

The Learning Tree Handbook

(Tiny Tots, Nursery and Daycare Program)



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Welcome to the Learning Tree!

We look forward to working with you in providing quality care for your child(ren) in our safe and caring environments.

Our philosophy:

“To create a nurturing, safe environment that provides opportunities for children to explore and be curious, alongside their families and community, to support holistic learning for a better brighter future.”

Our Goals:

Our overall goal is to promote the social, emotional, intellectual and physical development of each child. A child does benefit from a program that is concerned with all aspects of his/her development.

- Provide flexible age appropriate activities within the environments that facilitates the development of their curiosity;
- Model and encourage appropriate guidance and care for each child and family;
- Support families in meeting their responsibilities to their child(ren);
- Each child will build his/her skills of problem solving;
- Provide culturally appropriate Nisga'a into the environments and learning to strengthen and transmit our culture;
- That each child will feel comfortable exploring and expressing curiosity;
- That each child's social and emotional needs are met;
- That each child should be able to make choices;

- Provide variety of curriculum for language development and meaningful interactions with children to expand their communication skills;
- Effectively partner with community agencies, individuals and organizations that are essential to the wellness of each child and family;

When health and licensing regulations permit, we encourage parents/guardians to share any special talents and/or hobbies, communicate any successes/concerns you may have regarding your child(ren) and to volunteer your time/visit the centre.

All information concerning children and families are treated as confidential.

Our Staff

- 1 Licensed ECE/Infant Toddler Educator
- 2 Licensed ECE Educators
- 1 Licensed ECE Assistant Educator

All staff maintain a valid Emergency First Aid~ Community Care First Aid and are members of the Early Childhood Educators of B.C. An exemption with licensing and experienced substitute may be called in when staff are away for personal reasons/professional development in order to maintain the required ratio by the Child Care Licensing. The centre will participate in accepting practicum ECE students and will be introduced as they start. All staff, substitutes and practicum students will complete the Criminal Record Check prior to starting

Staff prepare the environments

- By observing individual children's interests and development
- Planning developmentally appropriate activities
- Facilitating learning activities
- Reflecting our Nisga'a Culture, language and providing identity based opportunities
- By interacting with children in ways that introduce them to new child lead concepts that continuously build upon prior experiences
- Identifying risky situations both indoor and outdoor that scaffolds child development

Some of the skills and competencies that the children are acquiring in the learning centers are:

- Problem solving
- Self-regulation
- Speech and Language
- Literacy
- Social and Emotional
- Self Help
- Communication
- Competence and Confidence both physically and socially

Arrival and Departure

- Sign In and out forms must be filled daily with the exact times. This is to ensure the safety of all children and attendance. This form will be used in any evacuation emergency from the building.
- Verbal Communication daily between parents and caregiver regarding your child's development progress, any minor or significant changes in your child's life. Health records, change of routine, daily schedule or diet, address or phone numbers etc.
- Young children depend on routines for their own sense of security. As Educators we follow a day to day routine so the transition into the program is easier for your child. We ask that you try to establish pick up and drop off times to stay as close to times as possible.
- You have children tend to have separation anxiety. Most children stop crying once the door is closed and you have left. Please be assured, IF your child cannot regulate within a normal period of time after drop off, you will be contacted. Your child's wellness is of utmost importance to us.
- Pick up is always authorized by parent and must be at least 16yrs or older.
- A late fee will be issued if your child is continuously picked up late and if your child has an apt or slept in, please inform program of your late arrival and if not attending that day.

Photos/Videos:

With your permission on our registration form, staff may take pictures/videos of your child to be used at the centre for educational purposes and to share with other families involved within The Learning Tree through newsletters, documentation etc.

Administering Medication:

Prescription drugs will ONLY be administered from the original bottle/tube with the instructions. According to Child Care Regulations the following procedures must be followed:

- A medicine permission form must be completed daily
- All medication will be stored in a locked container

Please note, if a child requires non-prescription drugs such as Tylenol, Tempera or Cough syrup and needs constant monitoring, then the child is to be kept home.

Hand washing:

Prevention tips are required among staff and is role modeled to your child daily within the routine.

- Before food preparation and eating snack
- After using toilet
- Changing diapers and pull ups
- After blowing noses, coughing and sneezing
- After outdoor play
- Before and after handling open sores and wounds

Teeth Brushing:

Your child's daily routine includes oral health. The Learning Tree provides age appropriate tooth brushes, individual tooth paste and staff support for teeth brushing following snack time.

Rest/Nap time for Daycare:

All day daycare children are encouraged to lie down for either a rest or a nap in order to support their self-regulation. Children are always checked before and after for soiled diaper/pull up. No child will be made to lie on their beds for more than 30 minutes after trying to sleep or having slept and awakened. Staff monitor throughout nap/rest times. Each child has his/her own cot or crib.

A child must be kept home or sent home if he/she:

- Has a fever of 38°C
- Complains of unexplained pain or undiagnosed
- Any known communicable disease, such as (chicken pox, mumps, undiagnosed rash, head lice, pink eye etc.)
- Has diarrhea and/or vomiting
- Unable to participate his/her program (irritable, general lack of interest or lethargic etc.)
- Has infections for which medication has not yet been subscribed
- If parent unavailable, the emergency contact person will be notified. If necessary, a staff member may need to accompany the child to our local health center

Emergency Policies:

The Learning Tree is equipped with a generator, smoke detectors, heat sensors, fire alarm pulls and extinguishers.

- Inside footwear that is secure is to be worn at all times in preparation for any emergency

- Fire drills are practiced once a month, fire drill plan is posted and proper procedure/training for fire drills maintained.
- No power, due to power failure, no running water or no heat (winter) parents will be called to pick up their child
- Evacuation for a Tsunami, vhf for communication and we have priority for bus to transport children above highway hill which is our meeting point. Evacuation back packs are ready to go for each child.

Toileting/Extra Clothing:

In Daycare and Tiny Tots please be prepared to send your child with diapers or pull ups. Please provide extra clothing (pants, socks, underpants), 2 sets for younger children is best. If your child is sent home with extra set, please provide another set the following day. Due to planned art activities and/or outdoor play.

For the Nursery program children need to be Potty trained, to encourage parent interaction and Potty training information can be given upon request to help with this at home.

Supplies/Items from home:

Each child has their own cubby space for all belongings. Nap time items, such as a special blanket will be kept in his/her cubby space until needed, at nap times or times of stress for your child. If your child requires a bottle, please provide special instructions. Please bring extra diapers, wipes and extra formula if needed. Toys from home will be kept in your child's cubby if conflict arises from the item brought, items must be marked with the child's name.

Diapering:

You will need to provide enough diapers, wipes and any special diaper ointment. A daily log and a routine is followed daily and your child is always warned before their diaper is changed. This routine is always a social interaction between staff and your child. Child and staff hands are washed after each diapering. The changing mat is always sanitized after each use, ready for the next.

Please bring your child in a clean diaper to start their day in the programs as children are so eager to explore.

Nutrition:

Children are learning with every aspect of their daily routine, including snack times and lunch. Please ensure staff are aware of any allergies your child may have, this will be posted where snacks are prepared. Nutritious snacks are planned in accordance with Canada Food Guide requirements and will be served daily with milk or water. Snacks are always flexible, due to limited access to town to shop often. Daycare lunches are brought from home and a staff person will prepare for each child daily. Reminder to communicate if your child likes it served a certain way.

Guidance:

Our staff will nurture, care and guide each child in developing positive self-esteem, emotional intelligence, self-regulation, confidence and ultimately empathy in their interactions with others.

- Staff will approach a child at their level (mirroring the child's position) and use a respectful, calm voice to gain the child's attention.
- Staff will use a "collect and redirect" approach.
- When a child is experiencing dysregulation, gentle touches (hand on shoulder), hugs, cuddling will be used to bring the child back to a state of calmness.
- Your child's feelings will be acknowledged before setting limits.
- Simple reminders to clarify and reinforce limits.
- Encourage children to problem solve solutions.
- Offer appropriate choices.
- Use natural and logical consequences.
- Redirect the child to other activities.
- Provide a "quiet space" Anytime throughout your child's program he/she can choose to spend unlimited time alone.
- Encourage empathetic responses.

Each child is responded to as an individual with his/her own unique needs. No staff, volunteer or student shall use punishment, deliberate, harsh or degrading measures that would humiliate a child or undermine a child's respect.

In partnership with the Early Childhood Educators Code of Ethics and the BC Early Learning framework, we will display affection verbally and non-verbally in the following ways:

- Following the child's lead. (When a child extends their arms for a hug, a hug will be given. Also, staff will look for cues when a child may not be able to request affection but needs it.

- Appropriate Modeling of nonverbal affection. (When a child is hurt and needs attention.
- Appropriate modeling of verbal affection. (Using comforting and soothing words, responding to a child's "I love you,")
- Equitable Treatment. All children registered are treated Equitable in the center. Verbal and nonverbal affection will be the same for every child.
- Collection of children. Staff member will "collect a child" in times of a child's dysregulation due to unmet needs. Signs of dysregulation include, screaming, crying, hitting...etc. During Collection a staff will model appropriate forms of affection nonverbally and verbally until the child becomes regulated.

Concerns:

The Learning Tree welcomes any concerns any parents may have. We believe that addressing issues will strengthen our partnerships with families and enhance the quality of our programming. Concerns will be directed first to the manager, who will work with Learning Tree Staff to best resolve issues that arise. Day to day concerns will be dealt with as quickly as possible and/or a meeting may be set up.

Confidentiality Policy:

All information that is shared, verbal or written by a parent/guardian of a child in the center is to be understood as being "private and personal "and will remain as that, confidential.

The Northern Health Licensing Officer may review the children's files as needed as well as staff files.

Release of a child:

Only those authorized by the parent will be allowed to pick up the child at the centre. Upon registration authorized escorts will be recorded on the registration form.

If an unauthorized individual arrives to pick up the child, the child will not be released into individuals care. Parents will be notified and verbal consent may be considered for release, with the understanding that the parent will update their current registration to include this escort. Please make sure authorized escorts are:

- Familiar to your child
- Over the age of 16

Please be advised if one or all of these rules are not followed, your child will remain in the centre until an authorized person is contacted. An intoxicated person will be denied access to pick up any child for safety reasons.

Alleged Intoxicated Parent/Guardian:

If a parent or authorized person appears incapable of providing safe care, staff will inform them of their concerns and request an alternate person to release their child to. IF the allegedly intoxicated person/guardian insists in taking the child; the RCMP and the Ministry of Children and Families will be contacted immediately. An incident report will then be filled out and sent to our Licensing Officer within 24 hours.

Suspected Child Abuse:

The Child, Family and Community Service Act states that all children in the Province of B.C. "are entitled to be protected from abuse, neglect and harm or threat of harm." The act also states that "any person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families.

Apprehension by the Ministry for Children and Families:

The Child, Family and Community Service Act defines when a child is in need of protection. Decisions related to when, how and where the Ministry for Children and Families can apprehend a child, rest with Ministry. If and when a social worker from the Ministry for Children and Families intends to apprehend a child at the child care center, the Manager will be responsible for responding to the situation. Prior to the child being removed, the Manager will verify with Ministry Supervisor that the social worker is authorized to apprehend the child. It is the responsibility of the Ministry to make all reasonable efforts to notify the family of the apprehension.

COVID-19 Safety plans:

To ensure physical distancing during pick up and drop off to reduce the risk of surface transmission, the following will be in place.

- Parents must maintain physical distance from staff and other children.
- Parents and staff will be required to submit a Covid-19 parental health screening form along with their child. Forms will be available at the centre.
- Learning tree staff must sign off for parent, child entering the learning tree building or/and temperature must be taken as child/parent enters the building at the entrance.
- Staff and child/parent must use hand sanitizer entering the building.
- There will be no close greetings, hugs, handshakes with children until they have passed the Learning tree screening and proper washing/hand sanitizing has been complete.

Intermediate Health and Safety:

- Routine daily screening for all staff, children and family.
- Routine and frequent environmental cleaning and sanitizing.
- Enforced policy for children, staff and family members who have a fever, runny nose, are coughing and/or sneezing.

If a child, staff member starts showing symptoms of what could be influenza or Covid-19, it is important to:

- Contact the child's parent to come pick up their child ASAP.
- Our entrance will be used, where the child will be isolated from other children and with 1 staff person until child is picked up.
- Ensure that staff or any family members who show symptoms, to go home immediately.

I/We have read, understood, and agree to the policies stated in this handbook. I/We understood that should there be updates to this handbook, I/We will be given a copy of the updated information and a new copy of this page to sign and return.

Child's Name: _____ Age: _____

Signature: _____ Date: _____

(Parent/Guardian)

Signature: _____ Date: _____

(Learning Tree Caregiver)