

WELCOME TO DYNAMIC AFTER SCHOOL CARE

Caregivers: Velma Feeny – Licensee / Owner
Deirdre Peterson -- Manager

Address: 795 Birch Ave.

Phone Number: Velma (250) 763-8584 Cell (250) 212-2255 (texting available)
Dee (250) 470-9682 (texting available)

Email address: feeny@telus.net

Hours of Operation: 2:30 P.M. – 5:30 P.M. ***No before school care offered ***

Days Not Open: Weekends and All Statutory Holidays
Christmas Break
Easter Monday
One Friday in June (TBA) Educational Day
Month of August (until 1st day of school – Sept)

Fees:

*** **Deposit of \$100.00 required to hold your space. Applied to last month**

*** **Master Card & Visa accepted, Cash, Cheques and E-Transfers**

*** **Invoicing :The days that you book in whether full time or part time are the days that you are responsible for payment (this applies to missed days for sickness, appointments, grandparents visiting, family vacations and things like these)**

*****PLEASE CALL US IF YOUR CHILD WILL BE ABSENT**

1. \$22.00 Per Day (After School)
2. \$35.00 Per Day (4 hours plus) Out of School

- ** This includes transportation and snacks
- ** Parents are to provide lunches on full days
- ** Daycare subsidies are accepted

MISSION STATEMENT: It is the goal of our caregivers to provide each child with an environment in which they feel safe and nurtured. We will provide the activities and resources for this to be both a fun and learning experience. For the parents we want to provide them with the freedom and peace of mind to leave their children in our care knowing they will be well looked after.

CARING AND GUIDING

The word “discipline” is derived from the word disciple. It describes the teaching/learning process by which children develop socially acceptable and appropriate behaviour as they grow to maturity.

While there are a wide variety of theories and approaches related to discipline, the goal remains constant – to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others.

Children’s behaviour is influenced by their overall development, their environment, and the adults who care for them. Adults should first consider guidance principles based on the following factors:

A) Child Development

1. Each Child is a Unique Individual
2. Children’s Behaviour Reflects Their Level of Development
3. Children’s Experience in Their Family and Culture Influences Their Behaviour Patterns

B) Environment

1. *Things*: When toys and materials are in good supply, familiar and developmentally-appropriate, children are encouraged to focus and become involved in productive learning experiences.
2. *Space*: Where space is sufficient, children can play and work in a relaxed setting. Space which is aesthetically pleasing, ordered, and organized contributes to an environment which promotes good mental health and diminishes the potential for problems.
3. *People – (Adults and Children)*: Adults who are committed to nurturing and guiding young children create an atmosphere which fosters trust, security, and comfort. When children are in an environment that encourages caring and cooperative relationships, they learn to relate with each other in positive ways.
4. *Time/Program Schedule*: Meeting children’s needs throughout the day requires that time be appropriately balanced between active and restful periods, individual and group activities and child initiated/adult initiated content.

C) Guidance Strategies

1. Establish Clear, Consistent, and Simple Limits
2. Offer Straightforward Explanations for Limits
3. State Limits in a Positive Way, Rather Than in a Negative Way
4. Focus on the Behaviour, Rather Than on the Child
5. State What is Expected, Rather Than Pose Questions
6. Provide Choices
7. Allow Time for Children to Respond to Expectations
8. Reinforce Appropriate Behaviour, With Both Words and Gestures

9. Ignore Minor Incidents
10. Encourage Children to Use You as a Resource
11. Be Alert
12. Be in Close Proximity

D) Guidance Strategies: Intervention

1. Gain a Child's Attention in a Respectful Way
2. Use Proximity and Touch
3. Remind
4. Acknowledge Feelings Before Setting Limits
5. Redirect or Divert When Appropriate
6. Model Problem-Solving Skills
7. Offer Appropriate Choices
8. Use Natural and Logical Consequences
9. Redirect
10. Limit the Use of Equipment
11. Time Away: *Only used as a last resort*
12. Holding Techniques: *Only used in a rare situation where child may endanger himself or others*
13. Provide Opportunities for Children to Make Amends

PREVENTATIVE HEALTH MEASURES

When children work and play together in groups, this environment provides an opportunity for the spread of a number of common childhood diseases that can be passed on from one child to the next. It is important that these diseases be prevented or, if they do occur, that they are recognized quickly and steps taken to stop them from spreading. We can minimize the spread of infection and promote and provide a healthy environment by adhering to the following:

1. Immunization – recommended that all child immunizations be current, along with caregivers.
2. Hand Washing – (hand washing routines will be posted by sink) Hand washing will be done after using the toilet, before preparing food, and before eating.
3. In the unlikely event that a child is bitten and the skin is punctured, parents will be informed and may consider referring the bitten child to a doctor, as human bites carry a risk of infection from a variety of germs and bacteria and antibiotics may be recommended.

Symptoms Which Will Exclude Child from Attending Daycare

Parents are advised to keep their child at home or to seek alternative care arrangements for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain.
- A common cold with listlessness, runny nose and eyes, coughing and sore throat. Once the child's temperature, well being and energy have returned to normal, the child may no longer be contagious, and may be able to return to the child care facility even though coughing and runny nose may persist. Generally speaking, a person who catches a cold can spread it to others for one day before symptoms appear, and about five days after the cold symptoms (above) begin. If the symptoms (runny nose and eyes, coughing) are caused by a known allergy (e.g. hay, fever, asthma) the child is not contagious and does not have to be excluded.
- Difficulty in breathing – wheezing or a persistent cough.
- Fever (100 degrees F/38.3 degrees C or more) accompanied by general symptoms such as listlessness or sluggishness may be an early sign of illness that requires a doctor's attention.
- Sore throat or trouble swallowing
- Infected skin or eyes, or an undiagnosed rash.
- Headache and stiff neck (should see physician).
- Unexplained diarrhea or loose stool (may or may not be combined with nausea, vomiting or stomach cramps). These symptoms may indicate a bacterial or viral gastrointestinal infection which is very easily passed from one child to another via the fecal oral route. The child should be kept home until all symptoms have stopped.
- Nausea and vomiting may be early signs of illness.
- Severe itching, dry skin of either body or scalp if caused by head or body lice or scabies.
- Children with known or suspected communicable diseases.

* Child must be free of symptoms before returning to daycare. As well see attached guide for other information.

Care of a Child Who Becomes Ill and Notification of Parents

We will strive to make sure your child is as comfortable as possible in a quiet restful area. You the parent will be notified to arrange to pick up your child or your alternative pick up. If the child is seriously ill we would ask that the parent or alternative come immediately. In the event we ever felt an ambulance was needed we would call for one. (Please see consent form) Caregiver will have their First-aid training.

Common Reportable Diseases

It is required that a parent must inform the facility within 24 hours of:

- a) The diagnosis of a serious illness or communicable disease in their child.
- b) The exposure of their child to a serious illness or communicable disease in any other member of their family.

* A requirement for the facility is to notify the local Medical Health Officer within 24 hours of it coming to our attention that a child enrolled in the facility has a reportable communicable disease. Appropriate follow up measures by the health authority will then be taken if necessary. (i.e.) Vaccines for other children at the facility. This is a requirement of section 19(2) (b) of the Child Care Licensing Regulation, B.C. Reg. 319/89.

Following are some of the common reportable diseases:

- food borne illness (all causes, e.g. Salmonella)
- diphtheria
- giardiasis
- hepatitis A, B and C
- measles
- German measles (rubella)
- Bacterial or viral meningitis
- Haemolytic Uremic Syndrome (the E. coli toxin of Haemorrhagic Colitis or hamburger disease)
- Meningococcal disease (bacteraemia or meningitis)
- Mumps
- Pertussis (whooping cough)
- Tuberculosis
- Sexually transmitted disease (need to be reported due to abuse issues)
- Waterborne illness (all causes)

* Our facility will require a doctor's approval before your child can return to the facility

Smoking

Inside and Outside this facility is designated a "NON-SMOKING" area at all times. Signs will be posted.

Medications

No medication will be given to any child in care without the written consent of the child's parent of guardian.

Medication is to be provided by the parents in the original labelled container.

When giving prescribed medication, the date, time and amount of medication will be recorded and initialled when given.

A "Permission to Administer Medications" must be signed by Parent (sample included) and sent with child.

CONSENT TO ADMINISTER MEDICATION

I/we the parents/guardian of _____ give Dynamic Daycare caregivers the right to administer the following medication _____ to our child _____ time(s) per day in the amount of _____ units per time. This will be necessary for the next _____ days.

Start Date _____

Finish Date _____

Signature of Parent /Guardian _____

Signature of Caregiver _____

*Please provide medications in original bottle/packaging.

*Please Initial

Date	Time	Comments	Amount	Caregiver	Parent/Guardian
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PICKING UP CHILD FROM FACILITY

Authorized Pickup

PART I:

Children will only be released from the facility to the person(s) authorized on the registration form. In the event of some necessary change, permission can be granted by telephone by the authorized parent, but this will require a full description of person picking up child as well as that new designated one showing ID before we release.

Impaired Pickup

PART II:

- 1) If it is suspected that the authorized pickup is under the influence of drugs or alcohol or presents any risk to the child's health and safety these recommendations will be made:
 - a) offer to phone another driver,
 - b) offer to call a relative or friend to pick up the adult and child,
 - c) call a taxi,
 - d) take any other appropriate measures to assure the child's safety.

- 2) If the adult insists on leaving with the child, inform them that doing so would be breaking the law and endangering the child and that you will call the police immediately if the parent and child get into the car. The RCMP and the Ministry for Children and Families will be informed.

Late Pickup

PART III:

Late pickup fees will be charged at an hourly rate. If the pickup exceeds 1 hour beyond closing, the Ministry for Children and Family Development is to be informed.

Parental Access

Authorized parents/guardians can have access to their children while in our care during all hours of operation. You are welcome to visit, come for lunch or join in some of our activities. We will maintain an open door policy.

CAREGIVER RESPONSIBILITIES

- 1) To make sure the daycare and play areas are safe for children (i.e. by keeping all dangerous areas, materials, etc., out of reach of children, by using safe toys and equipment, by having safe ways of doing things with children, etc.)
- 2) To make sure the program helps children to stay healthy (i.e. by making sure children get proper food, rest, time to play adult attention, good hygiene, etc.)
- 3) To make sure children are supervised at all times.
- 4) To notify parents of any health or other problems noticed about a child.
- 5) To call the parent, or if necessary, an ambulance, if a child is suddenly ill or injured.
- 6) To be able to handle an injury, emergency or fire in a safe way.
- 7) To make sure that all people over 12 years of age (and not in care) in the daycare have had a Criminal Record Check.
- 8) To make sure that there are appropriate qualifications for substitute caregivers and other employees.
- 9) To notify parents of the name of the substitute caregiver that may be used.
- 10) To have a written discipline policy that is acceptable under the Child Care Regulations, and to follow this policy.
- 11) To keep confidential, all information received about a child or a family.

PARENT RESPONSIBILITIES

- 1) To bring or pick-up children on time (within reason)
- 2) To let the caregiver know if the child will be late or not coming; or will be picked up late.
- 3) To give all information needed to care for a child by filling in the registration form, completely and accurately.
- 4) To mark the attendance sheet when dropping off or picking up a child.
- 5) To keep the child home if he/she is ill, or to pick them up if they become ill in daycare.
- 6) To let the caregiver know if the child has a communicable disease, or has been in contact with a communicable disease.
- 7) To let the caregiver know if there are any major changes in the child's life (separation / moving / death / new additions to the family / baby or grandparent).
- 8) To bring the child's food (if not provided by facility).
- 9) To bring extra clothes (in case of accidents).
- 10) To pay fees, renew subsidy contract, on time.

SUSPECTED ABUSE AND NEGLECT

Legal Duty to Report

Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited, or needs protection due to the specific circumstances outlined in the Child, Family and Community Service Act, is legally responsible under that act to report the matter to a child protection social worker. In British Columbia, a child is anyone under the age of 19.

The duty to report applies to everyone, including service providers, a family members and the general public – in short, anyone who is aware of circumstances that should be reported.

DAILY SCHEDULE OF ACTIVITIES (AFTER SCHOOL)

SAMPLE

3:00 P.M.: Arrive at center, wash up, snack time.

3:30 P.M.: Outside Play - (This time will provide opportunity for group play such as soccer, tag etc. Children who prefer to play on their own such as with sand, bubbles, hula hoops, skipping, etc. are welcome to do so.)

4:30 P.M.: Wash up. We will provide this time as an opportunity to do crafts, art projects or cooking activities, music, etc. with supervision. Children who prefer to do something on their own such as read, do homework, play board games, etc. are welcome to do so.

5:30 P.M.: Closing

* Note: For both outside and inside play there will be some structured group activities as well as free play where the child can choose from a variety of activities available. Sometimes these two will run concurrently.

Snacks

Snacks will be provided. Veggies and dip, crackers and cheese, fruits, yogurts, cookies and popcorn may be among the items we will choose from and vary. Please notify if your child has any food allergies.

DAILY SCHEDULE OF ACTIVITIES (OUT OF SCHOOL)

SAMPLE

- 7:30 A.M.:** Children arriving
- 9:00 A.M.:** Art or Craft Activity
- 10:00 A.M.:** Wash up and snack time
- 10:20 A.M.:** Outside playtime*
- 11:30 A.M.:** Discussion Period (In turn 2 children each day will get to choose a topic they wish to discuss, they may have researched something, done a report on it, etc. This will be their opportunity to tell of something that is important to them. This can be a question and answer session.)
- 12:00 P.M.:** Wash up and Lunch time
- 12:45 P.M.:** Quiet activities / some may read, do puzzles, rest, etc.
- 1:30 P.M.:** Outside Playtime
- 3:00 P.M.:** Wash hands; afternoon snack
- 3:20 P.M.:** Baking or music activity, sculpting
- 4:30 P.M.:** Free Playtime – inside or out
- 5:30 P.M.:** Closing

* **Note:** (This time will provide opportunity for group play such as soccer, tag, etc. Children who prefer to play on their own such as with sand, bubbles, hula hoops, skipping, etc. are welcome to do so.)

***Note:** For both outside and inside play there will be some structured group activities as well as free play where the child can choose from a variety of activities available. Sometimes these two will run concurrently.

DETAILED AFTER SCHOOL PROGRAM (SAMPLE)

3:00 Arrival @ center / wash up
Snacks – cheese and crackers/grapes; water
Discuss – new classroom teachers – who are they? How is everyone feeling about being back in school? Emphasize the positive experience of learning.

3:30 Badminton games / 4 at a time in front yard / rotate
/sand sculptures in backyard (some children could be outside as spectators while waiting their turn. Others could be inside.)

4:30 Wash up
Make sugar cookies / autumn leaf shape
Group 1 – prepare the dough
Group 2 – prepare icing – autumn colors and trim
Both cut out cookies, will be baked and ready for icing the next day.

* Have bags available for take home

5:30 Closed

* All these activities can be running concurrently and operating on a rotation basis. Staff would be working in each location on a 12-1 ratio.

DETAILED OUT OF SCHOOL PROGRAM (SAMPLE)

FULL DAY

8:30 Children Arriving

9:00 Go to Cameron Park with art clip boards / draw and colour nature scenes

10:00 Wash up and snack time
Yogurt and peaches / crackers / water

10:20 Discussion Period – Sarah and Garretts turn. *Reminder about respectful listening

11:00 Volleyball game – take down net after

12:00 Wash up and Lunch / Picnic Blanket outside weather permitting

12:45 Quiet activities of choice – read, puzzles, board games, rest

1:30 Outside Free Playtime – set up water table; bubbles, and set up nets for soccer

3:00 Wash hands
Snacks – veggies and dip, cookies, water

3:20 2 groups – make collage and cut out to make jigsaw puzzle

4:30 Free playtime inside or outside –(introduce new science supplies (kaleidoscopes and how to make them)

5:30 Closed