

# WELCOME TO DYNAMIC AFTER SCHOOL CARE

**Caregivers:** – Licensee / Owner Wei Ji (Tim)  
Deirdre Peterson -- Manager

**Address:** 1880A Baron Rd.

**Phone Number:** Office (250) 763-8584  
Dee (250) 470-9682 (texting available)  
Tim (604) 218-6506 (texting available)

**Email address:** feeny@telus.net

**Hours of Operation:** 2:30 P.M. – 6:00 P.M. After school  
(Please provide a labelled snack for after school)

7:30 A.M. – 6:00 P.M. Full days, holidays  
(Please provide lunches and two snacks, same as a school day)

**\*\* No before school offered\*\***

**Days Not Open:** Weekends and All Statutory Holidays  
Christmas Break  
Easter Monday  
One Friday in June (TBA) Educational Day

**Absent: Please make sure you call us if your child will be absent**

## **Fees:**

**\*\*\* Invoicing :You are responsible for payment for every regular after school day Monday – Friday and any Early dismissal days(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. \$27.00 Per Day (After School) CCFR Kindergarten -\$8.00, Grd 1 and up -\$2.88
2. \$40.00 Per Day (4 hours plus) Out of School

CCFR kindergarten -\$16, Grd 1 and up -\$5.75

CCRF (Child Care Fee Reduction)

**\*\* This includes transportation \*\* Daycare subsidies are accepted**

## **Registration**

**\*\*\* A non refundable administration fee of \$100.00 required .**

**\*\*\* E-Transfers are accepted send to [feeny@telus.net](mailto:feeny@telus.net)**

**\*\* Pro-day care is optional and you will need to sign up for those days as they arise. A message will be sent via email or text to let you know when to sign up. \*\***

**\*\* Spring Break and Summer Care will be optional on a **weekly** basis. A message will go out via email or text to let you know when to sign up. \*\***

## **Very Important**

**\*\* If invoices are not paid in full when due, your child will not be automatically put on the next months schedule and your spot will be offered to a waiting family\*\***

**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, this is time for the child go to a different more calming area where there will be things like books, colouring, pop its or other calming fidget tools, until they are ready to rejoin the group : *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, sore throat or high fever. 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 such as fever, listlessness, muscle aches and other signs of a contagious nature 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 or 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
------	------	----------	--------	-----------	-----------------

# **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 cannot be granted by telephone and must be provided in writing by the authorized parent, 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 daycare staff will call the police immediately if the parent and child get into the car. The RCMP and the Ministry for Children and Family Development will be informed.

## **Late Pickup**

### **PART III:**

Late pickup fees will be charged at \$2/minute. Late pickup fees should be paid before the child is sent to the daycare next day. 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.



## **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
- 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 sign in and out 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 member 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, the children will then choose from the available rooms where they would like to play for the day.

**3:00-3:30:** Is snack time. The children will wash up and bring their snack to their chosen room.

**3:30-5:30:** The children will play in their chosen rooms until their scheduled outdoor play time.

**5:30-6:00:** The remaining children will come together in the Lego room for some quiet reading or colouring while awaiting pick up.

**6:00 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.

\*\* Note some days your child may be chosen to go to the playground. If your child is chosen you will receive a text message and your child will return to the center by 4:30. \*\*

### **Snacks**

It is recommended that parents send a labelled after school snack from two different food groups. Keeping in mind that we are a peanut free facility.

# DAILY SCHEDULE OF ACTIVITIES (OUT OF SCHOOL)

## SAMPLE

**7:30 A.M.:** Children arriving

**9:00 A.M.:** Choose which area or activity they would like to participate in i.e. craft room or going outside

**10:00 A.M.:** Wash up and snack time

**10:20 A.M.:** Outside playtime\* Walk to Mission Creek Park and take part in a nature walk, or visit the Environmental Center

**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.:** Music activity, sculpting

**4:30 P.M.:** Free Playtime – inside or out

**6:00 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 choose the room they want to be in / wash up  
Snacks – Parent provided  
Discuss – new classroom teachers – who are they? How is everyone feeling about being back in school? Emphasize the positive experience of learning.

**3:30-5:30** each room will be scheduled at least 30 mins of outside play time where they can play soccer/gaga ball or make sand sculptures in our outdoor play area etc.

**3:30-5:30** When they are in their chosen rooms there will be a mixture of free play time, where the children can play and explore, and structured play with a staff lead craft or games.

**5:30-6:00** All the remaining children will combine in the front library/Legoroom area for quiet reading or colouring while awaiting to be picked up.

**6:00** 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

**7:30** Children Arriving

**9:00** Split up into chosen rooms or go outside

**10:00** Wash up and snack time - parent provided

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

**11:00** outing to Mission Creek Park for a scavenger hunt

**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 –Parent provided

**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)

**5:30-6:00** All the remanning children will combine in the front library area for quiet reading or colouring while awaiting to be picked up.

**6:00** Closed

## **Emergency Plan and Guidelines school age children**

All employees will receive training in these procedures and copies will be posted for quick reference in the center. All employees will practice a run through of the procedures once every year on a date the center is not open.

In the event that we cannot leave the center for an extended period of time, there is plenty of food, water, flashlights and blankets at the center if they are needed. We also have a land line in case cell service is down. In the event there is a threat on the center: all doors and windows will be locked and children will be moved to the rear of the center away from the threat. There is plenty of food, water, flashlights and blankets at the center if they are needed.

In any and all events where we must relocate when we leave the center, the children will bring their belongings in their backpacks if it is safe to do so. The manager or head staff will be responsible to retrieve the go bags that contain first aid kit, water, snacks, colouring books crayons, Card games like go fish or spot it and a copy of these procedures with maps to our meeting location, any important medication that may be stored in the fridge, and the attendance list. Each staff will be in charge of doing the initial headcount of their group before we leave the center to make sure everyone is accounted for. Once we have accounted for everyone and it is safe to do so we will exit the center together, through the safest exit and proceed with the appropriate response listed below. Some events may evolve and we may need to move onto our next safe location. In the event that that happens the same procedures will be followed for the next location.

- 1. Immediate relocation:** If we have to leave the immediate area (the center) reason for this could be fire, chemical spill, flood, threat made on the building etc. We will walk or take our vans to Tim Hortons 2415 Hwy 97 N Kelowna, this is an indoor public facility with washrooms available. We will turn left from our parking lot and walk along the sidewalk to Banks rd. We will turn left on backs road and walk along the sidewalk one block to Hwy 97 N tacking extra care while crossing driveways. We will then turn left one more time and walk along the sidewalk on Hwy 97 N until we reach Tim Hortons located at 2415 Hwy 97 N. This should take no loner then 10 mins with the little ones walking, so we won't be out in the elements for long. We will bring our group lists and first aid kit with all the emergency contact information and our emergency kits that include (water, snacks, colouring books crayons, Card games like go fish or spot it and a copy of these procedures with maps to our meeting locations) and blankets. Once we are safe and accounted for, we will start to phone the emergency contacts for each child to inform them of the situation and our location and ask them to make arrangements to pick up their child as soon as possible. We will supply the specific contact information to the parents at this time. Children will be supervised, cared for and entertained until they are picked up as they would in any outing. We will make sure to reassure the children that they are safe and that we know what to do. Keeping them entertained with simple

games such as eye spy or fun songs will help keep them calm. As the children are picked up the parent or guardian will sign them out of attendance. Staff will maintain doing head counts to ensure all children are accounted for.

- 2. Neighbourhood Evacuation:** If we need to evacuate our neighbourhood reasons for this could be gas leak, threat of fire, threat made against the neighborhood bomb etc. Parents and or Guardians will be called to immediately pick up their children. If they can not immediately pick up their child then we will use our vans and or the city transit bus. If using the bus we will walk the children across the intersection of Barron rd. and Banks rd. and walk along Barron rd. for approximately 3 minutes to the city bus stop and take the first available #8 bus. We would depart the bus at the city bus stop near the intersection of Rutland rd. and Bach rd. We would then walk approximately 10 mins Down Bach rd. and turn left on Dodd rd. to the YMCA 375 Hartman rd, this is an indoor public facility with washrooms available. We will bring our group lists and first aid kit with all the emergency contact information and our emergency kits that include (water, snacks, colouring books crayons, playing cards and a copy of these procedures with maps to our meeting locations) and blankets. Once we are safe and accounted for, we will start to phone the emergency contacts for each child to inform them of the situation and our location and ask them to make arrangements to pick up their child as soon as possible. We will supply the specific contact information to the parents at this time. Children will be supervised, cared for and entertained until they are picked up as they would in any outing. We will make sure to reassure the children that they are safe and that we know what to do. Keeping them entertained with simple games such as eye spy or fun songs will help keep them calm. As the children are picked up the parent or guardian will sign them out of attendance. Staff will maintain doing head counts to ensure all children are accounted for.
- 3. Area/Community Evacuation:** If we need to evacuate our Area/ Community reasons for this would be greater threat of wild fire, bombings or attacks etc. Parents and or Guardians will be called to immediately pick up their children. If they can not immediately pick up their child then we will use our vans and or the city transit bus. If using the bus we will walk the children across the intersection of Barron rd. and Banks rd. and walk along Barron rd. for approximately 3 minutes to the city bus stop and take the first available #8 bus. We would depart the bus at the city's UBCO exchange 3333 University Way, this is an indoor public facility with washrooms available. We will bring our group lists and first aid kit with all the emergency contact information and our emergency kits that include (water, snacks, colouring books crayons, playing cards and a copy of these procedures with maps to our meeting locations) and blankets. Once we are safe and accounted for, we will start to phone the emergency contacts for each child to inform them of the situation and our location and ask them to make arrangements to pick up their child as soon as possible. We will supply the specific contact information to the parents at this time. Children will be supervised, cared for and entertained until they are



picked up as they would in any outing. We will make sure to reassure the children that they are safe and that we know what to do. Keeping them entertained with simple games such as eye spy or fun songs will help keep them calm. As the children are picked up the parent or guardian will sign them out of attendance. Staff will maintain doing head counts to ensure all children are accounted for.

\*\* In the event that we can not take the city bus and need to evacuate the neighborhood immediately in a life-or-death situation we will use our vans and or personal vehicles, doing our very best to ensure the children are as safe as possible, to transport the children to our safe destinations listed above.

- 4. Fire** In case of a fire, Staff will lead children out one of our four exits to the parking lot a safe distance away from the building, where they will do their head count. Lead staff will stay behind to grab attendance sheets and go bags, and to check that everyone has exited the building. Staff that have led the children outside will announce if they have all of their children accounted for via walkie talkies that are utilized all the time. Once everyone is accounted for we will move to our first relocation location Tim Hortons 2415 Hwy 97 N See situation #1. Once we are safely at our safe location and accounted for, we will start to phone the emergency contacts for each child to inform them of the situation and our location and ask them to make arrangements to pick up their child as soon as possible. We will supply the specific contact information to the parents at this time. Children will be supervised, cared for and entertained until they are picked up as they would in any outing. As the children are picked up the parent or guardian will sign them out of attendance. Staff will maintain doing head counts to ensure all children are accounted for. Children and staff will practice monthly and children be made aware of all the exits and the necessity to listen to instructions.

We will not return to the center until it is safe to do so. In some situations, professionals (fire or police etc.) may need to clear the facility before we return.

The type of emergency we may encounter will determine how we will return to normal. We will ensure all children are safe and accounted for, parents will be contacted, staff will assemble to review the situation and take care of anything that has to be looked after.

The center and surrounding areas will be thoroughly checked for any hazards that may result from the situation and all will be rectified before children return to the center.

We would provide assurance and comfort to the children upon their return, review with the children their experiences during the situation and review the steps taken to keep them safe then and in the future.

