# **WELCOME TO LAUGH AND LEARN**

# **DAYCARE**

Email: [laugh-and-learn@hotmail.com](mailto:laugh-and-learn@hotmail.com) / website: laugh-and-learn-daycare.ca

**604-479-5815**

**Laugh and Learn Daycare is owned and operated by Cynthia Lummis.**

**604-961-9392**

I received my Early Childhood Education Diploma from the University of the Fraser Valley and have worked in the childcare field for many years in both preschools and daycares. I have had experience with all age groups and worked with special needs. I am also a mother myself and understand the importance of finding the proper fit and trust with your chosen childcare provider.

## Philosophy & Goals

Children are our future and it is our responsibility to create an environment that fosters positive emotional, social, cognitive and physical development. This is best accomplished by providing opportunities for children to explore and discover through fun meaningful activities and play.

My approach to childhood education is to have a mix of an education based program to develop necessary skills and a play based program to develop socialization skills. I allow the child to help in directing the focus of learning, while encouraging new experiences. This allows each child to explore their own interests inside a safe and secure learning environment.

Families of my daycare program are respected and appreciated for the knowledge, understanding and love they have for their children. I value open communication with families and encourage involvement in their children’s experience. I believe in an environment in which all individuals are respected, included and celebrated for their unique cultures, diversities and abilities.

## About our Daycare Program

One of the most important decisions any parent can make is who will care for their children. I understand the trials and tribulations in searching for the perfect fit for your family. So why allow Laugh and Learn to play the important role in providing a loving and caring environment for your child? Here are a few points that might help you decide if this is the right centre for your family.

* An open door policy – As a parent with a child enrolled in our daycare centre it is important that you feel comfortable at the centre at all times. That means that you are welcome to join us during the day.
* Preschool programming – Laugh and Learns daily schedule is set up so your child has the opportunity to both learn and play during their day.
* Art – Your child will have the opportunity to partake in a daily art activity. There will be open art activities and ones based on the theme of the month.
* Circle Time – The circle time will focus on the daily calendar and the theme of the month. The children will learn about the theme of the month with songs, stories, finger plays and other fun activities.
* Outdoor Adventures – We have a large fenced-in area with lots of readily available activities. As well, we will be taking advantage of the numerous community parks close by.

## What to bring to daycare?

To help both the daycare and your child please pack the following items:

1. **A change of clothes**

* This should be a full change of clothes including underwear, socks, pants, shirt and a sweater or additional jacket.
* Please pack for weather changes as well. Example- if your child comes dressed in warm clothing please pack shorts and a t-shirt in the event that the weather gets warmer.

1. **Diapers & Wipes if necessary**
2. **Quiet Time Bag**

* A blanket
* A bottom sheet to cover the mat(crib sheets fit perfectly)
* A pillow(if your child uses one)
* A soft cuddly friend to snuggle with

1. **A healthy nutritious lunch & snacks**

* Please pack your child’s lunch in a clearly labelled lunch kit. If their lunch requires heating please ensure it is in a microwave-safe container. You are welcome to leave a box full of snacks at the daycare for your convenience.

1. **Rain gear**

* We do go outside when it’s wet so children need proper attire. Rain boots, splash pants, and a rain jacket

# **Hours of Operation**

Monday-Friday 6:30am –5:00pm.

We are closed all statutory holidays, including Easter Monday, and closed the week between Christmas Eve and New Years

**Arrival Policy**

We request that parents who have not yet dropped off their child by 9AM will call the center: 604.479.5815 to tell us that you are planning on arriving late, or will not be coming for the day. *Parents who do not call by 9am will forfeit their spot for the day, regardless of contract, should a drop-in spot be requested*. Drop in requests will be granted as of 9am.

**Please understand that you may drop your child off at any time you wish**! We are asking that you only communicate should you be arriving after 9am so your spot is reserved. It is important for us to know if you plan for your child to be away for the day as it effects not only drop in availability, but also staffing schedules.

Filling drop in spots is great for our center because they allow us some wiggle room in the budget to replenish our art supplies, bring in new books and toys, and plan special activities. We love to have new things to explore with the kids; Drop-Ins also helps out fellow parents who need care on short notice and are in a pickle.

**Registration**

At the time of registration or before the child’s first day, these fees are due as follows:

Non-Refundable Registration Fee - $50.00 per child

Required Deposit - 1st months payment

Immunization records and Care Card must be provided by the 1st day of childcare.

If applying for subsidy from the Ministry of Children’s and Families, an authorization number must be given to us along with a post-dated cheque. If authorization number is not received, the parent will be required to pay the full fees.

**Repayments**

Fees will not be adjusted due to absences, illness or vacations

If we do receive payment from subsidy after the parent has already paid in advance, we will refund the amount in the form of cheque or deduction from future fees (parents choice).

## Fees:

18-35 mths: Full Time $1230, 3 days $845, 2 days $585

Drop In:$65 a day (only if space permits)

3-5 yrs: Full Time $800, 3 days $525, 2 days $375

Drop In:$40 a day (only if space permits)

6-12 yrs: Full Time $575, 3 days $400, 2 days $300 (During Summer apply above fees)

Drop In:$30 a day (only if space permits)

**\*These fees are before the childcare fee reduction**

**Payments:**

* All payments must be made on the 1st working day of every month.
* Late charges will be as follows:
  + 1st – 3rd day of the month- no fee
  + 4th – 10th day of the month- $20.00
  + 10th – 15th day of the month- $25.00
  + After the 15th - $35.00
* Payment can be paid with post-dated cheques or Cash.
* A $20 NSF fee will be charged for any returned cheque.

**Late Fees:**

The facility closes at 5:00pm. Any children that are not picked up by 5:00pm, the parents will have to pay a late fee of $1.00 per minute.

**Withdrawal:**

When your child is withdrawing from the facility, a 30-day notice must be given or there will be a one month fee charge

## Changes In Information:

It is the responsibility of the parents to inform the centre of any changes to information regarding the child. Examples of this: change of address, telephone number, emergency contacts, and persons allowed for picking up.

**Employees:**

All employees/substitutes will be screened and required to have on file: a criminal record check, medical clearance, immunization, first aid, resume/references, and proof of qualifications.

# **Guidance Policy**

It is our satisfaction to maintain your children's safety and happiness. Emotionally we long for them to grow and develop intellectually, and physically. We will offer your children a friendly, enjoyable, and most of all a stimulating atmosphere.

* It is our staffs duty to model problem-solving skills and ENCOURAGE positive behaviour – accentuating positive behaviour assists in eliminating negative behaviour. Staff continually seek opportunities to provide honest, specific encouragement to students. This encouragement can be done publicly or quietly, depending on the situation and needs of individual children.
* For the safety of the children, when there is inappropriate behavior the children will be redirected. If the problem still occurs, the child will get three warnings. After the three warnings the child will be asked to move to a time out chair to think about why he/she is sitting there. The length of the time out is based on their age; a max of 1min per year. We will talk to the child to explain the reasons why it is not appropriate. We will then advise the parent(s) if problems are recurrent.
* As the caregivers of your children, we will be teaching the children the right mannerism and respect for others. There will be no spanking, hitting, belittling of any child in the facility. Everyone is equal and everyone will be treated equally.
* We will ensure that when a child is having an aggressive moment that we will protect them to ensure that the other children are safe. Once the child has calmed down, we will talk to the child and take further precautions.
* We will ensure that your child will never be physically restrained or isolated from any of the teachers or from the other children. It is our duty to help all the children feel equally towards each other.
* We will not allow the children to be deprived of meals, snacks, rest or necessary use of the toilet. It is our duty to ensure that your child (ren) is happy in their environment. Nobody should feel neglected.
* Clear and simple limits are in place to protect themselves, others and the environment. We focus on the children’s behaviors positively and will give them choices when needed. Children will have time to respond to the choices we give. We also encourage the children to ask for help and we will be alert and close by for safety of the children.
* We will be role models for problem solving, redirecting and diverting. We will be reminding the children of the expectations that are required.

**Care Plans:**

In the event that any child should require extra support, we would do our best to work with the family and child development services to adapt a care plan to help meet the child’s needs. If for some reason the proper care was not able to be established we would need to review the childcare contract and try to help find a more suitable placement.

**Release of a child:**

A child will only be released from care:

* To an authorized person on the registration form that will be filled out at time of registration.
* When the parents of the child give the teachers written permission for an alternative person to pick up their child.
* To a person who is able to care for the child.

A child will NOT be released when:

* The person appears to be incapable of providing safe care; such as being intoxicated or does not have an appropriate car seat.
* The person will be given a choice of contacting for assistance with the pick of the child.
  + One of the emergency contacts on the registration form
  + Another person of their choice
  + Or the Ministry of Children and Family Development.
* Someone comes to pick up a child and is not on the registration form and we do not have permission. We will withhold the release of the child until we have permission to release the child from the parents. At this time we will ask for ID to ensure the person is who they say they are.
* If permission for a child to be picked up by someone else is not available and a teacher cannot get in contact with the parents, we will get in contact with next authorized person on the registration form to pick up the child.

When a child is not picked up:

All contact numbers for the enrolling parents/guardians will be contacted first.

* All emergency contacts listed on the registration form or emergency cards will be contacted.
* If no one responds after one hour of the childcare closing time, steps will be taken to contact The Ministry of Child and Family Development and/or the police.

This is to ensure the safety of the children and it is our responsibility to ensure the children are released into safe hands.

**Health and Illness Policy:**

Parents should be advised to keep their child at home or to seek alternate

care arrangements for the following conditions:

* Pain - any complaints of unexplained or undiagnosed pain.
* A common cold with listlessness, runny nose and eyes, coughing and

sore throat. Once the child’s temperature, well-being and energy have

returned to normal, the child may no longer be contagious, and may be

able to return to the child care facility based on our discretion even though coughing and a clear runny nose may persist.

Generally speaking, a person who catches a cold can spread it to others for one day before symptoms appear, and about five days after the cold symptoms (above) begin. If the symptoms (runny nose and eyes, coughing) are caused by a known allergy (e.g. hay fever, asthma) the child is not contagious and does not have to be excluded.

* Sinus congestion with yellow/green discharge
* Difficulty in breathing - wheezing or a persistent cough.
* Fever (1OO degrees F/38.3 degrees C or more) accompanied by general

symptoms such as listlessness or sluggishness may be an early sign of

an illness that requires a doctor’s attention.

* Sore throat or trouble swallowing.
* Infected skin or eyes, or an undiagnosed rash.
* Headache and stiff neck (should see physician).
* Unexplained diarrhea or loose stool (may or may not be combined with

nausea, vomiting or stomach cramps). These symptoms may indicate a

bacterial or viral gastrointestinal infection which is very easily passed

from one child to another via the fecal-oral route.

* Nausea and vomiting may be early signs of illness.
* Severe itching, dry skin of either body or scalp if caused by head or

body lice or scabies.

* Children with known or suspected communicable diseases.

**In Summary, a child must be kept at home**

**(or taken home) when the child:**

* Is suffering from one or more of the above symptoms, or
* is not well enough to take part in the regular programs of the facility.

***Ultimately, the care of a child who is ill is the parent’s responsibility***

Temporary care of your ill child at daycare will be provided. The child will be given a quiet area, away from the other children, but within supervision of the teachers, until you arrive.

**Once a child has been symptom free for 24 hours they may return to daycare**

**Administration of Medication:**

* Any child that needs medication, the parent must sign a form to give a teacher permission to administer the prescription. This includes the dose and times it is given.
* The prescription MUST have the correct child’s name on the bottle.
* The prescription must be in the original container.
* Please hand any medication to staff; it should NOT be left in lunch kits or backpacks.
* All medication will be locked in a lunch kit out of reach of the children, until time of dispensing the medication.

**Abuse Reporting:**

* If there is any suspected abuse, we are entitled to ensure that the child is safe.
* We will report any suspected abuse to the Minister for children and families as required by law.
  + Emotional abuse: is defined as “Any act, or lack of action, which may diminish the sense of well-being of a person in care, perpetrated by a person not in care, (e.g. Verbal harassment, yelling, confinement).”
  + Physical abuse: is defined as “Any physical force that is excessive for, or is inappropriate to, a situation involving a person in care and perpetrated by a person not in care.”
* Sexual abuse: is defined as “any sexual behavior directed towards a person in care by an employee of the licensee, volunteer or any other person in a position of trust, power, or
* Neglect: is defined as “ The failure of a child provider to meet the needs of a person in care (e.g. Food, shelter, care, supervision)

As required by law any suspected or disclosed abuse will be reported to the Ministry of Children and Family Development. We are not permitted to contact the parent or guardian regarding any report. We are responsible to report any suspicions or disclosures; it is NOT to determine if abuse has occurred.

If the allegations are against any of the employees, all parents will be informed and another responsible adult will take over or be present until the investigation is completed. Licensing will conduct the investigation. We will do everything possible to ensure that everyone in the facility is safe.

**Emergency Disaster Plan (earthquake, flood, power outage):**

* **Fire Drills**:

Monthly fire drills will be practiced and recorded. A teacher will shout “fire drill” and/or we will set the alarm off to allow the children to understand and get used to the sound of the alarm. Everyone will exit and gather in the playground area. An evacuation pack with emergency supplies and information will be taken on the drills.

* **Earthquake Drills**:

Regular earthquake drills will be practiced and recorded. A teacher will shout “earthquake drill” and everyone will move towards the inside wall or go under a table. Everyone will crouch low, cover their heads and hold on until we proclaim “all clear”. Emergency supplies will be checked for accessibility and any expired items will be replaced.

All children are required to supply an Earthquake Kit at the facility. The following is what is recommended be packed:

* 1 small flash light with extra batteries
* 1 warm hat
* 1 extra pair of warm socks and underwear
* 1 survival blanket
* 1 small toy
* 1 family picture(OPTION)
* 1 letter from you to your child (OPTION)
* 1 bottle of water
* Comfort snack (non-perishable)

If evacuation becomes necessary, the evacuation pack and emergency supplies will be taken to the secondary meeting area: McDonalds Playzone. If instructed by authorities we will proceed to the designated emergency shelter/reception center. A note will be left on the daycare door stating our location.

**Out of Area Contact:**

As soon as possible the teacher will attempt to contact parents. If the phone lines are down and the long distance lines come back online first, the teacher will contact the out of area person and leave a message for parents. The parents are to keep the provided out of area number with them at all times so they will be able to access any emergency messages.

The out of area contact person is: Courtney Bishop, phone # 1-250-300-3844

# **Emergency Closure Policy**

Laugh and Learn Daycare is committed to having our programs open on all scheduled days. We recognize that emergencies beyond the Centre’s control such as the breakdown of essential services (hydro, heat and/or water) or inclement weather days can occur. We must consider the safety of all students and staff when we make decisions regarding full day closures or early closures due to emergency conditions. It is our policy that if the local school district decides to close, we follow suite and close as well.

In the event that Laugh and Learn need to close the centre early due to any emergency condition, the staff will call or email families for an early pick up. Should the centre be unable to open our program in the morning, a message will be left on the centre’s voice mail. Parents are asked to call in to the centre on severe weather days to confirm.

## Reportable Incidents

Reportable Incident forms are kept in the marked folder in the filing cabinet. Read the back of the form for the definitions of what is reportable. If a reportable incident has occurred a form must be completed and Licensing notified within 24 hours.

The form will be completed by a staff member who was directly involved in the incident.

The white copy is kept for the facility and is placed in the child’s file. The yellow and pink copies are mailed to Licensing at #400 22470 Dewdney Trunk Road, Maple Ridge, BC, V2X 5Z6. The Manager will phone Licensing within 24 hours of the incident at (604) 476-7012.

## Non-reportable incidents

Minor incidents, illnesses or unusual events are recorded in the logbook. This should include if children are sent home for any reason, as well as if the child is not attending with reason. Any entry must be dated and signed.

## SUPERVISION POLICY

## General Supervision

In order to protect the health and safety of each child, the children will be supervised by an adult at all times. The caregiver will:

* Be aware of the environment and potential safety hazards
* Know individual children’s abilities and adjust supervision accordingly
* Be aware of all children in group even when attending to an individual child by scanning the room
* Anticipate and take action to ensure safety, while balancing the child’s need to explore and take risks appropriate to their development
* Be on the same floor as the children
* Manage toileting, hand washing and diapering to provide appropriate supervision of all children
* Napping and resting children will be supervised

**Outdoor Supervision**

The caregiver will:

* Have the children walk in a group(buddy system) through parking area to playground
* Maintain regular inspection of ground and equipment to ensure that it is appropriate for the age and development of the children
* Scan and count children regularly
* Have a phone, first aid kit and emergency contact cards readily available
* Ensure a staff member accompanies any child needing to return inside to go the washroom. If only one staff member is working than the entire group will need to return.

**Active Play Policy**

Outdoor and active play is integral to healthy growth and development. Active play, which consists of physical activity with moderate to vigorous bursts of high energy supports body control, develops spatial awareness, improves balance and coordination as well as concentration and learning skills. Furthermore, children experience physical and mental health benefits from daily fresh air. In accordance to licensing, Laugh and Learn requires a certain amount of active play and outdoor play every day, as detailed below:

**PROGRAM** **MINIMUM ACTIVE PLAY TIME**

Full-day Childcare, School-Age Care (summer, etc.) 60 minutes (Minimum of two 30-minute outdoor play times)

Before/After School Care 30 minutes

Preschool (under 3 hours) 30 minutes

**Children will go outside regardless of the weather and families are required to provide weather appropriate clothing for their children each day.** If a child is too ill to be outside, they should not be attending a Laugh and Learn program.

When weather is pleasant, classes will ideally spend all active time outdoors. When incorporating active play indoors, teachers will implement a combination of facilitated and un-facilitated activities such as:

• Music and movement circle time

• Gross motor circle time activities, games and/or transitions

• Obstacle courses

• Free-play activities that encourage gross motor movement

Full day programs will spend the full minimum active time outdoors, but will also include additional active play time in the classroom, as per the examples listed above. **It is the goal of every full day program to achieve 120 minutes daily of active play.**

Teachers will ensure that such activities, and outdoor activity time are selected to encourage and support physical literacy. Active play will incorporate fundamental movement skills (including agility, balance, coordination and locomotor skills) and injury prevention.

Teachers in all programs will make an intentional effort to provide opportunities beyond the minimums for active play and will limit prolonged sitting activities, utilizing frequent short bursts of activity

**Screen Use Policy**

Electronic media and devices can get in the way of exploring, playing and interacting with others, which encourages learning and healthy physical and social development. Children are not permitted to bring electronic devices (cell phones, tablets, etc.) to any Laugh and Learn program. If a child in a School Age Care program requires a device for homework, accommodations can be requested, but will be limited to a maximum of 30 minutes. When not in use, any device is to be stored in the student’s cubby. Laugh and Learn is not responsible for lost, stolen or damaged items. On special occasions, full-day programs may include a short video. This video selection must be age appropriate and approved by the Director. Families will be informed of the event.

## Transportation/Field Trip Policy

Laugh and Learn Daycare provides pick-ups/drop-offs to schools within a 15 minute driving radius and also on occasion go on field trips that will require children being transported by vehicle. We will make sure that parents are informed prior to the centre partaking in any field trips and will be asked to sign a permission form and cover any cost for their child if applicable.

All of our vehicles are checked at least twice per year for any defects and our kept up to date for maintenance. Our vehicles are checked daily before driving. All of our drivers have their class 5 license or class 4 if driving the bus as well as current drivers abstracts.

Please make sure that your child is at the Daycare before 8 am if they are to be transported in the am to school. Please call before 8 am to 604-479-5815 to report your child’s absence for the am drive. Please call before 2 to report your child’s absence for the pm drive.

Before heading out on the drive we make sure that each child under 40 pounds is seated in a full harnessed, tethered car seat. We will ensure they are rear-facing if still required. Each child 40 pounds and over is seated in a booster seat. Your child will be required to use this booster seat until they turn 9. No exceptions. Our staff has been instructed as to how to properly fasten seat belts. \*Booster seat rules are not applicable in the bus.

When we arrive at your child’s school we will make sure that your child arrives no more than 15 minutes before school starts for grade 1-7. If your child is in Kindergarten then we will walk your child to their class and stay with them until their teacher takes the children into class.

When we pick up your child in grade 1 to 7 we will make sure that they are familiar with the waiting spot. When we pick up your Kindergarten child we will pick up this child directly from the teacher.

There may be some special circumstances in which we could be late to drop off or pick up your child. When we will be late for drop off we will phone the school if we will be more than 10 minutes late. We will instruct the child to sign in upon arrival. If your child is in Kindergarten we will sign in for the child. If we will be late for pick up we will call the school and ask that your child wait at the office.

If we arrive at school and find your child missing from our meeting spot we will go to the office to see if your child was in for the day, then if yes, have the child paged immediately. If the child does not answer the page then we will call the parents. Usually this solves any issues, but if your child is still missing and there is no answer at the parent’s phones then we will have to call the police.

We never leave your child alone in the car. We do not eat or drink in the car due to choking hazards. We do not fuel the car when the car has passengers. If we are transporting children that are in Kindergarten and Grade one a second teacher will be provided if we have more than 10 children in the car.

If your child is in a car accident we do report this to the Health Department and the parents right away. We always take the following items with us in the vans:

• A list of children transported/fieldtrip attendance.

• A list of schools, phone numbers for the schools and Daycare and emergency numbers.

• An emergency card and registration information on each child transported.

• A driving schedule that contains a list of drop off and pick up times.

• Cell phone

• Emergency kit

• Permission forms for fieldtrips.

• Emergency prescription medication such as epi pens.

## Missing Child Policy

We are advised to provide a policy in the unlikely event that a child goes missing while in care. We require all parents to provide a current photo to attach to their child’s emergency consent card. In the event that a child was to go missing we would:

* Complete a thorough search of the facility and outdoor grounds
* Notify the local police and provide them a description and child’s photo
* Inform the parent or guardian

## Nutrition Policy

The goal of the nutrition policy is to promote the development of healthy eating and nutrition habits which are essential for child’s growth and development. We encourage parents to provide food in accordance with the Canada Food Guide. Children will be asked to consume all their healthy food before being given any treats.

Food appropriate for the child is encouraged to be packed for snack time. Young children should not be given foods that have a high choking hazard (e.g. uncut grapes, hotdogs, marshmallows)

Mealtimes are to be an enjoyable experience for all children. The caregiver will strive to establish a pleasant atmosphere in which children can enjoy their meals. During meal and snack time, children will be offered food and encouraged to eat, but not forced to eat. Food and drink are not used as a form of punishment or reward.

The children will be supervised anytime they consume food or drink.

## Special Treats

During special occasions the daycare may provide “treats”. We will provide low hazard prepared food and assure awareness to allergies. At all times we will limit sugary, low nutritional treats to a minimum, and be sure that healthy snacks are consumed first. We will make a record of what is given to the children anytime we provide food or drinks.

## Policy Manual

I have prepared this manual to inform you about the policies and procedures of this daycare. I hope you find it useful and will keep handy for reference. Please read this over and make a list of any questions you may have. My goal is to ensure our relationship begins and continues the open and constructive communication.

Sincerely, Cynthia Lummis