



Parent Handbook

Valleyview Campus
(Ralph Bell Elementary)

1764 Valleyview Drive
Kamloops, BC

Orchards Walk
Campus

3200 Valleyview Drive
Kamloops, BC

Sahali Campus
(South Sahali Elementary)

1585 Summit Drive
Kamloops, BC

Pineview Campus
(Copperhead/Hugh Allan)

1711 Copperhead Drive
Kamloops, BC

Administrator: Sandra Jodoin
E-mail: sandra@kamloopskidz.com
Tel: (250) 319-9044
www.kamloopskidz.com

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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, Northern Lights, Pacific Rim and College of the Rockies, 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.

Montessori Method

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.

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.

Preschool – 2 ½ Hour Classes

Our 2 ½ hour preschool classes have so much to offer. Your child will have daily art, be free to explore and choose activities from the entire classroom, including practical life, sensorial and music, mathematics, science, language, house area, block area and loose parts play. In our class we also have group time, shared snack time and play outside together. It is an action packed, very fun class to get your child ready for kindergarten and school success.

Preschool – Full Day

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.

Infant/Toddler Program

The infant/toddler programs main focus is 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 the campuses offering this service 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.

School Age Program

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.

TRANSITION INTO OUR CENTER

If you have an infant/toddler, we recommend that two to three weeks before your child's start date at our Center, you contact Administration to arrange your child's gradual entry into their classroom. This typically takes place over 4 visits and there is a cost of \$100 for this gradual entry schedule.

For older children, we typically don't have a gradual entry. However, if you are nervous in any way, and would like your child to come and see their classroom prior to starting, feel free to call us and we can make those arrangements.

We would encourage you 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 "goodbye" 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.

LIST OF SUPPLIES NEEDED

When your child first starts with us the following is what is required.

Infant/Toddler Program	3-5 Program/Preschool	Out of School Care
Diapers/wipes	Indoor runners	Water bottle
Vaseline or cream	Water bottle	Ice pack in lunch/snack
2 changes of clothes in 2 separate bags/ziplocks	Change of clothes (socks, underwear, pants, shirt) in a ziplock and/or plastic bag	Inside shoes

Sun hat or toque	Sun hat or toque	Sun hat or toque
Mittens	Mittens	Snow or rain pants
Snow or rain pants	Snow or rain pants	Lunch and 2 snacks (summer) or snack for after school
Bathing suit (summer only)	Bathing suit (summer only)	Outdoor footwear
Lotion Sunscreen (Apr-Oct) – no sprays	Lotion Sunscreen (Apr-Oct) – no sprays	Change of Clothes in bag/ziplock
Hard soled slippers or runners	Outdoor shoes/boots	Backpack/lunch kit
Appropriate Outdoor footwear	Lunch/snacks with 6-8 items	Lotion Sunscreen kept in their backpack (Apr-Oct) – no sprays
Blanket/stuffy	Backpack/lunch kit	
Lunch/snacks with 6-8 items		
Please label everything with your child's name	Please label everything with your child's name	Please label everything with your child's name

PERSONAL BELONGINGS

Kamloops Kidz asks parents to exercise caution when allowing children to bring personal items to childcare (ie. toys). Please check with your child's teacher to see if there is a day designated for sharing items (ie. show and tell). If there is, 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.

Some 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.

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.

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 5th 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 30th each year. [SEP]

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.

Our fees are reviewed annually and are subject to increase as we deem appropriate and necessary. Historically, our fees are increased each September. There is also an annual administration fee payable. We will always do our best to keep fees as affordable as we possibly can and give you as much notice as possible whenever there is a fee increase.

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.

Subsidy/Affordable Childcare Benefit/Fee Assistance

If your family qualifies for any assistance with fees, please make sure that you have in place before you start with us. If it is not in place, you will be responsible for full payment until it is in place, at which time you will be reimbursed. Further, if another third party pays your fees on your behalf, please remember that you are ultimately

responsible for the payment of those fees. We are not responsible for following up with third parties on your behalf. Further, if your subsidy is about to expire, it is your responsibility to renew prior to expiry. If you do not, you will be responsible for full fees until it is in place.

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 childcare 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 15th of the previous month (ie. notice given on March 15th - last day would be end of April - not April 15th – notice given on March 20th – 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.

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.

Transportation Policy

At Kamloops Kidz, we provide convenient transportation to and from school for your child and from time to time, we transport preschool age children for field trips. We have a fleet of buses that we use as well as 2 company cars that can be used from time to time.

When children are transported by vehicle by any staff member of Kamloops Kidz, the staff member driving the vehicle must be 19 years of age or older and hold a driver's license that permits the driver to operate the type of vehicle being used.

If more than 7 children are transported in a single vehicle, at least one responsible adult, not including the driver, must be in the vehicle (if the transportation is for school age care, another responsible adult will not be required).

The following are rules and guidelines that all children must follow when transportation is provided.

1. Children are to remain seated at all times.
2. Seat belts, if available, are to be worn at all times until the driver instructs children to unbuckle/or assist to unbuckle. Please note that not all our buses are equipped with seat belts.
3. From time to time, the driver may choose to designate seats to children. If this is the case, children must adhere to the drivers' instructions.
4. Children are encouraged to talk amongst themselves, this is a social part of their day, however we do discourage loud/screaming voices.
5. Children are reminded that there is no food or drinks allowed during travel to ensure safety.
6. The windows on the buses/vehicles are to be adjusted by the driver only to ensure all children feel comfortable.

7. Children are not allowed to get out of their seat while the bus/vehicle is in operation. In case of an emergency, they may comply with the driver's directions to do so.
8. There is a cellular phone on the bus/vehicle for emergency calls.
9. If there is a behavior concern or safety concern, the driver will pull over to remind children of behavior requirements, and the driver will relay the information back to Administration and may then be relayed to the parent/legal guardian if we deem necessary.
10. If behavior concerns continue with a child, transportation may be refused for that child to ensure the safety of all passengers on the buses.
11. Kamloops Kidz has the right to refuse transportation for your child with limited notice.

If your child is scheduled to receive transportation from their school to our Center, and you do not require that service on any given day, you must inform us by text by no later than 2 pm and/or meet the bus. If you fail to text us by 2 pm and/or meet the bus, a \$25 charge will be levied to your account, as this causes considerable stress to the drivers and all the children already waiting on the bus – not to mention the children waiting at the next stop. If this happens on a continual basis, we reserve the right to terminate services without refund or a notice period.

Kamloops Kidz vehicles are serviced on a regular basis. Overall checks will be performed on the vehicles by the driver(s) before leaving the Centre. All drivers are employees of the Center and all drivers have appropriate and approved driving records. There will be times posted in the Centre to inform you of what time the buses will be departing the Centre. Safety is our priority and we will make every effort to ensure you child will arrive to school safe and on time.

In the event that we deem it necessary to cancel our bus service due to inclement weather; it will become the responsibility of the parent/guardian to arrange alternate transportation to/from school to the Center. In winter weather, children must be dressed appropriately in order to ride the bus (snow pants, warm coat, mittens and a hat).

Snow Day Closure (or other inclement weather)

Kamloops Kidz will close in the event of extreme snowfall or other inclement weather and if School District 73 has closed for this reason.

We will post a notification on our Facebook page and update the main number greeting in the event of a snow closure by 6:30 am on the day of the closure. This number is **250-319-9044**. The specific parent lines are unable to be updated remotely so do NOT rely on those numbers. If possible, we will also ensure that the closure is announced on the local radio stations.

The responsibility lies with the parents to check the Facebook page, call the main line to hear the voicemail update, or listen to the local radio station. In the event that we have to close due to snowfall or other inclement weather, no refunds will be offered.

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.

HEALTH AND HYGIENE

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.

Sick Child

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.

Symptoms

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.

- **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 childcare.
- **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 childcare and poses no risk of contagion to the other children and adults in the childcare 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.

Notification of Illness or Injury

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.

Immunizations

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.

Administration of Prescription Drugs

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.

Administration of Advil, Tylenol or 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.

ACTIVE PLAY

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

Why is Active Play Important?

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills.

Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

Amount of Active Play

Active Play and physical movement should be incorporated in the childcare environment throughout daily routines and activities for a total of 120 minutes.

Further, we must ensure a minimum of 60 minutes per day of outdoor active play (indoor active play is acceptable when weather is poor). Active play may be accumulated through 15 minute portions of time throughout the day or continuously.

Amount of Active Play for Preschool Classes

For our 2 ½ hour preschool program, 30 minutes of active play must be provided.

What types of Active Play

Children need to be provided with un-facilitated play and facilitated games and activities.

Examples of un-facilitated play would be:

- Free play in the gym and/or outside where children are given materials and/or allowed to play freely with the materials that are available.
- A group of children playing soccer on their own;
- Building block towers, sand castles or other structures and knocking them down

Examples of facilitated games and activity would be:

- What time is it Mr. Wolf
- Go go go stop
- Going on a bear hunt
- Races from one area to another different ways (ie. skipping/hopping/frog jumps/dinosaur steps, etc.)
- Adult setting out the activity that is soccer.
- Simon says

Movement Skills and Injury Prevention

We must always be aware of and incorporate fundamental movement skills (ie. gross motor skills that involve different body parts such as feet, legs, trunk, head, arms and hands) and injury prevention into all active play activities, which may be guided by the concepts of physical literacy. We need to always teach children how to be safe and act responsibly in our play space and how to correctly use toys and equipment and to be

aware of potential hazards. Children should have opportunities to practice fundamental movement skills as part of their indoor and outdoor daily routines.

Screen time

Screen time (TV, computer, electronic games) is, as part of the general standards of practice, to be limited to 30 minutes or less a day. Further, programs less than 3 hours, should not include it at all and screen time should not be offered to children under two years of age.

At Kamloops Kidz, we only offer TV/movies as a special treat that relates to the programming (ie. penguin party day – a penguin clip/movie can be played). School district inservice days – a special movie may be played for our schoolers. Anything outside of these examples, would need prior approval from management/administration.

Screen Use Policy

Screen time can only be used as above and only if shared/permission given from management/administration in advance of use.

Limit prolonged sitting activities

We must not have a child confined to a stroller, high chair, doing board games, crafts, etc., for a prolonged period of time, where we do not allow them to get up and move around. Further at Kamloops Kidz, we do not have high chairs, for just this reason. We want children to have freedom to move around.

Modelling of Active Play and Screen Time

As child care providers we must model active play and no use of screen time. Phones are not allowed to be kept on our person, and when we are involved in active play with the children, it is expected that we will participate just like the children.

Outdoor Play Clothing

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, or rain pants are 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.

Sunscreen

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.

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 familiarizing children with the procedure.

If children are required to be evacuated from any one of our locations, and we deem it necessary to relocate them, we will transport them by bus to another one of our locations. We will then update our main line message to advise parents of what is happening, and we will contact all parents/contact persons to advise of the relocation. All staff keep a cellular phone on them when outside and/or during an emergency.