

# **Policies**

## **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.

## **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.

## **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.

## **Refund Policy**

Since fees are to be paid in advance, should you no longer require our services, we require a 7-day notice. The amount paid beyond that 7 days will be refunded to you.

# **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.