

# Welcome to the Gitanmaax Daycare

## **Philosophy**

Our programs are based on the importance of nurturing each child's self-concept and enhancing his/her development by providing many successful experiences. We feel that it is vitally important in the early years to provide a variety of experiences which foster brain development, realizing that this is critical for each child to develop to their fullest potential.

We believe it is important to introduce your children to areas that will encourage their natural curiosity and exploration of their surroundings. The use of hands-on manipulative activities will enrich concept development and enhance intellectual development. Motor development is an equally important component. Our play equipment and activities are designed to facilitate physical strength, agility, and coordination. Children are provided with many opportunities to learn and practice social skills such as: taking turns, good manners, problem solving, and communication with other children and adults.

Our emphasis is on a well-rounded program for children, that is designed with their developmental needs in mind. We feel each child is special, and this is evident through the individual attention and care each child receives at our center.

## **Program Orientation**

The Daycare is provincially certified designed to meet the development needs of children. Licensed child care workers and their assistants provide a developed curriculum which stimulates growth in the areas of intellectual, linguistic, social and physical development. Each child is allowed the opportunity to express his/her feelings through well-rounded curriculum including activities in the area of art, large and small motor development, language, literature, dramatic play and music and movement.

**Parents need to bring child ahead of scheduled entry to become familiar with center and staff.**

## **Infant and Toddler Supervision**

Indoor Supervision

1. During meal times in on the infant side staff will supervise the children who are eating to ensure safety.
2. During meal times in on the toddler side staff will supervise the children who are eating to ensure safety.
3. At least one staff member will be able to see infants and toddlers at all times.
4. Staff are aware of the entire room and rotate positions when necessary.
5. Staff will go to the bathroom with the children.
6. Staff will scan entire room in order to observe what is happening.
7. Staff are aware of each child in order to maintain a safe environment.

## Outdoor Supervision

1. Staff scan and walk the entire perimeter of the playground as well as inspect inside the playhouse, climbing equipment, and sand box.
2. One staff member will accompany a child when required to go indoors to use the bathroom, get a drink or obtain personal items.

## Sleeping Supervision

1. Infants are placed on their back in a crib or playpen.
2. Staff will monitor sleeping children through infant monitor system and visual checks every 15 minutes.
3. Blankets placed on sleeping children reach only as far as infant's chest.
4. Staff will sit/work quietly in toddler nap area.
5. Infant/toddler nap times are recorded for each child for parent information.

## **Infants – 30 months and under**

The infant program is designed to provide the utmost in security, love and nurturing for the little ones in our care. Our emphasis is on the individual developmental needs of each infant.

As the primary caregiver in each room responds to the children's physical and emotional needs, a trusting, loving and secure relationship is formed. The team of child caregivers in each room are trained to provide a well-rounded learning atmosphere that encourages development in all areas. We strive for maximum communication with all parents. We will work with you to ensure good rapport for the exchange of information, ideas, and goals.

We are committed to you as your child's most important person, and we value your daily input. We welcome and encourage your visits to hold or nurse your baby any time you wish.

## **Toddlers – 30 months and over**

Freedom to run, play and assert their newly acquired independence is a big part of the toddler's day. Within this well-supervised play, our caregivers will provide situations that develop self-control, cooperation, and communication through positive interaction with peers.

Our consistent daily routine will help these young children become familiar with their surroundings. Our day consists of group time when we have a story, talk about the weather and other topics. Next we break into small groups for learning centers. We then stretch our muscles with a large motor activity either inside or outside, if the weather permits. After this we eat lunch and nap on cots. Our afternoons are filled with snack time, reading stories, singing songs, large motor play and time for free play.

We provide a relaxed, happy and loving atmosphere for our little ones. They feel well cared for, safe and confident in the toddler room.

### **Parent-Daycare Contract**

When you enrol your child there will be some necessary paperwork to be filled out. Medical forms, child information forms, emergency contact forms and field trip permission forms must be completed promptly and returned to the center. Each parent will be given a Parent-Daycare contract at the time of registration. After reading the agreement, the parent must sign it and date it. If the parent has any questions regarding this agreement, they may discuss it with the Daycare Manager or the Education Coordinator at the Gitanmaax Band. **The Parent-Daycare contract is a contract that both parties agree to abide by – read it carefully!**

### **Caregiver Requirements**

All of our child caregivers are experienced in working with young children. They are dedicated to providing the best care and learning environment for each child. Each caregiver receives ongoing professional growth training through the extensive orientation, quarterly staff training opportunities, periodic center training, and early childhood conferences and workshops.

Your child will be grouped with a particular primary caregiver and remain with the same caregiver throughout the day in order to develop a trusting and loving relationship. We strive to be available to share information with you each day and to allow time for concerns and questions.

Through a mutually supportive relationship, parents and Gitanmaax Daycare staff work together to determine each child's needs and plan for their care. Please feel free to call the Daycare Manager, on site supervisor or the ECE educators at any time. Our doors are always open.

Our staff to child ratio is 4:1 for all children on the infant side of our facility and the ratio for toddlers is 8:1.

### **Curriculum**

We believe children should have fun! After all, even the experts agree that preschool age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. How then do we encourage a child's love for learning? By making learning fun! Each month a theme is presented. These themes are all based on things which interest children. During the month, many activities take place which stimulate early childhood development for infant/toddlers and as many of these activities as possible center around the month's theme. Many of the curriculum materials we have seem like toys to the children, yet while the children are playing with them, they are learning important concepts.

## **Licensing**

The Daycare is licensed to provide services to a maximum of eight (8) infants (0-30 months) and a maximum of twelve (12) toddlers (30 months and over) through Northern Health. This agency regulates the care we provide and reviews our program through unannounced visits and regularly scheduled re-licensing visits. We are required to meet their standards of staffing, discipline, health, safety, curriculum, equipment and materials, nutrition, transportation, records and reports.

## **Management Structure**

The Gitanmaax Daycare is run by the Gitanmaax Band Office located in Old Hazelton. The facility is managed by the Daycare Manager and acts as a resource for parents and staff. The on-site supervisor oversees the daily business of the daycare facility. The Gitanmaax Daycare falls under the Education Department of the Gitanmaax Band. Any concerns regarding the Gitanmaax Daycare, that have been properly addressed with the on-site supervisor first and the parent is not adequately satisfied with the outcome, can be addressed with the Education Coordinator.

## **Confidentiality policy**

Our work will bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- i. Parents/carers will have ready access to files and records of their own children - but not any other child.
- ii. Staff will not discuss individual children with people other than the parents/carers of that child.
- iii. Information given by parents/carers to nursery staff will not be passed on to third parties.
- iv. Personnel issues will remain confidential to the people involved.
- v. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except for the child's key worker and Manager.
- vi. The nursery will comply with all requirements of the Data Protection Act.

## **Daycare Funding**

Fundraising activities that the Gitanmaax Daycare enjoys facilitating is the Scholastic Book Order Program in an effort to encourage early reading for our daycare children. All proceeds from this fundraising effort are targeted to purchase more books for our daycare.

## **Daily Schedule**

Infants and toddlers do not follow the same schedule as preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always

fed on demand and toddlers usually eat meals and snacks at a scheduled snack time. This is one reason our daily schedule is not “set in stone”.

### **Toddler Schedule**

8:00	Arrivals/ Snack
8:15	Free Play
9:00	Washroom/Wash hands
9:15	Snack Time
9:30	CUT OFF FOR DROP OFFS
9:30-10:30	Walk/Outside Play
10:30	Washroom/Wash Hands
10:45	Lunch Time
11:15	Brush Teeth
11:15-1pm	Nap Time
1:00	Washroom/Wash Hands
1:15	Snack Time
1:30	Circle Time
2:00	Art Activities
2:30	Washroom/Wash Hands
2:45	Snack Time
3-4:15	Outside Play
4:15-4:30	Washroom/Wash Hands Pickup

### **Infant Schedule**

8:00 AM	Arrivals/Free Play
8:45	Change Diapers
9:00	Snack Time
9:15	Get ready for walk
9:30	CUT OFF FOR DROP OFFS
9:30-10am	Walk/ Outside Play
10:00	Change diapers
10:30	Lunch Time
11am-1 pm	Nap Time
1:00	Change Diapers
1:30	Snack Time
2-2:45	Art Activities
3:00	Change Diapers
3:15	Nap Time/ Outside Time
3:30	Snack Time
4:00	Change Diapers
4:15-4:30	Outside Play/ Pickup

- **If you are coming early to pickup your child please phone ahead.**

### **Space Priority**

Priority for seats in the Gitanmaax Daycare is based on parents applying for full-time registration, parents who are working and or attending school.

### **Family Issues**

The Gitanmaax Daycare will not become involved in custody disputes. If there is a custody agreement for dropping off or picking up a child, the daycare will need a written statement from the custodial parent. We appreciate information on changes at home, as it affects a child’s behaviour at the daycare.

### **Hours of Operation**

The Gitanmaax Daycare hours are Monday through Friday from 8:30am to 4:30pm. The facility is open for all school non-instructional days (pending on number of families in need of care)

### **Closures**

The daycare will be closed for the following statutory holidays:  
 Thanksgiving                      New Year’s Day                      Labour Day

Remembrance Day	Good Friday	BC Day
Christmas Day	Boxing Day	Canada Day
Victoria Day	Aboriginal Day	

The Gitanmaax Daycare will be closed during the Christmas holiday period as well as July and August of each year. The fall season begins on the Tuesday after Labour day. The daycare may be closed during severe weather conditions or problems with the building such as flooding, lack of heat, water or air conditioning.

### **Meals and Nutrition**

Parents are asked to send a nutritious lunch as well as a morning and afternoon snack. If at times, snacks are forgotten, the daycare does have some snack food on hand. Please do not include junk food, gum or pop. These items have no nutritional value and cause problems between children. The staff will appreciate it if the food is sent ready for the children to eat. A microwave is readily available for the sole purpose of reheating food for lunch. Please bring all bottles for the day filled with water or milk. Please label all bottles clearly and ensure lids are on nipples.

### **Rest/Quiet Time**

There is a specified rest time for all children in the early afternoon due to the added stimulation of activities and being with other children. The daycare will provide bedding for the children. Parents are asked to provide a blanket from home, which would have to be taken home every Friday for washing purposes. One comfort item per child is also possible if the child needs a comfort item to relax with during rest time. This item would be kept with the child's bedding and used only during quiet time. **Rest time is from 11:00 am to 1:30 pm.**

### **Daycare Room Observations**

The daycare has an observation window in the on-site supervisor's office. This office is available to parents so you can observe your children at any time during the day. When you are observing, please keep in mind you are probably only seeing a 'glimpse' of a situation so feel free to talk with your child's caregiver or the on-site supervisor if you have any questions or concerns regarding your observation.

### **Admission Procedures**

Parents interested in enrolling their child can pick up a registration package at the daycare during regular working hours or at the Gitanmaax Band office. Only eight (8) infant seats are available 0 to 30 months, and twelve (12) seats on the toddler side 30 months and over. For those children enrolled on the infant side of the daycare, we cannot guarantee that a space will be available for them on the toddler side once reaching the age of 30 months. If there is a space on the toddler side, a direct transfer from the infant side will be implemented by the on-site supervisor. In the event that a space is not available when their child turns 30 months of age, parents will have to withdraw their child for the center and will have to wait for an available space on the toddler side.

After the applications are received, the on-site supervisor will send confirmation to applicants stating the times and days which have been confirmed for child care. If a child is placed on the waiting list, the on-site supervisor will keep parents informed of openings as they occur.

### **Child Care Fees**

Our fees are considered enrolment fees, fees must be paid whether or not a child is in attendance in order to secure their spot.

Monthly fees	Infants (0-30 months)	\$635.00
	Toddlers (30 months and over)	\$550.00

Monthly fees must be paid by the first of each month. Fees are subject to change and we will give you two weeks notice of any changes in our fees and policies whenever possible.

### **Financial Assistance**

Parents needing financial assistance should talk with the on-site supervisor about funding available and eligibility requirements for coverage of monthly daycare fees.

The following is an outline of the available funds to cover eligible parent's daycare fees;  
*Ministry of Children and Family Development*

Because the Gitanmaax Daycare is a licensed daycare facility you may qualify for a Child Care Subsidy which will be paid directly to the daycare for your child, if you;

- Are working and earn a low income
- Are seeking work
- Are attending school or training for job programs
- Have child care recommended by the Ministry
- Have medical conditions which interferes with your ability to care for your child
- Have a child attending a licensed preschool

### **Notification of Withdrawal**

If you have been accepted into our program and choose to withdraw prior to the beginning of the next month, you **MUST** notify the center at least two weeks before the first day of the month. If you miss this deadline, you will be billed for two weeks of child care.

If you completely withdraw from our program anytime during the month or decide to decrease your child's schedule, a two-week notice is required. **You will be charged child care fees for the two weeks of care whether or not your child is in attendance.** After a withdrawal, you may request to be placed on our mailing list for a future month but you will NOT receive priority in the event that outstanding fees are not paid in full.

### **Notification of Absences**

We appreciate a phone call when your children will be absent from the daycare so that we can better plan for the daily program. If your child is absent due to a communicable

disease, we need to know so we can inform other families. Absent days must be paid for, as staff have been put in place to cover staff to child ratios for the expected number of children. Lengthy absences such as vacations will be billed unless two weeks written notice is given from the child's parents. Please be advised that a space cannot be held for a child who will be absent for more than one month or has had **3 days absent without notice**.

### **Termination of Child Care**

The Gitanmaax Daycare reserves the right to discontinue child care if we decide that the daycare, child or family is not benefitting from the arrangement.

One example of termination would include situations where parents do not adhere to center policies. Some examples would include: delinquent payments; failure to pick child up on time; failure to provide or update medical or emergency contact information; disruptive or threatening behaviour; failure to phone in absences for more than three days in a row.

Although we pride ourselves on serving a diverse population of children and families, with a wide variety of needs, we cannot maintain enrolment for a child or family who requires more time and attention than we are reasonably able to give. For example, we cannot provide care for a child who needs more individual attention than our classroom ratios provide. Although some children may require extra time and attention on occasion, we cannot continue to provide care for a child who cannot function within the routine of the classroom, and within the stated ratio. Some examples include a child who needs a constant one-on-one, displays chronic aggressive behaviour (beyond what is typical), cannot manage transitions or the daily routine, cannot function or behave appropriately in a social setting, etc. In such cases we will make referrals to the Child Development Center to provide the extra one-on-one support needed.

We understand that as a parent you are concerned with the welfare of your child, but as a daycare, we need to be concerned with the welfare of all children enrolled in our program. Be assured, however, that it is in no way our goal to exclude children and families from our program. On the contrary, it is our goal to work with families in providing the best possible care for their children. There are many times when a parent may decide another child's behaviour is inappropriate and warrants dismissal. We want to be clear that there is a range of behaviour for children of all ages that although is not acceptable (biting, hitting, swearing), it is developmental and manageable within our setting. The Center's professional staff will make the determination if a child's behaviour is beyond this developmental range to the extent we feel we are not qualified to successfully work with them.

If it appears that our program does not suit the needs of an individual family, we will consult with that family to determine if child care will be discontinued. The Director has the right to determine the frequency of situations such as picking a child up late, with the result being termination of child care services. The center will give a family two weeks

notice in order to allow them time to find alternate care (extreme situations, however, will result in immediate termination of child care).

## **Health Policies and Procedures**

The British Columbia Ministry has developed the policies and procedures for Children and Families to provide a high level of health protection for all children. As a licensed facility with the provincial government we are asked to adhere to these guidelines. We do ask for your full cooperation with the following:

1. Please do not bring your child to daycare if he/she is developing:
  - ✚ An acute cold with fever, runny nose and eyes, sneezing, coughing or sore throat.
  - ✚ A communicable disease, parasite, skin infection, discharge from an eye or an undiagnosed rash.
  - ✚ An intestinal or stomach disorder with vomiting and/or diarrhoea.
  - ✚ A fever more than 100 degrees Fahrenheit.
2. Please be aware that the use of a fever suppressant medication such as Tylenol simply masks a high fever. If your child registers a fever of more than 100 degrees Fahrenheit at home or at the daycare he or she must not attend the daycare center until the temperature has returned to normal and remains normal for a period of 24 hours.
3. We ask that if your child has diarrhoea that you keep him/her home until he/she has at least one normal bowel movement. If the child has been vomiting, we ask that your child remain home until at least 24 hours after the last bout of sickness.
4. If your child has an infectious disease or is exhibiting any of the symptoms outlined in (1) above, the staff may request that your child be examined and receive medical clearance before returning to the daycare.
5. We do recommend that if your child is on antibiotics or has been home sick from the daycare that he/she remain home for at least 24 hours before returning to the daycare. Insufficient recuperation time can leave a child with very low immunity levels and increases his/her chances of secondary infections.
6. Only medications officially prescribed by a doctor can be administered at the daycare. Please ask staff for the required consent form. If your doctor provides you with samples please obtain a letter of authorization so we can administer the medication.
7. Please notify staff of any medications being given to your child outside the daycare hours. If your child must be taken for emergency treatment and you cannot be contacted, this information may be of critical importance.
8. Please ensure that staff members are aware of your whereabouts and your alternate emergency contact person at all times. If your child becomes ill, it is a requirement of the Provincial Child Care Facilities Licensing Board that we contact you immediately so that you can make alternate care arrangements.
9. Head lice Policy as per attached Appendix "A".

We recognized that the above requirements may seem strict and we know that it is often difficult to make alternate arrangements on short notice. However, when everyone adheres to these policies, we can minimize the opportunities for cross infections and recurring bouts of illness.

## **HEAD LICE CHILDCARE POLICY**

Head Lice continue to cause concern and frustration for some parents, teachers and children. This childcare policy is intended to outline roles, responsibilities and expectations of the childcare community to assist with treating and controlling head lice in a consistent and coordinated manner.

Whilst parents have the primary responsibility for the detection and treatment of head lice our childcare community will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

### **It is the expectation of parents/carers and families attending this childcare centre that:**

- Children's hair will be checked for head lice on a weekly basis, at home, using the recommended conditioner/combing detection method;
- That your child does not attend childcare with untreated head lice (in accordance with Health Infectious Diseases Regulations 2001);
- Regularly inspect all household members and then treat them if necessary;
- Parents/Carers will notify the childcare if their child is found to have live lice and advise when appropriate treatment was commenced (in accordance with Health Infectious Disease Regulations 2001);
- Children with long hair will attend childcare with hair tied back;
- Use only safe and recommended practices to treat head lice;
- Notify the parents or carers of your child's friends so they have an early opportunity to detect and treat their children if necessary;

**To support parents/carers and the broader childcare community to achieve a consistent, collaborative approach to head lice management**

### **the childcare will undertake to:**

- Distribute up to date and accurate information on the detection, treatment and control of head lice to parents and staff at the beginning of the year or more frequently if required;
- Include information about head lice management in orientation and transition programs for new families/staff attending the childcare;
- Provide practical advice and maintain a sympathetic attitude and avoid stigmatising/blaming families who are experiencing difficulty with control measures;
- Abide by the recommendations of the School and Children's Service Centre Exclusion Policy of the Health (Infectious Diseases) Regulations 2001 in that the responsibility to exclude a child from the childcare rests with the person in charge of the centre, and
- Only exclude children from childcare who have live insects;
- Accept the advice of parents that appropriate treatment has commenced;
- Ensure that any person employed by the childcare, or volunteering, to undertake 'head lice inspections' will adhere to the childcare policy and latest Department of Human Services information and Health (Infectious Diseases) Regulations 2001;

To help reduce the stigma and maintain confidentiality when conducting head lice inspections a letter should be given to all the children involved;

- Include teachers and childcare staff in inspection.

### **Illness**

Please keep your child at home if s/he has been ill during the night or in the morning and has active symptoms as listed below. A child will likewise be sent home from the Daycare when exhibiting the following symptoms:

- Fever (oral temperature of 101 degrees or above) accompanied by behaviour changes or other symptoms.
- Symptoms and signs of possible severe illness (lethargy; uncontrolled coughing; persistent crying; difficulty breathing; wheezing)
- Diarrhea – defined by more watery stools, not associated with changes of diet or medicine, that is not contained by the child's ability to use the toilet
- Undiagnosed skin rash

- Vomiting (2 or more times within 24 hours)
- Persistent abdominal pain
- Mouth sores with drooling
- Rash with fever or behaviour change
- Head lice (from the end of the day until after the first treatment)
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken Pox, until all sores have dried and crusted
- Impetigo, until 24 hours after treatment
- Scabies, until after treatment has been completed
- Any communicable illness

**A child who has a temperature of 101 degrees or above orally should not return to the center until she/he is FEVER FREE for 24 hours (without the use of fever reducing medicine).**

It is not our intent to allow children who are truly sick to stay at the Daycare but it is also not our intent to exclude children who are only mildly ill. The staff will assess and monitor the health of all children in the program and will need to decide if a child is too ill to attend. Please provide the Daycare on-site supervisor with accurate information about your child's health so they can make the best decision for the welfare of your child as well as the other children in the program.

We understand it can often be difficult to determine the seriousness of the situation when a child is not feeling well. We tend to look for signs of a child getting better versus that of feeling worse. We encourage you to consult with your physician as well as the staff at the Daycare to help you determine if your child is too sick to attend the Daycare. Every situation is different, but we will use three criteria to determine if a child needs to be excluded:

1. The illness prevents the child from participating comfortably in daily routine and activities.
2. The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children.
3. The fever has any of the symptoms or conditions previously listed.

Please keep in mind that children should not be given fever-reducers such as Tylenol, just prior to attending the Daycare in an effort to disguise a fever. The medicine will wear off and if a child is truly sick they will lapse quickly and possibly be sent home.

If a child becomes ill while at the Daycare, the parent(s) will be notified immediately to take their child home. We will contact the emergency contact number when a child becomes ill at the daycare. We will sometimes give you a call to notify you of a low grade temperature or an incident of vomiting or diarrhea. If we determine your child is too ill to stay, parents are expected to pick up within one hour (sooner for a child with a high fever).

Please notify the center if your child has a communicable illness such as chicken pox, pink eye, strep throat, ringworm, etc. so we can post a sign informing others of their exposure to the illness.

### **Hand washing**

To help control the spread of illness, ALL children are required to wash hands upon arrival at the daycare and at other times throughout the day. Washing hands is the best way to prevent the spreading of illness.

### **Medication**

Parents need to administer ALL medicine to their children at home, whenever possible. Many medications can be administered twice a day which means it can be taken at home rather than the daycare. Always check with your doctor to see if this is possible for your child's medical condition.

### **Accidental Injuries**

In the case of a serious accidental injury to your child, we will make an immediate attempt to contact a parent. If necessary, we will call 911 and an ambulance will take your child to Winch Memorial Hospital.

**Because of this, it is essential for parent(s) to let us know the following information:**

1. Where you can be reached while your child is in attendance at the center.
2. Physician's name and phone number
3. Emergency contacts and phone numbers.

If injuries are not of a serious nature, we will apply first-aid and notify parent(s) at the end of the day.

### **Biting policy**

Biting is fairly common amongst young children and it is one of the things that concerns adults the most. Biting is often very painful and frightening for the child who is bitten. It can also be frightening for the child who bites, because it upsets the child and makes adults very angry. Biting can make the child who bites feel very powerful because of the strong reaction that it brings. This power can be frightening for the children because they need to feel secure that their feelings can be controlled. It happens for different reasons with different children and under different circumstances. The first step in learning to control it is to look at why it may be happening.

#### **1 Why children bite**

1.1 Exploration: Babies and toddlers learn by touching, smelling, hearing and tasting. If you give a baby a toy, one of the first places it goes to is the mouth. Tasting or

"mouthing" objects is something that all children do. Young children do not always understand the difference between gnawing on a toy and biting someone.

1.2 Teething: Children begin teething around the ages of four to seven months. Swelling gums can be tender and can cause a great deal of discomfort. Babies sometimes find relief from this discomfort by chewing on something. Sometimes the object they chew is a real person! Children this age do not truly understand the difference between chewing on a person or a toy.

1.3 Cause and effect: Around the age of 12 months, babies become interested in finding out what happens when they do something. When they bang a spoon on the table, they discover that it makes a loud sound. When they drop a toy from their cot, they discover that it falls. They may also discover that when they bite someone, they get a reaction.

1.4 Attention: Older toddlers may sometimes bite to get attention. When children are in situations where they feel that they are not receiving enough attention they often find a way to make others sit up and take notice. Being ignored is not fun! Biting is a quick way to become the centre of attention - even if it is negative attention.

1.5 Imitation: Older toddlers love to imitate others. Watching others and trying to do what they do is a great way to learn things. Some children see others bite and decide to try it out themselves.

1.6 Independence: Toddlers are trying so hard to be independent - "mine" and "me do it" are favourite words. Learning to do things independently, making choices, and needing control over a situation are part of growing up. Biting is a powerful way to control others. If you want a toy or want a playmate to leave you alone or move out of your way, it is a quick way to get what you want.

1.7 Frustration: Young children experience a lot of frustration. Growing up is a struggle. Drinking from a cup is great, yet nursing or sucking from a bottle is also wonderful. Sometimes it would be nice to remain a baby! Toddlers do not always have good control over their bodies. A loving pat sometimes turns into a push. Toddlers cannot always express themselves. They sometimes experience difficulty in asking for things or requesting help. They have not yet learned how to interact with others. At times, when they are unable to find the words to express their feelings, they resort to hitting, pushing, or biting.

1.8 Stress: A child's world can be stressful too. A lack of interesting things to do, or insufficient interaction with adults is stressful situations for children. Children also

experience traumatic events in their lives, such as bereavement, moving to a new home, or even starting a new nursery. Biting is one way to express feelings and relieve tension. Young children are not always able to fully understand what they are feeling, they just act.

## **2 What we can do**

2.1 Use the who, what, when and where method to pinpoint the problem:

- Who was involved?
- What happened before or after? How was the situation handled?
- When did the biting occur?
- Where did it happen?

2.2 Try prevention: If you determine that the biting occurs as the result of exploration or teething you may want to provide the child with a teething ring. If the child seems to bite when tired or hungry, you may want to look at your daily routine to be sure that s/he is getting enough sleep and nourishment. Try to keep group play to short periods and small groups. Watch for situations where two children might want the same toy. For example, if the biting occurs when two children are fighting over a toy telephone, you may want to purchase a second one or perhaps try to distract them before a potential biting situation arises. It is not always possible to make very young children share. Toddlers do not necessarily have the skills to negotiate or understand another child's perspective. Children in this situation need close adult supervision, especially if they are known to bite. However even the best supervision, unless it is one-to-one, will not prevent some children from getting bitten. If attention seems to be the main reason for biting, try to spend time with the child and praise them when they are doing more positive things. If the child is experiencing a stressful family or care giving situation, you will want to make everyday life as supportive and normal as possible. Predictable meals and bedtimes and extra time with a loving adult can help. Often, experiences like rolling, squishing, and pounding play dough or relaxing, splashing and playing in water are a great way to relieve tension.

### **Supervision of Children at the Center**

Parents are responsible for the safety and wellbeing of their child(ren) any time in which you are together at the Daycare (Parent Programs, drop-off, and pick up times). Please do not allow your child to run off anywhere in the Daycare without adult supervision. There are many rooms that have objects such as knives and scissors that would be dangerous for children. We also request that you refrain from allowing your children to climb on

furniture (or anything that is not intended for climbing). We set rules and limits and maintain expectations for children's behaviour while they are under our supervision, so we expect the same from parents when they are under your supervision.

### **Arrivals and Departures**

As the daycare staff are responsible for the safety and security of the children from the time they are dropped off to the time they are picked up, **a parent must bring the child into the building**, immediately sign the child in, and let the staff know they have arrived. Sign in and out sheets will be located by the cubbies (door entrance) at easy access. It is also asked that parents, as a courtesy, call the daycare by **9:30am** to let the staff know if parents are going to be late, have appointments, if the child will or will not be returning after the appointment or will be arriving at a later time. This is to ensure that the staff to child ratios are maintained. If there is no notice given to staff, and staff have been sent home due to the ratios, your child will not be allowed to attend that day.

**If an adult other than a parent or guardian will be picking up a child, the person must be on the list as a person authorized to remove the child from the facility. This section is on the registration form. If the person is not on the list, it is the responsibility of the parent to provide this written information to the daycare staff prior to pick up time. Children will not be released without written permission from the parent.**

**Children will not be released to an adult under the influence of drugs or alcohol. The emergency contact person will be contacted or other persons authorized to remove the child from the daycare. If the staff encounter any conflict with the person under the influence of drugs or alcohol the proper authorities will be notified. The Ministry of Child and Family Services will be notified if staff cannot find an authorized person to pick up the child.**

### **Late Fees**

The Gitanmaax Daycare cannot be responsible for overtime salaries caused by a parent being late to pick up a child **at the end of the day**. Therefore, a parent will be charged an additional **\$10.00** for every 15 minutes or a portion of 15 minutes a staff member is required to stay past closing. There is a 15 minute grace period. **The late fee is payable when picking up your child.** (i.e. If you are 10-15 minutes late you are required to pay \$10.00, 20 minutes late the fee is \$20.00)

If you are not going to make the 4:30 closing time, **call the daycare and let staff know your situation. Note that late charges will apply.** If a child is not picked up within an hour of the daycare closing, and alternate contact for the family cannot be reached, the daycare will notify the Ministry of Child and Family Services. An intake worker will come and help the staff member resolve the problem.

### **Clothing**

Weather appropriate clothing should be sent with your child to the daycare. Please send your child in play clothes since some activities can be quite messy and damaging to your child's clothing. Extra clothes that are labelled with your child's name should be brought on or before your child's first day of daycare. All children must have indoor shoes or slippers to meet fire regulations.

### **Infant/Child Personal Care Items**

We ask that you provide the following items to the daycare on a daily/weekly basis to ensure that we have the necessary personal care items for your infant/child:

- Diapers
- Vaseline/Powder
- Baby Wipes
- A complete change of clothing, including appropriate outdoor clothing
- A pacifier if your child uses one. If so, bring several
- Any blanket, toy, pillow, etc. that may provide comfort and security to your infant/child.

### **Toilet Training**

Diapering – children will be checked and changed frequently during the day. If you have special concerns, please let staff know.

Toilet Training – We believe that children need to be developmentally ready to start toilet training. We will try to follow your lead and children's developmental readiness, to decide when to start and how to approach toilet training.

### **Outdoor Play**

All infants/children who are well enough to be in attendance at the daycare will be taken outdoors for playtime, a walk or a ride in the stroller around the track on a daily basis. The only exceptions are rainy days, summer days when the heat index is over 100, and winter days when the wind chill factor is below 0. Studies have consistently shown that children do not have lowered resistance to colds or other infections because of outdoor play, but are much healthier and have stronger resistance to illness with exposure to the outdoors. Also, in order to maintain our caregiver-to-child ratio, all of the children must go out at the same time.

### **Items Brought from Home**

Our center maintains a generous supply of materials, toys, and equipment for the children to use. Therefore, children are asked to keep toys and other personal items at home. This helps us to avoid hurt feelings if an item is lost or broken. We cannot be responsible for an item from home once it is brought to the daycare. So for safe keeping, please leave these items at home. If it helps your child to take a toy or special item when they leave the house each day, leaving it in your car is a safe and secure place where your child can have it later. Even if a child brings a toy into the center, it will sit in the cubby all day and they will be unable to play with it here.

In addition, please **do not** bring food, gum, candy, or money into the center. These items will either be thrown away or placed in your parent pocket.

### **Birthdays and Celebrations**

Parents are welcome to bring cake/cupcakes on birthdays and other special occasions. They are greeted by the children as special treats. Please let staff know in advance of your plans so that we can prepare.

### **Separation**

Separation can be stressful for parents as well as children. We are here to help in this sometimes difficult, but very common, developmental process.

Sometimes children are upset during their first few weeks and some don't express anxiety until a few weeks later, when they feel comfortable enough to do so. This is completely understandable because they are in a new environment with people they do not know yet. It will take time for them to develop bonds and relationships with the daycare staff and children in their group. Please know that we will comfort and reassure your child. The teachers will acknowledge and talk about his/her feelings and we will need you to do the same. Keep in mind that children are very sensitive to the feelings of their parents so if you don't feel good about leaving your child at the daycare, they won't feel good about it either. Please talk about your child's experience in a positive way.

When you leave your child, please don't 'sneak out'. Make the 'good-bye' and hug something s/he can count on, even if it brings tears at first. When it's time for you to leave the daycare, after you say your good-byes, make the departure definite. Linger can make a child unsure of what is expected of him/her. It is helpful when parents develop a routine (leave after reading a book together, washing hands, greeting the teacher, etc.). Consistency is the key. Over time your child will become accustomed to this routine and learn that you always come back when you say you will (after snack, outdoor play, nap, etc.). Together, we will successfully work through this most important developmental process.

### **Guidance and Discipline**

Gitanmaax daycare staff members will not practice forms of discipline that may be physically or mentally harmful to the children enrolled in the daycare program. Staff will respect the child and his or her feelings in every guidance and discipline situation.

- ✚ It is crucial for the caregiver to know about, understand, and respect the developing child and apply this knowledge and respect through appropriate experiences and interactions.
- ✚ All caregivers will use verbal comments, voice tone, face and body posture to help the child's learning and development of self-discipline.
- ✚ Problems are viewed as learning opportunities and children are encouraged to solve their own conflicts where possible.
- ✚ Positive behaviour will be reinforced and minor negative behaviour will be ignored.

- ✚ The use of “No” will be limited to emergency safety situations. Children will be given allowable choices and redirected to acceptable behaviours.
- ✚ Children will be removed from the situation when, owing to intense emotion such as anger, frustration, hurt or loss of control. A period of time to settle the child down with the caregiver’s direction may sometimes be necessary. The caregiver will use a firm, consistent approach while maintaining a positive attitude towards the child.

We are to stress two main patterns of behaviour: respect for other people, and respect for property. As a result we don’t allow children to hit or shove other children or verbally abuse them. We also stress that they treat material possessions (ours or theirs) with respect. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

Occasionally children do not behave in respectful ways. We first remind them of the proper behaviour. If the behaviour is repeated, a “time out” with a staff member is used. If a child continues to behave inappropriately, we will talk to you about it.

Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of the latter, we will have the child help us clean up, if possible, not for punishment, but to help teach responsibility.

### **Discipline and Management Policy**

Praise and positive reinforcement are effective methods of the behaviour management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behaviour management policy.

#### **WE DO:**

1. Praise, reward, and encourage the children.
2. Reason with and set limits for the children.
3. Model appropriate behaviour for the children.
4. Modify the classroom environment to attempt to prevent problems before they happen.
5. Listen to the children.
6. Provide alternatives for inappropriate behaviour to the children.
7. Provide the children with natural and logical consequences of their behaviours.

8. Treat the children as people and respect their needs, desires, and feelings.
9. Ignore minor misbehaviours.
10. Explain things to children on their levels.
11. Use short supervised periods of time-out.
12. Stay consistent in our behaviour management program.

**WE DO NOT:**

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children. Shame or punish the children when bathroom accidents occur.
3. Deny food or rest as punishment.
4. Relate discipline to eating, resting, or sleeping.
5. Leave the children alone, unattended, or without supervision.
6. Allow discipline of children by children.

**Infant/Toddler Safe Sleeping Policy**

The following statements describe our policy at the Gitanmaax Daycare for nap times at the Gitanmaax Daycare.

1. All child care staff working in this room, or child care staff who may potentially work in this room, will receive training on our Infant/Toddler Safe Sleep Policy.
2. Infants 12 months and younger will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a notice will be posted on the infant's crib.
3. The American Academy of Pediatrics recommends that babies are placed on their back to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep. A note will be placed in the child's file stating when the child is able to roll over to their side or back. A similar note will be posted over the child's crib. The parent/guardian will also be notified verbally.
4. We will follow this recommendation by the American Academy of Pediatrics. However, child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.

5. Sleeping infants will be checked periodically by staff. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care.
6. Infants heads will not be covered with blankets or bedding.
7. No loose bedding, pillows, bumper pads, etc. will be used in Graco Pens. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.
8. Toys and stuffed animals will be removed from the crib when the infant is sleeping.
9. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
10. No smoking is permitted in the Gitanmaax Daycare building.
11. No child will sleep in a swing, bouncy seat, car seat, etc. Children are to be placed immediately in their crib when they go to sleep.

## **Safety and Emergency Procedures**

### **Safety Policy**

1. Fire drill procedures are to be posted and approved by the local Fire Department.
2. Monthly drills are to be implemented.
3. All staff will have their approved First Aid or Child safe certificates.
4. The Gitanmaax daycare will ensure that liability insurance is in such an amount to confirm adequate coverage.
5. A written report will document any accidents or injuries that have occurred at the daycare facility signed by a staff member and the child's parent or guardian.
6. The emergency phone numbers of the Fire Department, Hospital, Ambulance, Police and Poison Control shall be posted by the telephone.
7. Allergy information will be posted in an easily accessible place for staff to refer to.
8. Everyone working with children will have criminal record checks and Medical Clearance done.
9. All parents must sign a consent form for field trips, emergency care of their child, photo permission before any of this should be implemented or needed.
10. All staff are to be alert and look for potential safety hazards.

### **Fire Drill Evacuation**

1. The staff will first talk to the children of what to do in case of a fire and bring them through the step-by-step process, so they know what to do. They will also give the children the opportunity to hear what the real fire alarm will sound like.
2. The staff will ring a bell signalling the children, in place of the fire alarm, and ask them to drop what they are doing and go straight to the door.
3. The staff will grab the first aid kit supporting all the children's personal information, so they will be able to **notify** parents of the fire emergency.
4. The staff will do a head count before leaving the daycare premises and again when the group is in the parking lot of the Hazelton Secondary School. Staff will lead the group from the building and the on-site supervisor will be the last person out.
5. Both infant and toddler groups need to meet by the Hazelton Secondary School parking lot door and as one group proceed to the front of the school to use the telephone at the front office.

### **Earthquake Evacuation**

1. If inside the daycare, staff will help the children to take cover, crouch beside a wall, protect their head and face, and avoid doorways.
2. If outside, the daycare, staff will stay where they are unless they are in an unsafe location. The best places to move to are away from windows, buildings, overhead wires and telephone poles.
3. In the aftermath of the earthquake, check yourself and others for injuries – administer first aid if needed.
4. Stay off the telephone unless you have to report a serious-life threatening emergency.
5. Staff and children will remain at the daycare (unless it is unsafe to stay) and wait for confirmation that it is safe to send everyone home.

### **Bomb Threat**

In the case of a bomb threat at the Hazelton Secondary School, the Hazelton Secondary School staff will call the Gitanmaax daycare of the possible threat. The daycare will then follow appropriate evacuation procedures to the parking lot of the Ken Trombley Ice Arena.

### **Child Abuse**

Any kind of abuse on a child attending the daycare facility will be documented in an incident report and immediately reported to the Ministry of Children and Families and a copy to the Licensing Officer.

### **Local Outdoor Play & Local Field Trips**

Local outdoor play and local field trips for the children of the Gitanmaax Daycare will be in accordance with the following regulations. The definition of local outdoor play is any activity that is conducted off the Gitanmaax Daycare site.

1. Any outdoor activity off of Daycare Property must be approved in advance by the on-site supervisor
2. Outdoor activity off of Daycare property must have a purpose. Staff must complete a request form and forward it to the on-site supervisor. In this request form it must state the educational/developmental benefit to the children in taking them for an off-site outdoor activity. Exception will be made for those activities that are held on the Hazelton Secondary School Track and Field Location.
3. Staff members are responsible for ensuring that the children all have current and completed parent permission slips that state they give permission for their child to be taken off site for outdoor field trips/walks.
4. Two staff members are required at any time, when conducting outdoor field trips/walks off of daycare property to supervise and ensure the safety of the children.
5. If two staff members are not available and/or if the request for an off-site outdoor activity is not approved, staff members who would like to take their children outside must utilize the enclosed playground area for their outdoor activity.
6. Outdoor field trips/walks must only be scheduled during the morning free play time slot of 9:50am to 11:00am. Children must be back at the daycare by 11:00am to ensure that their schedule is not disrupted.
7. Outdoor field trips/walks that are conducted near highway traffic are discouraged. However, if a field trip/walk is conducted near highway traffic, must be conducted through the use of the daycare strollers and children must be strapped in at all times. No exceptions will be granted.
8. All children attending an off-site field trip/walk must be dressed appropriate to the season.
  - Winter: Winter pants and coat, winter boots, toque and mittens
  - Summer: Sunscreen, hat, summer clothing
9. It is the responsibility of the staff to ensure that a portable first aide kit is brought to all off-site outdoor activities.

### **Contact Phone Numbers**

For your convenience, the following is the listing for phone numbers that will assist you in contacting various personnel of the Gitanmaax Daycare:

Daycare on-site Supervisor	Silvia Wagner	842-0349
Daycare contact Administrator	Monica Simms	842-5297 ext 22
Daycare contact Manager	Wendy Davis	842-5297 ext. 23