

Building Blocks Policy Statement

Hours of Operation

Full time positions are Monday through Friday and regular hours are from 7:30 am until 5:00 pm. If a different time schedule is needed this can be discussed during our initial meeting. You must be here to pick up your child no later than 15 minutes past the agreed departure time. Please do not bring your child more than 15 minutes early without first discussing it with me. Full time is considered 6 hours or more each day.

If you need care beyond the hours of operation listed above, special arrangements must be made prior to that day and additional fees may apply and will be discussed prior to care.

Late pick up fee applies if you do pick up your child within 15 minutes of the set time and without notification of your delay.

Attendance and Fees

The following rates are applicable to all families.

Rate Category	Full Time (per month)	Part Time (per day)	Casual (per hour)
Toddler 1-2 years	\$665	\$35	\$5
Preschooler 2-4 years	\$665	\$35	\$5
Kindergartener 4-6	\$300	\$30	\$5

A written notice, 6 weeks in advance, will be given by the provider if any changes are going to be made to the current fee structure.

Payment of fees is due every Friday and is to be paid in cash or by cheque.

If two or more consecutive pay periods are missed then the child's spot may be terminated if the situation is not resolved immediately. A penalty of \$5 per day will be charged for each day that payment is delayed. If two or more cheques are returned NSF, and are not paid within 5 working days, your account will be placed on a cash only basis. Any bank fees due to the returned cheque will be charged to your account.

This fee structure does not include the provision of diapers/training pants, diaper rash creams, sunscreen, formula, baby food or any special dietary requirements. These are the parents' responsibility.

Pick-up Overtime Fees

The hours of care for your child will be agreed upon at the time of enrollment. This will be documented in the child care agreement. While I understand that emergencies do happen and parents will need to be late on occasion, late fees will be charged for each occurrence. Parents

will be granted a grace period of 15 minutes after their scheduled pick-up time, after which the following overtime rate, applies: \$1.00/every minute the parent is late. Overtime fees will be added to the weekly fees due that Friday.

If, due to my error, I am late in opening the day care on a given day, I will lower my rate of pay for that day. This also applies if I need to ask parents to pick up their children early. I recognize that this is an inconvenience and I will compensate accordingly.

Absent Days

Full-time fees are based on a monthly rate and absent days - when the child will not attend care due to illness, doctor appointment, parent day off, etc. - will not be deducted from the rate.

If prolonged time off is needed, this will need to be discussed at that time and provisions may be made but Building Blocks is not obligated to hold open a child's daycare spot after 20 consecutive absentee days.

Trial Period

Building Blocks is dedicated to providing quality care. The first month of care will be a trial period to determine if a good match has been made between your child and my home day care. This period will allow me to assess if your child's personality and play behaviour are compatible with those of the children already in my care. It will also allow you time to determine if your expectations for care are being met in my home.

At the end of the month we will meet to determine if we wish to continue our present contract. If for any reason the care provided does not appear to be well suited to the child's needs, the caregiver and/or the parents have the right to terminate care. Every child deserves a child care environment in which they will thrive and if, regrettably, child care needs to be declined with Building Blocks we will do what we can to help the parents find alternate care. However, the responsibility of finding alternate care rests solely with the parents.

Departure Authorization

I will not release your child to anyone who is unknown to me unless I am instructed in writing to do so. I request that whenever possible, I be introduced to any person who might pick up your child. I will request personal identification (driver's license) from any person I have not met before. Otherwise, I will only release a child to the following people:

1. the child's parent(s)
2. the emergency contact person
3. any other guardian which has been granted permission, by way of written authorization by the parent

Building Blocks reserves the right to keep a child in care if not completely certain about any person who has come to pick up the child. The parents will be contacted immediately if this happens. For the safety of the child, I will also not release a child to a parent/guardian who appears to be intoxicated or who does not have the proper child restraint seats in their vehicle. There will be no exceptions; this is for the safety of the child.

Please note that these requests are not meant to embarrass or make it difficult for you or the person picking up your child. These are safety measures that are in place to protect your child.

Meals and Snacks

Building Blocks is committed to providing healthy meals and snacks for the children based on the Canada Food Guide. These meals and snacks will include one-third the recommended daily totals in all four food groups.

Snacks will include a serving from two of the food groups. Lunch will include servings from all four food groups. All meals and snacks will promote good nutrition and dental health. With the exception of the rare, special occasion (ie birthday cake) junk foods will not be served. I will prepare a monthly menu and post this information on the parent information board. If a change is made to the plan I will record this information on the daily menu plan.

If the parent provides any food or drink for their child, I will request that all food and drink containers be labeled with the child's name. Parents are asked to refrain from sending such food as sweets, candies and gum with their child and such items will remain in their bag until they are released into your care. Please let me know if your child has any allergies that I need to be aware of prior to planning the next month's menu and specific written instructions regarding any special dietary concerns is requested.

Meal times will be as relaxed as possible. Children will be encouraged to participate in the preparation, serving and clean up as much as they are able. They will be offered small portions and encouraged to request as many helpings as they wish. Children will not be required to eat foods they do not wish to finish.

Rest and Sleep Time:

It is expected that every child in care will rest for a designated period each day as all children need quiet time to relax their bodies and minds so they can recuperate for the busy afternoon ahead. The children will rest for a period of one to two hours each day depending upon their age and needs.

All children will rest at a scheduled time set out by the program plan; the exception to this may be a baby or child who is overly tired and needs extra rest on occasion.

Children do not have to sleep but do need to rest during the designated rest time. If a child does not sleep he/she will be allowed to play quietly after a half hour has passed.

If a parent/guardian has special requests around this routine, they will be discussed and negotiated during a planned meeting.

Diapering, Potty Training and Bathroom Use

Parents will be responsible for supplying diapers and training pants. Any creams, lotions or powders needed for the prevention of diaper rash will be also supplied by the parent and labeled with the child's name.

I will be responsible for washing and disinfecting my hands before and after diapering or changing a child. I will supply individual changing pads for each child which will be disinfected before and after each change. I will use disposable wipes for cleaning each child during a diapering routine.

If your child is old enough to potty train, I will help you potty train them while they are in my care. I believe that every child is different when it comes to being ready to begin potty training and in the length of time it takes them to be fully potty trained. I think it is very important for the caregiver and parents to discuss how to go about the potty training and be willing to help the child through this process. The final decision when it comes to potty training each individual child will be up to the parent(s) or guardian(s). The parents will be responsible for supplying all necessary clothing for frequent changing (socks, training pants, pants and shirts).

When a child uses the toilet, I will supervise from outside the washroom to give the child privacy, unless help is needed.

All children will wash their hands after toilet use using supplied liquid soap. Disposable towels will be provided for this purpose.

Any toileting accidents will be dealt with in a casual and relaxed way.

Hygiene and Health Promotion:

Liquid hand soap or individual hand cloths will be used for hand washing. The children and I will wash our hands before and after food preparation/eating, before and after diapering, after using the toilet, after nose wiping/sneezing, and when we come in from outdoor play. Both hand washing and teeth brushing will be supervised. Single use tissues will be available at all times to use for wiping noses etc. These tissues will be disposed of after each use. Children will be encouraged to cough/sneeze into the "inside corner of their elbow" instead of their hands to prevent spread of illnesses by hand.

Food preparation areas will be kept clean, dry and separate from playing, toileting and diapering areas. Food preparation will only be done in the kitchen. All hand towels, wash cloths, and dish towels will be laundered regularly. Tables and counter tops, etc. will be cleaned after each use.

All dishes will be washed by hand

(Rinse off dirty dishes, wash, rinse washed dishes in hot water, air dry). All cleaning supplies, knives, plastic bags, and other potentially dangerous products are stored inaccessible to the children, either up high or in a latched cupboard or drawer.

Sleep cots and playpens, will be sanitized every two weeks and the bedding will be laundered at least once a week or as needed. Cots will be designated and labeled individually for sanitation and comfort reasons. Children will be placed at least two feet apart from each other while in rest.

Emergencies

Emergency telephone numbers are posted at each telephone, as are emergency evacuation plans. Parents are welcome to review these plans.

In the event of a serious accident or illness, the primary parent indicated in the child's file, will be contacted immediately. If this parent is not available I will notify the emergency contact person indicated by the parent in the child's file. For major emergencies which require the

services of an emergency medical team, an ambulance will be called. Ambulance fees will be paid for by the parents/guardians. For minor emergencies, the parent or emergency contact will be contacted and be responsible for transporting the child to medical care.

Parents MUST fill out a Child Medical Report and an Emergency Medical Care Permission Form which will allow Building Blocks to seek emergency aid for the child.

I am certified in Standard First Aid and CPR and renew my course when needed. Minor scratches and scrapes will be treated with soap and water and a Band-Aid. A report of such accidents will be filled out by the caregiver, shown to the parent and kept in the child's file.

Illness

Building Blocks follows strict guidelines with regards to disease control. There may be times when I am forced to send an ill child home or not accept them into care that day if I feel they should be isolated from the other children. For that reason parents would be wise to have a plan for alternate care. If a child becomes ill while in my care, everything possible will be done to comfort the child until the parent or emergency contact person arrives to take the child home.

Parents will be notified and required to remove the child immediately if a child exhibits any of the following symptoms:

- Fever of 101°F
- Persistent diarrhea
- Severe coughing
- Difficult or rapid breathing
- Conjunctivitis
- Unusual spots or rashes
- Vomiting
- Yellowish colour or tint to eyes or skin (jaundice)
- Difficulty in swallowing
- Any other symptoms which, in the opinion of the caregiver, indicate possible presence of a contagious disease such as chicken pox, measles, impetigo, etc.
- Any cold with any of the above symptoms and/or green nasal discharge indicating a more severe communicable infection than the regular common cold

Parents will be notified of contagious diseases affecting other children in care of Building Blocks. A child with communicable disease will NOT be readmitted into care until the period of contamination has passed or until the child has fully recovered from his/her illness.

Parents of all children in care are required to complete and submit to the caregiver a medical report.

When medications, either by prescription or over-the-counter need to be given by the caregiver, the parent MUST fill out, sign and date the Permission to Administer Medication form. A separate form is to be filled out for each medicine.

Caregiver Time Off

In the event that I become ill, I will make every attempt to give parents twelve hours notice so that they can make any necessary changes to child care arrangements. If I am feeling under the weather due to a minor illness but do not exhibit any symptoms listed above, I will contact the parent to allow them to decide if they want to send their child on that day. In the case that I have a family emergency, notice will be given to the parents as early as possible. I will do my best to find a substitute that we have mutually agreed upon but if my substitute is unavailable parents will need to have a back up. It is ultimately the parent's responsibility for finding alternate care.

Note: If my child is ill, I will attempt to have alternate care for my child on that day. It must be noted however, that the child care centre is in my child's home and there may be times when alternate care is not possible. In this case I will contact the parents and allow them to decide if they want to send their child on that day.

Behaviour Management

Children need to feel loved and cared for. I always treat a child in a manner in which I would want to be treated. It is my belief that children need guidance, understanding and a few easy to follow rules in order to learn appropriate behaviour. I use natural and realistic consequences for behavior management and encourage the children to problem solve by giving them choices. I will never strike, hit or harm a child in any way. It is my policy to help the children learn this by establishing clear limits, explaining those limits in a positive way when an explanation is needed and if necessary by using the time out method to remove the child from the situation when behaviour does not improve using the above methods. I feel that one minute per the child's age is a sufficient and suitable time out period.

The rules at Building Blocks are simple:

1. You may not hurt yourself.
2. You may not hurt others.
3. You may not hurt things (furniture, toys etc).

All incidences and concerns will be discussed with the parents so that we may identify reasons for behaviour concerns and strategize solutions. If after different attempts of correcting the behavioural issues, the child still cannot be managed and consistently presents a discipline problem, care may need to be discontinued and the child will be required to withdraw from care. This is a last resort however and every attempt will be made to find a solution.

Child Abuse

As a caregiver I am required by law to report promptly to the children's aid society if I suspect that a child may be in need of protection due to physical, sexual or emotional abuse or neglect.

Personal Belongings and Clothing

Your child's clothing should all be labeled with his/her name. I am not responsible for lost articles, although I will do my best to keep everything accounted for. Children may bring their own toy from home, keeping it to one or two toys are best. Please do not send any toy(s) with your child that you would not want them to share with the other children. If your child do not

share their toy(s) that he/she brings, the toy will be put in their bag until the end of the day (this is to keep the children from arguing and fighting). Please send your child with an extra change of clothes in case of an accident. Children should wear play clothes since we will have paint and other messy items out most of the time. Make sure to dress your child according to the weather, since we will be spending a minimum of 60 minutes outdoors a day. We will be staying indoors if it is below -20°C including the wind-chill, and in the summer when it is above 30°C including the humidex. I feel being outside is important for the children to have a change in scenery and to get some fresh air.

Damages

Small repairs and damages go with the territory when running a daycare facility. However, parents will be held financially responsible for damages that cannot be classified as accidents or fair wear and tear such as deliberately breaking toys or furniture.

Parental Forms and Responsibilities

Parents are responsible to supply the following...

- All forms contained within the Parent Booklet given at the time of registration must be completed, signed and returned upon the first day of your child's care.
- Diapers or extra underwear if potty training
- Diaper cream
- Sunscreen
- Change of clothes
- Baby formula or any special dietary supplements
- Child must be dressed in play clothes each and every day. Weather appropriate outerwear is also necessary as we will be spending at least 60 minutes outdoors each day.

Termination of Contract

Either party (parent or caregiver) may terminate this contract at any time with two weeks written notice. Payment for these two weeks is still required regardless of the attendance of the child.

Caregiver/Family Confidentiality

It is understood that all discussions between myself and parents of the children in my care is completely confidential. I will not divulge any information that is of a confidential manner to any person without prior, written consent from the parent or guardian.

I will not discuss any situation that involves other children in my care, without parents being present. It is understood that all discussions will be done in a respectful and caring manner. I will not participate in discussions that disclose information about children and families in my care. I expect that the families in my care, in respect to myself and other families will hold the same consideration.

It is understood that discussions between parents and myself will occur during a time in which the confidential nature can be upheld (i.e. not busy drop-off and pick-up time).

I will make myself available for meetings or phone discussions to ensure confidentiality.