

## **R & D Tree House daycare welcomes you!**

The purpose of this parent pack is to outline the policies and procedures under which I operate as a licensed family daycare.

Hello, My name is Rayhana Sediqi and I'd like to share a little bit about myself with you.

Since my childhood I have always known, growing up that I wanted to be with children, but I didn't know in what capacity until I discovered The Good Beginnings. While attending my college in Holland ,The Emma College. I did my practicum at a local elementary school to young children. Then I knew for 100% that I was on the right path.

I give the children in my care the opportunities to learn fine motor, large motor skills and self help skills in a family like setting with mixed age groups. Your child will receive quality personal and individualized care in a warm and loving home. I will continue to attend training sessions by one of the many childcare associations so that I may provide the best possible care for your children.

I have a wonderful and lovely husband who is not just my partner but my friend and support as well in everything I do, and of course visa versa. We are happily married for many of years now.

I also have many years of babysitting experience. I have lived in a joined family house for more than a decade and of course many children.

In my childcare I give the children choices, whether to do some things.

Please do not misunderstand me, NOT in everything. Since, after all they are all children and they want things their way!

Just to clarify few points:

It is a child's responsibility to choose;

- Whether to eat
- What to eat from what is offered
- How much to eat

**It is my responsibility to ;**

- **Offer a variety of healthy snacks such as:  
in season fruits, bite size oat squares, cheese sticks, crackers, dried fruits,  
yoghurt etc.**
- **Serve food at designated eating table.**
- **Watch and respond to children's hunger and fullness signals during meals  
and snacks.**

### **About Child abuse**

**British Colombia laws requires us childcare providers to report any situation  
which causes a suspicion that a child is being abused or neglect by phone to the  
local Ministry of Children and Family Development office to ensure the child's  
safety and well being.**

**If I ever have a reason to believe that a child is being or likely to be physically  
harmed, sexually abused or sexually exploited, or needs protection due to  
specific circumstances outlined in the Child, Family and Community Services Act,  
am legally responsible under that Act to report the matter to Child Protection  
Social Worker.**

## **ILLNESS/WELLNESS POLICY**

As a family daycare provider, I am concerned with the health and wellbeing of **ALL** the children in my daycare. Even with proper precautions, the reality is, children do become ill. If your child has become ill I require 24 hours notice from the time of diagnosis. It is important for me to take preventative measures within my home such as:

- hand washing
- nutritious food
- proper diaper handling techniques
- proper personal grooming habits
- keeping the environment clean..etc.

As a parent you **TOO** are responsible for your child's wellbeing, because **ultimately** you are the care provider. And you too can assist, in making sure that your child is safe by informing me if your child has any allergies or any other medical condition.

Children are too ill to attend childcare when he/she has the following:

- Fever over 100 ° Fahrenheit or 38.3 C ° that cannot be managed with over the counter medicine.
- Pinkeye, until 24 hours after antibiotics eye drop treatment has begun.
- Head lice, until after successful treatment. Make sure it doesn't re-infect the child again.
- Vomiting, or diarrhea that cannot be contained by diaper, until 24 hours after symptom have stopped.
- Oozing sores that cannot be kept safely covered with a band-aid...these
- may already be infected and should be checked by a physician anyway.
- Any condition that makes a child too sick to participate in a regular daycare activities, or to go outside as usual.
- Difficulty breathing
- Severe itching of body or scalp

- Any known or suspected communicable disease.

The above mentioned conditions require an immediate attention and pick-up. If you as the parent are not able to pick-up your child, alternate arrangements must be available.

### **Medication**

If your child is on antibiotics he/she continues to be contagious for 24/h after the first dose of his/her medication and should not return until this period of time has elapsed.

It is not in my childcare policy to administer over the counter medication. The medication **MUST** not be put in the child's lunch box for them to take. R&D Treehouse staff members will only administer prescribed medication. The medication **MUST** be in the original packaging and labelled with the child's name and the physicians name.

### **Immunization**

Please provide doctor's written proof of your child's health passport of up-to-date immunization.

### **Vaccination**

I require that all children admitted to my child care be up to date on their vaccinations. I require you the parents to have written proof of each child's up-to-date vaccinations. Children attending child care especially need all of the recommended vaccinations to protect themselves, the other children, the child care provider, and their families. Several diseases that can cause serious problems for children and adults can be prevented by vaccination.

These diseases are;

- Chicken pox
- Diphtheria

- *Haemophilias influenza meningitis*
- Hepatitis A
- Hepatitis B
- influenza
- measles
- mumps
- polio
- rubella (German measles or 3-day measles)
- tetanus
- whooping cough (pertussis)

Many of these diseases are becoming less common because most people have been vaccinated against them. But cases still occur and children in child care are at increased risk for many of these diseases because of the many hours they spend in close contact with other children. If your child has not been vaccinated I will not accept your child into my care, as it will affect other children's health under my care.

***In the event of your child's illness in my childcare,***

I will contact you and we will decide what to do. And while waiting for your arrival, it is my responsibility to comfort the child and make sure the child is away from other children.

Before your child may return to the childcare in my home, he/she **MUST** be free of all symptoms. A note from your family physician may be required.

If your child has any special needs such, as allergies or prescription medication is required , I **Must** be notified.

One of the major diseases are the communicable disease, to ensure that the disease does not spread further into the childcare. You must inform me within 24 hours if your child comes with a communicable disease.

***In the event of my illness,***

I will have my complete rest until I recover. Everyone of us is entitled to sick day leaves. I will have 5 full days of paid sick day leaves throughout a

calendar year. This will not affect my tuition fees of the enrolled children in my facility. As the children's tuitions are per enrolment and not per attendance.

### **Child Guidance Policy**

Here in my family daycare I will serve a positive role model, to the children and the parents and their co-workers. Children will learn to co-operate, share with other children. My goal is to provide a positive education experience to encourage and enhance their growth and allow them to develop while in my care.

- Active listening
- Negotiation
- setting limits
- Facilitating
- Modifying the environment

Child care regulations prohibits any forms of the following actions that are frightening or humiliating to a child:

- No spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment
- No verbal abuse
- No binding or trying to restrict movement
- Withholding or forcing meal

First of all I will do my utmost best to prevent a situation. But if a situation arises I know what to do.

I will be...

- Consistent
- Not expect that's not possible ( being realistic)
- Establish a routine
- Set a good example
- Plan varied day

If all fails to calm/contain a child, as a last option we then will use 'Time-Out' or also called 'Time-Away'. This will allow a child to be on his/her own. Having their own space to cool off. They will have their own separate seating area. The idea is to have a moment alone to themselves and think about what had taken place. We provide either a colouring option or a reading option, depending on the child's age. They will be monitored at all times while in 'Time-Out'. This will last for the maximum of 2 minutes only. After the 'Time-Out', we approach the child to have a conversation about whatever the situation was about. This strategy is by no means a form of punishment, we make sure the child understands this. This is for the safety of his/her own and also other children in care.

### **LOST CHILD POLICY PLAN**

When taking the kids out of the facility I will do my UTMOST best to be very attentive and careful for them not get lost.

### **Preventative Guidelines and Precautions**

- I will be aware of each child's custodial agreement.
  - I will explain to the children where they're boundaries are, for playing.
  - Making sure they understand, not to go and walk alone.
  - Telling them to stay close to each other with their buddy.
  - I will always do a regular head count.
  - Making sure that I know the children of the group well before going off-site.
- 
- I will have the children's emergency cards with me.
  - I will explain to the children if, they get lost what to do:

- Stay calm
- Not wandering any further if they get lost.
- Go to the meeting place as planned

### **Personal Safety**

- No talking to the strangers
- No touching of animals they don't know
- Informing me about the potential hazards in the childcare
- Know the street safety rules
- Know the children's full first and last names plus their phone number.
- Always be with their buddy.

### **In case if a child gets lost**

**I will...**

- Do a 2 minutes immediate scanning of the surrounding area
- Check where the children play
- Phone the police if my search resulted negative
- Have a picture of the child
- Call my back-up to take care of the rest of the children
- Go to the child's home if it is close by
- Fill out the incident form.

### **Field trip Policy**

**My child care facility is structured to provide a safe place for children to explore; however, other environments off-site aren't always as child-friendly or safe. It's important for me to make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.**



**Children like to go for outings, field trips special occasions and activities. To stimulate interest in subject and expand their knowledge of their surroundings they must participate in outings.**

**A notice will be given to each parent in advance of the excursion informing you of the destination, date and time. Children should be dressed appropriately for these occasions.**

**In addition I will have a checklist with all the kids names and the itinerary for the day. We encourage parents to join us on field trips whenever possible to help increase the adult/child ratio and ensure proper supervision.**

**I will use my preventative guideline at all field trips. This policy is in force anytime children are away from the property of the child care program.**

**If you wish your child not to attend certain trips it is your responsibility to arrange alternate care.**

**Procedure and Practices, including responsible person(s):**

- **A parent or legal guardian will sign an informed consent form for all field trips**
- **Parents may be required to cover any entrance fees for special activities and are responsible to make payment prior to the event.**
- **A well-stocked first aid kit along with the children's emergency contact numbers will be taken on offsite activities**
- **Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.**
- **Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities**
- **A staff member will always accompany children to a public restroom.**
- **While on walking trips the I will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again**
- **If a child has medication needs, I will be responsible to take and administer the medication as needed.**

## **SMOKING POLICY**

Children attending my family childcare, have the right to experience quality care in a smoke free environment.

- Smoke free family daycare/area.
- No smoking within the facility.

**\* NO SMOKING ALLOWED\***

## **PET POLICY**

This policy aims to minimize the risk of injury and illness caused by animals to children using family daycare while promoting the learning opportunities, provided by animals in the home based care setting.

The benefits of having a pet are well researched and documented;

- Caring for a pet can make a child more cooperative and sharing.
- It can improve a child's role-taking skills because they have to put themselves in the pets position and try to feel how the pet feels, which transfers to how other people feel.
- Children who live in homes in which a pet is considered a member of the family are more empathic than children in homes without a pet.
- Children who are regularly given the opportunity to care for a pet are more socially competent. They are more 'Popular'.

I myself have no pets but I love them very much. If a parent has a pet he/she is welcome to bring their pet along. **ONLY OUTSIDE** the facility , since some of the daycare children might have severe allergies and cannot come in contact with the animal. If I myself have a pet in the future I will make sure that children and their parents/guardian are fine with it, or even for allergy reasons. If a child happens to have allergies to MY PET I will make sure that my pet is put in a different area than the children.

## Prevention

I will...

- (a) Establish clear and consistent limits;
  - Making the rules clear for the children, what behaviour is appropriate & what is not allowed.
- (b) Offer straight forward explanations for limits;
  - When children understand why limits are set they most likely will follow them.
  - Once children understand they will follow them and practice them.
- (c) State limits in a positive way;
  - Not yell at the children, I will use positive language & give the children alternative ways of not doing an action.
- (d) Focus on behaviour;
  - No picking on the child or judge them, I will not put them down.
- (e) Humour;
  - Be a kid at times, make the children laugh. It helps remove a tense situation. After all they are all kids.
- (f) Encouragement;
  - Encourage a child, even if they are not doing a job properly .  
Encouragement helps build their self esteem. I will not expect the children to be perfect.
- (g) State expectations;
  - Not ask the children to do a job, I will Tell them to do it. They don't have an option.
  - At times options are okay, such as choosing colours for art etc..

- (h) Allow time for a child to respond;**
- Not all of a sudden tell a child what to do, give them time to understand what you are going to do so they have an idea.
- (i) Reinforce appropriate behaviour;**
- Encourage, when a child does something good & show them what they did was good.
  - Encourage, if the child usually has negative behaviour when they do something positive. Then they realize they don't need negative behaviour to get attention.
- (j) Ignore minor incidents;**
- Not pick on the child, if the child's behaviour is inappropriate.
- (k) Stay close & be alert;**
- Be close & alert to the children, so that if a child needs me then I am aware of what happened & I can help.
- (l) If something happens I will gain the child's attention in a positive way;**
- Not yell to the children to get their attention, be calm & get to their level, I will not use names.
- (m) Use proximity & touch;**
- A hug or a simple arm around the shoulder.
  - A touch can help a child calm down.

### **Intervention**

I will...

- (n) Remind;**
- Just remind the children at some times the rules so they follow it.

**(o) Acknowledge feelings;**

- **Make the child feel that they can express their feelings to me. Make the child feel comfortable.**

**(p) Model problem solving skills;**

- **Give the child options in problem solving.**
- **Make them understand how to deal with problems & what to do.**
- **Explain the situation to the child.**

**(q) Redirect;**

- **Resolve a conflict by offering different things to calm the child down.**

**(r) Offer appropriate choices;**

- **Give them choices but make sure they are positive.**
- **Choices allows a child to be independent & to build self esteem and responsibility.**

**(s) Use natural & logical consequences;**

- **Use appropriate behaviour & take proper action as to dealing with a situation that is acceptable.**

**(t) Limit the use of equipment;**

- **Toys.**
- **Outside activities.**
- **Playing rough.**

**(u) Provide opportunities for children to make Amends;**

- **Rather than just saying a NO meaning 'Sorry' let the child find different ways to build relationships.**
- **Don't yell at the child, but make the child understand that what they have done is wrong & it was a mistake, how to prevent such things.**

- Explain to the child that no one is perfect & everyone makes mistakes & we learn from our mistakes.

**Release of child**

**R & D Tree House daycare**

I \_\_\_\_\_ (parents name, print name) authorize  
the release of my child, \_\_\_\_\_ (child's name)  
to \_\_\_\_\_ (adults name). She/he has been  
informed that picture identification may be required, and that my child must be  
checked out with the childcare provider.

\_\_\_\_\_  
(parents signature)  
signature)

\_\_\_\_\_  
(childcare providers

**Field trip release form**

**R & D Tree House daycare**

**I have read and understood that this agreement is for the benefit of the Child, Parent/Guardian and the Childcare Provider.**

**I have read, understood and agreed to the policies and procedures as set out in the agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_**

**Date of acceptance \_\_\_\_\_**

**Date of withdrawal \_\_\_\_\_**

\_\_\_\_\_

**(parents signature)**

\_\_\_\_\_

**(childcare providers signature)**

### *Fees*

The parent is to pay the childcare provider the fees on the First day of each month and keep the account in good standing.

### *Late Fees Charge*

The parent is to pay to the childcare provider the fees as presented. Failure to comply will result in NO childcare space for the child.

### *Terms of Contract*

If a child is unable to adapt in my childcare or if You the parent(s) feel that your child is not adapting in the facility within the First 2 weeks, this contract can be terminated and a portion of the fees will be refunded.

### *Clothing*

The parents are required to bring for their child(ren);

### BABIES/INFANTS

- 2 to 3 complete changes of labelled clothing
- An ongoing supply of diapers and wipes
- Special ointments or creams for diaper rashes
- A daily supply of prepared milk or powder formula if required
- 1 pacifier or special toy for sleep if needed
- A sunhat for outside walks



## **TODDLERS**

- 2 to 3 complete changes of labelled clothing
- An ongoing supply of diapers and wipes
- Special ointments or creams for diaper rashes
- Special toy for sleep if needed
- A sunhat for outside walks
- Sunscreen
- Inside shoes
- Milk/bottles supply if needed

If you decide to potty train your child, I will be a great source of support to throughout this period of time. But remember once you start PLEASE do not give up as little accidents happen, be patient. I personally do not recommend Pull-Ups as they are just like diapers and your child will not learn any faster.

## **Holidays**

My daycare will be closed on Statutory holidays:

- New years day
- Good Friday
- Victoria day
- Canada day
- Labour day
- Thanksgiving day
- Remembrance day

- Christmas day
- B.C. day
- Boxing day
- Easter Monday
- Civic holiday

R&D Treehouse daycare will also be closed;

- Eid days (religious holiday)
- 10 paid business days (annual vacation) throughout a calendar year. The parents will be notified well in advance for alternate care arrangements. This will not affect any of the enrolled children's tuition fees.
  - When I am ill (without notice)

### *Drop-Off / Pick-Up*

A child will never be dropped off on the driveway. Children will only be accepted and released in MY presence or the qualified substitute and or the parents/guardians.

The parents/guardians have to sign a Sign-In and Sign-Out paper every day as a proof of the children's safety in or out of the facility with the parents/guardians signature, time and date.

### *School Age Children*

School age child are not permitted to leave my child care without their parents/guardian.

### *Food Policy*

Children need healthy food to allow them to develop their full physical and mental potential.





- Post the emergency phone number list near the phone
- Teach the children how and when to call 9-1-1
- Keep at least one regular (not cordless) phone on hand in case of a power outage
- Show check for adequate insurance coverage
- Complete a neighbourhood resources inventory
- Keep enough gas in the car to evacuate

### *Shelter In Place*

Depending on the disaster, I may need to stay in my home instead of evacuating.

I will:

- Choose a room (maybe my safest room) for sheltering in place.
- Build a kit of supplies that I will need. Adding supplies to my monthly shopping list a few at a time.
- Talk to you parents/guardians of the children in my care about making an emergency kit. I may ask them to provide any special supplies their child may need. For example, if a parent normally supplies diapers for their child, ask for a few extra to put in my kit. As the child grows, take the smaller diapers out and add larger ones. Also, I will include any medications that they would normally take at home. Shelter-in-Place Instructions.

The following Shelter-in-Place procedures are recommended as the best first response after a disaster;

### Shelter

- Go inside your home or the nearest building
- Bring in pets, if possible
- Officials at the fire Department, health department and the Office of Emergency Services agree that in the case of chemical accident, those people who shelter indoors are much safer than those people who remain outside and are possibly exposed to chemicals

## **Shut**

- Close doors and windows
- Use window and door locks to create a better seal
- Make sure my vents and fireplace flue are closed

## **Listen**

- Turn on my radio and television for information and further instructions
- Avoid using the telephone unless you I have a life-threatening emergency

## **Evacuation**

I will pick two places to go if I have to evacuate my home. My method of evacuation will be my own vehicle. I will write this information on my emergency card.

1. One close by my house
2. One outside my neighbourhood in case I have to evacuate

I will talk to you the parents/guardians about these locations. Also let you know that depending on the disaster, I may have to use a different location, then I decide how I will notify you the parents/guardians if this happens.

## **Earthquake Plan**

In the event of an earthquake we will;

- Move away from power lines, trees and buildings. If we are outside
- Stay away from windows, mirrors cupboards, and shelves. If we are inside
- Take cover under a sturdy table or desk and hold on to it.
- We can also stand under a doorway, they are one of the strongest foundations of a house.

**I will use my prevention strategies as well here. We will be prepared for any possible shaking after the main quake.**

**We will prepare for an earthquake by having flashlights, helmets and sturdy shoes, a first aid kit, a fire extinguisher, bottled water, canned food and a can opener.**

**If we need to evacuate our home we will go to Sana Junaid's house which is located at #79 20460 66 Ave Langley, BC V2Y 3B6 and I will discuss this with you (parents). If we cannot go there then I will leave a note of our whereabouts as where we are headed in a tin in the backyard with our exact location for the parents.. If we are out of town then you can contact our out of town number. If not out of town then my other 2 emergency contact numbers are available.**

**After the quake first we will try to get the long distant phone lines fixed, as that is our main communication system. But it will take a while to be fixed. And we will give you (parents)the information of our wellbeing at the place from one of neighbours phone line**

### **Fire plan**

**When planning to open a day care facility fire safety is a major concern. I am ultimately responsible for the safety of every individual who enters my premises, staff, children, parents and visitors. It is therefore essential that I have in place a fire safety management policy which, in conjunction with excellent safety features throughout my premises, means that I am doing everything necessary to ensure fire safety in my day care. My job, quite simply, is to take whatever steps necessary to minimize fire risk and should a fire occur I will have procedures in place to evacuate staff and children quickly. We will meet again at our designated place outside our area. I will also use my prevention strategies.**

**In the event of a fire we will;**

- **Raise the alarm if it is not sounding.**
- **Get everybody out of the house.**
- **Phone the fire department.**
- **Not attempt to put the fire out our self.**
- **Make sure that all the children are together with us.**

- Get down onto our hands and knees and crawl under the smoke, if the smoke is very thick.
- Designate a meeting place outside our home in the event of a fire.

If we need to evacuate our home we will go to our in town address, the local school ground 13055 Huntley Ave, Surrey, BC V3V 1V1. I will discuss this with you (parents). If we cannot go there then I will leave a note of our whereabouts as where we are headed in a tin in the backyard with our exact location for the parents... If we are out of town then you can contact our out of town number. After the fire first we will try to get the phone lines fixed, as that is our main communication system. But it will take a while to be fixed. And we will give you (parents) the information of our wellbeing at the place from one of neighbours phone line.

### **Emergency Kit Supply**

I will try to plan for 3 days supply of food and water:

#### **Food**

- Store a minimum of three days worth of food and water
- Use canned foods for easy storage and long shelf life. Choose canned meats, fruits and vegetables . Try to pick items that require no refrigeration, preparation or cooking and little or no water.
- Also canned or dried juice mixes, powdered or canned milk, high energy food (peanut butter, jelly, unsalted nuts and trail mix); crackers, cereals, pasta and rice.
- I will try to feed the children at least one balanced meal each day. I may also pack comfort foods such as candy, cookies or other special treats for that period of time.
- Store foods in a single or family meal-size package. During a disaster, I may not have a way to refrigerate leftovers.

#### **Water**



- Store a minimum of three days worth of water for each child
- Purify water by boiling it for 3-5 minutes

**Evacuation Emergency Contact**

**Childcare Provider Name; Rayhana Sediqi**

**Phone #:604-813-5619**

**Alt #: 604-537-3807**

**Evacuation location#1**

**Location name: Betty Huff elementary**

**Name: Betty Huff elementary**

**Phone #: 604-585-3104**

**Surrey, BC V3V 1V1**

**Evacuation location #2**

**Location name: Sana Junaid**

**Phone#: 604-825-6977**

**Address: #79 20460 66 Ave Langley, BC V2Y 3B6**

**Evacuation message location: In the backyard in a tin.**

### **Nutrition Policy**

In my family daycare I will be aware of many aspects, since every family has different eating habits.

I will be aware of the following points;

- Nutrition for infants, toddlers and children
- Food safety for infants and for all the children
- Food handling
- Family values
- Multicultural food aspects
- Food awareness activities
- Training for worker

### **My role in promoting good nutrition**

As a childcare provider I ensure that I;

- Establish communication with families about food issues
- Children are provided nutritionally balanced snacks and drinks
- Consult with professionals as needed and share information with parents
- The eating area in home is comfortable and sanitary
- Equip my home to meet the developmental, nutritional and food safety needs of the children cared for.

### **Basics of good nutrition**

Good nutrition means enjoying a variety of foods from Canada's Food Guide. Food is important in achieving optimum growth and development, as well as in developing good habits for life.

**A well balanced snack contains ingredients from at least 2 of the food groups.**

**Water will be available throughout the day and just half glass of juice a day. Perishable foods will be stored properly. This includes foods brought from home and baby bottles. Cold foods will be kept cold and hot foods will be kept hot.**

### **Child Abuse Policy**

#### **Reporting child abuse**

**Child abuse is a subject with a serious legal implications. I as a child care provider will report any suspected instances of child abuse to authorities as we are required by law to do so I will record all conversations and observations in a bound book with the time and date as well as the part with conversations from authorities. If the abuse happens in the daycare I will contact Licensing or the CCRR if I am not licensed, if it's outside the facility then I'll contact the MCF. If someone in the home is accused of abuse I will make sure they are not left alone with the children If it is me I will have someone working with me until after the investigation.**

#### **Preventing Child Abuse**

**By having a healthy and friendly relationship with the children, lets them know that I believe in them and their abilities through the smallest thing ( hugs, loving words) and it is vital. Without self esteem and confidence, children may be unable to say "No" to a potential offender.**

**I my family child care I will practice safety skills with the children. Giving them the tools to deal with situations in a non-threatening way. Telling them:**

- **Your body is your own**
- **I will always listen to you**
- **Yell loudly if you need help**
- **Run away from danger**
- **Tell someone what happened**
- **You don't need to keep "Bad" secrets.**

Each age group absorbs the information differently based on their ages.

### Local numbers

Help line for children when it concerns child abuse and their safety.

- 310-1234 ( after hours line)
- 604-660-4927 ( lower-mainland)
- 1800-663-9122 ( rest of the province)

The duty to report applies to everyone including Myself as a child care provider. It doesn't matter if someone is reporting the situation, I still have to report. I will not contact the alleged perpetrator. This is the responsibility of the police or the Child Protection Social Worker.

### Child Abuse inside the Child Care

Allegations of abuse of a child in a licensed childcare service are relatively infrequent, however, we as licensees must be aware of their legal obligations should 'we' receive such an allegation. As an licensee we must respond quickly and appropriately to protect the safety and well being of all children in our care.

If I receive an allegation that a child has been abused while in my care I will;

- Notify the local Ministry of Family and Children Development office within one working day after allegation has been received.
- Treat all information associated with the allegation with the strictest of confidence.
- Consider to separate the child it is alleged have been abused from the person against whom the allegation is made.
- Contact Options ( phone)
- CCRR (child care resource and referral)
- Licensing
- Co-operate with the investigation whatsoever the legal requirements are

I will also carefully hire and supervise my staff whenever I need to hire someone. I will check all applicants for employment by talking with their past employers.

I will be making sure that every caregiver who is responsible for a group of children is within my eye sight and is regularly supervised by myself. I will avoid my staff from being alone with one child. At least two adults should always be present. I will not put staff at risk of being accused of abuse and I will not leave staff members in situations where abuse could occur. The area where infants and toddlers are cared for will be open. Children and staff should be able to see each other at all times. There are no hidden areas. Staff will be able to call for help quickly and easily if necessary. My family child care can be a "safety zone" where children are protected from these threats to their well-being! This practice limits the risk for actual abuse and for allegations. It also helps in case of an injury or other emergency.

I prohibit my staff from the following;

- Never hit or strike a child, even in so-called "play."
- Do not use physical punishment of any kind

I will keep a written record of the allegation and actions I have taken by noting/writing whatever I see or hear from the child with the time and date.

If I were to be accused of child abuse I will contact the MCFD. The first thing I will do is acknowledge the seriousness of the charges. It is amazing how quickly these situations can get out of control. The consequences for a conviction of this crime can be horrific, so I will protect myself and the other children in my care immediately. I will obtain a lawyer experienced with these types of charges. I won't speak to any officials except my attorney about the case. Even if I have not been officially charged.

### *Direct disclosures*

Sometimes children will tell directly that they are being abused or neglected. They might begin with one example and see how an adult in this case I, react. Research shows that children often tell about their experiences many times before action is taken to respond. I will not interview the child. It is the child welfare worker's job to determine whether child abuse or neglect has taken, or is taking place and to decide on the appropriate action to take.

### *Indirect disclosures*

In other cases, children do not tell directly, but communicate what they have experienced indirectly – through their behaviours, emotions, art, writing, appearance, inquiries or discussions about fears, concerns or relationships.

### **Child Abuse outside the Child Care**

All types of child abuse and neglect leave lasting scars. Some of these scars might be physical, but emotional scarring has long lasting effects throughout a child's life.

If I suspect a child is being abused, it critical to get them help he/she needs. Even though child abuse seems so official many times you feel reluctant to get involved in other families lives. But I feel obligated to report it even though it is outside my care.

I will contact the Ministry of Children and Family Development or the Police and report the child abuse.

### **Release of child**

#### **Unauthorized Pick-Up**

- Parents must list on the registration form the names of all persons who are permitted to pick up their child. I require parents to notify ME in writing if someone else will be picking up the child. I have a Child Release Form for this purpose.
- In a RARE emergency situation, arrangements can be made verbally.
- If the person picking up the child is not known to me information about the person must be provided, including the following: name, phone number, and physical description. This person will be required to show picture ID.
- If an unauthorized person arrives to pick up a child, the child will remain under my supervision at the day care. I will speak to the individual and

**explain the policy that no child will be released without written authorization from the parent or guardian.**

- **If difficulties arise, all reasonable efforts will be made by me to ensure the safety of the child and the other children. If necessary the police will be called for assistance.**

### **Alleged Impaired Pick-Up**

**I will not release a child to an authorized person who is unable to adequately care for the child. I will offer to call a relative or friend to pick up the person and child, or offer to call a taxi to pick them up.**

**If the person is driving a vehicle I will explain that driving under the influence of drugs or alcohol is against the law and that I am obligated to ensure the safety of the child. If this person chooses to get in the car (with or without the child) the teacher will immediately notify police and provide a description of the car and location headed. If I believe that the child is in need of protection, the Ministry for Children and Families will be notified.**

### **Custody and Related Court Orders**

**If a custody or court order exists, a copy of the order must be placed in the child's file at my day care. The guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, I cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy of unauthorized persons will be implemented. The guardian will provide all consents.**

### **Screen time policy**

**Because we care about the health and wellbeing of the children in our care, we restrict the daily screen time to a maximum of 30 minutes.**

- **Children under 2 years of age have no screen time.**
- **Children 2 years and older are permitted 30 mins per day.**

**Tv and other electronic media get in the way of exploring, playing, interacting with others which encourages learning and healthy physical and social development.**

**R&D Treehouse daycare provides an activity-focused early learning environment. We believe children learn best through age appropriate active participation, hands-on experiences, interactive conversation, and exploration. R&D Treehouse daycare believes that too much TV viewing also affects a child's (poor) performance in school, childhood obesity and the establishment of poor dietary habits.**

**For children age 2 or older who are more than 4 hours in care each day, TV screen time is limited to no more than 60 minutes a week and 30 mins at a time.**

**For children age 2 or older who are in care for 4 hours or less are limited to 30 minutes of screen time per week, restricted to 15 minutes at a time.**

**We will also keep them busy with making stories for story time, coming up with new games, playing puzzles, playing tag or catch in the daycare's backyard or simply go out for walks of nature.**

**Our goal is to have the children participating into indoor/outdoor games Such as;**

- **Simon says**
- **Follow the leader**
- **Go, go, stop**
- **Ring around the Rosie**
- **Tower topple**
- **London bridge is falling down**
- **Crawling (babies)**
- **Tummy time (babies)**
- **Move with music (babies)**
- **Dancing**
- **Hula hoop**
- **Hide and seek**
- **Freeze dance....etc.**



**This is to give you an idea of some of the games we play in the daycare.**

**Arts and crafts such as;**

- **Painting**
- **Colouring**
- **Making postcards for upcoming events or holidays etc...**

### Reportable Incident Policy

In the case of any injury/illness in the facility the staff at R&D Treehouse daycare will immediately notify a parent or emergency contact if, while under the care or supervision of the staff or the licensee. The child will be taken to the nearest emergency location for medical attention.

The licensee is also to notify the Licensing Officer within 24 hours of the incident. After the Licensing Officer has been notified the licensee will fill out 'A Reportable Incident' form. If there is not enough space on the form we will attach a supplementary page. However, if the incident requires immediacy we will contact the Licensing Officer first and fill out the form within 24 hours of time frame.

The witness, either the licensee (myself) or any other staff member will try to fill out the Incident Form as soon as possible, as the memory will be fresh and alert and the details will be first hand.

In addition to The Reportable Incidents our facility also has a daily log in which we note the non urgent incidents, which includes a description of minor incident/accidents in the facility during the day which do not require any medical attention. But will be always mentioned to the parents/guardians at pick-up times.

The following information will be included on the Reportable Incident form, to ensure that it provides the details needed for proper assessment. We will;

Provide as much descriptive detail as possible ( who, what, when, how, where, why)

Note the sequence of the events that led to the incident and identifying any precipitating factors that may have contributed.

Describe the strategies that were implemented to mitigate the circumstances.

Describe the immediate response steps that were taken as well as the safety measures, corrective and preventative actions that were put into place as a result.

Note that persons that were notified.

Include the current status of the person who was adversely affected.

### Emergency walking distance drill

Once a year R&D Treehouse daycare makes an emergency walking distance drill to Betty Huff elementary school. We will only use the school ground. This drill will be made with all the enrolled children of the facility. We will also take the emergency bag with us.

The school's address is; Betty Huff elementary 13055 Huntley Ave, Surrey, BC V3V 1V1 604-585-3104. It is a 5 minute walk to this location.