



Dear Parent(s)/Guardian(s)

The Sahlkum Daycare extends a hearty WELCOME to you and your child(ren).

This parent handbook will be your introduction to our Daycare program and to get to know the policies and procedures.

If you have not already done so, please call or come and visit our Daycare located on the Adams Lake Reserve in the brown log building.

The telephone number is 250-679-2229.

Yours truly,

Sahlkum Daycare Staff



## **1.0 INTRODUCING SAHHALTKUM DAYCARE**

The SAHHALTKUM Daycare is a low cost organization and has been in operation since September 1993 with the existing facilities. The Daycare's mandate is to provide service to the **Adams Lake Band membership first and foremost**, however services are also provided to the Chase Community, as well as the two surrounding Bands. The age range is from 3 months to 12 years old and the maximum number of children is thirty-two (We also have 20 spaces in the After School program which operates out of the Adams Lake Band Hall).

### **I. STAFF**

The regular staff members at Sahhalkum Daycare are all qualified with their Early Childhood Education Certification or Assistant Certification. Some staff also has their Infant Toddler and Special Needs Certification.

All Staff have updated Child Safe First Aid Certification.

All Staff have their Food Safe Certification.

Professional Development is an on-going initiative with our Sahhalkum Daycare Centre.

When we find an elder who is available, we hire him/her to teach the Shuswap language to the children.

When needed we have a staff working with Special Needs children. This person also helps with the daycare routine.

From time to time, the daycare accepts post secondary Early Childhood Education students or volunteers in our programs. They will not be responsible for primary responsibilities or supervision of children. Parents/Guardians will have the opportunity to meet the students and/or volunteers as they participate in our programs.

Criminal Record Searches are completed on all staff, aides, students and volunteers starting at the Daycare in accordance with the Provincial Childcare Licensing Regulations.

We have a part-time janitor who works one hour every evening to do the general clean up. All staff is responsible for the daily sanitizing of the centre.

If you have any questions or suggestions related to the program, please feel confident in discussing these with either the Daycare manager or the Daycare Assistant Manager or the senior staff. We may be contacted between 7:30 a.m. and 4:45 p.m. at 679-2229. Welcome to Sahhalkum Daycare!

## **II. PHILOSOPHY**

The goal of the Sahhalkum Daycare is to provide a warm, loving and caring environment where children can reach their full potential in all essential areas such as physical, emotional, social and intellectual.

We believe that involving our Sewepemc Elders in the daycare program, as well as incorporating modern theories, provide valuable teaching in the area of child development and growth.

We encourage children to feel good about themselves and others. It is our belief that each child is a unique and special individual and accepted unconditionally.

Important objectives of the daycare are to provide a warm, predictable learning environment where your children can feel relaxed and secure. The children are the centre of the program, which is flexible and changes with their interests and developments.

The staff will teach in a consistent and positive manner, modeling healthy guidelines for children. The staff shall be sensitive to each individual child.

## **III. GOALS**

On August 14, 2000 the Daycare was issued a new **Provincial License** to operate a Group Daycare for a maximum of thirty-two (52) children (including the Band Hall). This is twenty more spaces than the previous license. On August 19, 2008, Sahhalkum Daycare was issued a new Provincial License to operate an Out of School Care Program at the Adams Lake Band Hall for 20 children.

### **Daycare offers three programs:**

- (a) **Infant and Toddler Program** with **8 spaces** for children ages 3 months to 36 months,
- (b) **Group Child Care Program** with **16 spaces** for children ages 3 to 5 years.
- (c) **Out-of-School Program** with **20 spaces** for children ages 6 to 12 years.

Our first goal that the Daycare is presently working on is to purchase equipment for all three programs in our centre.

Another goal is to purchase and develop the Secwepemc resources and materials available to our centre. We would eventually like to bring more Elders from the community to be involved in our Daycare programs and to integrate more culture and language into the centre.

## **2.0 POLICIES AND PROCEDURES**

The following policies and procedures will help us provide the highest quality care for your children. We appreciate your co-operation. Please do not hesitate to talk to one of the staff if you have any questions or concerns.

### **1.0 ADMISSIONS**

The Daycare requires that parents or guardians come in person to register their child(ren) for Daycare.

Each child must have all registration information completed and **immunizations up to date.** (Photocopy of immunization card)

Children will be registered on a first come first serve basis. Spaces will be held for Band Members but will these spaces will also be registered on a first come first serve basis.

Upon registration and annually thereafter there is a **non-refundable administration fee.** This is due at the time of registration and every September 1st for full-days, half-days and after-school children enrolled. The fee is **\$15.00 per child.** For unemployed parents subsidy may be available to offset the annual fee from the social development program.

### **2.0 ORIENTATION**

When the parent or guardian registers their child/children, the staff will go through the following procedures:

- (a) Go over the parent handbook covering the policies, procedures and fees.
- (b) Make sure all forms are completed.
- (c) Staff make note of any important information regarding the child (ie. allergies, special diets, persons who will be authorized to pick up child.
- (d) Introduce all staff to parent or guardian.
- (e) Introduce some other parents/children when possible.
- (f) Tour of the Daycare.

It is recommended that when your child is first starting to attend the Daycare that they first spend some time at the daycare with their parent or guardian present for a short period of time to ensure that the children will be more comfortable. This gradual entry is designed to help your child adjust to the new environment. It is also a time for both the parent and the centre to ensure that Sahhalkum Daycare is an appropriate environment for your child. If our environment is not suitable for your child we will discuss this with you and any fees paid will be refunded.

### **3.0 HOURS OF OPERATION/HOLIDAYS**

The Daycare is open Monday to Friday from 7:30 a.m. and closed promptly at 5:00 p.m. as per the Daycare Clock.

If parents are in need of extended hours, however, we are willing to **consider** such at an additional extra charge. Please let us know about your daycare needs **in advance**. At this time we have an after daycare service from 5:00 p.m. to 5:30 p.m. This has an extra charge and there is limited space available. Please inquire if you have the need for this service.

We are closed to observe all the following statutory holidays:

New Years Day	B.C. Day
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Aboriginal Day	Christmas Day
Canada Day	Boxing Day

\*No credit on fees is given for statutory holidays.

\*Daycare is closed for two weeks during Christmas Holidays. For regulars enrolled you will not be billed for these weeks the daycare is closed.

\*The Daycare may be closed for 1 to 4 extra days a year so staff may attend various annual workshops or to do a thorough cleaning of the daycare. This helps staff to give better care and programs to your children.

### **4.0 COMMUNICATION WITH FAMILIES**

For sharing information about Sahhalkum Daycare and its programs, we encourage parents to call or come by and ask questions. We send out notices/newsletters regarding any pertinent information so, please look out for this. The Management and staff of the Daycare Centre shall try to hold semi-annual meetings and/or events with the parents/guardians so as to update them on changes within the system and to address any issues and concerns as well as share information. Please talk to management or staff any time you have questions, concerns or suggestions.

#### **4.1 PARENT MEETINGS**

1. The Manager and staff member may need to call a meeting with the parent/guardian to discuss the child's progress.

2. If a child has a behaviour problem, the Director, staff and parents will meet to discuss the problem and come up with ideas that are consistent both at home and at the centre.
3. All incidents relating to a concern are written up and a copy given to the parent. All incidents up to the point of the meeting will be discussed.
4. Team meetings will be held for special needs children. These meetings will be to set goals and go over ideas on how to reach goals. The team meetings may consist of parents/caregivers, manager, staff, speech and occupational therapist, supported childcare consultant, the child's aide and others who may be involved.
5. Meetings may be called between the manager, staff and parents if the parents have any concerns about the centre or the staff.
6. If there are any safety issues and other children or staff may be harmed, the manager has the right to ask you to withdraw your child from the daycare.

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Separation is not always easy. We understand the anxieties of both parents and their children. It is our intention that the transition from home to daycare is as non-traumatic as possible. REMEMBER, it is normal for a child to cry.

#### HELPFUL HINTS WHEN SAYING "GOODBYE"

- \*Prepare your child for separation by explaining why he or she is being left here.
- \*Crying is acceptable behaviour and we are trained to deal with it in a nurturing manner.
- \*When you say goodbye to your child, say goodbye and resist the temptation to linger.
- \*Resist "slipping" away unnoticed.
- \*Avoid the temptation to offer candy or other material items; this only encourages recurring separation problems.
- \*Sharing a few minutes upon arrival with your child may ease separation anxiety.
- \*Delayed reaction may occur weeks or months after commencement.
- \*Be prepared.
- \*ASSURE YOUR CHILD OF YOUR RETURN.

### 5.0 ARRIVAL/DEPARTURE POLICIES

The sign in/out book is used to keep track of children coming and going and at what time. If a child is not signed in, **they could be missed in an emergency situation.** When you enter the daycare it is a time to exchange any pertinent information with staff or parents. Also for billing purposes, it is assumed they were here for a full day if they were not signed in or out.

#### 5.1 SIGN IN/SIGN OUT POLICY

1. Each day you will need to sign the time your child arrived in the sign-in book provided and put your initials next to it. The daycare staff will sign in the children who arrive at

the daycare on a school bus. **Please call if your child will not be on the bus, or we will be calling to look for him/her.**

2. Let staff know you are here and any pertinent information about your child. Write down any possible changes in contact information for the day.
3. Signing your child in assures us that you have brought him/her into the centre. Your child is **not to be dropped off outside and assumed he/she has made their way inside.**
4. Until your child is signed in at the daycare, you are responsible for your child's actions, safety and well-being. The daycare staff cannot assume responsibility.
5. Please **notify the daycare by 10:00 a.m.** if your child will not be attending the daycare or if they will be attending late.
6. Let staff know you are here for departure. Upon you or an authorized person signing your child out of daycare, they become your responsibility in terms of actions, safety and wellbeing. The daycare staff cannot assume responsibility.
7. Children cannot be signed out by anyone who is not on the authorization forms. We need written permission for anyone under 19 years of age who is designated as a pick up person. In case of emergencies, we need a phone call from the parent/guardian as to who will pick up the child. We need a brief description and the person must have picture identification.

## **5.2 LATE/ PICK UP POLICY**

1. Sign out the time your child left on the sign out book provided and initial it. Let staff know you are here for departure. This gives us the opportunity to pass on messages and ensure your child's safety. Upon you or an authorized person signing your child out of daycare, they become your responsibility in terms of actions, safety and wellbeing.
2. Children cannot be signed out by anyone who is not on the authorization forms. In case of emergencies or when alternate arrangements are necessary, we need a phone call from the parent/guardian as to who will pick up the child. We need a brief description and the person must have picture identification.
3. There is a **late charge of \$3.00 per minute after the official closing time of 5:00 p.m. by the Daycare clock. It is important to respect the hours of the Daycare and the staffs' time. If you are constantly late we may require that your child be withdrawn from the daycare.**
4. You will be billed for every minute past 5:00 p.m. (by the daycare clock) on your monthly bill. Payment will be for the Daycare.
5. Any child still at the centre after 6:30 p.m. will be referred to the Ministry Responsible for Children and Families.
6. The late fee may be waived in cases of extreme emergency. However if a child is not picked up by **5:00 p.m. by the Daycare clock**, the staff in charge will follow this procedure:
  - a. The child/ren will be brought into the centre.
  - b. Documentation for the child is the responsibility of the caregiver on shift.
  - c. The caregiver will use the emergency contact information:
    - i. Every attempt will be made to contact the parent/guardian.

- ii. If the parent/guardian cannot be reached, then each emergency contact will be called.
- iii. Every attempt will be made to contact persons who are on the child's authorized pick-up list.
- iv. If authorized pick up people are unavailable or cannot pick up the child, every effort will be made to contact a family member.
- v. After 6:30 p.m., if no contacts can be reached, the child will be referred to the Secwempc Child and Family Services or Ministry Responsible for Children and Families.

\*For the protection of the children, the parents agree that the daycare is not authorized to release my child to any person who has any **indication of intoxication from drugs or alcohol**. If someone arrives to pick up a child with an indication of intoxication from drugs or alcohol then the following procedure will be followed:

- a. The child will be brought into or kept in the centre.
- b. Every attempt will be made to contact the other persons who are on the child's authorized pick-up list.
- c. If the person under the influence is causing any problems for staff then the police will be called.
- d. If authorized pick up people are unavailable or cannot pick up the child, every effort will be made to contact a family member.
- e. If no contact can be reached, the Secwempc Child and Family Services or the Ministry Responsible for Children and Families will be called.

### **5.3 PARENT AVAILABILITY**

**We must be able to reach you at all times.** For this reason, please let us know of any **changes in address, telephone numbers, place of employment/school, emergency contact persons as soon as they become effective. This is your responsibility.**

### **6.0 PAYMENT POLICY**

1. All parents must pay their child's fee at **the beginning of each month** or supply **post-dated checks and fee payment schedule**.
2. All checks or money orders are **payable to Adams Lake Band**.
3. To reserve a space, the total fee must be paid.
4. All parents must bring in (before the beginning of each month) **a monthly schedule of days needed for part-time children**. You will be billed accordingly whether or **not** your child has attended.
5. All children registered **full-time or part-time must pay the full monthly fee** at the **beginning of each month or by post dated checks** whether your child has attended or not. **It is like paying rent.** (You need to pay rent monthly whether or not you're home.) The only exception will be pre-arranged closures and the 2 weeks the daycare is closed for Christmas Holidays when the fee will be pro-rated accordingly.



6. For **half-time regulars**, if your child is left more than 4 hours per day, it constitutes a full day and you will be charged a full day rate.
7. Two weeks written notice (or one month's written notice for subsidized parents) must be given to the Daycare prior to removing your child from the centre. If you fail to do so you will be billed for those two weeks.
8. **Outstanding accounts** cannot proceed past **30 days** from the first month or 2% of the fee will be added to the outstanding bill monthly. After two months of delinquency on an outstanding bill your account may be referred to a collection agency. If you still have an outstanding account you may be asked to remove your child. Upon full payment of your account your child may be able to return to the daycare again.
9. For **DROP-IN** children, the payment of fees is due **the same day** they are dropped off.
10. It is the parents responsibility to **re-new** their daycare **subsidy** at least **6 weeks before it expires**. If you do not re-apply you will be billed accordingly.
11. For **Infants**, the **fees** do not include their daily food requirement and daily essentials such as filled bottles, baby food and diapers.
12. For toddlers and 3 to 5 year olds, the parent or guardian needs to provide a packed lunch **everyday** or pay the **monthly hot lunch fee**. There will be **no hot lunch program for the After School Care Program (Grade one and up)** at this time as, we are unable to accommodate this at the Adams Lake Band Hall. (Refer to Hot Lunch Program fees.)
13. If you are registered as FULL-DAYS, HALF-DAYS OR AFTER-SCHOOL and you plan to **WITHDRAW** your child from daycare, we require **2 weeks written or verbal notice to the manager**, including subsidy parents. Failure to provide the notice means you will be **billed for the full month of service whether your child is enrolled as FULL TIME, HALF-DAYS OR AFTER-SCHOOL**.
14. Two months notice will be given to parents/caregivers when Sahhaltkum Daycare makes any changes to the fees.

### **Who is eligible to apply for Daycare Subsidy?**

1. Parents/guardians (single parent) who are working or going to school (high school, adult basic education or post-secondary) depending on income level.
2. Parents/guardians involved in an approved job search depending on income level.
3. Parents/guardians with a referral from a Social Worker or Doctor.

### **Daycare Subsidy Application Process:**

1. Phone their office in Victoria at **1-888-338-6622** and ask for an application booklet. They will send this to you in the mail.
2. Complete the booklet (Daycare staff can help you and can also be your guarantor) and send it back as soon as possible in the mail.
3. Call subsidy back after one week to make sure they have received your information.
4. If you are faxing any information in to subsidy the fax number is **1-877-544-0699**. Always call them back **to confirm their receipt of information** as they receive a large volume of fax and mail.

## **Information needed for Subsidy Application:**

### **1. The following I.D.:**

SIN Number

Birth Certificates for you and your child

BC ID or Driver's License

Status Cards for you and your child

Care Card

Passports (if you have one)

**2.** Three pay stubs for you and your spouse or a letter from your employer that indicates your start date and your rate of pay.

**3.** Caregiver Information (Daycare name, address, phone number, fees, start date) to be filled out by the Daycare.

**4.** Parents are required to notify Daycare Subsidy when there is a change of daycare or any changes affecting your daycare eligibility (ie. job, marriage, guardianship, income).

**5.** Daycare Subsidy and the Daycare requires at least two week written notice (a month is better as subsidy is processed at the beginning of the month). If the notice is not given you may not receive subsidy at the new daycare.

## **7.0 HEALTH AND SAFETY**

All regular staff at the daycare will have their standard CPR and Child Safe First Aid Certificate and take whatever steps necessary to ensure that your child is always kept safe and comfortable.

Provincial licensing regulations state that every child in a childcare setting must have up-to-date immunization shots. Immunization cards must be shown at the time your child is registered with the daycare.

## **7.1 SICK CHILD POLICY**

1. The Daycare does not have facilities for the care of sick children and for this reason we ask that you make alternative arrangements if your child is sick with any of the following symptoms:
  - a. Running fever of 100 F/38.6 C or more
  - b. Vomiting or extreme nausea
  - c. Diarrhea, loose stool or abdominal cramps
  - d. Persistent coughing, sneezing and/or continuous green nasal discharge
  - e. Sore or inflamed throat
  - f. Infected eyes or skin and undiagnosed rashes
  - g. Known or suspected communicable diseases or contagious diseases (ie. chicken pox, head lice, measles, etc.)
2. Parents will be notified as soon as it is determined that the child is ill. If the child develops a contagious disease or is suspected to have a contagious disease he/she will be kept isolated from the other children. Parents are required to pick-up their child immediately or send an alternate person to pick-up their child.
3. If the parent cannot be reached, the other people listed on the emergency form will be called to pick-up the child.

4. It is necessary that the child be taken to the doctor to be diagnosed. The daycare must be informed of the results as soon as possible and a doctors note stating your child is not contagious and is fit to return to daycare will be required.

## **7.2 INJURED CHILD POLICY**

In the event of an injury requiring medical attention, the following procedure will apply:

1. 9-1-1 will be called immediately.
2. The parent/guardian will be immediately notified.
3. The manager/assistant manager will be immediately notified.
4. A staff member responsible for the supervision of the children will stay with the injured child.
5. The other children will be removed from the scene.
6. Should the ambulance service arrive before the parent/guardian, the attending staff member will go with the child to the hospital and wait for the parents to arrive.
7. The attending staff member is obligated to report and document the incident in full detail to the manager and a report will be issued to the parent/guardian.
8. The manager is responsible for contacting the Licensing officer and the Band administrator.
9. Parents must sign an emergency consent form prior to enrollment to ensure an ambulance is brought to the scene.
10. Parents/guardians must notify staff of an injury that has occurred at home (recently). Accidents such as head injuries require staff's alertness for possible symptoms.

## **7.3 MEDICATION POLICY**

1. We require a medication consent form to be filled out before any staff member can administer medication to your child.
2. The medication must be in its original bottle and clearly labeled with prescription.
3. It is your responsibility to take home any unused medication.
4. All medicine must be kept in locked container inside the fridge. It is your responsibility to inform the attending staff of the medication. This includes Tylenol, Tempra, Oragel, etc. Do not leave medication in diaper bags or lunch kits.
5. If your child has not had a certain medication before, keep him/her home for 12 hours to ensure no allergic reaction occurs.
6. For non-prescription medication such as Tylenol, we require a written permission note from your physician.
7. Parents are to notify staff if their child had any medication at home (ie. cough syrup, Tylenol, etc.)

## **7.4 SUNSCREEN POLICY**

1. Parents are required to supply sunscreen for their children.
2. We ask that you apply sunscreen to your child before bringing them on sunny days.

3. We will apply sunscreen to all children if they do not have any on.
4. It is the parent's responsibility to inform daycare if your child is allergic to sunscreen or needs to use a specific product.

## 7.5 CHILD ABUSE POLICY

The Staff at Sahhalkum Daycare are required by laws to report any suspected or known child abuse to the appropriate authorities. Abuse includes physical, sexual, emotional and neglect.

“In British Columbia, Section 14 of the Child Family and Community Service Act outlines your duty to report when you have reason to believe a child needs protection.

The Act requires that any person who has reasonable grounds to believe that a child has been abused by a family member, employee, volunteer or others must report those suspicions to a director by contacting their local Ministry of Social Services, Family and Children's Services office.”

Source: Help Stop Child Abuse –A Handbook for Employers and Volunteer Coordinators (2<sup>nd</sup> Edition, October 1995), Province of BC/Ministry of Attorney General/Ministry of Social Services

## 7.6 FIRE SAFETY/EMERGENCY PROCEDURES

1. When the fire alarm rings, the staff will assess the closest and safest exit to use.
2. Staff will conduct a child count and take the attendance sheet. **(Very important to have signed in your child!)**
3. Staff will escort children out of the building (if time permits, take emergency bag)
4. Staff will bring children to the Natural Resource building where they will do another head count.
5. Manager or next staff present conducts a final room check, closes doors and exits the building.
6. Fire drills are held once a month.
7. Stay calm and don't panic.
8. There is no smoking allowed in the building.
9. When a child accidentally pulls a fire alarm, it is the parents/guardians responsibility to pay any possible fines and to set up a time for the child to meet with a fire fighter to go over fire safety rules.

## 7.7 FOOD & NUTRITION

1. Daycare will provide a nutritious morning and afternoon snack.
2. When the HOT LUNCH PROGRAM is in running, the Daycare will provide lunch at a minimal cost to the parent. Costs at this time are \$30.00 per month for full time or \$3.00 per day for part-time. (The fee is subject to change).
3. When the HOT LUNCH PROGRAM is not running or if parents choose, they are responsible to provide a packed lunch. Some suggestions are:
  - a. Soup or sandwich (left-over food from last night's supper).
  - b. Fruit, vegetables, cookies, cheese and crackers.
4. Please send nutritional foods for lunch. **We do not allow sugars and junk food such as candy, pop or gum or foods containing a large amount of sugar.**
5. The Daycare provides the beverage for both snacks and lunch (milk or water or juice for special occasions).
6. If your child takes a **bottle**, please **send them filled (already prepared)** and be sure that the bottles and lids are labeled. Also it's the parent's responsibility to provide formula, pabulum or baby food daily.
7. Parents must notify the Daycare staff both **verbally** and in **writing** of any **food allergies or specific diets** the child has. If your child does have severe allergies to foods it would be of best interest to your child to bring their lunches and snacks from home.
8. For birthdays, parents have the option of supplying a cake for your child. You are welcome to do so, just let the daycare staff know in advance.

## 8.0 NAP TIME

There is a specified rest time for all the children in the early afternoon, due to the added stimulation on being in a group. Naptime is between about 12:30 p.m. to 2:30 p.m. Not all children sleep but they are required to rest (have quiet time) for at least one half an hour daily.

**\*Blankets must be provided and are to be taken home weekly to be washed.**

## 9.0 CLOTHING AND OTHER ESSENTIALS

Please provide the following:

- a) Complete change of clothing
- b) Infants require at least 2 sets of clothing
- c) Infants/Toddlers – require a minimum of 4 or 5 diapers daily or you may leave a supply at the daycare, but be sure you know when to replace them. **\*\*IF THE DAYCARE PROVIDES DIAPERS A FEE OF \$1.00 PER DIAPER WILL BE CHARGED ON YOUR MONTHLY BILL.**
- d) A pair of inside shoes (slippers or runners) to be left at the daycare
- e) Snowsuit, boots, mittens and winter hat for winter
- f) Sunhat, sunscreen, bathing suit, towel for the summer
- g) Washable blanket for nap time

**\*The daycare cannot be responsible for loss of clothing or other personal articles. To minimize the chance of loss, please label all clothing (including their inside shoes) and try to make sure their articles are in their cubby.**

All children will have an **outdoor activity daily**. Please ensure your child has adequate clothing daily or something that can be left at the daycare to use when needed.

Please send your child to the daycare in clothing your child will not be afraid to get **dirty!** Children learn best from hands on play, which means they are learning when they get messy.

## **10.0 TOYS**

Please encourage your child to leave personal toys at home, as they may get lost, broken or lead to problems with other children. If they end up at the centre, we will ask that they get put in their cubbies for the day.

## **11.0 FIELD TRIPS**

1. Daycare staff will not take children from the daycare for special outings without a written consent form filled out by the parent or guardian.
2. The Daycare staff will notify the parents or guardians by a notice or permission form sent home in advance if any special outing is planned.
3. Daycare staff will take children on walks to different locations in Chase such as walks around the ALIB reserve, to local parks, to the beach, the wading pool, the library or stores in downtown Chase, the schools, the ALIB Gym or other ALIB buildings and/or any other walking locations within the Chase area. This is not considered a special outing and in signing the parent handbook you are giving permission for staff to take your child/ren on local walks.
4. Transportation is provided by a school bus or an Adams Lake Band bus with a qualified driver.
5. Caregivers reserve the right to cancel a field trip.
6. Parents are encouraged to volunteer.

## **12.0 PHOTOGRAPHS**

1. The staff at Sahnaltkum Daycare will take photographs or videotapes while the children are involved with activities at daycare.
2. No commercial use will be made of these photographs or videotapes without further consent.
3. If you wish your child not to be photographed at all, it is your responsibility to inform the daycare upon registering your child.

### 13.0 DISCIPLINE AND GUIDANCE METHODS

Discipline is used in the centre to help children learn and develop socially acceptable and appropriate behaviour, to have respect for others, and to become more self-disciplined.

Children are unique individuals and therefore the method of discipline is different for each child. Before administering discipline the teacher takes many factors into consideration. These things are the age of the child, child's level of understanding, and the communication skills of the child.

**1. Redirection:** This is the most frequently used method of guidance. It involves changing the circumstances that caused the unacceptable behaviour. If a child grabs another child's toy, they are shown another toy of the same kind or something else that the other child may like to play with. The teacher tells the child that the other child had the toy first and that they can play with it later, when the other child is finished playing with it. Positive reinforcement is offered by the teacher for enforcing social skills and developing an awareness of respect for others.

**2. Set limits:** Let the child know that their feelings are recognized and understood. When acknowledging the child's feelings limits are less likely to be responded to in a negative way. An example: "I know that you are angry, but I cannot let you hurt the other children."

**3. Offer choices:** When re-enforcing limits the caregivers offer the child choices. The choice is offered in a non-threatening way. An example is: "Do you wish to join us at circle time or do you wish to do something else."

**4. Time-out:** Time out is removing the child from a situation that is unacceptable and of persistent nature. The child is made aware of what time out is and what it means. Time out is used for older children and gives the child time to think about what they have done and offers the child a chance to calm down. The child is seated where they can be observed at all times. When the child has calmed down the teacher will ask the child if they know why they were sitting out. If the child does not understand then the teacher will explain to the child why they are sitting out. When the time out period is finished the child is helped to determine when they are ready to return to the activity and positive reinforcement is offered at an acceptable behaviour of the child.

**5. Holdings:** This method is used when the child has lost all control and needs help to regain their self-control. The caregiver holds the child so that the child is unable to hurt themselves or other children. The caregiver holds the child and quietly talks to the child at the same time. This helps soothe the child and helps the child regain their self-control. The child is then shown an activity that is acceptable. When considering the method of discipline, remember that no one approach works for all children all the time. The method that works depends on the child, the situation, and the origin of the behaviour. Remember to praise the child for the behaviour that is socially acceptable. An example of this would be the taking care of toys and equipment. By role modeling and teaching socially acceptable behaviour, the use of discipline is reduced.\*  
*Spanking, slapping, shaking, and other forms of physical discipline or any act that is degrading to the child will not be permitted at the Sahhalktum Daycare. We believe in a positive approach to child rearing.*

#### **14.0 SAHHALTKUM DAYCARE DAILY SCHEDULE**

<b>7:30 – 9:00</b>	<b>Children arrive</b>
<b>7:30 – 9:15</b>	<b>Free play</b>
<b>9:15 – 9:30</b>	<b>Clean up &amp; wash up/,Infant/Toddler change time</b>
<b>9:30 – 10:00</b>	<b>Snack time</b>
<b>10:00 – 11:00</b>	<b>Circle/Art time</b>
<b>10:30 – 11:30</b>	<b>Outside time, play in the yard or go for a walk</b>
<b>11:30 – 11:45</b>	<b>Wash up, Infant/Toddler change time</b>
<b>11:45 – 12:30</b>	<b>Lunch time</b>
<b>12:15 – 12:30</b>	<b>Get ready for Nap/Washing hands &amp; faces, brushing Teeth, toileting</b>
<b>12:30 - 2:15</b>	<b>Nap time</b>
<b>1:30 – 2:15</b>	<b>Quiet activities for non napping children</b>
<b>2:15 – 2:30</b>	<b>Get ready for snack/put beds away, wash hands</b>
<b>2:30 – 3:15</b>	<b>Afternoon Snack/After-school children arrive</b>
<b>3:15 – 4: 30</b>	<b>Free play/Outside time or Inside depending on weather</b>
<b>3: 30 – 4:40</b>	<b>Depart time</b>
<b>4:20 – 4:30</b>	<b>Clean-up time</b>
<b>5:00</b>	<b>Daycare Centre closed</b>
<b>5:00-5:30</b>	<b>After Daycare service (limited space)</b>
<b>After 5:30</b>	<b>Janitor cleans up</b>

**\*This routine may change from time to time. We are flexible.**



## 15.0 PROGRAM PLAN

### 15.1 GUIDELINES:

The Sahhaltkum Daycare will offer activities designed to develop the child's sense of self-worth, as well as opportunities to develop emotionally, socially, physically, creatively, and cognitively at each child's individual level. The Daycare will provide a positive relationship with the parents and their children.

The daily program will provide for the following activities:

- Indoor play
- Outdoor play
- Routines, toileting, diapering, eating, napping
- Snacks provided (morning and afternoon)

The playroom will be set up prior to the children arriving each morning.

A variety of materials will be available for creative experimentation and will include tools such as:

- paint, moulding materials
- paper, various sizes
- crayons, chalk, scissors
- glue, brushes, collage materials

An area set up for a quiet corner for books or puzzles.

There will be a different theme planned each week or every two weeks, which will be geared to the seasonal weather conditions and ages of children. **This may include field trips.**

There will be a variety of toys to choose from and will be rotated to allow for continuing stimulation.

Weather permitting the children will go outside for a minimum of 1 hour per day.

The Daycare will emphasize using the backyard and playroom in a safe and appropriate manner.

## **15.2 PURPOSE OF INDOOR/OUTDOOR ACTIVITIES:**

### **CIRCLE TIME:**

- Learning to share and take turns through games and songs
- Learn songs, fingerplays, listen to stories (Shuswap & English)
- Learn shapes and colours
- Learn to count (Shuswap & English)
- Listen to a variety of music

### **FREEPLAY:**

- Learning how to get along, work cooperatively and share (socialize)
- To develop language and communication skills
- To understand himself/herself and others better by trying out various roles and behaviours (pretending to be mummy or daddy)
- To create play and imaginary play (group or solitary play)

### **ART:**

- Exploring texture, form, colour, shape
- Expressing feelings
- To develop fine motor skills
- Provides creative expression, and enhancing the imagination
- Creates a sense of accomplishment, remember it's the process not the product

### **BOOKS:**

- Developing language, learning to listen
- Reinforcing experiences and learning about things others have experienced

### **PUZZLES/TABLE TOYS:**

- Provide an opportunity for self-correcting
- Challenge his/her visual and manipulative skills
- Develop many math concepts such as: shapes, figuring, sorting, and matching

### **WATERPLAY:**

- Allows for manipulation through squirting, pouring, washing,
- Vocabulary develops through the names of various tools, shapes, concept of size, use, depth, and volume (science concepts)
- Sensory conception
- Socialize with other children
- Promotes co-operative and imaginative play

#### SAND TABLE:

- Promotes cooperation, as well as solitary play
- Provides for release of tension through squeezing and pounding
- Allows and encourages decision making and problem solving
- Provides a science experience by allowing the child to work with different consistencies (wet or dry sand)
- Enhance conceptual understanding of weight and volume

#### BUILDING BLOCKS:

- Develops eye-hand co-ordination, visual perception, and distance judgement
- Promotes basic number concepts and pre-math experiences
- Develop intellectual skills, manipulative skills, and muscle control
- Fosters language skills and promotes imagination
- Encourages an awareness of space, area and shape
- Enhances decision making and problem solving in the manipulation of various sizes and shapes

#### HOUSEKEEPING AREA:

- Encourages role playing and dramatic play which is an important aspect of social development
- Develops expressive language skills through verbalization
- Helps establish self-imagery and allows the child to interact with playmates
- The child comes to understand others
- Encourages group play as well as learning to share and to work co-operatively

#### LARGE MUSCLE AREA:

- To develop large muscle skills through climbing, sliding, etc
- Develops social skills, through sharing, taking turns, and co-operating.

#### OUTDOOR PLAY:

- Develops a healthy body
- Develops an awareness of the environment
- Continues his dramatic play. Dramatic play develops social, co-operative, language, thinking, and decision making skills
- Develops large muscle coordination

**16.0 Parent/Guardian Agreement Form**

I, the undersigned, have read the Parents Handbook and agree to follow the policies and procedures that this book outlines to the best of my ability.

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Name of child(ren)

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Name(s) of Parent(s) or Guardian(s) who reside with the child

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Address

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Parent/Guardian Signature

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Parent/Guardian Signature

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Date

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Caregiver Signature