



Parent Handbook

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TABLE OF CONTENTS

Mission.....	4
Values.....	4
Philosophy.....	4
Hours of Operation	4
Registration Policy	4
Enrollment Policy	5
Withdrawal	5
Gradual Entry	5
Fee Payment Policy.....	5
Child Care Fees.....	6
Attendance Policy	6
Staff Supervision and Qualifications	6
Parent and Staff Responsibilities	7
Active Play Policy	7
Screen Time Policy	7
Clothing.....	8
Appropriate Seasonal Dress for Outside Active Play	8
Infant Toddler Program – Daily Schedule	9
3-5 program– Daily Schedule	9
Multi-Age Program Group – Daily Schedule	9
After School/School Age Program – Full Day Schedule	9
After School/School Age Program – After School Schedule	10
Guiding and Caring Policy	10
Communicable Disease Policy.....	11
Little Paws Children’s Centre Quick Reference Guide to Illnesses in Child Care	11
Sudden Illness or Injury Policy	12
Medication Policy.....	13
Immunizations	13
Allergies.....	13
Nutrition.....	13
Safety	13
Neighborhood Walks/Field Trip Days Policy.....	14

Termination of Services Policy	14
Releasing a Child from Care Policy.....	15
Custody Agreement Policy	16
Reporting Child Abuse and Neglect Policy	16
Confidentiality.....	16
Smoking Policy	16
Emergency Evacuation Procedures Policy	16
Parent Agreement.....	18

Welcome to Little Paws Children's Centre

Little Paws Children's Centre is dedicated to ensuring each child's needs are met in a stimulating and developmentally appropriate environment. Our goal is to work with parents and families to support these needs and to provide the best experience possible throughout their time at the centre.

MISSION

Empowering children and families through culture, language, and play.

VALUES

Safety

We provide a secure and nurturing environment that promotes healthy development of the whole child.

Professionalism

We are committed to providing a positive work environment that involves healthy communication amongst Educators and families.

Passion

We understand our important roles in each child's life and take pride in forming those special attachments with each individual child.

Culture

We believe it is important to respect every family's belief and how they may differ from others.

PHILOSOPHY

At Little Paws Children's Centre, our goal is to work together to nurture and guide early years children by providing an environment that fosters trust security and comfort with a balance of activities that help children to progress in social, emotional, physical and cognitive development. We also believe that parents are the most important people to children and are an important part of a child's education.

HOURS OF OPERATION

The centre is open from **8:30 am – 5:00 pm Monday to Friday**. The centre is closed on the following statutory holidays and non-statutory holidays;

- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Indigenous Peoples Day
- Canada Day
- BC Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving
- Remembrance Day
- **Two-week Christmas closure**
- **Professional Development Days – Monthly (TBD)**

REGISTRATION POLICY

To register the following forms must be completed prior to entrance in any programs:

- Registration Forms

- Parent Handbook Agreement
- Background information and health questionnaire
- Completed Emergency cards and clear photo of child
- Immunization record/signed contagious objector form

ENROLLMENT POLICY

Enrollment priority will be given as follows:

- Penticton Indian Band Status Child/ren/Little Paws Employee Child/ren
- Penticton Indian Band Non-Status Child/ren with Penticton Indian Band Status Parent/s
- Penticton Indian Band Employee Child/ren
- Penticton Indian Band Community Members living on reserve
- Penticton Indian Band Community Members living off reserve
- Okanagan Nation Members
- General Public

Once your child has been enrolled and begins to attend, their childcare space is secure until the child either no longer requires daycare services or ages out of the program. If the 3–5-year-old daycare program is full and a PIB band member is ageing out of the infant/toddler program and requires a full-time space, priority will go to the band member child.

WITHDRAWAL

If you withdraw your child from a program, you are required to give written notice by the 1ST of the month for withdrawal for the following month. An additional month's fee will be charged if the required notice is not given. Upon withdrawal all outstanding fees are due.

GRADUAL ENTRY

A gradual entry process is recommended, but not required, for each new child. Though your child may have other group experiences, this is a new setting with unfamiliar faces. The gradual entry process allows time for your child to feel comfortable, to start developing friendships and to become familiar with staff. We recognize entering childcare can be stressful but by doing the following process your child will feel more comfortable and secure when you do leave them for the whole day. Staff will work with you to determine the best time of day for gradual entry.

Gradual Entry Process (flexible to meet child and parent's needs)

Day 1: Child attends for one hour, parent remains with child.

Day 2: Child attends for ninety minutes, parent can stay as long as they would like.

Day 3: Child attends for ½ day.

Day 4: Child attends regular hours.

FEE PAYMENT POLICY

CHILD CARE FEES ARE DUE ON THE FIRST WORKING DAY OF THE MONTH.

Parents will receive an invoice stating the childcare service cost for the month and a breakdown of fees including: Parent Portion and, if applicable, Affordable Child Care Benefit (ACCB). Payments may be made via credit/debit, cash or cheque. If you are paying by cash or cheque, staff will provide you an envelope to enclose your payment and place into the safe.

In the event of absent days, vacations and/or statutory holidays, fees apply for every day your child is registered to secure your space.

If full payment is not received by the end of the billing month, Little Paws reserves the right to stop providing childcare until the outstanding arrears have been paid.

If Affordable Child Care Benefit (ACCB) is not in place, payment for the full amount will be requested and will be reimbursed to the parent once the ACCB benefit plan and case ID has been received. It is the parent's responsibility to ensure that their ACCB authorizations are renewed on time.

***Little Paws Children's Centre reserves the right to discontinue service until the authorization is in place. The space will be held for one month. If after one month the authorization is still not in place, the centre will give the daycare space to the next family on the wait list.*

CHILD CARE FEES

Enrollment	Maximum Parent Fee
Full days (four hours or more), full-time (Monday-Friday)	\$200/month
Full days, part-time (e.g., full day, three days per week)	\$10/day to a maximum of \$200/month
Half days (four hours or less), full-time (Monday-Friday)	\$140/month
Half days, part-time (e.g., half day, three days per week)	\$7/day to a maximum of \$140/month

*****We encourage families to apply for the Affordable Child Care Benefit to cover or contribute to parent fees.**

ATTENDANCE POLICY

It is important that we know how many children we are going to care for each day before staffing, field trips, neighborhood walks, and meal planning. Please call the centre at **250-492-2324 before 10 am**, if your child will be away that day or arriving late. Please **drop off your child no later than 11 am** so they have the opportunity to take part in valuable programming experiences. **No drop offs permitted between 11:30-1:30**, as it's disruptive to other children's nap time. **On field trip and neighborhood walk days no drop offs permitted after 9:30 am** unless prior arrangements are made with ECE staff.

STAFF SUPERVISION AND QUALIFICATIONS

The childcare staff consists of Infant/Toddler Educator(s), Early Childhood Educator(s), Assistant(s), and Responsible Adult(s). All staff are required, by law, to submit a criminal record check and are trained in first aid.

The child to staff ratios for each program is as follows:

- **Infant Toddler Program** – One Infant Toddler Educator per 4 children
- **3 to 5 Program** – One Educator per 8 children
- **Multi-Age Program** – One Educator per 8 children with a maximum of 3 under 3 years old
- **After School/School Age Program** – One Responsible Adult per 10 children

PARENT AND STAFF RESPONSIBILITIES

Parents are an important part of a child's care and education. The quality of a child care facility is related in part to parent involvement.

Parent Responsibilities

- Escort your child drop-off/pick-up area upon arrival.
- Adhere to all centre policies.
- Develop consistency between childcare and home.
- Parents must inform the centre if their child has contracted a communicable disease.
- Keep contact information, pick up list up to date.
- Inform staff if child is on medication.
- Provide essential care items (diapers, wipes, hat, shoes, extra clothes etc).
- Communicate concerns or important information about your child to the staff.

Staff Responsibilities

- Sign child in and out every day.
- Treat each child as a unique and important individual.
- Create and implement developmentally appropriate practice.
- Communicate daily with parents regarding their child's daily activities, creating a positive environment.
- Follow through with special instructions.
- Take measures to ensure the health, safety, and nutrition of every child.
- Follow guidelines set out by the child licensing regulations, ECE Code of Ethics and Little Paws Children's Centre policies and procedures.
- Give out periodic questionnaire to update contact information.

ACTIVE PLAY POLICY

Little Paws Children's Centre recognizes the importance of physical activity for young children. Physical activity supports the health and development of children, as well as establishing positive lifestyle habits for the future.

It is our expectation that children will go outside every day! If you feel your child is too sick to go outside then he/she is too sick to be at daycare.

The purpose of this policy is to ensure that children in daycare are supported and encouraged to engage in active play, develop fundamental movement skills.

In order to promote physical activity throughout the day Little Paws Children's Centre will:

- Full day programs will provide children a minimum of 2 hours of outside /active play.
- School Age Program will provide children with minimum of 30 minutes of outside/active play for afterschool care and 2 hours minimum for full day care.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

SCREEN TIME POLICY

No screen time will be given to children under the age of 2 years old. Screen time will only be used as an educational tool for language and cultural resources and on special occasions, which are typically

Halloween, Christmas, Easter, and pajama days. Children will have a choice to participate in screen time on these occasions with the option to engage in other available activities. The total amount of screen time shall not exceed 30 minutes per session.

CLOTHING

During outdoor active play, we offer opportunities for exploration and sometimes messy play. Please send your child in weather appropriate play clothing that is comfortable and okay to get dirty.

Please provide the following items to be left at the centre:

Infants & Toddlers/Multi-Age Children Under 3 Years

- Spare clothing: TWO complete outfits (socks, top, bottoms)
- Formula
- Bottles
- Sippy cup for water
- Diapers
- Baby wipes
- Training underwear
- Inside shoes
- Blanket, favorite soft cuddly toy for sleeping, soother

3-5 Age Group/Multi-Age over 3

- Shirt, bottom, underwear
- Inside shoes
- A small blanket for rest time
- Water bottle

After School/School Age

- Shirt, bottom, underwear
- Inside shoes
- Water bottle

APPROPRIATE SEASONAL DRESS FOR OUTSIDE ACTIVE PLAY

Children go outside every day so it's important that your child's outerwear is suitable for each season.

Spring: Rain boots, rain jacket, splash pants

Summer: Sun hat, running shoes, sunscreen, bathing suit/shorts, water shoes

Fall: Running shoes, light coat

Winter: Warm jacket, snow pants or snow suit, winter boots, warm hat and mittens

****Please label all your child's belongings.**

INFANT TODDLER PROGRAM – DAILY SCHEDULE

8:30-9:30	Free Play
9:30-10:00	Morning Snack (Diapering/Toileting before or after snack)
10:00-10:30	Art and table toy time
10:30-11:45	Outside Time
12:00-12:30	Lunch (toileting/diapers before lunch and after)
12:30-2:00	Nap and Quiet time (Diapering and toileting when child wakes up)
2:00-2:50	Free Play
2:50-3:00	Songs/Stories/Language
3:00-3:30	Afternoon Snack (Toileting/Diapering before or after snack)
3:30-5:00	Outside Time (weather permitting)/Free play inside

3-5 PROGRAM– DAILY SCHEDULE

8:30-9:45	Free Play/Art Experience (available until 11am)
9:45– 10:00	Morning Snack
10:00-10:10	Toileting
10:10-11:00	Free Play/Art Experience/Circle time
11:00-12:00	Outside time
12:00-12:30	Lunch time followed by tooth brushing and toileting
12:30-1:30	Nap time(until they wake up)/ Quiet time
1:30-2:45	Free Play/Art Experience/Circle time/toileting (2:30)
2:45-3:15	Afternoon Snack
3:20-4:50	Outside Time
4:50-5:00	Free Play/Outside time/ Home time/ Snack @ 5pm

MULTI-AGE PROGRAM GROUP – DAILY SCHEDULE

8:30-9:30	Free Play/Engaging Circle Time Activities
9:30– 10:00	Snack Time
10:00-10:30	Toileting/ Free Play
10:30-11:30	Outside Play
11:30-12:00	Lunch Time
12:00-12:15	Toileting
12:15-1:00	Nap/Quiet Time
1:00– 2:00	Nap Time/ Free Play/ Art Experience/Toileting
2:00-2:30	Snack Time
2:30-3:45	Outside Play
3:45-5:00	Free Play/Snack/Home Time

AFTER SCHOOL/SCHOOL AGE PROGRAM – FULL DAY SCHEDULE

8:30-9:45	Free Play/Engaging Activities
9:45– 10:15	Snack
10:15-10:45	Free Play
10:45-11:45	Outside Time/Games
11:45-12:15	Lunch
12:15-12:30	Clean up
12:30-1:00	Quiet Time

1:00– 2:15	Free Play/ Art Experience
2:15-2:45	Snack
2:45-4:00	Outside Time/Games
4:00-5:00	Free play/Snack/Home Time (Combine with Multi Age group 1)

AFTER SCHOOL/SCHOOL AGE PROGRAM – AFTER SCHOOL SCHEDULE

3:25-3:30	Arrive on bus from Outma Sqilxw Cultural School
3:30-3:35	Put Belongings away and wash hands
3:35-3:50	Snack
3:55-4:25	Outside Time
4:30-5:00	Activities/free play/home time

***Schedules may fluctuate based on the needs of children.*

GUIDING AND CARING POLICY

The goal of guidance is to help children become self-directed and independent: to feel empathy from others which will allow development of the whole child. We encourage combined approaches or use a variety of strategies as we respond to the child's behavior and developmental level to ensure success in meeting the challenge of working with young children. The following are the strategies on how our staff will promote a positive atmosphere and maximize opportunities for desirable behaviours:

- Acknowledging feelings before setting boundaries
- Offer developmentally appropriate choices and environment
- Use logical and natural consequences and redirect behaviour
- State clear simple boundaries
- Focus on the behaviour rather than the child
- Make statements of expectations rather than pose a question
- Allow children time to respond to expectations
- Encourage children to use caregivers as a resource
- Model problem solving
- Observe and scan for potential difficulties; act before it starts

It is important to remember that not one strategy will be effective in every situation or with every child. Depending on the severity and its frequency of the behaviour we will consider further steps such as:

- Having a formal or informal team meeting with caregiver and family to discuss concerns and to develop care plan and referral if necessary
- Accessing outside resources (OneSky, OSNS) for referrals to access support workers if needed
- Develop and implement care plan if needed
- If after trying all the steps, including the implementation of a care plan, the child is unable to adapt or we are unable to accommodate the child's needs, we reserve the right to withdraw and suspend the childcare services immediately and without notice.

COMMUNICABLE DISEASE POLICY

Communicable diseases, including COVID-19, can spread rapidly in a daycare setting. Instituting good hygiene practices will minimize the spread of illness. The children and the staff will wash their hands before and after eating, after using the washroom and changing diapers. The centre will also be cleaned regularly. Toys and surfaces will be sanitized with a hydrogen peroxide solution regularly.

If your child has any of the following symptoms, please keep them home to ensure their health and the health of others:

- Any complaints of severe unexplained or undiagnosed pain
- Distressed breathing, persistent cough or wheezing
- Sore throat or trouble swallowing
- Fever of 100F/37.8C or higher
- Infected skin or eyes or an undiagnosed rash
- Diarrhea, nausea, vomiting, or abdominal cramps
- Communicable diseases
- Severe itching of body or scalp
- If a child has head lice, parents will be asked to treat the child at home that evening before returning to daycare the following day

LITTLE PAWS CHILDREN'S CENTRE QUICK REFERENCE GUIDE TO ILLNESSES IN CHILD CARE

ILLNESS	SYMPTOMS	INFECTIOUS	REMOVE FROM CENTRE
COVID-19	Fever, chills, cough, difficulty breathing, diarrhea, sore throat, body aches, runny nose, nausea, vomiting	YES Before and during symptoms	YES Until 5-day self isolation is complete; symptoms have improved; able to participate in regular activities; fever has resolved without fever reducing medication.
RUNNY NOSE	Clear runny nose (Clear runny nose itself is not contagious)	NO	NO
NEW OR WORSENING COMMON COLD WITHOUT FEVER	Clear runny nose, stuffy nose, sneezing, slight cough	YES Before and during symptoms	YES Monitor for 24 hours; symptoms have improved; able to participate in regular activities.
COLD WITH FEVER	slight cough, plus fever (above 100F/37.8C) Runny nose – green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Monitor for 24 hours; symptoms have improved; able to participate in regular activities; fever has resolved without fever reducing medication.
RASHES	Red spots anywhere – Could be measles, chicken pox, allergies, impetigo	YES	YES Until on antibiotics for 24 hours
CHICKEN POX	Fever Blister type rash	YES Five days after onset	YES From when spots first appear and five days after
DIARRHEA #1	Runny stool. If no other symptoms, check with parent Could be normal or diet related	NO	NO

DIARRHEA #2	Runny stool, fever above 100F/37.8C, bad smell, fussy, cranky, pain and or vomiting	YES	YES Until doctor says it is not infectious
EAR INFECTION	Fever, clear discharge from nose, cranky, pulls on ear	YES	NO
FLU	Fever above 100F/37.8C, cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Monitor for 24 hours; symptoms have improved; able to participate in regular activities; fever has resolved without fever reducing medication.
HAND FOOT AND MOUTH DISEASE	Spots on palms of hands, fingers, and soles of feet Sometime on buttocks Fever above 100F/37.8C, irritability, sore throat	YES	YES Until symptoms are gone
HERPES SIMPLEX (COLD SORE)	Fever, blister or sore mouth	YES	NO Decide each individual case with a Public Health Nurse
IMPETIGO	Crusty rash, mostly on face, arms or legs	YES	YES Until on antibiotics for 24 hours
NAUSEA/ VOMITING	Nausea and/or vomiting.	YES	YES Until 24 hours from last throw up
PINK EYE	Thick discharge from one or both eyes, redness or itching of eye/s	YES	YES Until seen by a doctor who says child may return to the centre
SORE THROAT	Fever above 100F/37.8C, hurts to swallow (could be strep throat)	YES	YES Monitor for 24 hours; symptoms have improved; able to participate in regular activities; fever has resolved without fever reducing medication.

SUDDEN ILLNESS OR INJURY POLICY

In case of sudden illness or injury while at the centre, the following steps will be taken:

- Attempt to contact the parent through any of the persons listed on the emergency contact list
- Depending on the seriousness of the illness or injury the staff will either call an ambulance (if written consent was given) or take the child to the hospital emergency department and stay with the child until the parent can be reached
- If your child has suspected illness, they will be kept comfortable at the centre away from the other children until someone on the contact list is able to pick them up
- If a communicable illness is suspected, parents are asked to see their family physician.

All parents are notified if an illness or outbreak occurs in the centre. Also, it is the parent's responsibility to inform the centre if their child contacts a communicable illness.

If a child is unable to participate in a normal daily program, they should not attend. The child is welcome to return to the centre after being 24-hour observation or seen by a doctor.

MEDICATION POLICY

Administration

Only prescribed medication with a signed consent form may be administered at the centre. No over the counter medications may be given. The medication must be in the original pharmacy container, clearly labeled with:

- Name of child
- Name of medication
- Dosage amount
- Date of purchase
- Information of storage and administration
- List of possible side effects

It is the parent's responsibility to inform the staff if medication has been administered prior to coming to the centre.

Storage:

All medications will be stored in a locked medication box; medication requiring refrigeration will be kept in a locked box in the refrigerator.

IMMUNIZATIONS

The centre must obtain a copy of the child's immunization record. Expectations are made if the parent objects for conscience reasons. All parents will be notified if a disease outbreak occurs in the centre. If an outbreak of a communicable disease occurs, the non-immunized child will be excluded immediately. There will be no compensation for time away from care. In the event of an outbreak, Community Care Facilities Licensing and/or Centre of Disease control will be notified.

ALLERGIES

Please inform staff if your child has any allergies or sensitives. Staff will be familiar with emergency procedures should an allergic reaction occur. The allergy list will be clearly posted in the kitchen and a suitable alternative will be given.

NUTRITION

Little Paws provides children with healthy nutritious snacks, breakfast, and lunch following the Canadian Food Guide.

SAFETY

At Little Paws Children's Centre, the safety, security and health of your child is extremely important. Safety preparedness is critical in ensuring that your child will be kept safe while at the daycare.

- Adequate staff supervising the children at all times
- Children are signed in and out so that staff know which children are present at any given time
- Furniture and equipment are placed and inspected to minimize safety risks
- Playgrounds are inspected daily for potential hazards
- Age-appropriate equipment
- All hazardous cleaning solutions locked away and out of reach of children

Accident Procedures

- First aid kits are always available
- Emergency contacts are always available and are brought on all outings
- Minor accidents will be treated on the premises and a report will be written in the minor incident/accident report book, and parents will be notified with a written report of the minor incident/accident upon pick up

NEIGHBORHOOD WALKS/FIELD TRIP DAYS POLICY

Neighborhood Walks:

We will be taking part in spontaneous neighborhood walks. Staff will post a notice on the main door of the program stating: the route, time we will return and a contact number. The children will be accompanied by a minimum of 2 Staff.

Field Trip Days:

Field Trip days provide valuable on the land experiences that cannot be achieved inside the classroom. Staff will notify families via email and verbally to each parent: stating the location, mode of transportation, child teacher ratio and time of departure and time expected back to the centre. Children will be accompanied by a minimum of 2 adults.

These excursions are considered a regular part of the program. At the time of enrollment Guardians initial consent and permission for a child to leave the premises.

TERMINATION OF SERVICES POLICY

At Little Paws Children's Centre, caregivers are committed to providing a safe, caring and nurturing environment for all children and families. When a conflict arises, Little Paw's staff will make every attempt to work with the family to resolve the issue to the mutual satisfaction of all parties.

All situations are dealt with on an individual basis taking into account the specific needs of the family. After working with the family and making every attempt to resolve the situation, Little Paws reserves the right to discontinue service.

Termination of services may be required if:

Behavioral Concerns

- If after trying all steps, including the implementation of a care plan. The child is unable to adapt or we are unable to accommodate to the child's needs, we reserve the right to terminate services immediately
- A child's behaviour is severely disruptive or physically threatening to the wellbeing and safety to the other children and staff

Non-Payment of Fees

- Fees for services are not paid according to the payment and fee policy or a suitable arrangement cannot be agreed upon

Late Pick-Up issues

- If the centre is unable to resolve problems of late pick-ups with family, then services may be terminated

Inappropriate Conduct

- A family member exhibits inappropriate behavior such as harassment of any kind, threatening abuse or committing a violent act towards a staff member, child or other parents/guardians
- The parents, guardians or family member of a child, defame or slander the Little Paws Children's Centre.

Breach of Parent Agreement

- The parent or guardian of the child does not abide by the expectations set out in the Parent Handbook.

Philosophical Differences

- Occasionally, the needs and opinions of the family do not fit with the principles, policies and procedures of the centre. The Little Paws Manager will promote discussion to come to agreeable terms with the family. If this is not possible, it is in the best interest of the family to enrol their child in a program that is more in line with their needs and beliefs. Little Paws Children's Centre reserves the right to ask the family to find a more suitable childcare arrangement.

Unresolved Custody Issues

- If a family's custody issues result in continuous conflicts at the centre (e.g. non-custodial parent continually attempting to pick up the child at a time not specified on the court order), and place the child, staff and other children at risk, then the family will be asked to make alternate care arrangements

****If Childcare services are immediately withdrawn, fees will be refunded on a prorated basis in lieu of written notice****

RELEASING A CHILD FROM CARE POLICY

Please be advised that staff have the authority to request photo identification from ANY adult picking up a child.

The centre will only release a child to the following people:

- The child's parent, guardian, or custodial caregiver
- The emergency contact person
- Person on the child's pick-up list

It is the parent's responsibility to inform the staff of a new person picking up, as they will need to be added to the pickup list. We will not release a child to someone who is not on the pick-up list. We reserve the right to keep the child at the centre if the person is not on the pick-up list or if the staff suspects that person of being under the influence of drugs or alcohol.

In this case the staff will:

- Phone an alternative adult on the emergency contact list
- If an alternative adult is not available, the Penticton Indian Band Director of Social Development will be contacted.

For children who are not picked up by 5:00 pm the staff will:

- Try to contact the guardian.
- Try to contact an emergency contact person.
- At 5:30 we will call the Penticton Indian Band director of Social Development.
- If late pick up becomes a regular occurrence, a meeting will be arranged to discuss possible solutions. If a solution can't be found Little Paws reserves the right to discontinue service.

CUSTODY AGREEMENT POLICY

If the parents have agreed to live separately the centre will assume that the information from the enrolling parent will be followed. However, without a written custody or court order on file, the centre cannot deny access to the non-enrolling parent. If this arises the policy on unauthorized persons will be implemented.

If custody has not been legally determined and conflict between parent/guardians and other family members is evident, the centre may not be able to provide care for the child unless both parents and or family members sign a written agreement. This agreement must confirm details regarding authorization for pick up and access of information about the child.

If a family has a custody or a court order, a copy must be placed in the child's file with details regarding all arrangements. All legal documents will be followed by the staff. Verbal and written information about the child will be shared with the enrolling parents/guardians unless otherwise agreed upon.

REPORTING CHILD ABUSE AND NEGLECT POLICY

Any person who has grounds to believe that a child is in need of protection is required by law to report the matter to the authorities. Failure to report these circumstances is an offence.

If the staff have reason to believe that a child in the daycare is being abused or neglected, it is our duty to report it immediately to the Ministry of Children and Families.

CONFIDENTIALITY

As professionals we believe that ALL information regarding families is confidential, we respect a family's privacy.

SMOKING POLICY

Smoking is not permitted in and around the building or property at any time; this includes all fenced areas and the parking lot area.

EMERGENCY EVACUATION PROCEDURES POLICY

When the decision is made to evacuate the centre, the manager will make the announcement in the most expeditious way possible that all the persons are to evacuate to their assigned assembly area and wait further instruction. The building is to be evacuated completely. The manager will notify appropriate personnel and communicate what type of emergency is present.

In the event of a fire or emergency, the manager will be responsible to notify 911 of the emergency from a cell phone outside the building once the evacuation is complete.

Emergency procedures relating to fire drills are practiced by the staff and children once per month and the emergency response plan will be practiced once a year and posted in the front entrance of the centre.

These drills are posted by the first pull station in the main entrance. In the event of an emergency, staff will take the attendance sheet and the emergency contact numbers to the meeting place.

Emergency meeting place is located at:

Outma Sqilx'w Cultural School
291 Outma Sqilx'w Place
Penticton, BC
V2A 0E3
250-493-2421

In the event of an emergency, if there is need to evacuate the upper part of the reserve, the children will be transported to:

South Okanagan Event Centre
853 Eckhardt Ave W,
Penticton, BC
V2A 9C4
250-490-2460

PARENT AGREEMENT

- I agree to carefully read the Little Paws Parent Handbook and agree to follow it to the best of my ability.
- I will not send my child to daycare if there is ANY question of illness.
- If my child contracts a communicable disease, I will notify the staff promptly.
- I will also keep the staff informed of any event at home that may affect the child's behaviour.
- I understand that in the classroom and the playground, the staff has overall responsibility for the program, teaching methods and guiding and caring strategies, health and safety measures.
- I will make an effort to be prompt in notifying the staff if my child will be arriving late or will be late picking up my child from the centre.
- If I have any questions about my child's progress, I will direct them to the staff.
- I will provide the essential care items (e.g. diapers, wipes, extra clothes)
- I will pay my fees promptly
- I will keep my contact information and the pickup list up to date
- If it becomes necessary to withdraw my child, I will give one month written notice.
- I have read the Handbook and understand its contents including the Guiding and Caring Policy, Termination of Services Policy and Parents Responsibilities.**

Parent's Name (Please Print)

Parent's Signature

Date