

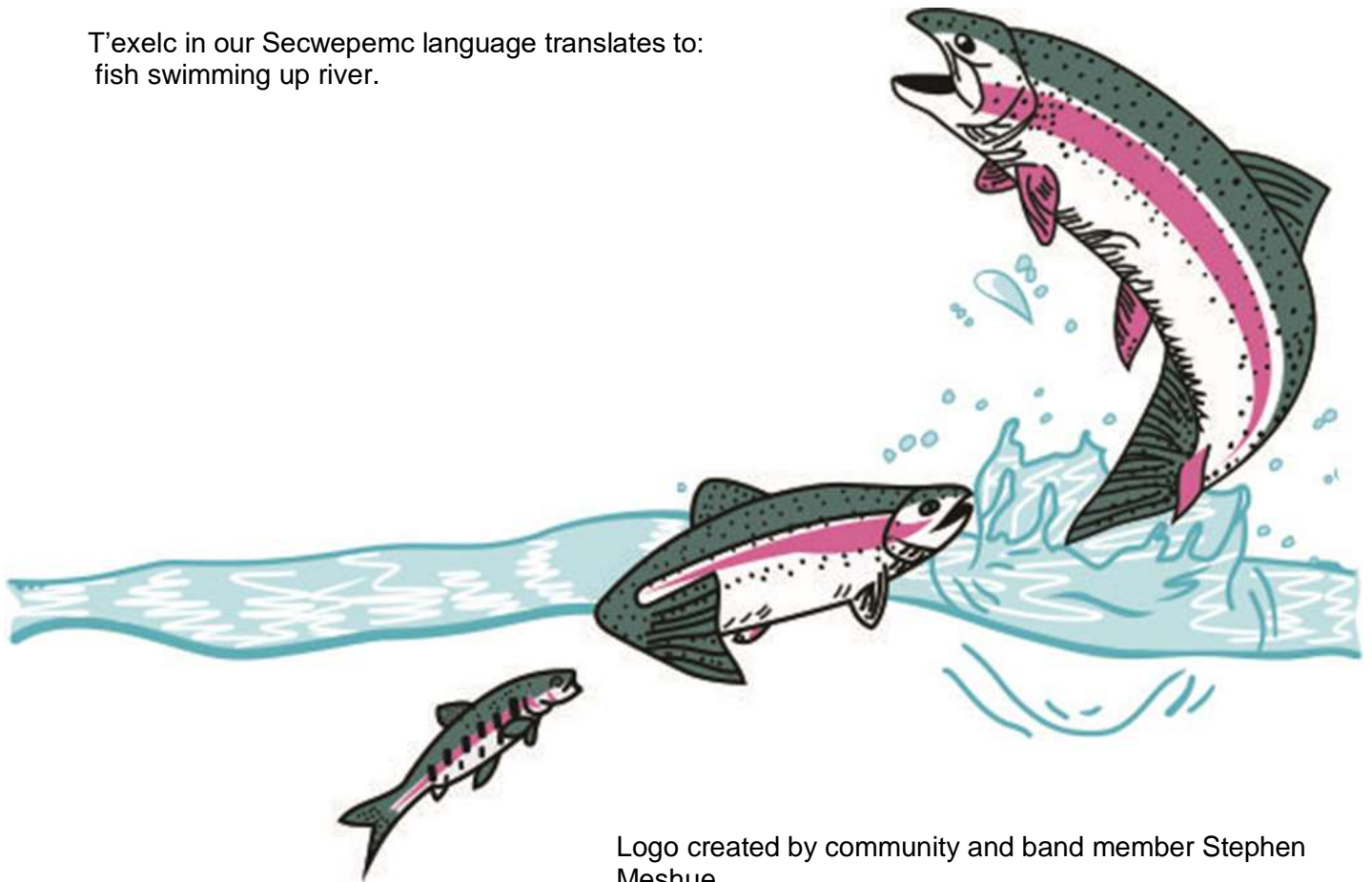


Williams Lake
FIRST NATION

U36 LITTLE CHIEFS DAY CARE PARENT HANDBOOK

“Creating the Future”

T'exelc in our Secwepemc language translates to:
fish swimming up river.



Logo created by community and band member Stephen Meshue

This handbook is to inform parents of the policies, procedures, and philosophies of the Little Chiefs Day Care

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INTRODUCTION

Welcome to Little Chiefs Day Care and Aboriginal Head Start Program On-Reserve. We look forward to forming relationships with you and your child/children. This handbook is to provide you with information on our operations and procedures. Please take a moment and read through this policy and procedure manual as we find it very beneficial to parents and child-care providers. Little Chiefs Daycare will adhere to the Community Care Licensing Regulations (CCLR) for children 30 months to school age.

If you have any questions, please feel free to contact the ECE Supervisor at any time.

GOALS FOR LITTLE CHIEFS DAYCARE

The aims and objectives of the daycare are:

- 1) Provide quality daycare for all children enrolled
- 2) Foster the total development of the child by providing an environment consisting of:
 - A warm, friendly atmosphere with trained child-care providers
 - A safe and healthy facility
 - A child centered, non-role stereotyping setting
 - A variety of suitable equipment in good repair
 - A variety of activities that support the physical, social, emotional and intellectual needs of the children
- 3) To enable the parent to develop positive parenting skills
- 4) To be an emotional support system for parents when issues arise with their children
- 5) To assist parents in acquiring knowledge of normal child development and other child related information
- 6) Children will receive safe and consistent care during daycare hours
- 7) Children with developmental challenges will receive referrals to appropriate support and services, and be included in the programs inclusively
- 8) Parents will have increased knowledge of their child's development, individual needs and nutritional requirements
- 9) Parents will have improved parenting skills, including options for managing challenging behavior
- 10) Parents will have increased knowledge of health and child-care
- 11) Parents will have increased contact with other parents of young children

CONTACT INFORMATION

ECE Supervisor

- Phone: 250-296-3507 ext 114
- Staff extension 134

LOCATION

Name: Little Chiefs Day Care

Physical Site: 2659 Indian Drive, Williams Lake, BC

Mailing Address: 2659 Indian Drive, Williams Lake, BC V2G 5K9

Telephone: 250-296-3507 ext 114 or 134 Fax: 250-296-4750

REGISTRATION FORMS

Little Chiefs Day Care registration forms will be submitted to the parents with this handbook. The registration form will be required to remain at the Day Care centre upon signing.

PARENT INFO NIGHT

During the month of September, you will be notified in advance of an all parents information night. All parents are required to be in attendance.

WHAT IS HEAD START?

“BC First Nations Head Start On-Reserve is a holistic, community-based program designed to enhance early childhood development, school readiness and overall family health and wellness” Health Canada.

It is centered around six components: education; health promotion; culture and language; nutrition; social support; and parental/family involvement. Our goal is to encourage children to develop self- confidence, and a desire to learn. This will help them towards becoming successful individuals. Parents, guardians, and other family members play a large role in a child’s growth. We hope to form strong bonds with the families of each child.

OUR MISSION STATEMENT

To provide a happy, healthy, nurturing and safe environment that balances academically guided learning with our Secwepemc traditions, language and culture.

OUR PHILOSOPHY

Each child is unique and valued and the family is the child's first teacher and essential to the success of the child's education.

We believe...

- Every child is unique and capable and should be treated as individuals
- Children have a right to express who they are and learn about their culture, tradition and language.
- Children have the right to live proudly as First Nations people
- Children have a right to express their feelings and emotions
- Children learn through their interests
- Children should live a life free of violence
- We are role models for the children and it is important to set a good example for them
- It is important to provide developmentally and size appropriate activities to support each child's growth and development
- Parent involvement is a valuable contribution to children's development.
- It is important to provide children with many opportunities to explore and experiment with their environment
- Children require a healthy, balanced diet that includes foods from all food groups
- Children have the right to a safe, comfortable environment
- Children deserve compassion and affection daily
- Parents have the right to approach the ECE Supervisor about any concerns they may have regarding their child,
- Staff should be supportive and show empathy to each child and family
- Children, parents, and staff have the right to be treated with respect

Our goal is to provide each child in our care with a fun, safe, and enriched learning environment. We will focus on activities that will practice both their fine motor skills (sorting, painting, drawing) and gross motor (outdoor play, running, jumping) skills; personal/social development as well as problem solving and communication skills. We strive to provide every child with the best start as possible to their education. The centre has an open-door policy.

OUR STAFF

We abide by the guidelines of the Child Care Licensing Regulations. Our staff are trained and certified.

Each staff maintains a valid First Aid and Food Safe certification. All qualifications are posted in our centre. If a staff member is away for reasons of vacation, illness, or administrative duties a qualified substitute will be called in. All staff members/substitutes also have current criminal record checks and have signed our confidentiality agreement to ensure to keep your child safe while he/she is in our care.

We may occasionally have practicum students from the Thompson Rivers University spending time in our centre. In the event of this, we will ensure that they have current criminal record checks and sign our confidentiality agreement. At no time will children be left alone with anyone who does not possess their Early Childhood Education/Assistant certificate.

The staff to child ratio will be 1 to 8. Ideally our centre would like to employ 3 to 4 full time staff. During a staff member break, the person covering the break will maintain the same qualifications or higher of the person away.

STUDENTS

We may occasionally have practicum students from the Thompson Rivers University spending time in our centre. In the event of this, we will ensure that they have current criminal record checks and sign our confidentiality agreement. At no time will children be left alone with anyone who does not possess their Early Childhood Education/Assistant certificate.

VOLUNTEERS

An interview is carried out by the Supervisor. This includes a criminal record search of all possible volunteers. To ensure that security is maintained, the number of volunteers and students will be limited.

DAYS OF OPERATION

Our centre operates all year, with the exception of statutory holidays. We provide a 3-day notice in advance to parents of centre closure, excluding unforeseen circumstances, or necessary closures due to licensing regulations.

ARRIVAL AND DEPARTURE

Our centre is open from 7:30 am until 5:00 pm Monday to Friday. Please ensure that there is an educator present before you leave your child. Your child must be signed in at the time that they are dropped off, and you must bring your child into the classroom for safety reasons. Signature is required when your child will be leaving the centre. The centre's door is locked at all times, so you must ring the door bell or knock and a staff member will let you in. Children should be dropped off for the day by 9:30 am; this makes staffing and meal planning run more smoothly. We do understand that there are days when you may be late or away, please just try and let staff know.

Verbal and written consent is required previous to your child being picked up by someone who is not authorized on the pick-up list. This person will be required to show proper identification before we will allow them to take the child. Please inform staff if your child will be late or absent.

It is our responsibility to ensure that each child is safe. If we suspect that the person who is picking up a child is under the influence of drugs or alcohol, it is our duty to call another designated pick up person to come to the centre and pick up the child.

CLOTHING

Please send your child with clothing that is appropriate for the weather. Please send your child with an extra set of clothing. Children will be required to wear indoor shoes while at the centre, please provide clean skid-proof shoes for this purpose.

SUMMER PROGRAM

The summer program goes from July 1st to August 31st. Please ensure that you complete the registration form prior to July 1st.

Summer program: Parents portion fee please review in Parent Portion Fee section of this handbook.

Children require the following items by July 1st: 1 bottle of sunblock, towel, swim wear, swim shoes and spare clothes.

FIELD TRIPS

Parents/guardians will be required to sign in advance a waiver form to attend any or all field trips.

FUNDRAISING

To ensure we offer our Day Care children plenty of opportunities to go exploring and to go on day field trips, we need to fundraise for these costs. Parents are required to sign up for a shift or donation as required for the fundraising target. If a parent fails to participate in the fundraisers, they will be invoiced a dollar amount as per the value stated on the sign-up sheet for that fundraiser. The payment will be required to be paid within 2 weeks following the event.

FIRE DRILLS & EVACUATION PROCEDURES

Fire drills and emergency evacuation procedures will be practised monthly. Each drill will be documented. The evacuation emergency plan will be displayed in the Day Care facility.

NUTRITION

At Little Chiefs Day Care, we strive to keep each child as healthy as possible while they are in our care. We will provide lunch and any additional snacks will be provided by the parents. We encourage healthy choices of fruits and veggies for snack time to promote healthy eating as well as giving children opportunity to try a vast variety of foods.

If there are any allergies when a child is registered, we will take the proper precautions and modify our menu to accommodate.

ILLNESS POLICY

Policy:

We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care.

Procedure:

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- Fever over 38.3° C (101°F).
- vomiting
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a “croupy” cough or congested to the point that he/she has heavy breathing.

If a child becomes sick at daycare, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication.

Please keep the child at home until he/she is well enough to attend.

Any medicine required to treat above symptoms will mean the child is too ill to attend daycare. Example of medicine: Gravol, Tempera, Tylenol.

We are not licensed to care for children when they are ill. You will be required to keep your child home or make other arrangements for at least two days if they:

- Have a disease/illness that can be spread to others (i.e. pink eye).
- Are vomiting or have diarrhea.
- A skin infection that can be spread to others.

If your child requires medication while in our care, it is required that:

- Medication be in its original bottle
- Medication consent forms are completed and handed in with the medication
- Instructions for giving medication is provided

IMMUNIZATIONS

At registration, each family will be required to provide Little Chiefs Day Care with an immunization record for their child. It is required that we have this all information for each child prior to their start date at the centre. This record is confidential and will be kept in the child's file.

CUSTODY

Little Chiefs Day Care staff will expect that all information provided by an enrolling parent is accurate.

In the event of an alternate custody arrangement a copy of a written document or court order will need to be in the child's file.

ABUSE

The Child, Family, and Community Service Act states that "all children in B.C. are entitled to be protected from abuse, neglect, and harm or threat of harm."

Employees are required to report any suspected abuse (physical, mental, emotional, sexual, and neglect) to Knucwentwecw Society.

GUIDANCE AND TREATMENT OF CHILDREN

Policy:

Daycare personnel will adhere to Community Care Licensing Regulations Division 2 – Sections 51 & 52

Procedure:

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff and other involved professionals to promote ongoing development.

Positive guidance techniques will be used to encourage appropriate behaviour. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way
- c. Focusing on the behaviour, rather than on the child
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforce appropriate behaviour, with both words and gestures
- h. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behaviour. It is at these times that there may be a need for intervention by the care giver. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of more appropriate behaviour
- c. Acknowledge feelings before setting limits
- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships 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 behaviour.

REPORTABLE INCIDENTS

Policy:

Daycare personnel will adhere to Community Care Licensing Regulations Section 29, 30, 31(a) and 31(b). The Residential Care Regulation lists reportable incidents and their definitions in Schedule D; the Child Care Licensing Regulation includes this information in Schedule H. Note that an incident must be reported in residential care when a reportable incident has occurred, when abuse or neglect may have occurred, or when a person in care has witnessed a reportable incident.

This is found in Section 77(1)(a) and (b) of the Residential Care Regulation.

Child care licensees must report when a child is involved or may have been involved in a reportable incident while in care; this is found in Section 55(1)(b) and 55(2)(a) of the Child Care Licensing Regulation.

Reportable incidents aggressive or unusual behavior, attempted suicide, choking, death, disease outbreak or occurrence, emergency restraint, emotional abuse, fall, financial abuse, food poisoning, medication error, missing or wandering person, motor vehicle injury, neglect, other injury, physical abuse, poisoning, service delivery problem, sexual abuse, unexpected illness

Procedure:

The Child Care Licensing Regulation Section 55 requires a licensee to notify a child's parent or emergency contact and the medical health officer when a child is or may have been involved in a reportable incident.

LANGUAGE, CULTURE, TRADITIONS

Culture is a huge aspect of a child's learning at Little Chiefs Day Care. The Language and Culture component is devoted to teaching the children about their language, culture, ancestors and traditions.

An Elder teaches Mondays and Wednesdays (from 11:00 to 11:15am) to educate children on language, culture and traditions.

Parents are more than welcome to participate in the language and culture events with your children.

ORGANIZATIONAL STRUCTURE

The Williams Lake First Nation U01 Organizational Structure will be visible upon entry to the Day Care.

ELIGIBILITY

- Seats will be available first to Williams Lake First Nation registered members; in the event of a waitlist Williams Lake First Nation registered members will be waitlisted in order their child's application was received.
- Childcare is available to children aged 2 ½ years and up to school age (when the child has turned six years old)
- Group Child Care (30 Months to School Age), being a program that provides care to preschool children;
- Children entering the program must be toilet trained.

RATES

1. All children age 30 months and up to 4 years old (school age)

- Full Time \$750/month
- Half Time \$375/ month (Pre K children September to June)
- 4 days a week \$600/month
- 3 Days/week \$450/month
- 2 Days/week \$300
- Drop-in (when available) \$40/day (due day of drop-in).

2. All children already enrolled and interested in attending during the summer months (July & August)

Cost is as in #1 above. Those not already enrolled will be accepted based on availability.

Prices Includes Lunch.

PARENT PORTION FEES

Parent Portion fee of \$10.00 a month must be paid in full prior to your child starting Day Care. The Parent Portion fee for September to June is one hundred dollars.

If your child starts at a later date, the parent portion fee will be prorated. If you withdraw before June with a 30-day advanced notice, then you will receive a refund for the months your child has pre-paid.

Parents will be required to pay a \$10.00/month X 2 months per child parent fee for the Summer program July 1 to August 31st. Payment due on or before July 1st.

LATE PICK UP COSTS

The charge for late pick up fee is \$1.00 per minute and is payable within that same month. If late pick-ups are re-occurring a letter will be issued and kept on file. Late payment fees must be paid by the last working day of each month. If any fees are not paid as directed, you may lose your seat.

***Please call if you have an emergency or you are delayed due to traffic or weather.**

Late Pick up Procedure:

At 5:00 P.M. sharp if staff have not received a phone call from parents or Guardians for late pick-up, staff will begin making calls in this order:

1. Parents (including cell, home and work numbers)
2. Your listed "Emergency Contact"
3. Your "Authorized Pick-up" list.
4. Once all these contacts have been called and if no one is available to pick up your child, LCDC will be required to call the "Knucwentwecw Society" as your child's safety is our first concern.

In the event that this situation occurs, you will be billed as per our late pick up policy.

CARIBOO CHILCOTIN ABORIGINAL TRAINING EMPLOYMENT CENTRE (CCATEC)

The Little Chiefs Day Care receives full-time seat funding from CCATEC for registered member children living on reserve.

The seats will be chosen upon receiving the child's registration form, date and time, with the possibility of a waitlist.

CHILD CARE SUBSIDY

Child Care Subsidy, administered by the Ministry of Children and Family Development BC Provincial Government, is a monthly payment that helps eligible BC families with the costs of child care.

Families fill out an application and provide supporting documentation to apply to the government for the subsidy. Once the family is approved and authorization is established the Little Chiefs Day Care receives an authorization number and billing forms.

Full payment of all child care fees are required by the parent until subsidy authorization has been received by our office.

Once authorization is received, payments will be refunded less the parent portion. Once subsidy is in place, parents will be billed/invoiced at the parent portion rate.

The parent is responsible for all fees over and above what subsidy pays on behalf of the family.

DAY CARE YEARLY SCHEDULE

The Day Care yearly schedule will be posted in a visual area in the Day Care facility and will also be reviewed at the All Parent meeting in September.

DAY CARE DAILY SCHEDULE

- 7:30 Free Play (playdough, lego, blocks)
- 8:30 PS students pick up (M-F) (Sept-June)
- 9:00 Art Activity (paint, glue, color, cut)
- 9:45 Circle Time (calendar, sing songs, read books, learn about our themes)
- 10:00 Snack
- 10:30 Outside time (walk, gym time, climbing on big toys)
- 11:00 (M&W Sept-June) Culture and Language
- 12:00 Lunch
- 12:45 Nap/ Quiet time (Puzzles, Colouring, Reading) Please do not ring the doorbell in between 1 and 3
- 2:00 Table toys/books
- 2:30 Free play (cars, dolls, sensory table)

- 3:15 Snack
- 3:30-5:00 Outside time (ride bikes, play ball)

We go on monthly field trips within Williams Lake. These can include businesses in town or culture, language, or a traditionally based field trip.

We have started a buddy reading program two times a month, and we also try to get some visits in with our local elders.

Little Chiefs Day Care reserves the right to change or modify the Little Chiefs Day Care parent handbook. Parents will be notified and required to sign the modified version of the handbook. This handbook will be updated as needed.

The staff at Little Chiefs Day Care looks forward to working with you and your family.