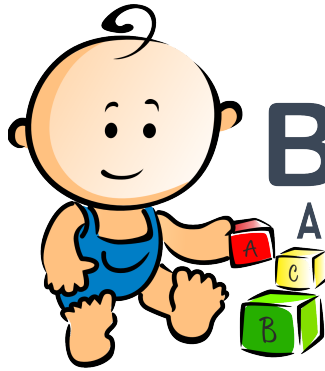


1/1/2023



# Babies 'N' Tots

A magical place to share, learn & grow

## Parents Handbook

Address: 5031 Windsong crescent,

Kelowna BC V1W 5C4

Email: [info@babiesntots.ca](mailto:info@babiesntots.ca)

Ph: 250-872-2176

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## About:

BABIES 'N' TOTS DAYCARE founded in 2019. We are in Upper Mission area in Kelowna, BC. We really enjoy the neighborhood.

I am Rahul Chaudhary living in beautiful Okanagan with my wife and 3-year-old cute daughter. I have Master's in Finance and Accounting, PG Diploma in Business Management and Certified ECE in BC (Soon will have infant specialization). Used to work as a manger in the Bank and decided to quit my job after my daughter born and wanted to take care of my daughter. During the last 2.5 years period I figured out that am really enjoying this. I have the strength to work with children because I love kids and spending time with them

I operate a Multiage Home Day Care and it is different than other Day care as there is limitation for number of children. By providing a Daycare service I can provide the quality care and nurturing atmosphere that you child deserves, which makes my home day care a premium service.

BABIES 'N' TOTS DAYCARE is not a preschool. Children participate in a full range of activities such as free play, outside play, stories, dramatic play, creative arts, craft, music (supervised for younger children) and much more.

As a family childcare provider, my goal is to provide a safe and happy learning environment for each child that will stimulate their physical, intellectual, social, and emotional growth at their own pace.

I offer loving care that focuses on each child as a unique and wonderful individual and is doing so, builds self-esteem and respect for others. As your partner in caring for your child, my interaction with you the parents, is an important as my interaction with your child.

Sincerely,

Rahul Chaudhary (Director)

## Description of care program and daily schedule

### Daily Schedule:

**07:30am - 9.15 am**

Arrival, Quiet Activities, Free play

**9.15 am - 9.45 am**

Tidy up & snack time

**9.45 am - 10.15 am**

Circle Time or Craft Time

Songs, Games or Stories.

**10.15 am - 11.15 am**

Outdoor Time - Free Play

Tidy Up and Wash Up for Lunch

**11.15 am - 12.00 pm**

Lunch

**12.00 pm - 2.00 pm**

Nap Time

Quiet Play for Not Sleepers

**2.00 pm - 2.30 pm**

Wake Up Sleepers / Quiet Play Until Snack Time

**2.30 pm - 3.00 pm**

Tidy up & Snack time

**3.00 pm - 3.30 pm**

Circle Time or Craft Time

Songs, Games or stories

**3.30 pm - 5.00 pm**

Outside Time Until Pick Up

With Crafts and Group Activities Offered

We close for 2 weeks (paid holidays), but we inform you at least couple of months before (in case of family emergency I can't provide you notice) and we close from December 22<sup>nd</sup>, 2023 (Christmas) to Jan 1<sup>st</sup>, 2024 (new year). We close on all statutory holidays.

I plan activities and provide children with a variety of experiences. Some of the activities includes:

**Language development:** Books, music, story time, finger plays, flannel board stories, singing

**Large muscle skills:** Balls, hula hoops, outdoor play

**Small muscle skills:** Arts / crafts, stringing beads, cards, board games, blocks

**Creative expression:** Craft, Colouring/painting, music / instruments, flannel board

**Self-help skills:** Assist with snack time preparation, dress self for outdoors

**Literacy skills:** Books, story board, alphabet and writing games, number games

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials.

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather for example: Heavy rain, Temperatures above 32 degrees Celsius, Heavy snow fall, Wildfire smoke, Dangerous Animal sightings.

There is an outdoor play space in my backyard which is fully fenced and secure with cameras. I am with children outside provide sight and sound supervision to make sure they are fully secure.

## **Hours of Operations:**

Our hours of operations are 07:30AM to 5:00PM Monday to Friday (except all statutory holidays). If you late, please inform me asap and late charges will apply which is \$10 every 10 mins or you can arrange a pickup from your friend or family member.

## **Payment:**

Payments are due on every 1<sup>st</sup> of the month; late fee apply with the late payments which is \$20 a day.

## Policies and Procedure:

### COVID-19 Policy

Childcare programs in BC are licensed and regulated through the BC Ministry of Health, as well as Child Care Licensing. As a result, Babies 'N' Tots Daycare may be directed by a Childcare Licensing Officer, or the governing bodies, to close or restrict operations during a pandemic or other communicable disease outbreak. In addition, the legal authority for the closure of a childcare program also belongs to the local Medical Health Officer and the Provincial Health Officer when operation of facilities jeopardizes the health and well-being of individuals in such facilities.

Here at Babies 'N' Tots Daycare, I understand that it is your choice to have your child attend our daycare facility. In doing so, you are accepting the risk of exposing your child to other children in the facility's care, their family members and those who have been in contact with children or their family members. While this policy details the specific measures that will be in effect to reduce the transmission of pathogens between children, it may not always be possible to enforce these policies given the curious nature of children and their natural tendency to interact with one another. By choosing to have your child participate and interact with other kids in a childcare setting, there may be an increased risk to you, your child, and anyone else with exposure to you and/or your child, to any communicable outbreak.

Parents and caregivers, who are or have children that are deemed vulnerable, and encouraged to consult with their health care providers to determine if their child should attend childcare if they are uncertain.

### Health and Wellness Policy

While the risk of infection with COVID-19 is greater for adults than children, adults with specific health circumstances—such as underlying health conditions, compromised immune systems and/or advanced age—can be especially at risk for more severe symptoms and disease outcomes. If you believe that you may be at an increased risk for COVID-19, please consult with your doctor and consider interacting less with children, if possible, to minimize adverse health effects. If children, or family members develop systems like the common cold, runny nose, influenza, or COVID-19, it is advised that you stay at home, reduce your number of

interactions, and be assessed by their health care provider and tested for COVID-19. Should you notice any symptoms, please self-isolate and follow up to date directions provided by their health care provider. Self-isolation is also advised for anyone who is in close contact with a confirmed case of COVID-19. If you are returning from travel outside of the country, it is advised that you follow provincial and federal health guidelines and remain in quarantine for the time determined by health guidelines.

If there is any person found to be a confirmed case of COVID-19, the proper public healthcare staff will be notified, if not already, and a thorough contact tracing/ outbreak management strategy will be employed.

### **Environmental measures**

To provide kids with the opportunity to interact with one another still, children will be outside more often. The open backyard area will also be utilized for learning activities, snack time, and play time wherever possible. If the weather is not permitting, outdoor time will be adjusted accordingly and indoor activities, that keep kids at a distance from one another, will be utilized in place. Outdoor play structures will be cleaned with sanitizing solution regularly and kids will also be made to wash their hands prior to entering/exiting the outdoor play space.

### **Additional cleaning measures**

Essential to preventing and reducing the transmission of COVID-19 from contaminated surfaces and objects is frequent cleaning. General cleaning of Babies 'N' Tots Daycare will be done at least once a day and commonly touched surfaces, such as light switches, doorknobs, and chair backs, will be cleaned at least twice day. Visibly dirty surfaces will be cleaned immediately and toys that cannot be easily cleaned will be rotated out of the daycare and toys with fewer crevices/easily cleanable materials will be introduced in place. Gloves will be worn by me when cleaning blood or other bodily fluids and changing stations will be disinfected after each use.

### **Drop off and pick up**

Anyone picking up or dropping off children will be asked to stay outside the facility at the door and only send their child in. Children will immediately be escorted to the



bathroom to wash their hands. Parents and guardians please limit the number of belongings that children bring to the daycare which include items like toys, books, and stuffed animals. Parents/guardians are also strongly advised to not let their child come to the daycare while they are eating or have food stuffs in their hand. This material will have to be discarded so I ask that all food coming into the daycare be in closed lunch kits that are only ever opened at home or at the daycare. In addition, I ask that all parents abide by social distancing rules during drop off and pick up. This includes all instances where multiple families are present around the facility whether it be waiting in line to drop off/pick up their children or interacting with the daycare operator or with one another in outdoor daycare spaces.

### Physical distancing measures

Children will be regularly reminded to avoid close greetings with one another—including but not limited to handshakes, hugs and hand holding—and to keep their hands to themselves. Napping beds/cribs will also be separated to allow for distancing during nap time.

### Other measures

Children will be regularly taught and reminded to use respiratory etiquette such as coughing/sneezing into their elbow sleeve or tissue, and to not touch their eyes, nose, or mouth with unwashed hands. Children will not share food, drinks, soothers, bottles, sippy cups, facecloths, and bedding. I encourage all parents/guardians to label personal items with the child's name to avoid accidental sharing.

#### Personal measures

I ask that parents/guardians keep a watchful eye on their children's health. I also ask that all parents perform daily checks for respiratory illness and to report all symptoms or suspected symptoms to the daycare operator. Please exercise your best judgement in determining the physical well-being of your child and in cases where you are uncertain, err on the side of caution, keep children home, and continue monitoring their health. If you suspect that a child or family member has COVID-19 or has been in contact with someone that has tested positive for COVID-19, to read the instructions provided above and to contact the appropriate healthcare personnel to obtain proper care and testing, if required.

### **Fees During Pandemic / Communicable Disease Closures**

If Babies 'N' Tots Daycare is closed for a short term (30 days or less), due to a pandemic or communicable disease outbreak, fees are due and payable as per regular fee schedule. If Babies 'N' Tots Daycare is closed for a long term (exceeding 30 days), fees will not be required. Days missed due to illness or symptoms from either party will not be reimbursed.

Fee reductions, such as the CCFRI or ACCB, are provided through the Ministry of Children and Family Development and any decisions made regarding these fee reduction programs are outside of Babies 'N' Tots Daycare control. Parents can contact the MCFD office directly at 1-888-338-6622 for any questions and concerns regarding CCFRI or ACCB payments.

### **Authorized Sources of Information**

I encourage all families to keep up to date with current information regarding the COVID-19 pandemic. While social media can be a noteworthy source of information, I encourage that parents seek out information from authorized governing bodies specific to their region, as well as federal and international governing bodies. In BC, a pandemic or localized communicable disease outbreak is under the governance of the following sources: childcare licensing officers, the Ministry of Health, Ministry of Children and Families, and the federal government.

### **Non-biased, Inclusive Approach**

The difficulties and added stress in times of a pandemic or communicable disease outbreak can lead to actions that are self-protecting and benefitting oneself at another's expense. These actions can lead to hostility and conflict between parents, community members, and other groups of people. Unfortunately, these situations can also lead to issues of racism or prejudice towards certain groups of people. At Babies 'N' Tot's daycare, I employ an inclusive and non-biased approach that creates an inviting and safe atmosphere for all families and children. I have a zero-tolerance policy towards acts of racism or bigotry towards any parent, child and community member. Should such acts arise, immediate dismissal from Babies 'N' Tots Daycare will be the outcome.

## Behaviour Guidance Policy

Our aim at "BABIES 'N' TOTS DAYCARE" is to assist youngsters build as people by challenging their emotional, social, physical, and cognitive development, in secure and relaxed surroundings. Children will learn how to build confidence inside themselves via interactions with peers and teachers.

At BABIES 'N' TOTS DAYCARE we, as caregivers, will attempt to provide a fun, loving, and peaceful surroundings for all the ones below our care. We will comply with unique strategies and strategies to help us better reply to the kid's behavior. We will use each prevention and intervention techniques and strategies. We sense that the subsequent strategies and techniques best support our guidance policy:

### Prevention:

1. Establish clear, consistent, and simple limits
2. Focus on the behaviour, rather than on the child
3. Offer straightforward explanation for limits
4. State limits in a positive way, rather than a negative way
5. Stating what is expected, rather than pose questions.
6. Allowing time to children to respond to expectations.
7. Reinforce appropriate behaviour, with both words and gestures.
8. Encourage children to use us as a recourse when there are occasions that they cannot resolve issues on their own.

### Intervention:

1. Gain a child's attention in a respectful way
2. Acknowledge feelings before setting limits
3. Model problem-solving skills
4. Offer appropriate choices
5. Provide opportunities for children to make amends
6. Using natural and logical consequences.
7. Provide opportunities for children to make amends. Rather than a demand a superficial apology, encourage genuine opportunities for children to restore relationship after an incident of hurt or harm.

**Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.**

## Food & Drink Provision Policy

We do not provide any food, but we usually keep some well balanced and nutritious food and beverages for emergency purpose such as: if they do not have enough food or some unexpected situation.

We keep snacks consisting of the four healthy food groups: grains, fruit/vegetables, milk products and meat/alternatives, following suggestions from the Canada Food Guide:

1. Appropriateness and safety of foods for the children's ages will be considered (i.e. no wieners, grapes are cut up)
2. All allergies, food sensitivities and dietary restrictions will be taken into consideration.
3. We will encourage peanut allergy awareness and make every effort in our control to be peanut free.
4. We will have an Allergy Board posted in the kitchen area, noting and of that day's children's allergies or sensitivities.

Should a child decide not to eat at all, he/she will have the opportunity to eat at our next snack/lunch time. Typically, food is offered 3 times a day.

In accordance with the Child Care Early Years Act, BABIES 'N' TOTS Day Care ensures that:

- Parents are providing written feeding instructions for all children less than one year of age.
- Parents are providing written instructions for all children with special dietary needs.
- Food or drink provided by parents must be clearly labelled with the child's name and the date the food was sent to the centre.
- Food is stored in a manner that maximizes their nutritive value and minimizes the risk of contamination or spoilage.
- A list of children with food allergies and the specifics of the restrictions/allergies and it is posted in clear view in both the cooking area and play area

### BABIES 'N' TOTS Day Care ensures that:

- Children are never forced to eat or punished them for not eating. This would create negative feelings associated with food
- Food is never used as a reward, punishment, or bribe
- We understand that from time to time a child might miss a meal and snack, but they will not do it for long enough to cause severe malnutrition
- We understand that picky eating will only get better when a child knows that we will not control how much they eat or whether they do eat
- We always make mealtime and snack time pleasant
- We always provide a variety of healthy food choices
- We offer meals and snacks at consistent times each day so that children can learn to count on the next nutrition break

### Requirements for Food and Drink

1. Each infant under one-year-old in our care and under our supervision is fed in accordance with written instructions from a parent of the child.
2. Where the food or drink or both are supplied by a parent of a child, the container for the food or drink is labelled with the child's name; and
3. All food or drink is stored, prepared, and served to retain maximum nutritive value and prevent contamination
4. Where the child is present at mealtime, a meal must be supplied and provided
5. Between meal snacks must be supplied and provided
6. Drinking water will always be available
7. All meals, snacks and beverages must meet the recommendations set out in the health Canada documents "Eating Well with Canada's Food Guide", "Eating Well with Canada's Food Guide- First Nations, Inuit, and Metis", or "Nutrition for healthy term Infants", as amended from time to time.

To inform parents: At the time of registration, I will provide one form to the parents to get their authorization to provide them food or drink when they do not have enough food, or they are hungrier. But I will inform parents before giving them any food or drink via quick call/text or email. I will try to keep their authorization in written. I will make a record book as well which include the information when I am providing food, what kind of food and drinks are given to kids.

## EMERGENCY PLAN

**How regular you will practice evacuation drills and how you will keep track of them?**

1. Fire drill at least once each month
2. Emergency evacuation at least once each year (CHILD CARE LICENSING REGULATION , 2020).

I keep record for both drills, which includes date, person name and initial column. I can keep maximum 8 children because I have a Multi Age Daycare.

**As I am committed to provide a safe and healthy environment for all the children, I am prepared and have implemented the following steps:**

- Eliminating or at least minimizing any hazards/risks
- Ensuring a current First Aid Training
- Orienting all family members and substitutes in emergency procedures
- Being prepared for all types of emergencies, including fire, earthquakes, floods, ice storms, lack of electrical, water and/or heat providing resources for all types of emergencies
- The emergency equipment bag with cell phone and First Aid Kit are stored beside the designated safe space in the large playroom

**If evacuation is required, we will follow the steps in our emergency evacuation policy:**

In case of an Earthquake our first action will be getting to and remaining in safe place within our childcare. These are our priorities:

- Access to the emergency equipment bag and proceed to the nearest safe place collecting as many children as possible
- Locate all children and call all other children to you or direct them to the closest safe place
- Count the number of children to determine if anyone is not accounted for
- If there is gas leak, evacuate with the children

- Provide first aid if necessary
- Listen to the radio for directions
- Use the phone only if there are life threatening injuries and for one out of province call to report our status
- Wait until it is safe to evacuate

**After the emergency a debriefing and a follow-up will be implemented:**

- Parents would be asked to participate in the discussion and to debrief with their children to support children's emotional safety after the disaster
- Insurance company would be notified
- A report to licensing would be submitted

**Emergency Outdoor Meeting location: 5040 Windsong Crescent, Kelowna**

Our emergency location would be cross the street besides our neighbor's house. If children are playing inside, then I use the main entrance to get them to the emergency location or if they are playing outside then I use the second exit because that is faster than inside. When kids are outside and if I have time to get the evacuation kit, I take it otherwise my first preference is keeping the children safe. Emergency kit includes, first aid kit, some food, safety light, emergency contact numbers, one cell phone etc. We organize the fire drill every month and keep record as well. Ph number: 250-872-2176

**Emergency alternate indoor location: 5027 Windsong Crescent, Kelowna (Frans Pynappels, Neighbor). I would follow buddy system (by walk) to bring the kids to the neighbor house. Usually, I organize the Emergency plan drill at least once each year.**

**Area Emergency Evacuation: In case of emergency evacuation, parents need to pick their kids in H2O (4075 Gordon Dr, Kelowna BC V1W 5J2) Ph number: 250-491-9622**

## ILLNESS POLICY

The health and well-being of the children is my first concern. In order to promote a healthy environment, I undertake to ensure:

- Proper hygiene is maintained
- Universal precautions are used for handling all bodily fluids
- Proper hand washing techniques are used by all children and adults
- Families are informed of any Outbreak of a contagious disease.

**Families are advised to keep their children at home or to seek alternative 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 childcare even though coughing and runny nose may persist. 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.
- Difficulty in breathing—wheezing or a persistent cough.
- Fever (100 degrees F/38.3 degrees C or more).
- 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. The child should be kept home until all symptoms have stopped.
- Nausea and vomiting.
- Severe itching, dry skin of either body or scalp if caused by head or body lice or scabies.
- Children with known or suspected communicable disease. A doctor's may not be required before the child can return.
- Child is not well enough to participate in normal daily activities.



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. Ultimately, the care of a child who is ill is the parents' responsibility.

If your child becomes ill at childcare, I will call you or your alternate to come and pick up the child. I will endeavor to keep the child quiet and comfortable until you arrive. If I feel it is an emergency, I will call an ambulance for the child and contact you or your alternate immediately.

If I am too ill to care for the children, the childcare program will be closed. It is your responsibility to make alternative childcare arrangements.

**Medications:** Over the counter medications will never be given to a child in any circumstances.

**Note:** If child has runny nose or fever or cough, please keep your child at home for first three days because first three days are contagious.

## Statutory Holidays List 2023

<b>Holiday</b>	<b>Date</b>
New Year's Day	Sunday, January 1
Family Day	Monday, February 20
Good Friday	Friday, April 7
Easter Monday	Monday, April 10
Victoria Day	Monday, May 22
Canada Day	Saturday, July 1
B.C. Day	Monday, August 7
Labour Day	Monday, September 4
National Day for truth and reconciliation	Saturday, September 30 (We close on Monday October 2 <sup>nd</sup> because stat is on Saturday)
Thanksgiving Day	Monday, October 9
Remembrance Day	Saturday, November 11
Christmas Day	Monday, December 25