Little Paws Children's Centre



Parent Handbook

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INTRODUCTION

Welcome to Little Paws Children's Centre. Our goal is to support children and families by creating a safe, caring, and inclusive environment where children can learn and grow through play, culture, and language. We believe every child deserves to feel secure, respected, and valued.
Our educators are passionate about their role in each child's development and work closely with families to create positive relationships built on trust and open communication. We celebrate and respect the diverse cultures, beliefs, and experiences of the families in our community.

PHILOSOPHY

At Little Paws Children's Centre, we believe children learn best through play, exploration, and meaningful relationships. We provide a nurturing environment that supports the whole child and encourages social, emotional, physical, and cognitive development.
We view families as partners in each child's learning journey. By working together with parents and caregivers, we aim to create a strong foundation that helps children feel confident, capable, and supported as they grow.

HOURS OF OPERATION

The centre is open from **8:30 am – 5:00 pm Monday to Friday** but will **close at 4:00 pm** prior to a statutory holiday.

The centre is closed on the following statutory 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
- **2nd Week of Spring Break**
- **Month of August**
- **Last week of Summer Break**
- **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 conscientious objector form

ENROLMENT 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
- First Nations/Status from other Indian Bands
- General Public

WITHDRAWAL

If you wish to withdraw your child from Little Paws you will need to send an email to confirm the last day of attendance. 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 LAST WORKING DAY OF THE MONTH.
Parents will receive an invoice by the last week of each month 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, or etransfer to DaycarePymts@pib.ca.

In the event of emergency closures, professional development day closures, absent days, vacations and/or statutory holidays, fees apply for every day your child is registered to secure your space, and a refund will not be provided.

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 ACCB 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 for staffing, field trips, neighborhood walks, and meal planning. Please call the centre at **250-492-2324 before 10:00 am**, if your child will be away that day or arriving late. If we have not heard from you by 10:00 am and have limited staffing capacity, you may be turned away if we are not able to ensure proper educator to child ratios.

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 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
- **After School/School Age Program** – One Responsible Adult per 12 children/15 children (depending on ages of the group)
- **Preschool** – One Educator per 10 children

REFERRALS AND OBSERVATIONS

Early support is important for children who may show signs of developmental delays in areas such as social, emotional, physical, behavioural, or speech development. If educators notice any concerns, they will ask parents to sign a referral form so it can be sent to OneSky and OSNS. This helps place the child on the list for additional support if needed.

OneSky and OSNS may visit the centre to observe children in our programs when necessary. They can also provide support for educators and, in some cases, one-on-one support for children depending on availability and individual needs.

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.
- Sign your child in/out.
- 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

- Greet children and families upon arrive/pickup.
- 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 within our staffing capacity.
- Take measures to ensure the health, safety, and nutrition of every child.
- Follow guidelines set out by the child care licensing regulations, ECE Code of Ethics and Little Paws Children's Centre policies and procedures.

ACTIVE PLAY POLICY

Little Paws Children's Centre recognizes that regular physical activity supports children's health, development, and lifelong healthy habits. Children are encouraged to participate in active play daily. Children are expected to go outside every day. If a child is too ill to participate in outdoor play, they should remain at home.

To support physical activity, the centre will:

- Provide a minimum of **2 hours of outdoor/active play** each day for full-day programs.
- Provide **at least 30 minutes of outdoor/active play** for school-age after-school programs and **2 hours** during full-day care.

- Offer a variety of indoor and outdoor materials and activities that encourage physical movement and the development of fundamental movement skills.

SCREEN TIME POLICY

Screen time is **not permitted for children under 2 years of age**.
For older children, screens may occasionally be used for educational purposes, cultural or language learning, and movement activities that support self-regulation. Screens may also be used for special occasions (e.g., holidays or themed days).
Participation in screen time activities is optional. Total screen time will **not exceed 2.5 hours per week**.

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 and wet.

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

Infants & Toddlers & 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

- Shirt, bottom, underwear, socks
- Diapers & Baby wipes (if not potty trained)
- Training underwear (if not potty trained)
- 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 of your child's belongings. Unfortunately, items that are not labeled may become lost or misplaced.

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/Circle
10:30 – 11:30	Outside Time
11:30 – 12:00	Lunch (toileting/diapers before lunch and after)
12:00 – 2:00	Nap and Quiet time (Diapering and toileting when child wakes up)/Free Play
2:00 – 2:30	Afternoon Snack
2:30 – 3:30	Free Play
3:30 – 5:00	Outside Time (weather permitting)/Free play inside/4:30 Offer snack for remaining children

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 – 10:45	Free Play/Art Experience/Circle time
10:45 – 11:45	Outside time
11:45 – 12:15	Lunch time followed by toileting
12:15 – 12:45	Nap time (until they wake up)/ Quiet time
12:45 – 2:15	Free Play/Art Experience/Circle time/toileting (2:30)
2:15 -2:45	Afternoon Snack
2:45 – 5:00	Free Play/Outside time/ Home time/ Snack at 4:15

AFTER SCHOOL/SCHOOL AGE PROGRAM – FULL DAY SCHEDULE

8:30 – 9:30	Free Play/Engaging Activities
9:30 – 10:00	Breakfast
10:00 – 10:45	Free Play/Engaging Activities
10:45 – 11:45	Outside Time/Teacher Lead Games
11:45 – 12:15	Lunch
12:15 – 12:45	Quiet Time/Circle
12:45 – 1:45	Art/Science/Teacher Lead Activity
1:45 – 2:15	Snack
2:15 – 3:15	Outside Time/Teacher Lead Games
3:15 – 5:00	Free Play/Outside time/ Home time/ Snack at 4:15

AFTER SCHOOL/SCHOOL AGE PROGRAM – AFTER SCHOOL SCHEDULE

2:30 – 2:50	School District 67 Little Paws Bus Pickup
2:50 – 3:10	School District 67 Little Paws Bus Drop Off
3:10 – 3:20	OSCS Bus Drop Off
3:10 – 3:20	Put Belongings away and wash hands/free play
3:20 – 3:45	Snack
3:45 – 4:20	Outside Time
4:20 – 5:00	Activities/free play/home time

***Schedules may fluctuate based on the needs of children, weather, or unforeseen circumstances.*

GUIDING AND CARING POLICY

Our goal is to help children become independent, self-directed, and respectful of others. Educators use positive guidance strategies that are appropriate for each child's age and development to create a supportive and respectful environment.

Staff may use the following strategies to encourage positive behaviour:

- Acknowledge children's feelings before setting limits
- Provide developmentally appropriate choices and environments
- Use redirection and logical or natural consequences
- Set clear and simple boundaries
- Focus on the behaviour, not the child
- State expectations clearly
- Allow children time to respond to expectations
- Encourage children to seek support from caregivers
- Model problem solving and respectful communication
- Observe and anticipate potential challenges

No single strategy works in every situation. When behaviours are ongoing or of concern, additional steps may include:

- Meeting with families to discuss concerns and develop a care plan
- Referrals to outside supports (e.g., OneSky, OSNS)
- Developing and implementing a care plan for the child

If all reasonable steps have been taken and the program is unable to meet the child's needs, the centre may suspend or withdraw childcare services.

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.

HEALTH POLICY

Regular 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 daily. Toys and surfaces will be sanitized with a hydrogen peroxide solution regularly.

We depend on our families and caregivers to support the overall health and safety of our centre. If your child is sick, please keep them home until they are well enough to participate.

In order to maintain a healthy and safe environment for all children, it is important that we follow strict health guidelines. If your child exhibits any recurring symptoms that are listed in our health policy, we will require medical clearance from a licensed healthcare provider before they can continue attending. This ensures that we minimize the risk of illness spreading within the facility and reduce the likelihood of your child being sent home unexpectedly.

We will keep the medical clearance documentation on file with to help avoid any interruptions in care and ensures we're prepared to meet your child's health needs.

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

Keep child home/Remove from Centre:	**When the child may return to Centre:**
New or worsening cough	24 hours to monitor for new symptoms.
Eyes (irritated/teary/red/watery/thick discharge/swollen eyelids)	Until seen by a healthcare professional who advises the child may return or when symptoms are no longer present.
Fever (100F/37.8C or higher)	24 hours after the fever has resolved without the use of medication.
Diarrhea (more than 1 episode)	48 hours after the last episode.
Vomiting	48 hours after the last episode.
Skin (rash/spots/blisters)	Until seen by a healthcare professional who advises the child may return or when symptoms are no longer present.
Ear (irritable/pain/pulling)	When child feels well enough to return.
Sore throat/difficulty swallowing	24 hours to monitor for new symptoms and when child feels well enough to return.
Rapid Breathing/ Wheezing	Until breathing has improved or seen by a healthcare professional that advises the child may return or when symptoms are no longer present.
Not well enough to participate in a normal daily program	24 hours to monitor for new symptoms or seen by a healthcare professional that advises the child may return to childcare.
Have a confirmed communicable disease	Until they are seen by a healthcare professional that advises the child is no longer contagious and may return or when symptoms are no longer present.
Severe itching of body or scalp	Until seen by a healthcare professional that advises the child may return or when symptoms are no longer present.
Lice/Nits (if confirmed at home)	Once treated and all nits and lice have been removed.
Lice/Nits (if confirmed at the centre)	Parents will be called and informed their child can stay for the remainder of the day but will need to be treated and have all the lice/nits removed before returning.
Any complaints of unexplained or undiagnosed pain	Until pain is no longer present.

SUDDEN ILLNESS OR INJURY POLICY

If a child becomes suddenly ill or injured while at the centre, the following steps will be taken:

- Staff will attempt to contact the parent or emergency contacts listed on the child's file.
- Depending on the severity of the illness or injury, staff may call an ambulance (with prior written consent) or take the child to the nearest hospital emergency department and remain with the child until a parent or guardian arrives.
- If a child becomes ill, they will be made comfortable and separated from the group until they can be picked up.
- If a communicable illness is suspected, parents will be asked to consult their family physician.

Parents will be notified if an illness or outbreak occurs at the centre. Parents are also responsible for informing the centre if their child has been diagnosed with a communicable illness.

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 conscientious 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.

FOOD AND DRINK PROVISION POLICY

Little Paws provides children with healthy nutritious snacks, breakfast, and lunch following the Canadian Food Guide. All Children will have access to filtered water that is served with each meal and snack and available upon their request.

Children are offered nutritious food every 2 hours or as requested. All food and drink that are given are posted daily within each program for the parents to review.

To ensure the safety and well-being of all children in our care, we have established the following food policy:

- **Food Sensitivities and Allergies**: Unfortunately, we are not able to accommodate individual food sensitivities or allergies. Therefore, we ask that parents provide all snacks and lunch for their child each day.
- **Peanut-Free Facility**: Our daycare is a peanut-free environment. Please do not send any food items that contain peanuts or peanut products.

- **Healthy Food Choices**: We encourage nutritious eating habits and ask that you pack healthy food options for your child.
- **Items below will not be served in programs**:
    - Candy
    - Pop/Can Drinks
    - Juice
- **Items listed above**: Any junk food or non-compliant items sent with your child will be returned to families at the end of the day.

CARE AND SUPERVISION POLICY

At Little Paws Children's Centre, the safety, security, and well-being of all children is a top priority. Staff follow safety procedures to ensure children are properly supervised at all times.
To support a safe environment, the centre will:

- Ensure adequate staff supervision at all times
- Maintain daily sign-in and sign-out records to track attendance
- Arrange and regularly inspect furniture and equipment to reduce safety risks
- Inspect outdoor play areas daily for hazards
- Provide age-appropriate equipment and materials
- Keep all hazardous materials and cleaning supplies locked or out of reach of children

Accident Procedures

- First aid kits are available at all times.
- Emergency contact information is kept accessible and taken on all outings.
- Minor injuries will be treated at the centre. An incident/accident report will be completed, and parents will receive a written report at pick-up.

NEIGHBORHOOD WALKS/FIELD TRIP DAYS POLICY

Neighbourhood Walks

Children may participate in spontaneous neighbourhood walks as part of the program. Staff will post a notice at the main entrance indicating the route, expected return time, and a contact number. Children will be accompanied by a minimum of two staff members.

Field Trips

Field trips provide valuable learning experiences outside of the classroom. Families will be notified in advance by email and verbally, including the destination, transportation method, staff-to-child ratio, departure time, and expected return time. Children will be accompanied by a minimum of two adults. These excursions are considered a regular part of the program. At the time of enrolment, guardians provide consent for their child to leave the centre premises. If a family prefers their child not participate in a field trip or bus transportation, the child will be required to remain at home on that day as all educators will be attending the trip.

OFF-SITE TRANSPORTATION SAFETY PLAN

Bus Transportation Plan

Little Paws Children's Centre follows safety procedures to ensure safe transportation for all children.

- The bus driver will hold a valid **BC Class 4 Driver's Licence**, a clear driver's abstract, current First Aid certification, and a criminal record check on file.
- The bus will receive required annual and semi-annual safety inspections by a qualified service provider in Penticton, BC.

- The driver will complete a **pre-trip inspection before each trip** and a **post-trip inspection after each use** to ensure safe operation and identify maintenance needs.
- The bus will be equipped with appropriate seasonal tires, including winter tires during the winter months.
- The driver will ensure the bus is fuelled prior to scheduled transportation or field trips.
- Children will be secured using appropriate **car seats or booster seats**, based on their age, weight, and height, in accordance with **BC Child Passenger Safety regulations and Canadian Motor Vehicle Safety Standards**.
- A **first aid kit** will be kept on the bus and checked regularly to ensure supplies are current.
- A minimum of **one educator will accompany the bus driver** during transportation to assist with supervision and seatbelt checks.
- The educator will carry a **sign-in/out sheet and emergency contact information** for all children on the bus.

After School Pick-Up
The bus will park in the designated school bus area. Parents must notify the school that their child will be picked up by the Little Paws bus. An educator will meet children at the designated pick-up location, sign them in, and escort them to the bus. Children will be secured in their seats before departure. Educator-to-child ratios during transportation will follow **BC Child Care Licensing Regulations**.

TERMINATION OF SERVICES POLICY

Termination of Childcare Services Policy
At Little Paws Children's Centre, staff are committed to providing a safe, caring, and respectful environment for all children and families. When concerns arise, staff will make every reasonable effort to work with families to resolve the issue.
Each situation will be addressed individually, considering the needs of the child and family. If concerns cannot be resolved after reasonable efforts, the centre reserves the right to discontinue childcare services.
Childcare services may be terminated for the following reasons:

Behavioural Concerns
- If a child's behaviour becomes severely disruptive or poses a risk to their own safety, the safety of other children, or staff, parents may be required to pick up the child immediately.
- If concerns continue, a meeting will be scheduled with the family to discuss the situation and develop a care plan if appropriate.
- If, after implementing guidance strategies and support plans, the child is unable to adapt or the centre is unable to meet the child's needs, services may be terminated.

Non-Payment of Fees
- Fees are not paid according to the payment and fee policy and suitable arrangements cannot be made.

Late Pick-Up
- Repeated late pick-ups (more than three occurrences) may result in the centre requesting an earlier regular pick-up time.
- If late pick-ups continue and the issue cannot be resolved, services may be terminated.

Inappropriate Conduct
- A family member displays inappropriate behaviour, including harassment, threats, abusive language, or violence toward staff, children, or other families.
- A parent, guardian, or family member defames or slanders the centre.

Breach of Parent Agreement

- A parent or guardian does not follow the policies and expectations outlined in the Parent Handbook.

Philosophical Differences

- If the centre and family are unable to reach agreement regarding program policies, philosophy, or expectations, the family may be asked to find childcare that better meets their needs.

Custody or Legal Concerns

- Ongoing custody disputes that create conflict at the centre or place children, staff, or families at risk may require the family to make alternate childcare arrangements.

If childcare services are withdrawn immediately, fees will be refunded on a prorated basis in place of written notice.

SAFE RELEASE OF CHILDREN

Child Release and Pick-Up Policy

Staff have the authority to request photo identification from any adult picking up a child.
Children will only be released to the following individuals:

- The child's parent, guardian, or custodial caregiver
- An emergency contact listed on the child's file
- A person listed on the child's approved pick-up list

Parents are responsible for informing staff if a new person will be picking up their child so that the individual can be added to the pick-up list. Children will not be released to anyone who is not listed.

The centre reserves the right to refuse release of a child if:

- The person is not on the approved pick-up list, or
- Staff suspect the person may be under the influence of drugs or alcohol.

In these situations, staff will:

- Contact another authorized adult listed on the child's emergency contact list.
- If no authorized adult is available, the Penticton Indian Band Director of Social Development will be contacted.

Late Pick-Up

Children must be picked up by **5:00 PM**.
If a child has not been picked up:

- Staff will attempt to contact the parent/guardian.
- Staff will attempt to contact the emergency contacts listed on the child's file.
- If the child has not been picked up by **5:30 PM**, the Penticton Indian Band Director of Social Development will be contacted.

Repeated late pick-ups may result in a meeting with the family to discuss solutions. If the issue cannot be resolved, the centre reserves the right to discontinue childcare services.

CUSTODY AGREEMENT POLICY

If parents or guardians are living separately, the centre will follow the information provided by the enrolling parent. However, without a legal custody agreement or court order on file, the centre cannot deny access to a non-enrolling parent.
If custody arrangements are in place, a copy of the **legal custody or court order** must be provided and kept in the child's file. Staff will follow the terms outlined in the legal documents.
If custody has not been legally determined and conflict between parents, guardians, or family members arises, the centre may require a **written agreement signed by both parties** confirming authorization for pick-up and access to information about the child.
Unless otherwise specified in a legal document, information about the child may be shared with both parents or guardians.

REPORTING CHILD ABUSE AND NEGLECT POLICY

All staff are legally required to report any suspected cases of child abuse or neglect. Failure to report is an offence. If staff have reason to believe a child is being abused or neglected, the matter will be reported immediately to the **Ministry of Children and Families**.

CONFIDENTIALITY

All information regarding children and families is **confidential**. Staff respect the privacy of all families and share information only as required by law or licensing regulations.

SMOKING POLICY

Smoking is **not permitted** anywhere on the premises, including inside the building, fenced areas, and parking lot.

EMERGENCY EVACUATION PROCEDURES

- When an evacuation is necessary, the manager will announce it immediately, and all staff, children, and visitors will proceed to their assigned assembly area.
- The manager will notify emergency services (911) once everyone is safely outside.
- Staff will take attendance sheets and emergency contact lists to the assembly area.
- **Fire drills** are conducted monthly, and the full **emergency response plan** is practiced annually.
- Emergency procedures and evacuation routes are posted by the main entrance and first pull station.

Emergency meeting place is located at:
Penticton Indian Band Community Hall
265 Green Mountain Rd
Penticton, BC V2A 0E1
250-493-0048

In the event of an evacuation of the Penticton Indian Band Reserve, the children will be transported to:
Penticton Community Centre
325 Power St
Penticton, BC V2A 7K9
250-490-2426



PARENT AGREEMENT

- ☐ I have 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 have overall responsibility for the program, teaching methods, guiding and caring strategies, and health and safety measures.
- ☐ I will promptly notify staff if my child will be arriving late or will be late picking up my child from the centre.
- ☐ I will provide essential care items (e.g. diapers, wipes, extra clothes, sunscreen, shoes)
- ☐ I will pay my fees promptly
- ☐ I understand that it is my responsibility to ensure my child's Affordable Child Care Benefit is current.
- ☐ 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