the adults who care for them we make every effort to promote and encourage good health and personal hygiene habits in our center. Hand washing is always the #1 prevention practice in place to support health. By teaching children healthy hygiene practices, adults minimize the spread of illness. Teachers will ensure every child washes their hands before eating and after toileting, including diaper changes.

### **Partnership**

We ask that parents assess their child's health and wellness based on the child's behavior as a first indicator of ill health before arriving at the Center. If upon arrival teachers identify that the child is not well enough to attend, the child will be sent home with the parent.

If the child becomes ill while at Kamloops Kidz, parents will be notified and asked to come and pick up their child as soon as possible and within one hour at the latest. Children may return after they have been symptom free for 24 hours.

Parents may not bring a child to Kamloops Kidz if they exhibit any of the following symptoms and until the child is symptom free for 24 hours.

## Symptoms:

- **Fever:** A fever of 100 F (38.3 C) or more. Fevers are generally an indication that the body is attempting to fight off infection.
- **Nasal Discharge:** Green or yellow discharge from the nose - discharge must be clear.
- **Conjunctivitis:** Commonly termed pink eye, this condition is highly contagious. Symptoms include itchy, watery eyes or discharge. The child may not be at Kamloops Kidz until symptom free or if the parent provides a doctor's note.
- **Lice:** The child must be louse and nit free to be readmitted to child care.
- **Nausea, Diarrhea and or Vomiting:** Runny stools and/or vomiting or nausea. This is especially of concern for infants and toddlers because of the risk of dehydration. The child may not be a Kamloops Kidz until symptom free. Teachers recognize the difference between loose stool related to break feeding and teething and diarrhea.
- **Unexplained skin condition/rash:** Children will be excluded from Kamloops Kidz for any pattern of small bumps, blisters and blotches (including Chicken Pox, Fifth's Disease, Hand Food Mouth Disease, Impetigo, Measles, Rubella, Scarlet Fever). Child may not be at Kamloops Kidz until symptom free or if the parent provides a doctor's note that is signed, dated, and expressly states that the child is well enough to attend licensed child care and poses no risk of contagion to the other children and adults in the child care center
- **Other:** Any complaint of an unexpected or undiagnosed pain; difficulty with breathing; sore throat or difficulty swallowing; headache, and/or stiff neck; severe itching of body and scalp; any known or suspected communicable disease.

All parents must notify us within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in their child or the exposure of their child to a serious illness or communicable disease in any other member of their family.

If a child's parent or alternate is not available in emergency situations we will contact the child's physician or ambulance, as necessary. Any ambulance costs are the responsibility of the parents.

All parents must provide information about their child's immunizations, including if their child is not immunized. Please note that if you have chosen to not immunize your child and there is a disease outbreak, your child may be asked by a public health nurse to remain absent. If this occurs, no refund will be given to your fees.

## MEDICATION

Whenever possible, parents/guardians should administer drugs and medication to their children at home, if this can be done without affecting the treatment schedule. When a

child is ill, it is in their best interests to remain at home where they are comfortable and able to rest and get better.

Kamloops Kidz is required to administer only drugs and medications prescribed by a doctor, with a prescription label on the original container on the medication or accompanied by a doctor's note.

Anytime you bring prescription drugs or medications to be administered to your child, our staff will provide you with a Request for Administration of Medicine form to complete that details the dosage, times of administration and permission for us to give you child the dose of medication.

### **ADVIL, TYLENOL, MOTRIN**

It is not our practice to administer medications such as Advil, Tylenol or Motrin to control cold or flu symptoms. It is in the best interests of the child experiencing these symptoms to remain home, to rest and get better. If the child has a chronic illness (ie. headache, migraine, seizures) or is teething, Kamloops Kidz may administer medications like Advil or Tylenol with a doctor's note. The doctor's note must be updated annually or as the child's age, weight or medical condition changes.

### **TOILET LEARNING**

Toilet learning is a developmental process in which a child learns to use the toilet appropriately. Children are ready to learn when they are healthy well-nourished and not pressured to achieve a level above their capacity. Parents are requested to partner with teachers, communicate frequently, so that the home-to-child care approach is coordinated and consistent. As in many areas of child development, children must reach a certain age to begin (often between 18 and 30 months of age) or be in the proper setting or situation before they are ready to learn.

Parents will provide diapers, wipes and any needed creams and lotions for their child. The product must be in the original container and labelled with the child's first and last name.

### **BIRTHDAYS**

There are many ways to celebrate your child's birthday. Please discuss the day of the event in advance with your child's teachers if you are wanting to have a celebration in class.

### **TRANSITIONS**

Two to three weeks before your child's start date at our Center, contact Administration to arrange a visit and/or gradual entry into their classroom. Talk to your child about what to expect with the transition (ie. they get to play all day, learn new things, make new friends).

Be patient. Child's responses to transition and separation depend upon their age, temperament and experience. Allow six full weeks before you assess the child's

relationship to and experience of their new classroom.

Be positive. Your attitude matters. Make sure you communicate to your child that everything is okay. Children have incredible intuition, they sense parent anxiety.

Develop a drop off ritual to say “good bye” and reassure your child. This can be as simple as hang up coat, kiss and hug. In our experience, a quick and consistent ritual with positive messaging is best!! Coming back inside for another “one more hug” or sneaking out of the classroom creates a sense of mistrust in your child.

Please know that children usually calm down before a parent reaches the parking lot! We believe children are capable of developing good management of their emotions given support, encouragement and opportunity. If teachers are concerned that your child is unable to be soothed in a reasonable period of time, they will contact you for advice.

If, after a reasonable amount of settling in time, your child has not settled into the drop off process, we may suggest termination of services. This is very rare occurrence and we have found it usually only happens when a parent has severe anxiety that they portray to their child and/or they feel they should do a long drawn out drop off and will not work with us to do a quick and consistent drop off.

### **OUTDOOR PLAY**

Outdoor play and explorations are an important foundational learning experience for young children. Please send your child in clothing appropriate for the weather, labelled with the child’s first and last name. During light rain, we may take a walk, so a raincoat or muddy buddy is advisable. On snowy days, please send boots, hats, gloves and layers of warm clothing. During the summer, Kamloops Kidz increases opportunities for water play. We ask that children wear rubber-soled shoes with closed toes and heels for outdoor play. Please always ensure your child is ready for outdoor play.

Parents are expected to apply sunscreen to their child every morning before bringing them to us, especially in the summer. Please also supply us with a labelled bottle of sunscreen for us to apply again in the afternoon. No spray sunscreens are allowed.

### **PERSONAL BELONGINGS**

Kamloops Kidz asks parents to exercise caution when allowing children to bring personal items to child care. Please check with your child’s teacher to see if there is a day designated for sharing items. Please label all items brought from home to school. Kamloops Kidz cannot assume responsibility or liability for any items brought from home that become lost or broken. Kamloops Kidz does not allow candy, cosmetics, gum, money, weapons or cell phones.

Items from home can support classroom learning. Please check with your teacher if you have a personal belonging that could enhance children’s understanding; this may include an artifact, book, musical instrument, photograph or nature item.

## **EMERGENCY EVACUATION**

In the case of an emergency evacuation, the following procedure will take place (the same process no matter which room your child attends):

- Children will be gathered quickly and calmly by the exit door to the classroom, the emergency backpack with the emergency cards with the children's information and the first aid kit will be picked up on the way out of the exit.
- We will relocate to the designated meeting spot where the attendance will be taken.
- If necessary, parents will be contacted.
- Monthly fire drills will be practiced to familiarize children with the procedure.