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KATZIE
EARLY YEARS CENTRE

**Katzie First Nation
Early Education
Policy Manual**



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Welcome,

Thank you for exploring the options offered within Katzie First Nation's Early Education Department. We look forward to providing your family with the very best in early education services. All of our programs have an "Open Door" policy, this means you are welcome to check in on your child at any time, and for safety reasons all doors are locked at all times, our staff will always greet visitors and permit access to parents/caregivers. Please keep in mind that your child's individual program follows a schedule. Schedules allow children to have predictability and consistency. Making "drop in" visits may result in upset with the added transitions. We do welcome open communication and our coordination & management staff is always available to support any questions or concerns.

Hay čx^w 'qa! Thank-You

Philosophy

Katzie First Nation believes that children require opportunities to explore, grow, and develop in an environment that is inclusive, holistic and natural, yet exciting and full of experiential learning. Our Early Education programs are proud to offer services that implement our first nation's culture, language and traditions and are complimented by mainstream early education and child development practices. We bring balance to learning and experiential opportunities, creating the perfect harmony in an early childhood setting.

Vision

To build healthy respectful relationships with families in order to provide early education services that support the needs of each dynamic family by bridging the gaps between childcare, preschool, support services and families.

Behaviour & Guidance

POLICY: We will provide care that is socially, emotionally and developmentally supportive recognizing that each child is unique and may benefit from individual strategies. We recognize that guidance is a key to creating healthy relationships between children and their peers as well as with adults.

PROCEDURE(S): Our staff will always model positive relationships, problem solving skills and respectful treatment of children and coworkers. We will use teachable moments and allow children to learn from natural, logical consequences.

The following skills will be used to implement **positive guidance**:

- Proximity and attention~ staff will move closer to the child, make eye contact, acknowledge the children and engage if needed.
- Acknowledge the feelings of the child(ren)
- Offer opportunity for guided problem solving
- REMIND the child(ren) of acceptable or desired behaviours
- REDIRECT the children to alternative options within play, socializing, or learning environments
- REMOVING ~ is ONLY implemented if a child is at risk of harming themselves or someone else. Removal is limited to a quiet area that the child can regroup, relax, and have some space if needed (removal is never a “time out” or seclusion of any kind) Educators will never physically remove a child, kind speaking, explanation and support will guide personal time and space.

Our Programs do NOT practice punishment of any kind. We will never implement the following techniques:

- Shaming
- Yelling
- Hitting, spanking
- Time outs
- Restraining
- Seclusion
- Withholding necessities such as food, beverage, toileting, and clothing.

We expect that all parents/caregivers will respect our guidance policy and refrain from any forms of punishment while in our programs or facility.

*****PLEASE NOTE**** occasionally we may find that our environment does not work for a child. In order for this conclusion to happen, we will have exhausted all support options and made every attempt for the child to be successful with us. In the event of a requested removal our staff will support the families need to find alternative options (*if requested by the family*)

Health and Illness ***UPDATED WITH SIGNIFIGANT CHANGES JUNE 2020

POLICY: In an effort to promote healthy environments and programs for all children, we require all families to follow our health and illness guidelines as listed below, there will not be any exception or flex in the policies, all families are required to comply with all Health and Illness policies.

Please refrain from sending your child to our programs is they are exhibiting any of the following:

- Green/yellow mucus from the nose or eyes (Indication of Infection, Viral or Bacterial)
- **Fever of 37.6 C (99.6 F) orally or 37.2 under arm or higher**
- Diarrhea/vomiting
- **Is not well enough to participate in all aspects of the program including outdoor time**
- Has a communicable illness
- Has an undiagnosed rash
- Has untreated head lice

If your child becomes ill while attending one of our programs our staff will contact you to pick them up immediately, and within 30 minutes. This includes

- A newly developed rash
- Coughing
- Sore throat
- Sinus congestion
- Runny nose
- 2 or more loose bowel movements
- Unexplained fatigue, aches, or flu like symptoms
- Vomiting
- Green/yellow mucus not associated with allergies (MUST HAVE DR NOTE, confirming allergies)
- Diarrhea
- Fever

We realize having your child sent home is challenging when you have commitments to work, school etc. Please understand that it is for the benefit of all children that we request your child be taken home. It is our best way to minimize the spread of communicable illnesses.

You are required to complete the medical transportation portion of our registration in order to successfully register your child. This portion provides access to our staff to call 911 or transport your child in case emergency medical attention is needed.

COVID-19 (CORONAVIRUS)

Parents are required to give daily health and wellness updates to staff prior to dropping children off. Children who have been exposed to anyone who is unwell may not attend. Children with ANY of the following may not attend and must have a COVID-19 TEST BEFORE RETURNING OR SELF ISOLATE:

- Temperature of 37.8 C orally, or 37.2 C under the arm
- Runny nose
- Cough
- Sore throat
- Coughing
- Difficulty breathing or wheezing
- Sinus congestion
- Unexplained fatigue, aches, or flu like symptoms

_____ Above may return after a negative COVID-19 test and NO SYMPTOMS OF ILLNESS _____

- Children who have been exposed or potentially exposed a person with COVID-19 in the home
- Children living in a home with anyone who has returned from international travel (mandatory 14 days)
- Children who have been in care in other facilities may not attend our programs.

_____ Above May return after self isolation for 21 days and is SYMPTOM FREE _____

We will be diligent with this policy until the COVID-19 pandemic is declared over. Please also see our emergency closure policy and new service hours.

ALLERGIES

POLICY: children with allergies need a medical note.

~~At this time children with any symptoms will not be accepted, even if they are allergy related.~~

~~**PROCEDURE:** If your child's symptoms are related to an allergy please present a Doctor's note and we will gladly place it in /your child's file.~~

~~ALL ALLERGIES MUST BE POSTED. Please be sure to notify us of any sensitivities or diagnosed allergies.~~

MEDICATION:

POLICY: IN ORDER FOR OUR STAFF TO ADMINISTER MEDICATION, IT MUST BE PRESCRIBED FROM YOUR DOCTOR.

PROCEDURE: We will require you to fill out a medical administration request form. Our staff will administer the medication carefully logging dose, time, date and sign off on it. This form will be kept in your child's file. **PLEASE NOTE** medications must be in their original container with your child's name, date of birth, prescription and clinic information on it.

EPI PEN, Chronic medications.

If your child has an inhaler, EPI PEN, or any other medication that they must take in case of emergency, on a daily basis (other than temporarily prescribed) we will create a CARE PLAN and you will be required to review, agree and sign it. This plan will be kept on site and all staff working with your child will be required to follow the document. Training will be acquired as needed to suit the needs of each situation.

MEDICATION STORAGE

POLICY: medication(s) will always be kept out of reach

PROCEDURE: All medications will be stored in a locked medical box we have one for refrigerated items and one for non-refrigerated items.

HEAD LICE

POLICY: Children with "crawlers" cannot attend program.

PROCEDURE:

We will do periodic Heads lice checks. We will always provide notice that we are going to perform the check. If lice are found, we will perform the following procedure

- Contact parent to pick the child(ren) up
- Request that the child has a treatment (natural or chemical is up to the family)
- Child will be able to return to the program when they are crawler/BUG free.
- A check will need to be completed with a staff member upon return.

PLEASE NOTE~ we fully understand that head lice can be very challenging. Our programs are proactive and supportive. Please inquire with our staff to request help, a lending kit or any other needs. We DO NOT want you to feel discouraged, or upset. WE are here to help.

IMMUNIZATIONS

We realize it is personal choice to immunize or not immunize. Please understand that in event of a communicable disease outbreak your child may be required to refrain from attending programs if they are NOT immunized.

We do require you to sign an acceptance form if your child is not immunized please.

We have medical professionals in our health building who are able to support each family's requirements for immunizations. Please request information as needed.

CLOTHING:

POLICY: Children arrive in play quality clothing unless otherwise informed by your program. We believe in learning through play, which can be messy!

PROCEDURE: Parents send children in clothing that is appropriate for play.

POLICY: Children must have appropriate clothing for the season, and emergency items.

PROCEDURE: Parents will send clothing that supports the weather:

- Muddy buddies (raingear)
- Jackets
- Mitts/ toque
- Sun hat
- Shorts
- Appropriate foot wear

A change of clothes should always be available in case of accidents etc. please label any items you wish to leave in your child's program.

INFANTS AND TODDLERS

POLICY: Daily documentation will be recorded and provided to parents at pick up each day

PROCEDURE: Documentation will contain feeding times and amounts, diaper log, nap log and will include a reminder if your child needs more supplies.

POLICY: Parents are responsible for bringing all items your child may need in a day (storage of diapers is permitted, and will be labelled)

PROCEDURE: Parents will bring in all supplies. This should include wipes, diapers, bottles, liners, etc. Our staff will respect your items and keep them in your child's labelled washroom spaces. The staff will also provide reminders when items need to be refilled. If you fail to stock your child's items we cannot have them in programs as it is a health concern for your child.

PLEASE NOTE:

WE DO NOT SUPPLY DIAPERING ITEMS. A fee will be applied for emergency diaper usage at \$5.00 per diaper. This will be billed and due on your child's next day of care. IF you do not arrive with a new stock of diapers, your child will NOT BE ABLE TO ATTEND CARE.

SLEEP:

POLICY: Children will have access to cribs or mats as needed to meet individual sleep routines

PROCEDURE: infant and toddler programs will have scheduled nap times after lunch each day. Should a child be tired and need to sleep at anytime in a day they will be able to do so.

INFANT NAPPING POSITIONS:

POLICY: Infants and Toddlers will be placed in cribs in a safe sleeping position and as needed through the day

PROCEDURE: Infants and Toddlers will be brought to their crib with a clean diaper, assigned bedding and placed on their back. Napping times will be logged and provided to the parent each day *** any form of food or bottle is prohibited from the child's bed**** Soothers are provided at the parent's discretion and supply.

NUTRITION

POLICY: We aim to promote healthy living and positive nutrition for all ages of children we follow the Canadian food guide and offer support families who require guidance.

Daycare programs: ** UPDATED******

All MEALS MUST COME FULLY PREPARED, if you would like to send your child warm items, please do so in a thermos ready to eat, all veggies, pickles, cheese, fruit etc. cut and ready to serve.

With the current risk of illness high and unknown, our staff will not be handling your children's food. Please send items in baggies if you would like it saved. We will do everything we can to support your children and create a sense of independence and accomplishment around self help skills.

PARENTS ARE REQUIRED TO PROVIDE 2 SNACKS AND A LUNCH FOR THEIR CHILDREN EACH DAY, AS WELL AS INFANT FORMULA OR ANY BEVERAGE OTHER THAN WATER. If a child requires a bottle this also the parents responsibility to include all required feeding pieces (Liners, nipples, etc) . We will have an am snack, lunch then pm snack. This includes breast milk, formula or milk as required.

We kindly require you to send healthy food options. Depending on the program your child is in they may have the option to choose from their lunches (we encourage independence and choices from an early age) for this reason we ask you to send items that are healthy for any time of day. Fruits, Vegetables, Proteins, Dairy, Breads and grains.

PREFERRED CHOICES:

- FRUITS
- VEGITABLES
- CEREALS
- MEAT, FISH
- BREADS
- RICE
- YOGURT
- PUDDING
- LEFT OVERS

DISCOURAGED CHOICES

- FRUIT SNACKS
- CANDY
- FRUIT JUICES/POP
- FAST FOODS
- SUGARY GRANOLA BARS

If you require support in finding healthy options for your child we are happy to help!

POLICY: Bottles will be warmed up as required.

PROCEDURE: Bottles will be placed in a water warmer that is regulated and kept on the kitchen pass for safety and out of reach of children NEVER WILL THEY BE PLACED IN A MICROWAVE. Bottles will be held for infants until they can hold them themselves.

Preschool programs:

We offer a healthy snack each day. The snacks will consist of 2 healthy choices, water and milk. Your child's snacking schedule will be posted for your viewing.

HAND WASHING and HYGIENE ** UPDATED*****

POLICY: Creating a consistent learning environment that supports personal hygiene will encourage children to become aware of positive habits.

Hand washing

All programs practice hand washing MULTIPLE TIMES PER DAY AND before meals and after all bathroom work. Children will be guided in learning appropriate hand washing techniques

Oral hygiene

COHI (Children's Oral Health Initiative) will supply your child with their own toothbrush. The tooth brush will be labelled and stored separately from other children. Children will brush teeth after snacks in preschool and after lunch in daycare. Teeth brushing will resume when the risk of COVID-19 has passed

Safe Release of Children

POLICY: We will ensure that all children are only released safely to an authorized parent or caregiver. NO EXEPTIONS

Children will only be released to their parent, caregiver or an approved pick up person over the age of 18. If your child becomes ill while in program we will contact the parent first, then the alternative pick up person(s)

Children will NOT be released to anyone other than the people on the list. We reserve the right to ask for Identification form anyone picking a child up.

If a pick up person appears to be incapable of providing care the staff will ask to call an alternative person. If the parent/caregiver denies this service and leaves with the child by vehicle the staff will call the authorities.

******Please be advised that it is our obligation to report any concern to the Ministry of families and Child development******

If there is a court order to not release the child to any certain person, we must have these documents on site and in the file. If staff feel threatened or concerned, we will be obligated to call the RCMP.

PROCEDURE: LATE PICK UP ** UPDATED******

Children must be picked up at the end of each program. AND BEFORE OUR CLOSING TIMES. (5:00 pm UNTIL COVID-19 IS DECLARED OVER)

If you are late to pick your child up there will be a \$5.00 per minute late charge. This late charge must be paid in FULL before your child is able to attend any program under the Katzie Early Years programs.

We realize that occasionally unforeseen circumstances can happen, accidents, illnesses etc. IF for some reason you are delayed legitimately, we will require a contact call. The decision to charge or not charge will be left to management, NOT THE FLOOR STAFF. You are required to contact the director in case of any pick up interruptions.

FAILURE TO PICK A CHILD UP:

PROCEDURE: If the child is left at the end of the day and we are, unable to contact a parent or caregiver we will contact MCFD to collect your child. There will be a 30 minute window before the ministry is called and this will ONLY BE OFFERED 1 TIME. ANY additional and unjustifiable late pick ups will result in cancelation of services

This is a very serious matter and this policy is strictly enforced.

EMERGENCY CLOSURES AND INCLEMENT WEATHER

POLICY: To provide quality, safe, consistent and reliable early education programs.

*please note that these procedures are as follows for each circumstance.

PROFESSIONAL DEVELOPMENT:

Professional development is an important time for growth and new abilities. We believe in providing the most current practices and are continually looking to improve the services we offer

We will have professional development days each year. These dates will be provided annually and posted in each program one month in advance.

PRESCHOOL will follow the school district 42 calendar.

DAYCARE holiday closures will be posted in your child's cubby room. (Christmas break and Statutory Holidays)

INCLEMENT WEATHER ** REVISED******

The centre may need to be closed due to inclement weather, snow, storms, power outages etc. We will follow the Direction of **Katzie First Nation Government**. The safety of our staff is a priority as well as having safe access conditions for families. In extreme unexpected situations, we may need to close and remain closed. Factors that would compromise service are: if we cannot have enough staff onsite to fulfill licensing regulations for child to staff ratios, unsafe to fulfill shifts, if it is unsafe to request that employees commute or if we

are unable to have the parking lot and roads cleared in time. All mediating factors, current snowfall, road conditions, expected snowfall, location of employee travel, school closures, impending snow accumulation. We will assess all factors prior to making the final decision. If we have the option to remain, open with minimal staffing we may need to limit service hours around the available staff who live close. We are obligated to have at least two staff in the building at anytime, and must provide break coverage. (We MUST also be able to operate within our expected ratios)

Should a large snowfall happen during working hours we kindly will ask families to pick up children at your earliest convenience so we can get our staff home safely. Decisions for closures will be announced by 8 pm the night before the closure.

Unforeseen circumstances:

The following situations could result in program closures or evacuations:

- Communicable illness outbreaks
- Water leaks
- Gas leaks
- Natural disaster (see emergency response policy)
- Floods
- Power outage for more than 1 hour

In the event of a closure and evacuation, we will contact the parents/caregivers or the emergency pick up person(s). The appropriate services will be contacted and the problem solved immediately to ensure minimal disruption of services.

COVID-19 CLOSURE

Katzie First Nation Governance will give direction to Katzie Early Years Centre. KFN will follow the information and suggestion or direction of the WHO and BC Health Officials. Although Katzie First Nation is located within the Fraser Health Region, we are still a HIGH RISK community. KFN will take all precautions to protect our Indigenous families and knowledge keepers. Should a second wave of COVID-19 happen, we maybe directed to close the facility immediately. We will always do our best to support each family, we will continue to provide online services and to also keep you connected to educators and support services virtually.

Emergency plans EARTHQUAKE/FIRE SAFETY

Earthquake drills will be performed quarterly and logged.

Katzie First Nation has 72 hour emergency packs, as well as the Katzie Health Centre Gym for shelter. Parents are required to send a comfort kit to be kept onsite for their children. Educators will provide a bag and list

Our earthquake supplies support the needs of all children in our care for a minimum of 3 days. We have food, medical supplies and shelter for all ages. You will be required to know our out of province emergency contact telephone number. PLEASE KEEP IT POSTED ON YOUR CELL PHONE AND SOMEWHERE SAFE AT HOME.

PLEASE FAMILIARIZE YOURSELF WITH THE POSTED EMERGENCY EXIT PLANS IN EACH OF OUR PROGRAMS.

In the event of an earthquake we would evacuate the building and we may be out of services. In order to be most effective all families/caregivers will be required to call our out of province contact and this person will inform you of our whereabouts and how to contact Katzie staff.

FIRE

We will perform monthly fire drills. Fire drills will be logged in each program and of all age programs. Escape plans are clearly posted in each room.

All staff working within our Early Education and Development programs has valid 1st Aid.

MISSING OR WANDERING CHILD

Update JUNE 24 2020 TJ

We anticipate no such incident will happen however, we are prepared and have precautions, policy and procedures in place should a child become missing or wander off.

Precautions we take to minimize the risk of such a situation:

- Always have appropriate child to staff ratio
- Secure gates at entrances
- Monitor playground access points
- Always carry emergency cards, communication device and use a “buddy System with partner staff”
- Always have a communication device when outside
- Do not allow strange people on site or in the building at anytime
- While outdoors stay focused and head count continually
- Do not allow children to enter and exit the building or play ground alone

POLICY: Immediate attention and emergency plan will take effect should a child be missing.

PROCEDURE: If a child is discovered missing the following steps will be taken:

- Secure the rest of the children with a staffing partner, or keep group close to you.
- Notify management immediately to assist in the search
- Begin calling child and searching
- Secure the area
- Inform all people within the area (inside or out) of a missing child
- After 10 minutes contact the RCMP provide; name, age, approximate height and weight, show emergency card upon their arrival
- Contact parents
- Continue search until child is found
- If child is not found follow the direction of the RCMP
- Any incident that involves a missing child, found or not MUST be reported to the licensing officer

A note to all families,

It is very important to inform our team if you feel your child is a flight risk (wanderer, tried to run away on walks etc.) the more we know of your child the better we can plan and make sure all their needs are met. Our staff are committed to the highest quality care and will always prioritize your child’s safety in every setting

STAFFING

COVID-19 staffing policy

POLICY: programs may not be able to operate if we are short staffed due to illness or suspected COVID-19 exposure or symptoms

PROCEDURE: Children will be accepted on a first come, first served basis. If we are short staffed you may be denied service, we will always do our best to accommodate each family however in uncertain times this may be out of our control.

POLICY: Any staff who develops symptoms while at work will be required to leave immediately and be tested for COVID-19.

PROCEDURE: Sick staff will be required to be tested for COVID-19 and not allowed to return should they have symptoms.

The staff employed in the Katzie Early Education and Development programs are trained professionals. Each staff holds a valid First aid certificate, clear criminal record check, medical clearance form and has completed the training and licencing requirements for the positions they are in.

ECE – EARLY CHILDHOOD EDUCATOR LICENCE TO PRACTICE

Update JUNE 24 2020 TJ

ECE, IT- EARLY CHILDHOOD EDUCATOR INFANT TODDLER LICENCE TO PRACTICE

ECE, IT, SN- EARLY CHILDHOOD EDUCATOR, INFANT TODDLER AND SPECIAL NEEDS LICENCE TO PRACTICE

ECE ASSISTANT- EARLY CHILDHOOD EDUCATOR ASSISTANT LICENCE TO PRACTICE

RESPONSIBLE ADULT- CRIMINAL RECORD CHECK, FIRST AID AND RESPONSIBLE ADULT TRAINING

VOLUNTEER- CRIMINAL RECORD CHECK, FIRST AID, RESPONSIBLE ADULT TRAINING OR OTHER ECE TRAINING.

PARENT HELPER- NOT TO BE LEFT ALONE WITH CHILDREN, NO REQUIREMENTS

PRACTICUM STUDENTS- CRIMINAL RECORD CHECKS AND POST SECONDARY SUPPORT PLACEMENT

COORDINATION STAFF- ALL TRAINING LISTED ABOVE AND RELEVANT ADMINISTRATION AND MANAGEMENT EXPERIENCE.

Staff credentials are clearly posted in the entrance of each room, and certification is renewed in a timely manner.

KATZIE EARLY EDUCATION VOLUNTEER POLICY

Definition: vol-un-teer

Noun: **volunteer**; plural noun: **volunteers**

A person who freely offers to take part in an enterprise or undertake a task.

○— A person who works for an organization without being paid.

Verb: **volunteer**; 3rd person present: **volunteers**; past tense: **volunteered**; past participle: **volunteered**; gerund or present participle: **volunteering**

Freely offer to do something.

"He volunteered for the job"

○— Offer (help).

○— Work for an organization without being paid.

synonyms: offer one's services, present oneself, make oneself available, sign up
"he volunteered as a driver"

POLICY Volunteers must meet Katzie First Nation's standard criteria to work within Early Education or youth programs.

PROCEDURE

Katzie First Nation welcomes volunteer services in the Early Education and Youth programs. In order to be a suitable volunteer the individual must meet the criteria listed below

Adult Volunteer (18+)

- Clear criminal record check (as per child care requirements)
- Valid first aid certificate
- Valid food safe certificate
- Responsible adult certificate

Youth Volunteer (12-17)

If the Volunteer is over the age of 12 and under the age of 18 they will need the following:

- Clear criminal record check

All volunteers must sign the confidentiality form. Breach of confidentiality is grounds for immediate termination of a volunteer position.

Volunteers must follow the policy and procedures for the programs they are working within. It is the coordinator/managers responsibility to provide the volunteer with expectations, policies and procedures.

Volunteers DO NOT have the authority to make decisions on behalf of programs. Parent communications are the responsibility of the staff on duty.

Volunteers are expected to have a bio with their photo posted in the programs that they are servicing.

Files must be kept in each program for volunteers and practicum students as long as they are currently within the programs. Files must be complete and available for licencing inspections

Volunteers will NOT be onsite until the risk associated with COVID-19 has passed

PAYMENT OPTIONS

PRESCHOOL~

3 year old program ~ \$150.00 * NO charge for Katzie members

4 year old program~\$150.00 * NO charge for Katzie members

DAYCARE~

FEES-

Our fees are parallel with BC subsidy rates. We strongly believe that parents of all financial brackets deserve to have affordable quality childcare options.

POLICY: Daycare payments must be made with post dated cheques or registered for direct payment with our finance department.

PROCEDURE: Upon registering, you will be required to provide 12 post dated cheques. These cheques will be kept in our finance department.

POLICY: Subsidy must be kept current and up to date.

PROCEDURE: Parents are responsible for ALL subsidy paperwork. Our staff will not assist with mailing, faxing etc. You will also be required to provide proof of submission when renewing claims. You are required to complete the application process prior to completing the registration process. We will hold your spot while in the registration process if you provide a deposit of \$200.00. You will be obligated to keeping your subsidy current and in good standing. Please speak with our coordination staff for further support.

Subsidy forms can be found here:

<https://www.mcf.gov.bc.ca/childcare/subsidy/index.htm?WT.svl=Body>

Contact # toll-free: 1 888 338-6622

Additional payment option: We will now be accepting e transfer for childcare payments **CASH will NOT be accepted**

REMOVAL

We require **1 month's written notice for all removals from our programs**. If we do not receive 30 days written notice, you will be obligated to pay for the spot. We will not provide repayment for fees already paid. ***In some situations, management can make accommodations on a case-to-case basis.***

*****PLEASE NOTE**** occasionally we may find that our environment does not work for a child. In order for this conclusion to happen, we will have exhausted all support options and made every attempt for the child to be successful with us. In the event of a requested removal our staff will support the families need to find alternative options (*if requested by the family*)

If we have ongoing challenges with a family i.e. payment concerns, behaviour (parent or child), we may need to discontinue our service agreement. We will exhaust all avenues before making this decision.

Reportable Incidents:

POLICY: Recording of all incidents is mandatory. We will report incident as required by licensing and we will report concerns of abuse, suspected abuse, neglect and disclosures to MCFD.

PROCEDURE(S)

Minor INCIDENTS:

Minor incidents (defined as bumps, scrapes, small cuts requiring minor first aid, band aids and ice packs) will be logged in our communication log books, notification will be sent to the family and a copy added to the child's file.

Reportable INCIDENTS:

Incidents that require medical attention, a clinic or emergency visit. Open wounds that may require stitching. Broken bones, large falls, disclosed abuse.

Events that lead to the centre closing, flood, fire, illness outbreak etc. are also considered reportable and policy will be followed.

INCIDENTS THAT REQUIRE REPORTING

Child will be tended to immediately; the care of the child will be the foremost important step. Appropriate steps will be followed to either call 911, transport, or seek services required. Parents will be notified ASAP. The staff will record the incident, time date and details. Information will be formally reported to licensing using a licensing report document within 24 hours of happening. If the incident was the result of a faulty piece of equipment or resulted in an item having damage, the appropriate steps will be taken to assure safety and no repeat incidents.

Storing incident reports. All information will be kept in a locked cabinet in the childcare setting licensing officers will have access to files when and if needed.

STAFF

If an allegation of abuse is made in regards to a staff, management will immediately file a report with licencing within 24 hours. The appropriate steps will be taken to ensure the safety of the children is the priority and the first concern of our programs. In the event of an investigation the staff in question will not be permitted to work within the program.

Reporting Abuse and/or Neglect

Neglect - Physical Indicators - injuries where medical care has been unusually delayed or avoided - injuries resulting from a lack of supervision - medical or dental needs that are consistently unattended to - "failure to thrive" in a child where no medical reason has been found - clothing consistently inadequate for weather conditions - persistent hunger - poor or inadequate nutrition, and - poor personal hygiene

If we think a child is being abused or neglected, we have the legal duty to report the concern to the local child welfare worker.

Staff will call 310-1234 at any time of the day or night. This Helpline call is free. Staff does not need to give their name. If the child is in immediate danger, we call 9-1-1 or your local police.

Ministry of Children and Family Development in British Columbia

The Ministry of Children and Family Development (MCFD) has lead responsibility for responding to suspected child abuse and neglect. Child welfare workers employed by MCFD are delegated under the CFCSA to assess reports, provide support services, investigate as needed and collaborate with other service providers, such as police, school personnel, health practitioners, etc. to help ensure the safety and well-being of children.

Hours of Operation:

Office/administration staff:

7:00 am-3:00 pm (director can be reached anytime at 604-615-0072, please only use this number after hours **if necessary**)

Daycare: during COVID-19

7:30 am – 5:00 pm

The change in hours will help our staff to sanitize all items children play with and to make sure we are offering the very safest services possible.

Preschool:

1 class during COVID-19

10-12:30 MAXIMUM CHILDREN 10

Headstart Family Program:

Family Program ~ Tuesday 9:00 am- 11:30 am

1:30 pm -3:00 pm out reach

Family Program ~ Thursday 9:00 am-11:30 am Participants must sign up for either Tuesday or Thursday

~~Family Nights ~ monthly please see monthly newsletters~~ WE WILL BE DOING OUTSIDE DELIVERY FOR NEWLY DISIGNED HEADSTART UNTIL FURTHER NOTICE.

Registration Notes:

ALL INFORMATION MUST BE COMPLETED IN FULL before your child can attend any of the programs. We cannot make any exceptions to this policy.

Care plans: will be created on a child specific basis and included in the registration process.

Program schedules: will be provided to you at time of registration

GENERAL INFORMATION:

Katzie First Nation reserves the right to amend these policies as needed. Parents/Caregivers will be provided an update when changes happen.

Occasionally we must make exceptions; this is completely up to the management team and will be carefully reviewed.

MULTIPLE PROGRAMS

Children who attend daycare are welcome to register for preschool. Our staff will assure the children are transported by foot to and from preschool classes. Registration for both programs must be completed. Children who are registered for daycare will NOT be able to access Preschool classes until the risk of COVID-19 has passed. WE will offer the preschool curriculum in the Daycare so children still receive the same educational experiences, and it will limit the travel of people in classrooms.

SIGN IN AND OUT

POLICY: Children must be signed in and out by an approved drop off/pick up person

PROCEDURE:

Please use the sign in book located in the cubby room of the program. Print name, date, time and sign for drop off, in the afternoon include your pick up time

COVID-19 DROP OFF PROCEDURE:

POLICY: Parents must complete daily health checks

PROCEDURE: at drop off each day your child's temperature will be taken, you will be required to disclose ANY symptoms, your child WILL NOT be able to stay if they exhibit ANY symptoms or have had any potential exposure to COVID-19. We will immediately access the illness policy should a child become ill in the day * see health and illness**

POLICY: Parents are to be respectful of Katzie First Nation and drop children off in a timely manner.

PROCEDURE: Please park in front of the facility, bring children directly to their classroom, knock on door, you will be greeted by and educator and required to do the health check. Upon a clear health check, drop your child off. We are asking that you remain in the cubby area and one family in the room at a time, please do this as quickly as possible.

NO SOCIALIZING OR VISITING POLICY

POLICY: Parents are not to socialize on KFN property

PROCEDURE: Please refrain from socializing on the patios, in cars or in the parking lot until further notice.

******* If you are arriving close to 9 am suggest you call to be sure a space is available. We will know by this time if we are limited due to staff illness*******

CELL PHONES

POLICY: We have a "No cell phone" policy. We realize that cell phones may be the only link to your families, therefore our policy is as follows~

PROCEDURE

“Cell phones must be on mute”. If you must use your cell phone please refrain from doing so in the program room, please excuse yourself (making sure our staff is aware so they can help with your child if necessary).

Children are not to be using devices during any Headstart program unless it is provided by our program or is a necessary communication tool.

SIBLINGS

POLICY: Siblings are not permitted to pick up or drop off children unless they are an adult and on the approved pick up list.

PROCEDURE: Siblings must be 18 years or older to sign your child out unless other arrangements have been made and approved with the programs

Information sharing amongst professional services

Registration with Katzie First Nation Early Education services requires approval for information sharing amongst professional's within our health and Education departments. All information is strictly confidential and would only be used for accessing services and referrals.

EARLY INTERVENTION AND OBSERVATION

Children who require early intervention, speech and language, occupational therapy, behavioural intervention, physiotherapy, consultation or assessments, may be required to do so VIA virtual platforms until further notice.

VIRTUAL PLATFORM CONSENT

POLICY: During COVID-19 virtual platforms may be used for completing vital observations, assessments and support

PROCEDURE: Our team of licenced professionals may use various virtual tools to make sure children receive all of the support necessary to have a successful start to their education. We may need to use social sites like Microsoft teams, or Zoom, Intervention WILL NEVER be recorded, or shared and will be for the sole purpose of providing professional services. Children in the classroom who are NOT RECEIVING the intervention may occasionally be seen during the virtual meeting. As they would be in the classroom with a typical in person meeting. We are requesting parents who DO not approve for their children to be incidentally seen let us know so we can have them added to a list that will require our staff to keep them away while the meeting takes place.

We realize this is a very different way of offering service however; we must make sure children receive the best care possible during unprecedented times. WE assure that only the therapist will be involved in the meeting.

Katzie First Nation reserves the right to make changes to this manual without notice. Katzie First Nation ECD team will evaluate all circumstances on an individual basis, occasionally we may require to make exceptions to a policy, and this process will be handled within the management. Floor staff are obligated to adhere to this manual. If you have any questions or concerns please speak with the coordinator of your program.

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