



SWEET CHERRY BLOSSOM DAY CARE

PARENT HANDBOOK

INTRODUCTION TO MULTI AGE PROGRAM

The daycare program and its staff would like to welcome you to the Sweet Cherry Blossom Daycare. Please take a moment and read through this handbook as we find it very beneficial to parents and child care providers. Sweet Cherry Blossom Daycare will adhere to the Community Care Licensing Regulations (CCLR).

2023/2024

766 Calverhall Street, North Vancouver, BC, V7L 1X6

SWEET CHERRY BLOSSOM DAYCARE PARENT HANDBOOK

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PHILOSOPHY OF SWEET CHERRY BLOSSOM DAYCARE

At Sweet Cherry Blossom Daycare, we strongly believe that each child is special in their own way, developing in a variety of ways at their own pace. We will make sure that children flourish to their fullest potential; keeping minds stimulated and bodies active throughout the day using a combination of play and learning; with a Montessori component. We use natural materials and conduct activities based on the children's interests. We value and promote social interactions by encouraging children to use language to learn and discover with other children as well as reflecting on their own experiences. Children will form an understanding of the world around them and themselves through their interactions with others on a daily basis.

We at Sweet Cherry Blossom Daycare believe that every child should be considered and treated equally regardless of their skin color, ethnic background or individual ability. At our daycare we have developed a warm and caring atmosphere, ensuring children always come first and their care and development is our primary priority. We model and teach our children at the daycare to respect and value themselves and others by implementing a program to teach these skills. Children will build on their pre-existing skills as well as acquire new ones.

The role we play as adults is to guide and mentor children, listen to their stories, find out what their interests are and then provide opportunities for our children to explore these interests independently. We tend to the needs of children's emotional, physical, social and intellectual development. This is achieved by nurturing, encouraging, using positive reinforcement, providing a variety of physical and social outlets, as well as providing a wide range of mentally stimulating activities and toys.

The daycare provides a Pre-K curriculum to allow children to advance their reading, writing and basic math skills prior to entering kindergarten. The children will be provided with age appropriate books to learn how to read, work on their individual writing and math skill books to allow the daycare teachers to work with the children one on one during different times and days of the week.

Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parents: Are entitled to individual respect, support and quality care for their children.

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Staff: Are entitled to work in an environment which recognizes and respects their training, skills and commitment to child care.

Centre: Enhances the lives of the children and their parents by providing a caring and supportive service.

GOALS OF SWEET CHERRY BLOSSOM 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
- 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

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WAITLIST

Policy:

A waitlist will be formed when full enrolment has been reached in the daycare.

ATTENDANCE

Policy:

Regular attendance at the Daycare Centre is extremely important for your child's well being as this promotes a consistent routine and environment for your child.

Procedure:

Parents must:

- notify the daycare staff by 8:30 AM if your child is not coming in for care.

Arrival

Parents will:

- Communicate to a staff member and relate how your child's night and morning went and if the child is experiencing any symptoms of sickness
- Take the time needed to settle your child and say goodbye (outside the facility)

Staff will:

- Sign the child in on the attendance sheet
- Put all the child's belongings away including lunches in the refrigerator
- Label food containers or bottles that need to be kept cold in the refrigerator (if not already labeled). We encourage parents to label bottles/containers prior to arriving at daycare.

Departure

Parents will:

- Make contact with the provider and participate in the child's transition from daycare to home

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Staff will:

- Prepare the child for pick up (coats and shoes on)
- Gather all the children's belongings to be sent home
- Sign the child out with the time the child is leaving

PROGRAM STRUCTURE

Policy:

Daycare personnel will adhere to Community Care Licensing Regulations Part 4 Division 1 Section 44

HOURS OF OPERATION

The daycare will operate Monday to Friday 12 months of the year. Hours of operation will be 8:00am to 5:00pm with the possibility of extended hours for parents that need it.

STAFFING

Policy:

Daycare personnel will adhere to CCLR Division 4 – Section 34. At times the daycare will be closed for staff training and professional development. There will be NO fee deductions for these closures as it is enhancing the quality of care each child will receive. Parents will be provided written notice 2 weeks in advance of any such closures.

STAFF

Our child-care staff are trained and certified as Early Childhood Educators and Early Childhood Educators Assistants. They maintain valid First Aid and whenever possible Food Safe Certificates. Many of the staff have worked in the child care field for many years. Staff continuously upgrade their education through workshops, conferences, independent study, and researching topics of interest.

STUDENTS

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From time to time, the daycare will accept students seeking work experience and Early Childhood Education practicum students. We will introduce them to you and your child as they arrive at the daycare. They will have cleared criminal record checks prior to attending.

PHOTOGRAPHS

Policy:

Pictures taken in the daycare will be for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent prior to the child being photographed.

GUIDANCE AND TREATMENT OF CHILDREN

Policy:

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 behavior. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way
- c. Focusing on the behavior, 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 behavior, with both words and gestures
- h. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

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GUIDANCE AND TREATMENT OF CHILDREN

Policy Continued:

Inevitably there will be occurrences of inappropriate behavior. 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 behavior
- 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 behavior.

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*

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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

COMMUNICATION POLICY

Policy:

SWEET CHERRY BLOSSOM DAYCARE supports an “Open Door” Communication Policy

Parents concerned with the care of their child, or any incidents at the center are urged to speak with a child care provider, and if not satisfied talk to the Supervisor then the Manager.

RELEASE OF CHILDREN POLICY

Policy:

A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

NON-CUSTODIAL PARENTS

Parents must provide a copy of any custody order and photo of non-custodial parent.

INTOXICATION POLICY

Policy:

If a parent/guardian or emergency contact that appears to be intoxicated arrives at the center to pick up a child; the daycare staff will not release the child.

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LATE PICK-UP POLICY

Policy:

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$50.00 for the first 15 minutes late and \$5.00 for every 5 minutes there on.

Transportation to and from the SWEET CHERRY BLOSSOM DAYCARE is the responsibility of each parent. If you have transportation difficulties, please notify staff immediately.

Child/ren must be picked up within 15 minutes of the posted closing time.

EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY

Policy:

For children who require immediate medical attention, staff will call emergency services to respond.

FEES POLICY

Policy:

Fees are to be paid within 5 business days of the first day of each month or if applying for Child Care Subsidy; it is the parent/guardian's responsibility to fulfill all the requirements of the Child Care Subsidy Branch to maintain the daycare subsidy. If not eligible for full subsidy, the parent/guardian is responsible for the fees. Fees are based on enrolment not attendance (NO fee decreases for sick/missed days or statutory holidays).

Repayment Agreement:

Facility Repayment

In the event of a situation where the facility cannot meet the needs of the child in care, SWEET CHERRY BLOSSOM reserves the right to disengage from its contractual duties to provide child care services. If SWEET CHERRY BLOSSOM deems that the facility cannot meet the needs of the child, through no fault of the client, then we will inform the parents or legal guardian prior to

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the next program date. SWEET CHERRY BLOSSOM will provide a full refund on any prepaid balance that is still outstanding.

If SWEET CHERRY BLOSSOM assesses that the child is unable to adjust and the program is not the right fit, SWEET CHERRY BLOSSOM reserves the right to disengage from its contractual duties to provide child care services. SWEET CHERRY BLOSSOM reserves the right to withhold a refund in the event that a child must be let go from the program when the child is unable to adjust to the program.

If the parent/legal guardian chooses to terminate the child care services for any reason, the parent/legal guardian must provide one month written notice. The parent will be responsible for all incurred costs until the end of the notice period regardless of whether the child continues to attend the program.

Please note, unacceptable behavior at SWEET CHERRY BLOSSOM, including yelling or showing aggression towards the staff or other children for any reason, will result in immediate dismissal. No refund will be provided.

Daycare will create a repayment agreement in cases where the daycare; due to faults of its own, has to be closed for 5 or more business days without prior notice to parent(s)

Repayment agreements will be made with the manager and parent(s). All payment arrangements will be for a maximum term of 3 months on an equal payment plan based on monthly fees.

The repayment agreement is **not** applicable if the closure is due to causes such as severe weather, fire, or other natural disasters.

Parent Repayment

Repayment agreements will be made with the manager and parent(s) on a case by case basis. All arrangements will only be for a maximum length of 3 months and will require each payment to be made in full. Any missed payments will result in child being withdrawn from care until the balance is paid in full including the current monthly fee. Repayments can be made weekly, bi-weekly, and/or semi-monthly.

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WITHDRAWAL/CLOSING/DISCHARGE POLICY

Policy:

SWEET CHERRY BLOSSOM DAYCARE requires 2 month written notice for a child to be withdrawn from the daycare and notice must be given on or before the 1st of the month. Please use form attached to the application package. Discharge procedure will be used for every child discharged.

Discharge Notification Form will be filled out on all children being discharged from the program.

PROGRAM OF ACTIVITIES

Policy:

Our Centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety and nutrition.

VACATION POLICY

Policy:

SWEET CHERRY BLOSSOM DAYCARE is closed for all statutory holidays (NO fee decreases for statutory holidays.) SWEET CHERRY BLOSSOM DAYCARE will consent to up to 2 weeks of scheduled holidays per fiscal year with at least 2 months written prior notice.

SWEET CHERRY BLOSSOM DAYCARE will be closed for the following Statutory days and Holidays

Labour Day	Thanksgiving Day	Remembrance Day	Family Day
Christmas Holiday**	Boxing Day	New Year's Day	BC Day
Good Friday	Easter Monday	Victoria Day	
National Day for Truth and Reconciliation			

.....

*A total of four weeks vacation for staff/ two weeks during the Christmas holiday season which

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parents are required to pay full fees with no further reductions. We will give parents adequate notice about the other two weeks vacation which will be spread out through the year. These weeks will also require a full monthly payment and no further reductions.*

HEALTH, SAFETY & NUTRITION POLICY

Policy:

Our Centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety and nutrition. Eating nutritious food is an important part of each child's day. Food provided by the Centre will be selected in accordance with Canada's Food Guide requirements.

CHRONIC ILLNESSES POLICY

Policy:

Parents/guardians need to inform the daycare staff in writing if their child has any chronic illnesses that require special health, safety, and nutrition needs.

CULTURAL, RELIGIOUS, AND INDIVIDUAL PREFERENCES

Policy:

Parents/guardians need to inform the daycare staff of special dietary needs or special practices. The daycare staff will work with parents/guardians to accommodate dietary preferences.

ALLERGIES POLICY

Policy:

Parents/guardians need to inform the daycare staff in writing if their child has any allergies.

ILLNESS POLICY

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PLEASE REFER TO THE COVID – 19 POLICIES AND PROCEDURES INSERT

Policy:

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

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.

Please keep the child at home until he/she is well enough to attend. Any medicine required will mean the child is too ill to attend daycare. Example of medicine: Gravol, Tempera, Advil, Tylenol.

NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY

Policy:

Administration of medications in daycares is regulated by the Child Care Regulations. This policy protects children, parents and staff. Early Childhood Educators are not formally qualified to make "judgment calls" as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

IMMUNIZATION POLICY

Policy:

SWEET CHERRY BLOSSOM DAYCARE is required by the Child Care Regulations to keep an up-to-date copy of each child's immunization record in case an outbreak should occur.

EMERGENCY PREPAREDNESS PLAN POLICY

Policy:

In case of emergency, SWEET CHERRY BLOSSOM DAYCARE has an Emergency Preparedness kit. This kit contains enough emergency supplies to take care of all the children in the daycare and the staff

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for at least 72 hours. The Emergency Preparedness kit will be carried to **Brooksbank Elementary (the evacuation location) at 980 East 13th Street, North Vancouver, BC V7L 2N2** in the red wagon supplied by SWEET CHERRY BLOSSOM DAYCARE.

DIRECTIONS TO THE EVACUATION LOCATION

- From 766 Calverhall St. head Northeast on Calverhall St. toward Kennard Ave.
- Turn left onto Gladstone Ave.
- Turn right onto Drayton St.
- Slight left. Brooksbank Elementary will be on the left.

FIRE DRILL PLAN

Fire Drill Policy

Policy:

Daycare personnel will adhere to the requirements and procedures of fire drills as set out by the British Columbia public safety and emergency services in cooperation with the fire department, the BC Fire Code, and Section 31(h) of the Fire Service Act. Our child-care staff is trained to conduct a fire drill plan and emergency preparedness plan during times of emergency. SWEET CHERRY BLOSSOM DAYCARE practices implementing the fire drill procedure at least once a month (with staff and children) and practices implementing the emergency plan at least once per year (with staff and children).

Procedure:

1. Practice fire drills will be conducted at least once per month by child-care staff and recorded on a practice fire drill completion form.
2. During a practice fire drill, the child-care staff will give the command **STAND** to signify that the children should stand and remain silent. The child-care staff will take attendance of the children from the attendance list of the same day.
3. All children and child-care staff will review the emergency exits within the facility prior to exiting the emergency exit and gathering at a designated meeting spot.
4. Once the group has been assembled at a predestinated safety spot, the child-care staff will again take attendance to ensure that every child has been counted.
5. The child-care staff will fill out a practice fire drill completion form at the end of the practice. The completion form will indicate the date and time it took to evacuate.

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EMERGENCY PLAN

Natural Disaster Policy

Policy:

In times of natural disasters, that may include but is not limited to earthquake, flood, tsunami, and wind storm, all child-care staff are trained to implement the disasters preparedness plan. SWEET CHERRY BLOSSOM DAYCARE practices implementing the emergency plan at least once per year (with staff and children).

Procedure:

In the event of a natural disaster emergency, staff members are trained to safely evacuate all persons in the facility and extract the emergency preparedness kit. When it is safe, the child-care staff will proceed to gather at: **Brooksbank Elementary (the evacuation location) at 980 East 13th Street, North Vancouver, BC V7L 2N2** and take attendance to ensure the evacuation of every individual. The emergency Preparedness kit will be carried to the evacuation location in the red wagon. The child-care staff will proceed to pass messages between family members or point of contact for update. If local phone services are disrupted, child-care staff will use alternative communication methods of contacting family members or point of contact.

Earthquake Procedure:

In the event of an earthquake, all child-care staff are trained to implement the earthquake preparedness plan. **SWEET CHERRY BLOSSOM DAYCARE practices implementing the earthquake procedure at least once per month.** The child-care staff will review with all persons within the facility the designated safety spots to take cover. In the event of an earthquake, the child-care staff will give the command **DROP, TAKE COVER, and HOLD** to signify that all persons should take cover in the nearest cover possible, drop with head down, and take hold until the shaking stops.

During a practice earthquake drill, the child-care staff will fill out a practice earthquake drill completion form. The completion form will indicate the date and time it took to complete safety protocols and safely evacuate.

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Severe Storm Procedure:

In the event of a severe storm, all child-care staff are trained to keep all persons in doors and away from windows, doors, and fireplaces. If advised by officials to evacuate, the evacuation location is:

Brooksbank Elementary at 980 East 13th Street, North Vancouver, BC V7L 2N2. The child-care staff will safely extract the emergency preparedness kit and implement the evacuation policy.

Floods and Tsunami Procedure:

In the event of a tsunami warning or catastrophic floods, child-care staff will extract the emergency kit and evacuate all persons from the facility when it is safe from an earthquake. The whole party will travel on an evacuation route to the safe designated meeting spot that is at least 100 feet above sea level, or 2 miles inland.

The evacuation location is Brooksbank Elementary at 980 East 13th Street, North Vancouver, BC V7L 2N2.

EMERGENCY EVACUATION POLICY

Policy:

In case of emergency, SWEET CHERRY BLOSSOM DAYCARE has two emergency exits. One emergency exit is located in the play room and the second exit is located at the main door.

Procedure:

All child-care staff are trained to take attendance and follow procedure to lead children out of the emergency safety exit. **The evacuation location is Brooksbank Elementary at 980 East 13th Street, North Vancouver, BC V7L 2N2**

All child-care personnel practice implementing the fire drill procedure at least once a year, and practice implementing the emergency plan at least once per year.

Training of Employees In The Implementation of The System, And Any Equipment Policy

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Policy:

All child-care staff participate in emergency training once a month, including fire drills and earthquake preparedness, emergency plan. Emergency plans are reviewed once per month and evacuations are practiced once per year. The child-care staff are also trained to use the emergency kit and have knowledge of its location within the facility.

PRACTICING THE SYSTEM POLICY

Policy:

SWEET CHERRY BLOSSOM DAYCARE practices implementing the fire drill procedure at least once per month (with staff).

SWEET CHERRY BLOSSOM practices implementing the earthquake preparedness plan at least once per month (with staff).

SWEET CHERRY BLOSSOM practices implementing the emergency plan monthly (with staff) and practices emergency evacuations at least once per year (with staff).

MISSING CHILD POLICY

Policy:

The staff at SWEET CHERRY BLOSSOM are aware and take their roles and responsibilities prior to a child becoming lost with utmost seriousness. Within the premises of the facility, the child-care staff will supervise all playtime to ensure that the children do not wander towards the emergency exits or attempt to open the exit doors. When the children exit the premises for a walk, field trip, or any other outdoor activities, the children are always supervised by the child-care staff.

Procedure

Prior to leaving the premises and upon arriving at the intended designation, the child-care staff will explain the boundaries of the play area and to provide instructions to remain calm and stay where they are if they were to become separated from the group.

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Prior to leaving the premises, the child-care staff will instruct the children about what to do if approached by a stranger who asks the child to leave the vicinity with them. The children are instructed to say no and stay within arm's reach from strangers. The staff will also provide instructions to identify safe adults to talk to, such as an authority figure or a worker at a nearby customer service stand.

In case the child goes missing, the child-care staff will ensure that the remaining children are safe and attended to by another child-care staff before searching for all of the last locations and known play area that the child was last seen by the child-care staff. If the child is not found within 30 minutes, the child-care staff will immediately notify the RCMP and provide a complete description of the child. Then notify the parent/guardian and inform them of the steps that are being taken to locate their child.

Upon the arrival of the RCMP, the child-care staff will have gathered the child's information, including a recent photo and the contact information of the family. The child-care staff will also contact the facility to retain assistance from support child-care staff to help supervise the remaining children.

After ensuring that the remaining child is in the care of a support child-care staff and able to return to the facility safely, the child-care staff will continue to follow up with the RCMP and the parents while continuing the search for the missing child. In the event that the child-care staff is alone, the staff will engage with a responsible adult, such as a nearby authority figure, to assist with the search for the missing child.

Upon the arrival of the RCMP, the child-care staff will have gathered the child's information, including a recent photo and the contact emergency card that is kept at the daycare. The child-care staff will also contact the facility to retain assistance from support child-care staff to help supervise the remaining children.

The *Child Care Licensing Regulation* Section 55 and Schedule H requires a licensee to notify the Licensing Officer when a reportable incident has occurred. In the event of a serious incident, SWEET CHERRY BLOSSOM will file a formal incident report with the Licensing Officer following the missing child incident. The goal of filing a formal report is to engage with the Licensing Officer to determine the factors that led to the incident, discuss necessary responses, and preemptive actions to prevent a similar incident from reoccurring in the future. Per the *Child Care Licensing Regulation*, all events where the child in care has become ill, injured, or has gone missing are considered as serious and reportable incidents.

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Following the incident, SWEET CHERRY BLOSSOM will conduct a meeting with all child-care staff to reflect on the incident, the happenings that have occurred, and preemptive measures to take to prevent similar incidents from reoccurring in the future. When appropriate, SWEET CHERRY BLOSSOM will update and implement changes to its safety and emergency policies if a new protocol is deemed to be of better use to prevent a similar situation from reoccurring.

NAPPING POLICY

Policy:

Children all come with their individual sleeping patterns. SWEET CHERRY BLOSSOM DAYCARE will try to meet the patterns while getting them into the routine of the daycare.

DIAPERING AND TOILETING POLICY

As the diapering of infants and the toileting of toddlers involves close adult-child contact, the care providers will (whenever possible) be responsible for changing diapers and assisting with toileting. As this is an opportunity for one-to-one time with the child, the care providers will involve the child by explaining what is being done and encouraging the child to interact/help as much as possible.

CLOTHING AND POSSESSIONS POLICY

Policy:

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

Please provide:

- ☐ One change of clothes
- ☐ An adequate supply of diapers & wipes, pull-ups, or underpants
- ☐ Muddy Buddies
- ☐ Skid-proof, non-marking indoor shoes
- ☐ Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter
- ☐ Sun hats, boots and raingear in the Spring and Summer

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If needed, the Centre has a supply of extra clothing. If your child wears an item home, please return it.

WALKS & FIELD TRIPS

Policy:

The daycare will take the children off premises for walks or field trips. Sweet Cherry Blossom will inform parents ahead of time about field trips.

HYGIENE & CLEANING SCHEDULE

Hand Washing:

Hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms.

When Should Hands Be Washed?

STAFF:

Employees shall wash hands upon arrival at the child care center.

- Immediately before handling food, preparing bottles, or feeding children.
- After handling food.
- Before handling clean utensils or equipment.
- After using the toilet, assisting a child in using the toilet, or changing diapers.
- After handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge).
- After handling soiled items such as garbage, mops, cloths, and clothing.
- Whenever hands are visibly soiled.
- After removing disposable gloves.

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CHILDREN:

Children shall wash hands upon arrival at the child care center.

- After each diaper change or visit to the toilet.
- Immediately before eating meals or snacks.
- Before and after water activity.
- After playing on the playground.
- After handling animals or animal cages.
- Whenever hands are visibly soiled.

How to properly wash hands:

- (1) Always use warm, running water and a mild, preferably liquid soap;
- (2) Wet the hands and apply a small amount of liquid soap to the hands (dime to quarter size);
- (3) Rub the hands together vigorously with the soap and tempered water for 15 seconds;
- (4) Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers;
- (5) Rinse hands well for 10 seconds, leaving the water running;
- (6) Dry hands with a paper towel; and
- (7) Turn off the faucet with the paper towel.

Solutions

Sanitizing Solution (as recommended by the Canadian Pediatric Society)

For general housekeeping purposes:

1 tablespoon of household bleach per 1 gallon of water or 1 teaspoon of household bleach per 1 liter of water. Mix this solution daily, as it loses its potency after 24 hours.

Smaller quantity (for squirt or spray bottle):

1 teaspoon of household bleach in 2 cups water (5 ml bleach in 500 ml water). Mix this solution daily, as it loses its potency after 24 hours. Apply the sanitizing solution to the surface. It should be left on for at least 30 seconds to be effective.

SWEET CHERRY BLOSSOM DAYCARE PARENT HANDBOOK

ACTIVE PLAY POLICY

Policy:

SWEET CHERRY BLOSSOM DAYCARE supports children's healthy physical development and adheres its active play policy to the British Columbia Director of Licensing Standard of Practice. The center aims to provide daily active play through facilitated and un-facilitated games and activities that are shared with parents/guardian and families.

Procedure:

Children will be provided at least 60 minutes of active outdoor play. When the weather is poor, the child-care staff will facilitate indoor active play. The active play period will be accumulated through a minimum of 15-minute portions of time throughout the day. Active play will include but is not limited to: Free play, adult-directed games, movement skill games, physical literacy, and fundamental movement skill games. A few of the program planned activities that promote active play include dancing, yoga, walks around the neighborhood and parks, ball games, and using ride on toys such as push toys, tricycles, and bikes.

SCREEN USE POLICY

Policy:

SWEET CHERRY BLOSSOM DAYCARE does not implement screen time usage in the daycare program. Screen time usage including, but are not limited to, television, computer, or electronic games will **not** be scheduled at any time in the daycare program.

I confirm I have read and understand the contents of the Parent Handbook.

Parent's name: _____

Parent's Signature _____

Date: _____

SWEET CHERRY BLOSSOM DAYCARE PARENT HANDBOOK

POLICIES & PROCEDURES

Cleaning Schedule

Play/Sleep Areas	What To Do	After each use (1)	Daily (2)	Weekly (3)	Every 2 weeks (4)	Monthly (5)
Water play toys/table (1)	Clean & Disinfect	x	-	-	-	-
Carpets (2)	Vacuum	-	x	-	-	-
Floors (2)	Dry Sweep & Wet Mop	-	x	-	-	-
Absorbent materials (dress-up clothes, plush toys, puzzles, cardboard) (3)	Laundry / Clean/ Discard	-	-	x	-	-
Fabric upholstered furniture (3)	Vacuum	-	-	x	-	-
Floors beneath area rugs (3)	Sweep	-	-	x	-	-
Linen/bedding/slip covers (3)	Laundry	-	-	x	-	-
Sensory play - play-dough (3)	Discard	-	-	x	-	-
Sensory play - dry food/other (3)	Clean / Discard	-	-	x	-	-
Sensory play table (3) Sand table (5)	Clean	-	-	x	-	x
Toys (includes large toys/shelving) (3)	Clean	-	-	x	-	-
Vinyl mats (3)	Clean	-	-	x	-	-
Natural items (bird's nest, stones) (3)	Discard / Clean	-	-	x	-	-
Cots (4)	Clean	-	-	-	x	-
Sensory play – sand (5)	Discard	-	-	-	-	x

Washrooms	What To Do	After each use (1)	Daily (2)	Weekly (3)	Every 2 weeks (4)	Monthly (5)
Cloth towels (1)	Laundry	x	-	-	-	-
Combs & brushes (shared) (1)	Clean & disinfect	x	-	-	-	-
Potty chairs (1)	Clean & disinfect	x	-	-	-	-
Hand wash sinks/toilets/floors (2)	Clean & disinfect	-	x	-	-	-
Garbage containers (2)	Empty	-	x	-	-	-
Garbage containers (3)	Clean	-	-	x	-	-
Toothbrush storage unit (3)	Clean & disinfect	-	-	x	-	-

Infant / Toddler Rooms	What To Do	After each use (1)	Daily (2)	Weekly (3)	Every 2 weeks (4)	Monthly (5)
Cloth/plastic bibs (1)	Laundry / Clean & disinfect	x	-	-	-	-
High chair trays/table tops (1)	Clean & disinfect	x	-	-	-	-
Mouthed toys (1)	Clean & disinfect	x	-	-	-	-
Diaper change mat (1)	Clean & disinfect	x	-	-	-	-
Diaper hand wash sink (2)	Clean & disinfect	-	x	-	-	-
Diaper change table/underside of mat (2)	Clean & disinfect	-	x	-	-	-
Floor mats (vinyl) (2)	Clean & disinfect	-	x	-	-	-
Absorbent materials (dress-up clothes, plush toys, puzzles, cardboard) (3)	Laundry / Clean & disinfect / Discard	-	-	x	-	-
Cribs cots (3)	Clean & disinfect	-	-	x	-	-
High chair seat and frame (3)	Clean & disinfect	-	-	x	-	-
All Toys/shelving (3)	Clean & disinfect	-	-	x	-	-
Sensory play (no group water play) (3)	Clean & disinfect / Discard	-	-	x	-	-
Sensory play table (3)	Clean & disinfect	-	-	x	-	-