

Parent Handbook

RD Treehouse Child Care



R&D Treehouse Parent Handbook

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R & D Tree House daycare welcomes you!

Introduction

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 would like to share with you a little bit about myself.

Since my childhood and while growing up, I have always known that I wanted to be with children but I didn't know in what capacity until I discovered The Good Beginnings. While attending The Emma College in Holland, I did my practicum at a local elementary school for young children. I knew then 100% without a doubt that I was on the right path.

I give children in my care the opportunities to learn fine and large motor skills as well as self help skills in a family like setting with mixed age groups. Your child will receive personal and individualized quality 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 loving husband who is not just my partner but my friend and support in everything I do. We are happily married for many years now.

I also have many years of babysitting experience. I have lived in a joint family house with many children for more than a decade.

In my childcare, I give children choices.

Please do not misunderstand me, NOT in everything. Since after all, they are only children and they want things their way! Just to clarify a 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:

- Seasonal fruits, bite size oat squares, cheese sticks, crackers, dried fruits, yoghurt etc.
- Serve food at a designated eating table.
- Watch and respond to children's hunger and fullness signals during meals and snacks.

Holidays & Closures

R&D Treehouse is scheduled to close on the following stat holidays:

Labour Day, Good Friday, Thanksgiving, Victoria Day, Christmas Day, New Year Day and Canada Day.

In addition to these days, R&D Treehouse is also closed on the following:

Boxing Day, Civic Holiday, Easter Monday, B.C. Day, First Day of Eid (Counts as a Paid Day)

Other closures

4 weeks for personal holidays in which 2 weeks of those weeks are paid. Parents will be notified in advance and are required to arrange alternate daycare services themselves.

10 days in the event of sickness of the caregiver in which R&D Treehouse Daycare is not responsible for alternate daycare arrangements & costs.

Part-time children

If a holiday falls on a long weekend, e.g. a Monday or a Friday, you cannot change for another day in the week as all the spots in the week are occupied by another child. In other words, no compensation or refunds.

If an emergency situation befalls my family, the daycare will be closed and for the duration of our closure you will not be charged. If you have been charged then you will be refunded.

Fees

The parent must pay the childcare provider the fees on the first business day of each month and keep the account in good standing.

Late Fees Charges

For the child to continue further, the previous balance is to be cleared first. Without the previous payment, there will be no childcare available.

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.

R&D Treehouse daycare does not require a notice from parents to leave the daycare nor is R&D Treehouse required to give the parents time/notice to remove a child from the facility. Note that if you the parents decide to leave before the 15th of the month, you'll be refunded the remaining 15 days / half month's tuition. If you leave after the 15th of the month, there will be NO refund;

even if the month hasn't finished yet.

Clothing

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

Babies / Infants

- 2 to 3 complete changes of labeled 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 labeled 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 throughout this period of time. Once you start however, PLEASE do not give up as little accidents happen. Be patient. I do personally recommend "Pull-Ups" as they are much easier than conventional diapers.

Illness / Wellness Policy

As a family daycare provider, I am concerned with the health and well-being 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 well-being, because ultimately you are the care provider. 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 antibiotic 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 symptoms 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 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 immediate attention and pick-up. If you as the parent are not able to pick-up your child, alternate arrangements must be made.

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.

We do not administer over the counter medicine e.g. Tylenol, Advil, Motrin, cough syrups, eye drops etc. Only prescribed medicine with the child's and physician's name and dosage of medicine.

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 childcare be up to date on their vaccinations. I require you, the parents, to have written proof of each child's up-to-date vaccinations. Especially children attending childcare need all of the recommended vaccinations to protect themselves, the other children, the childcare 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 childcare are at increased risk for many of these diseases because of the many hours they spend in close contact with other children.

If you have chosen not to vaccinate your child, please inform the daycare staff and indicate on the registration form. We then need to inform our already enrolled parents so they will be aware of this.

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

I will contact you and we will decide what to do. 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 requires prescription medication, 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 is ill 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 10 full days of paid sick day leaves throughout the calendar year. This will not affect the tuition fees of the enrolled children in my facility. As the children's tuitions are per enrolment and not per attendance.

Child Guidance Policy

Please indicate on the registration form your method of guidance.

Here in my family daycare I will serve as a positive role model; to the children, the parents and my co-workers. Children will learn to co-operate, share with other children. My goal is to provide a positive educational 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

Childcare 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 escalation but if a situation arises I know what to do.

- Be consistent
- Not expect what is 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 has 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 self 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 not to lose anyone.

Preventative Guidelines and Precautions:

- I will be aware of each child's custodial agreement.
- I will explain to the children where their boundaries are for playing.
- Make sure they understand not to go and walk alone.
- Tell them to stay close to each other with their buddy.
- I will always do a regular head count.
- Make 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 what to do if they get lost:

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

Personal Safety:

- No talking to 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 the case 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 are not 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

a subject and expand their knowledge of their surroundings they must participate in outings.

A notice of an excursion will be given to each parent in advance 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 children's 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 on all field trips. This policy is enforced anytime children are away from the property of the childcare program.

If you do not wish your child 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 information consent form for all field trip.
- 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 as well as 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, 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.

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. Animals can be kept 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 agree to it. 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;

- Make 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 will most likely follow them.
- Once children understand, they will follow them and practice them.

C) State limits in a positive way;

- I will use positive language & give the children alternative ways of not doing an action without yelling.

D) Focus on behaviour;

- No picking on the child or judging 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;

- Give them time to understand what you are going to do so they have an idea, not all of a sudden tell a child what to do.

I) Reinforce appropriate behaviour;

- Use encouragement, when a child does something good & show them what they did was good.
- Use encouragement, 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 at 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 the rules at times 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 when dealing with a situation that is unacceptable

T) Limit the use of equipment:

- Toys
- Outside activities
- Playing rough

U) Provide opportunities for children to make Amends:

- Rather than just saying 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, and learn how to prevent such things.
- Explain to the child that no one is perfect, everyone makes mistakes & we learn from our mistakes.

Drop-Off / Pick-Up

Pre-school Age Children

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

School-Age Children

A school-age child is not permitted to leave my childcare without their parents / guardian supervision unless we receive from them a permission letter allowing us to do so

Food Policy

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

As a request to you the parents/guardians and with respect for my faith, please Do Not pack your child's lunch bag with foods like pork. Inappropriate food choices in young children lead to increased risk of chronic diseases like; obesity, diabetes, high blood pressure, heart disease and kidney diseases late in life.

Every child will be offered a wide range of nutritious snacks. I will provide only SNACKS from the 5 food groups. The parents/guardians are to supply meals.

Nutrition Policy

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

I will be aware of the following points

1. Nutrition for infants, toddlers and children
2. Food safety for infants and for all the children
3. Food handling
4. Family values
5. Multicultural food aspects
6. Food awareness activities
7. Staff training
8. 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 a glass of juice per 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.

Emergency Preparedness Plan

I will talk to the parents/guardians first about it and let them know I am preparing the children for a “Disaster” if they ought to happen. I will:

- 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.
- Add supplies to my monthly shopping list, a few at a time.

Talk to you parents/guardians about making an emergency kit for the children in my care. I may ask you to provide any special supplies your child may need. For example, if a parent normally supplies diapers for their child, I will 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 a 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 are closed

Listen

- Turn on my radio and television for information and further instructions
- Avoid using the telephone unless 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.
- One close by my house
- One outside my neighbourhood in case I have to evacuate
- I will talk to you the parents/guardians about these locations. I will also let you know, depending on the disaster, if I have to use a different location. In that case, I will decide how to best 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, we will 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. Here, I will use my prevention strategies as well. We will be prepared for any possible shaking after the main quake.

We will prepare for an earthquake by having flashlights, 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 our town address, the local school ground at:

**13055 Huntley Ave,
Surrey, BC
V3V 1V1**

... or if necessary we will go to Shahima Rahimyar's house which is located at:

**8073 Mackie court
Delta, BC
V4C 7R9**

I will discuss details with you (parents). If we cannot go to the above mentioned location, then I will leave a note of 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 604-808-2196.

After the quake, we will first 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. We will give you (parents) the information of our well-being at the place from one of neighbours phone line.

Fire plan

When planning to open a daycare facility, fire safety is a major concern. I am ultimately responsible for the safety of every individual; staff, children, parents and visitors who enter my premises. 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 daycare. 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 ourselves.
- 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 town address, the local school ground at:

**13055 Huntley Ave,
Surrey, BC
V3V 1V1**

... or if necessary we will go to Shahima Rahimyar's house which is located at:

**8073 Mackie court
Delta, BC
V4C 7R9**

I will discuss details with you (parents). If we cannot go there, then I will leave a note of 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, we will first try to get the phone lines fixed, as that is our main communication system. But it will take a while to be fixed. We will give you (parents) the information of our well-being from one of the 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, 604-537-3807

Evacuation location#1

Location name:

Betty Huff elementary

- phone #: 604-585-3104

- address: 13055 Huntley Ave, Surrey, BC V3V 1V1

Evacuation location #2

Location name:

Shahima Rahimyar

- home phone number: 604-589-8982

- cell phone number: (604) 353-8555

- address: 8073 Mackie court, Delta, BC, V4C 7R9

Evacuation message location: In the backyard in a tin

Child Abuse Policy

Reporting child abuse

Child abuse is a subject with 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.

Please make a note that some children some times tell stories that don't necessary are true to draw attetion.

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 such as hugs and loving words. It is vital. Without self esteem and confidence, children may be unable to say "No" to a potential offender.

In 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)

1-800-663-9122 (rest of the province)



The duty to report applies to everyone including Myself as a child care provider. It doesn't matter if someone already 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 any legal allegations should 'we' receive such an allegation. As a licensee, we must respond quickly and appropriately to maintain 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 an allegation has been received.

Treat all information associated with the allegation with the strictest of confidence.

- Consider separating the child from the person who received the allegation.
- Contact Options (phone)
- CCRR (child care resource and referral)
- Licensing
- Co-operate with the investigation according to legal requirements.

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 a situation 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 childcare can be a "safety zone" where children are protected from these threats to their well-being!

This practice limits the risk of actual abuse and allegations. It also helps in case of an injury or other emergencies.

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 an 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 myself, 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 place, or is taking place and to decide on the appropriate action.

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 is critical to get them the help he/she needs. Even though protocols seem so official and one may 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 daycare. 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 it's 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 well-being 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 minutes per day.

TV and other electronic media get in the way of exploring, playing, interacting with others which encourages learning, 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 minutes 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 nature walks.

Our goal is to have the children participating in 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 while under the care or supervision of the staff or the licensee, the staff at R&D Treehouse daycare will immediately notify a parent or emergency contact. 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. If however, the incident requires immediacy, we will contact the Licensing Officer first and fill out the form within 24 hours.

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

In addition to The Reportable Incidents, our facility also has a daily log in which we note the nonurgent incidents, which includes a description of minor incident/accidents in the facility during the day which do not require any medical attention. These will always be 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, and why)

The sequence of events that led to the incident will be noted and identify any precipitating factors that may have contributed to the situation.

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 the persons that were notified.

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

Smoking Policy

*** NO SMOKING ALLOWED ***

Our facility including indoor or outdoor area is smoke-free.

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

Fire Escape Plan

Providers name:

Rayhana Sediqi

- Location of fire extinguisher(s), in the kitchen by the pantry
- Location of smoke detectors in the hallway on top of the nap room door, in the eating area & also in main play area
- Relocation site for children and staff after evacuating the daycare: same location as our earthquake location(s)

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 in 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
Phone: 604-585-3104

It is a 5 minute walk.

