



Yellow Submarine Family Child Care

Yellow Submarine Family Child Care Mission Statement

To support families by caregiving based on, empathy, love, & thoughtfulness.

To allow each child to create, learn and play through nature.

To foster independence for the children by modeling responsible behavior.

Welcome to Yellow Submarine Family Child Care! We are happy to have you on board.

I am proud of my care giving skills & enjoy being part of community child care.

Yellow Submarine Family Child Care is an Island Health Child Care facility.

JoHannah Knight maintains a Community Care license, # **AOSN-8JPU7T** through Island Health. The purpose of the Community Care Licensing Program is to promote the health and safety of individuals in licensed community care facilities in Island Health.

In the province of British Columbia there is legislation to protect children and adults receiving care in licensed community care facilities. This legislation is the Community Care and Assisted Living Act, Child Care Licensing Regulation and Residential Care Regulation.

Yellow Submarine operates under a registered business license through North Cowichan.

Yellow Submarine maintains daycare business, vehicle, home, & property insurance.

Yellow Submarine is located at 3119 Cook Street in Chemainus, B.C.

Yellow Submarine has business hours from: **7:30 am- 5:30 pm**.

Yellow Submarine is owned and operated run out of the home of JoHannah Knight who is the main caregiver, and responsible adult, of the registered children who attend Yellow Submarine.

JoHannah Knight is married to Damion Knight and has two children Edmund and Abby.

JoHannah Knight is a Personal Support Worker and Early Childhood Assistant.

JoHannah Knight is responsible for maintaining license # **A0SN-8JPUT**, insurances, childhood emergencies & CPR training and all other Island Health policies, acts and regulations.

JoHannah Knight is responsible for communicating and documenting/maintaining reportable and non- reportable incidents to an assigned Island Health licensing officer.

It is important for the safety and security of the children and staff to abide by Island Health policies and regulations.

JoHannah Knight carries an ECEC assistance license that is registered by the Early Childhood Educator Registry via the Ministry of Children and Family Development of British Columbia.

JoHannah Knight represents and upholds and maintains Island Health licensing regulations and the Ministry of Children of Children and Family development standards and practices.

All daily Yellow Submarine Island Health paperwork, log journals, child(ren) files, reportable incidents and non-reportable incidents are property of Island Health.

It is a daily requirement to maintain a daily journal/log of the daycare actives, behavior & and incidents as record.

Listed below is what Yellow Submarine is obligated to report in the Community Care licensing act Schedule H:

Reportable incidents

1.) For the purpose of this regulation, any of the following is a reportable incident:

"**aggressive or unusual behavior**", which means aggressive or unusual behavior by a child towards other persons, including another child, which has not been appropriately assessed in the child's care plan;

"**attempted suicide**", which means an attempt by a child to take his or her own life;

"**choking**" means a choking incident involving a person in care that requires

(a) **first aid**,

(b) **emergency care by a medical practitioner or nurse practitioner, or**

(c) **transfer to a hospital**;

"**death**", which means any death of a child;

"**disease outbreak or occurrence**", which means an outbreak or the occurrence of a disease above the incident level that is normally expected;

"**emergency restraint**", which means any use of a restraint that is not approved and documented in a child's care plan;

"**emotional abuse**", which means any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement, perpetrated by a person not in care;

"**fall**", which means a fall of such seriousness, experienced by a child, as to require emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital;

"financial abuse", which means

- A. **the misuse of the funds and assets of a child by a person not in care, or**
- B. **the obtaining of the property and funds of a child by a person not in care without the knowledge and full consent of the child or the child's parent;**

"food poisoning" means a food borne illness involving a person in care that requires emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital;

"medication error", which means an error in the administration of a medication which adversely affects a child or requires emergency intervention or transfer to a hospital;

"missing or wandering person", which means a child who is missing;

"motor vehicle injury", which means an injury to a child that occurs during transit by motor vehicle while the child is under the care or supervision of the licensee;

"neglect", which means the failure of a care provider to meet the needs of a child, including food, shelter, care or supervision;

"other injury", which means an injury to a child that requires emergency care by a medical practitioner or transfer to a hospital;

"physical abuse", which means any physical force that is excessive for, or is inappropriate to, a situation involving a child and perpetrated by a person not in care;

"poisoning", which means the ingestion of a poison or toxic substance by a child;

"service delivery problem", which means any condition or event which could reasonably be expected to impair the ability of the licensee or his or her employees to provide care, or which affects the health, safety or well-being of children;

"sexual abuse", which means any sexual behavior directed towards a child by an employee of the licensee, a volunteer or any other person in a position of trust, power or authority, and includes

- A. any sexual exploitation, whether consensual or not, and
- B. sexual activity between children if the difference in age or power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child;

"unexpected illness", which means any unexpected illness of such seriousness that it requires a child to receive emergency care by a medical practitioner or transfer to a hospital.

Note: this regulation replaces B.C. Reg. 319/89.[Provisions relevant to the enactment of this regulation: Community Care and Assisted Living Act, S.B.C. 2002, c. 75, section 34]Copyright (c) Queen's Printer, Victoria, British Columbia, Canada

Yellow Submarine daycare takes place primarily, in the basement and fenced backyard of 3119 Cook St. Local community spaces such as: Beaches, parks, & trails are utilized during daycare hours. Community outings, field trips, and resources are sometimes utilized such as: strong start, library, bakery & grocery store.

Special field trips are sometimes arranged and permission slips will be given out and are the **parents/guardians** responsibility to sign and return back to the care giver.

A monthly calendar is printed and distributed to each registered family to know what activities are planned for the upcoming month.

A bi-monthly Newsletter is also distributed to inform registered families about daycare info and upcoming events and daycare planning.

A weekly e-mail and photos of the registered child are sent to the parents/guardians.

At, times there may be a computer difficulty, or life circumstance that may delay the weekly e-mail. A photo release form will be given out and needed to be signed for each registered child.

Yellow Submarine offers child care spaces ages 0-12 for up to 7 daycare spaces, including JoHannah Knight's own 2 children(until they turn 12).

See Island Health info:

Family Child Care, if any child younger than 12 months old is present	7, having no more than 3 children younger than 48 months old and, of those 3, no more than one child younger than 12 months old	≤ 7	The licensee
Family Child Care, if no child younger than 12 months old is present	7, having no more than 4 children younger than 48 months old and, of those 4, no more than 2 children younger than 24 months old		

During the interview process, please feel free to ask any questions regarding the services that I provide. You can also e-mail me anytime or arrange a meeting after child care hours regarding any pressing issues or concerns. Other ways that we will communicate are a weekly update via e-mail, newsletters, bulletin board notices, an appointment, notes or contractual agreement. **Please note that I am open 10 hours a day and have my own family responsibilities, therefore, I do not always get to my e-mails.**

Our home phone number is: 250-246-1366 .My cell number is: 250-436-0061

The daycare e-mail is: infoyellowsubmarine@yahoo.ca

The daycare website is: www.chemainusdaycare.com.

The best way to contact me is on my home phone (250)-246-1366, as I am home the majority of the time.

- **The best way to communicate a concern is by booking a meeting with me after business hours or a coffee time with me to discuss your concerns.**

I want you to relax & feel confident knowing that I am providing the best care I can. By following these policies & procedures we can develop an excellent respectful, working relationship together.

For the benefit of all, I ask that you return for your child(ren) at the appointed time as, written in your signed polices and contracts.

Goals for Each Child

- Encourage children to verbalize feelings and use their words.
- Encourage children to express creativity.
- Teach children respect for body and health.
- To encourage a sense of respect for the rights of others.
- To foster independence.
- To help the child attain a positive self image.
- To encourage interaction with peers.
- To aid communication skills.
- To foster awareness of the world of nature.
- To foster language development.
- To develop math and science.
- To show empathy
- To include one another in play
- To teach self-regulation
- To guide play that is non-violent and aggressive
- To gage children based on their development & home life
- To support the families with community development supports when needed
- To include safe community activities in care plan
- To educate/upgrade care provider through workshops and child development education

Daycare Rules

- 1.) We use kind words
- 2.) We stay with JoHannah Knight
- 3.) We don't hit or kick friends, self or daycare property
- 4.) No running inside daycare
- 5.) We use indoor voice
- 6.) We help tidy up

Outdoor Daycare Rules

1. We stay with JoHannah Knight
2. We don't throw rocks unless(unless we are at creek or beach into water)
3. Daycare rocks stay at daycare rock area
4. We keep sand inside sandbox
5. We keep dirt in garden beds
6. We don't hit or kick friends, self or daycare property
7. We don't put mud or sand on top of our heads or face
8. We tidy up outdoor play toys, equipment and activity play items.

Nature Adventure Rules

1. We respect wildlife & nature.
2. Our feet do Not go into water
3. We don't pet dogs or cats
4. We walk on rainbow rope together as a team
5. We wear are safety vests
6. We stay with JoHannah Knight

A sample of our daily day

Free Play- Is where the kids play with whatever activities they feel like playing with.

Eg. Play dough, learning stations, coloring, Lego, craft, play kitchen, nature table, puzzles, dress-up, cars etc.

Small job= A task that each child does

Eg. Hang up coat, put on boots & rain pants,toileting, tidying up toys,wash hands & face ect.

GOLDEN RULE:

“Pee before you play.” Each child uses toilet before they begin their play at daycare at drop off.

The children also get reminded to toilet before & after outdoor play, before & after nap and before parent pick-up.

7:30 am – 9:30 am = free play

If, BEFORE school drop off we leave to walk up to school at 8:40 am

- Sign will be posted at back door.

9:30 am- 9:45 am = Morning snack-Provided by daycare

9:45 am- 10:05 am= Circle time= songs/rhymes, story, jolly phonics

10:05 am- 11:15- Out door walk

- Sign will be placed at back door to our where abouts

11:15 am- 11:30 am –pre-school pick up

- Sign will be posted for pre-school pick-up

11:30 am- 12 pm- Outdoor play

12-12:15 pm- undress from outdoor play clothes- take off muddy buddies ect. (toilet)

12:15 pm-12:30 pm=LUNCH

12:30 pm-12:40 pm- Kids find their blankets in the wicker basket, sit on the nature carpet and pass around a talking stick reflecting upon our morning.

“What was your favorite thing you did this morning?”

Children use walking feet and walk up stairs and find a space on the couch with their blanket.

12:30 pm – 2 pm- Quiet time

- Sign will be placed at backdoor that reads” Quiet children sleeping”.

Youngest child goes down for nap 1st after one 15 minute t.v show, the other children watch another 15 minute t.v show, then 2nd & 3rd nappers go down for their nap and then the rest lay on a cot and do puzzles, look at books or draw for the 45 minutes remaining.

During this time JoHannah Knight makes a cup of tea, utilizes washroom, eats a late lunch and does frequent bed checks.

JoHannah Knight maybe upstairs for some of the quiet time but completes bed checks.

During this time, JoHannah Knight is required to do bed checks on all the children during quiet time and does so according to ISLAND HEALTH sleep safety policies.

2 pm- 2:20 pm- children are woken up, toileted & given afternoon shared snack provided by the daycare.

2- 4pm = Backyard outside play

- If, there is early dismissal from school the children will be woken up early from nap time but, may go down a bit earlier that day for their nap time.
- If, there is AFTER school care pick-up we will leave to walk up to the school around 2:45 pm
- Sign will be posted for Afterschool care pick-up

3:15 pm- 4pm- After school care kids eats small snack -After school care kids out door play time with other daycare kids in back yard.

4 pm- 5:30 pm= Another small snack and FREE play

Daily & closing cleaning & daycare laundry, preps for next daycare day, writes in Island Health daily journal or may send a report to Island Health.

JoHannah Knight will inform parents of their children's day, incidents & behavior upon pick-up. Please allow 5 minutes of non -rushed time to allow your caregiver to "fill in" the parent/guardian about the day your child(ren) have had.

- List of items non-seasonal- Slippers & indoor shoes& outdoor shoes & rubber boots

List of Spring/ Summer clothing items required for daycare box:

- Sunblock, sunhat, sunglasses, hair elastics, bathing suite, shorts (2), t-shirts (2), outdoor & indoor runners, socks (2), water shoes, pants (2), long sleeve shirt (2), Rain pants, rain jacket, toque, hoody, sweeter

List of Fall/winter clothing required for daycare box:

- Gloves, toque, hoody, sweeter, (winter boots, snow suite = if, snowy) Rain boots, extra socks, (4), extra pants (2), extra-long sleeve shirts (2)

Daycare provides: face clothes, beach towels, bedding & blankets & stuffed animals.

☺ Parents are welcome to come visit, play and observe, as there is an open door policy, please be mindful of “Quiet Time” upon arrival☺

☺ Healthy snacks are provided & included in the childcare fee☺

☺ Snack times are at 9:30 am and in the afternoon at 2pm and upon the request of the child ☺

This contract must be signed JoHannah Knight & the parent(s) or guardians of the child(ren) who will be placed in care at Yellow Submarine Family Child Care, before the child care can begin.

1.) This agreement is between:

____ and the parents _____ and
Caregiver's Name) (Parents or Guardians)

Address: _____

Phone#_____ Cell Phone#_____ Work#_____

Names of the children to be placed in Yellow Submarine child care:

_____ (child's name)

_____ (child's name)

_____ (child's name)

The caregiver will provide responsible and nurturing care for the child(ren) named above, and is prepared to discuss with the parents or guardians any suggestions or concerns with regard to the family child care plan.

Caregiver signature: _____

2.) Client family history

Is the above listed child(ren) of Aboriginal decent? Yes _____ No _____

Child's 1st language _____ Child's 2nd language _____

Is, there a history of mental health in the family? _____

What is the above listed child(ren)cultural background or heritage?

Does the above listed child(ren) celebrate any religious holidays or celebrations?

Has the child(ren) attended preschool or daycare before? Yes/No

Yes/No

Name of facility: _____

Dates of attendance: _____

Where there any problems? _____

Comments or Instructions for Caregiver

Special words used by child for toilet: _____

Check Appropriate item(s) below:

on special meds allergies food dislikes Special eating Habits _____

Special diet _____ vision or hearing difficulties _____ speech difficulties _____
other _____

Please Comment on Any Checked Items:

Persons NOT permitted Access To Your Child(ren)

Name: _____ Relationship with child: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Name: _____ Relationship with child: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Is there a custody agreement, please give details and attach copy:

Please Indicate Accident(s) Illness(s) or Operation(s) child has had (Give Dates):

3.) Hours and Days:

Hours of operation: 7:30 am until 5:30pm.

The hours the child(ren) will be in care are from _____ to _____, for the days

- Yellow Submarine North Cowichan business license states operation hours are from 7:30 am-5:30 pm

It is respectful of the business license and neighbors to abide within the business hours.

4.) Late Policy

There will be **ONE** time amnesty for being up to 15 minutes late.

If, it becomes a habit there will be a \$5.00 **per minute** late charge added to the monthly childcare bill.

If, there is habitual problem with lateness, JoHannah Knight will have to review the contract with the client and determine whether the child care space needs to be terminated.

I, _____ (parent/ guardian) agree to PAY JoHannah Knight \$ 5.00 per minute, when late.

As stated earlier above "Please note that Yellow Submarine is open 10 hours a day and JoHannah Knight has her own family responsibilities"- Please respect that family quality time and business by picking up your child(ren) promptly..

5.) Notification to change of daycare drop off and pick up hours

Please notify the child care provider immediately, if the agreed upon times or days that were in the contractual agreement change, to ensure that daycare provider is on premises for drop off.

Please write a letter to notify caregiver of newly changed drop off and pick up hours.

- If, you require an additional day or "drop in" and there is space on that day your child may attend.

- If you change your mind about the agreed on “drop in” space that day you will still be charged \$12 for the schedule interruption and day rearranging.

I, _____ (parent/guardian) understand that if I choose to cancel last minute, a requested “drop in” space, I will be charged the \$12 fee payable to JoHannah Knight.

6.) Emergency Contact For Pick-up

If, the parents/guardian is late, they need to inform the caregiver via phone & arrange an emergency contact to pick up the child by 5:30pm. The emergency contact/pick up person needs to be on the emergency contact list provided by the parents/guardian to the care giver in advance. No faxed letters or notes will be accepted. Parents/guardian will be notified by phone about the child care pick up and emergency contact to ensure that the child is going safely home with that individual. Photo i.d will be required for pickup of your child for verification. Your child(ren) safety & wellbeing is my priority at Yellow Submarine Child Care.

7.) Alternative Child Care Back Up

In the event, JoHannah Knight is on holiday, sick or not able to provide childcare service please have an alternate plan for your child(ren) care.

8.) Extra Support For Your Child

If, your child shows signs of extreme challenging behavior, is unable to cope or there is a significant delay in speech and social language, your care provider will inform the parents/caregivers.

The following steps must take place to develop a care plan and for your child to continue to attend Yellow Submarine Family Child Care:

- A. The caregiver will document behavior and tendencies.
- B. The parent/caregiver is to contact their family physician to be referred to a pediatrician in regards to their child(s) behavior and concerns.
- C. Parent/caregivers will also be advised to contact their local child development center for support services and intake.
- D. A care plan must be given to JoHannah Knight and forwarded to Island Health licensing officer.

Cowichan Valley Child Development Centre:

Sun drops development Centre-250-746-4135

After, the child has been assessed and a care plan is in process and intake completed and supports are in place for the child the caregiver will evaluate the child care space.

If, the child is unable to adjust and adapt to the child care plan and setting the caregiver will determine if, the space be terminated or not.

I, _____ (parent/guardian) understand that if, my child requires extra supports I will comply with the care plan policy # 8 and the 3 steps to implement a care plan for my child(ren) _____ (child's name).

9.) Care provider's Sick Day & Emergencies

Everyone gets sick now and then. Family emergencies, funerals, and other life events happen. **Therefore, I am allowing myself 10 sick days per year.**

Parents are still required to pay for their childcare space regardless if, JoHannah Knight closes the child care facility.

I, _____ (parent/guardian) will pay for my child(ren) _____ care space regardless if JoHannah Knight is sick, on holiday or needs to close the child care facility.

10.) Closure Policy

- **Yellow Submarine Family Child Care will be closed all statutory holidays in British Columbia.**

In addition, Yellow Submarine Family Child Care closes for the following days each year:

- Easter Monday
- Christmas Eve (December 24th)
- Boxing Day (December 26th)

If a holiday should fall on a weekend, we will close the following Monday in lieu of the holiday.

In addition to the above listed holidays, we close for 5 business days at Christmas.

11.) Vacation Time

The sole caregiver will provide a minimum of two weeks' notice to Parents/guardians about vacation time.

During the caregiver's vacation time the child care facility will be CLOSED.

Allowing the sole caregiver vacation time, allows quality time with the family, time to rejuvenate and come back a much rested care provider.

The parents/ guardians will need to find an alternative childcare service while JoHannah Knight is away on holiday.

Parents will be charged for their child(s) daycare space while daycare provider is on holiday.

I, _____ (parent/guardian) understand that if, JoHannah Knight goes on vacation I agree to still pay for my child(s) daycare space in order to maintain daycare space.

12.) Sign In/Out Policy

Parent(s)/guardians are required to sign in & sign out the time they drop off their child & pick up their child. This will avoid discrepancy about pick up times and fees.

This is also important in case of emergency the fire department will grab the attendance sheet upon entrance.

13.) Drop off and pick up times

Please try to allow a good 5 minutes at drop off to allow your child to get settled.

It can often be unnerving and sometimes upsetting for your child(ren) when parents “Drop and run”. I understand that sometimes that can happen, but please try to avoid this type of behavior.

It is respectful to the caregiver, as drop off is a time to include the caregiver in their child’s life business such as;

- A. How the child slept the night before
- B. Has the child eaten breakfast
- C. Has the child had a bowel movement
- D. How is the child feeling? Emotionally? Physically?
- E. How was the child’s behavior/ temperaments getting ready for the day

These are just some samples of how to inform the caregiver to help provide some insight to their day together. These do affect the child and their day. The caregiver may need to adjust her care plan based on the child’s needs.

Pick Up Times

Please allow a few minutes for caregiver to talk about your child(rens) day, behavior and if there were any injuries or incidents to be reported.

Yellow Submarine Family Child Care business hours are from 7:30 am until 5:30 pm.

14.)

Fees:

The child care fee will be \$ _____ (daily)

My child(ren) _____

Will be attending Yellow Submarine Family Child Care on the following day(s): _____

I, (parent/ guardian) _____ agree to JoHannah Knight for the following days per month:

15.)

Absenteeism

If, your child(ren) is sick, absent or on holiday on the designated and agreed upon days of the week signed in the contract, Parents'/ guardians will still be required to pay for the child(ren) daycare space, when your child(ren) are absent from daycare.

I,(parent)/guardian _____ understand that if my child(ren) _____ are absent in any way from Yellow Submarine Family Child Care on _____ day(s)of the week, I _____ will pay JoHannah Knight for the daycare space agreed upon in the financial agreement.

16.)

About Payments

- Please make checks out to JoHannah Knight
- Please keep a copy of the financial agreement/ contract
- Fees must be received /paid on the last Friday of the month.
- Fees are payable in advance. Post-dated checks are preferred.
- 6 months postdated checks are preferred
- Checks will be refunded if, daycare space is cancelled, and a one month written notice is given.
- A friendly reminder notice will be posted monthly & envelope available to deposit fees.
- Receipts for fees will be given out monthly, upon the collection of each payment. If, you require a receipt please notify the caregiver.
- **There is a \$25.00 fee for N.S.F checks.**

17.)

Refund Policy

I, (caregiver) _____ will return unused portion of postdated checks to _____ for unused childcare service at Yellow Submarine Family Child Care.

I, (parent)/guardian _____ understand that 6 months of postdated checks are preferred by Yellow Submarine Family Child Care to ensure a daycare space at Yellow Submarine Family Child Care.

I, (parent)/guardian_____ will give one month written notice to JoHannah Knight/ Yellow Submarine Family Child Care when terminating child care space for _____.

I, (parent)/guardian_____ understand that the last month my child (ren) _____ attend Yellow Submarine there will be a non-refundable check of the last month my child(ren) _____ attend.

18.) Post Dated Checks

Why postdated checks?

This is to ensure a permanent daycare space for your child(ren).

A one month written notice must be given for termination of your child(ren) daycare space.

Advertising at least 6 months in advance for that open daycare space needs to be available and advertising for that space will be required. Advance notice of termination is greatly appreciated and is respectful for business and caregiver and our working professional relationship.

19.) Registration Fee

A \$10.00 registration fee is due at the registration interview with the deposit.

This \$10.00 fee is non-refundable and is a onetime charge.

I, _____ parent/guardian agree to pay JoHannah Knight a onetime \$ 10.00 registration fee.

20.) Tax Time

Receipts will be given out every month. It is the parents/guardians own responsibility to maintain the daycare receipts.

If, additional receipts or an invoice is required at tax time, there will be a \$ 25.00 fee added to the child care bill that month which you may require this extra service.

As, Yellow Submarine hires a book keeper and this is an extra administration cost.

I, _____ (parent/guardian) agree to pay JoHannah Knight \$ 25.00 if, an additional receipt or invoice is required for tax time.

21.) SUBSIDY

In some cases, government subsidy is available to help parents pay for the cost of child care.

Every case will be examined on a home income basis per case by the government subsidy agency. It is the parents/guardians responsibility to register and prepare paperwork. The caregiver will sign the appropriate paperwork and photocopy any subsidy documents that the parents require .Parents are responsible to phone and follow up with subsidy. Parents are responsible to pay JoHannah Knight the parent portion of full child care payment.

I, (parent/guardian) _____ will pay the difference of the child care bill to JoHannah Knight if subsidy payment is not covered in full.

22.) Notice of Withdrawal

Parents/ guardian and the caregiver agree to give **one month's written notice** when the child is to be withdrawn from Yellow Submarine Family Child Care.

The parent agrees to pay one month's fee in lieu of notice.

Caregivers signature

Parent/guardian signature

Parent/guardian signature

23.) Probationary Period

The caregiver and/or parents/guardian reserve the right to request that a child is withdrawn if the child is unable to adapt or adjust within the first week. During this period, only one week notice will be required should the parent or caregiver wish to transfer or withdraw from Yellow Submarine Family Child Care. A portion of the paid fee will be refunded in this instance. **After this one week probationary period, the parent will be required to give one month written notice.**

The Parent/Guardian agrees to pay for the child care time that was provided by Yellow Submarine Family Child Care, even if the care doesn't work out the 1st week.

Parent/Guardian signature

Parent/Guardian signature

Yellow Submarine Family Child Care will refund any portion of the remaining fee that was over paid the 1st month of child care provided at Yellow Submarine Family Child Care, if the child care should not work out.

Caregivers signature

24.) Drop Off and Pick Up

- The child(ren) will only be accepted or released in the presence of JoHannah Knight
- The parents/guardian must notify the caregiver if the child is to be picked up by anyone other than the parents/guardian or emergency alternate contact:

Name of Emergency contact	& Phone #	Relationship to the child

Please ensure your emergency pick up does not have any mental health or substance abuse issues.

Yellow Submarine can NOT release your child to anyone under the influence or suspected influence of drugs or alcohol.

25.) Where We Are At

There will be a sign posted on the fence letting parents know if we are “Up stairs” or “Down stairs”. Please notice the other signage that might be posted on the basement doors.

There is a remote doorbell for the basement that can be heard upstairs.

The remote doorbell runs on batteries. In some instances, the caregiver may not be able to hear the remote door bell, as the batteries sometimes wear out.

The remote doorbell batteries are checked once a month.

I will do my best to inform parents/guardians about outings and school drop off and pick up times. Before School Pick Up Times: 8:40 am -9:15 am.

We go on our nature walk/adventure from 10 am-11:30 am

Pre- School Pick Up 11:00 am-11:30 am.

After School Pick Up Times are 2:45 pm-3:30 pm.

Please contact my cell phone if we are NOT upstairs or down stairs at the daycare. There will be a map posted usually and cell phone number attached to posted sign. If, there is a bad wind the wind may have knocked down sign off of back door.

Signs you will find posted on back of daycare basement door will be are

- We are at Cook Beach Park
- We are at Kin Beach park
- We are at Mom's Morning Out
- We are at 49th Grocery
- We are at Askew Creek Park
- We are at Echo Heights
- We are at Library
- We are at Chemainus Elementary School for pick up or drop off
- We are at Eagle Wings pre-school for pick up or drop off

26.) Peanut Aware Environment

At, Yellow Submarine we are “peanut aware” but cannot be legally a “Peanut Free” environment. Please be mindful & respect those families whose children do have a peanut allergy.

Parents/Guardians will be notified, if a peanut allergy client is enrolled at Yellow Submarine Family Child Care.

27.) Laundry Service

Yellow Submarine provides laundry service of the registered daycare children’s daycare clothing. All daycare clothes will be washed, dried and folded and put back into your child(s) basket.

Please help by putting your child’s initials on their day care clothing.

28.) Pets

Unless authorized or arranged by JoHannah Knight, please keep your family pet at home.

As, JoHannah Knight and other child(ren) in care are highly allergic to their dander.

29.) Meals and Snacks

- It is important to my family value system to say a prayer at meal & snack times.
- The caregiver will be responsible for providing nutritious snacks, as developed from the Canada Food Guide.
- The snack of the day will be posted visibly on a white board for the parents/guardian to view.
- Parents/guardian are responsible to provide a healthy/nutritious **Lunch that is convenient for the caregiver to serve**. Eg. Sandwich
- Parents/guardian is responsible for a “shared snack” a choice of a fruit or vegetable.
- Please no “junk food”. Example: *Mr. Noodles, gum, candy, soda pop, Kool-aide*
- On certain occasions we might celebrate with a birthday cake or cup cakes.
- Cooking & baking treats, such as, soup, bread, cookies or squares maybe a part of Yellow Submarine activities.
- Will you allow your child the occasional piece of birthday cake or cupcake? __Y or __N

- Will you allow your child(ren) the opportunity to cook or bake? ___Y or ___N

30.) Guidance For Behavior Policy

- Time away/Quiet Space will be used when the child needs to be disciplined.
- Time- away allows the child to come back to play once they feel they are ready to join back into the play.
- Positive discipline will help children develop self-control. Discipline is setting limits and correcting misbehavior. Discipline also is encouraging children, by guiding them, helping them feel good about themselves, and teaching them how to think for themselves.
- Documentation of challenging behavior will be done by caregiver and parents will be notified.
- Mental, emotional and physical abuse will not be a form of discipline or either tolerated at Yellow Submarine.

31.) Positive Guidance outline:

- Set clear limits, boundaries & expectations
- Be consistent & fair with each child
- Anticipate & redirect children's conflict with positive statements & gestures.
Example: Sammy is about to hit Jim- "Hands are for clapping not hitting".
- Role model Respect for myself, other children, adults, people with disabilities, languages & cultures, family value systems, community, religion, day care property, environment, & children's property.
- Offer choices.
Example: "Would you like to play with the blue car or the red car?"
- Encourage Self esteem.
Example: "You are really good at singing!"
- Encourage Responsibility.
Example: "Your outdoor shoes belong in your cubby not on the floor."
- Praise & Encouragement for good behavior & not focus on the negative behavior.
- Use age appropriate communication to help guide each child
- Promote independence, healthy choices & problem solving

As, a part of children's normal development it is important to remember that children will have conflicts. Problem solving will help them process problems & positive guidance will help them express their feelings appropriately.

32.) Parking

You may park in my driveway if you don't see our family car there. If, you park in front of our family car my husband is blocked in and can't get out of the driveway. The other designated parking is located beside 3125 Cook St. Do not block any of my neighbor's driveways. Please do not park beside the yellow fire hydrant. Please me mindful of sound early in the morning. Thanks for respecting my neighborhood.

34.) Illness/allergies/medical condition

Please inform the caregiver of **ALL** known illness/allergies or medical conditions relevant for required for care of the child(ren). Parents/guardians please provide medical information on medication.

Any other **specific instructions** to the child(s) care must be provided to the caregiver by the parent(s)/guardian. Please feel free to add extra pages of medical information to the caregiver.

As a caregiver I will do my best to work with your "health care plan" for your child(ren).

35.) Health/illness Policy

As a licensed care provider & mother I value the well being of children in my care.

In the occasion that I am sick, I will CLOSE the child care facility.

Parents will have to arrange alternate child care when JoHannah Knight is sick.

Parents are responsible to pay for their child care space regardless if, the facility closes due to illness of caregiver, their own registered child or illness outbreak at the Yellow Submarine Child Care facility.

I, (parent/guardian) am aware that I will pay for my childcare space for _____ regardless if the facility closes due to illness of JoHannah Knight, my child(ren) _____ or illness outbreak in the Yellow Submarine Child Care Facility.

It is a responsibility of mine to provide clear information to parents & guardians about the importance of wellness in a childcare setting. This policy will set a healthy standard for the children in my care. Team work & strong communication between the parent/guardian & the caregiver will be our strength when illness occurs.

The health/illness policy must be respected and abided by strictly for the protection of the children in my care.

In our world there are flu bugs, germs and communicable diseases.

Frequent hand washing, proper hygiene and universal precautions are part of the everyday personal care routine at Yellow Submarine and help prevent some illness. In life, however, some sickness occurs even when we make the appropriate precautions.

Parents/guardians or emergency contacts will be contacted, if a child becomes ill or needs to seek medical attention during the day and if necessary removed from the child care setting.

Your child(ren) will be placed on a cot to rest in a quiet and safe environment until emergency pick-up arrives.

Your child(ren) illness will be documented and need be reported to Island Health.

If, the illness is highly contagious and Island Health believes the facility is to be closed due to contagiousness and the illness effects more than 3 people Yellow Submarine MAYBE forced to close due to it effecting its operations.

If, a parent/guardian suspects that a child is sick, show illness symptoms, parents need to phone and speak directly to the care provider. The parent/guardian should provide clear symptoms if their child is "under the weather" or sick and is to inform the caregiver.

It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort.

Children who have **ANY OF** the following SYMPTOMS WILL **NOT BE ALLOWED TO ATTEND UNTILL THE SYPTOMS HAVE SUBSIDED WITH A DOCTORS NOTE**. The child must be symptom free for 24 hours before returning to the day care setting.

It is also required for parents/guardians to remove the child from the day care setting if, the child has any of the 12 symptoms.

1. Fever over 38.3 c or more
2. Nausea, vomiting or diarrhea
3. Dehydration
4. Any complaint of an undiagnosed or expected pain
5. Difficulty with breathing
6. Any known or suspected communicable disease
7. Severe itching of the body or scalp
8. Headache, and/or stiff neck
9. Severe cough
10. Severe cold
11. Head lice
12. Blood in the urine or bowel movement
13. Green Discharge from Nose (Must be on Antibiotic for 24 hours before attending.)
14. Pin Worms

36.) HEAD LICE

In, regards to head lice, Yellow Submarine has a "No Nit" policy.

As, a care provider & professional nitpicker, I will gladly help & support you with this common community bug. I will provide correct information, skills & tools to help you solve this as quickly as possible.

37.) RUNNING NOSE

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, and then rub them on other children, toys and on surfaces. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These cases will be handled on a case by case basis. Your cooperation will be greatly appreciated. If your child's nose requires consistent wiping by the provider more than 3 times in a 1 hour period and there is no notice to administer over the counter medication you will be asked to pick up your child, they may return once they are symptom free without medication.

38.) FEVER

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. A temperature of 100 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to child care until the temperature has been down for 24 hours without the aid of a fever reducing medication such as Tylenol. If your child wakes with a high temp and you administer a fever reducer, this generally only lasts a few hours and I will have to call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an un-diagnosed illness.

39.) Coming back after being sick

Children may re-enter day care after the following illnesses.

- **Common cold** - if they are on medication they can return to day care. If they have the cold for more than 1 week "while on medication" and do not show signs of improvement, I will require them to see a doctor and a notice must accompany them upon their return to daycare.
- **Influenza** - a child may return to day care if s/he has had a normal temperature for 24 hours.
- **Conjunctivitis or Pinkeye** - a child must be on medication for no less than 24 hours before they return to day care and a letter of release from his/her doctor.
- **Strep throat** - a child must be on medication for no less than 24 hours before they can return to day care and a letter of release from his/her doctor.
- **Diarrhea** - a child may return to day care when they have had a normal bowel movement within the last 24 hours.
- **Chicken pox** - a child may return to day care after all the blisters have scabbed over and accompanied by a letter of release from his/her doctor.

40.) Immunization

Although immunizations are not required they are one of the most effective ways of preventing the spread of communicable diseases. I recommend that all children have their immunizations brought up to date prior to entry into Yellow Submarine family Child Care and that the

immunizations are kept up to date thereafter. The record of immunizations is recorded on the registration form upon entry into the day care. Please update your file after each subsequent immunization. Island Health can e-mail the parents a copy of the child(rens) immunization record upon parents request. It is the parents responsibility to inform and update caregiver regarding their child(rens) immunizations.

41.) Administering Medication

- A requirement by section 17 (a) (1) of the Child Care licensing regulations states: Administering of **any** medication can only be done with the parent's written consent.
- There an Island Health form that is required for parents/guardians to fill out in order for Johannah Knight to administer medication.

42.) Ambulance Call Policy

If, an ambulance needs to be called for an emergency involving a child that attends Yellow Submarine Family Child Care the parents/guardian will be billed and responsible for the payments related to the ambulance call and emergency of the child involved in the emergency.

Parents/Guardian

Parents/Guardian

43.) Alcohol and Drug Policy

If, Johannah Knight suspects the parent or guardian or pick up or person showing **ANY** signs of being under the influence of alcohol or drug the following steps will take place to ensure the safety of the child(ren) in care.

- A phone call will be made to the police. The police will see fit and determine the outcome of the intoxicated adult.
- This may include: seizing of the vehicle, ministry of children and family service phone call/social services or possible jail time.
- Driving under the influence of any drug or alcohol not only puts yourself but, your child's life at risk of death.
- The child will **NOT** be released to the individual, parent/guardian from the daycare.
- An incident report to Island Health licensing officer must be written and submitted within 24 hours of incident.
- A phone call will be made for putting the child at risk by the caregiver to the Ministry of children and family.
- An incident report will made and submitted to Island Health within 24 hours.

- JoHannah Knight will not tolerate manipulation, excuses, or get another family member to pick up the drunk or stoned individual.
- The following above steps will be implemented.
- Depending on the outcome of the situation, the care plan for the registered daycare child may be terminated as well.

44.) Smoking Policy

As, a licensed child care provider and facility, operated through Vancouver Island Health Authority, I am obligated to obey the “Smoke Free Premises Policy”.

The Vancouver Island Health Authority Smoke Free Premises Policy states:

- *Smoking will not be permitted on the grounds of any facility leased, owned, or operated by VIHA after March 1, 2008 to meet the standard set down by the provincial government.*

45.) Pet Policy

- In the interest of **all** clients, please be aware of the health, safety & allergy aware child(ren). No pets or other exotic animals are allowed on the premises at any time.
- In the case of educational purposes clients will be informed in advance about specific visiting species. Parents please inform the caregiver of any known animal allergies.
- Children should be instructed never to approach an unknown neighborhood pet and walk away from an unknown animal, domestic or wild.
- When we do our outdoor adventures we “freeze” like a statue when we see a dog.

46.) Property Damage

Normal wear and tear of toys and daycare equipment is expected.

However, if a registered child purposefully causes willful damage to equipment, vegetation or buildings and damage occurs. A fee will be determined, depending on the severity of the property damage and the parents/ guardians will be billed for the repair or replacement value of the property affected.

I, _____ (parent/guardian) will pay for ANY daycare equipment of property damage that JoHannah Knight sees fit to charge after the damage incident.

47.) Child Abuse Policy

"Everyone who has a reason to believe that a child has been or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected is legally responsible (under the Child,

Family, and Community Service Act) to report the matter to a child protection worker. In British Columbia, a child is anyone under the age of 19." (Quoted from the B.C. Handbook for Action on Child Abuse and Neglect).

Therefore, if I have reason to believe that a child is being or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected, I am obligated to report it.

48.) Lost Child Policy

At Yellow Submarine, children's safety precautions and guidelines are in place for their protection. Careful boundaries, regular role calls, head counts and a buddy system will be utilized to ensure your child's safety. Children's emergency /identification cards will be on my person at all times. In the rare event that a child has "wandered off" or has gone "missing" the following procedures will take place:

- Check all known play areas of the child
- Telephone the police after an immediate search has **NOT** located the child.
- Inform the parents directly
- Have a description of the child ready
- Telephone a back-up support person to stay with the other children while you are searching for the lost child.
- An emergency plan will be lead by police to further the search, if need be.
- Vancouver Island Health Authority Licensing officer will be notified within 24 hours and a full investigation within their policies will take place.

If, we are off day care site each child will automatically carry with them the day care provider name & contact information in the event that a child goes "missing".

This is to ensure correct information is given to the child to provide a person who has located the child outside the day care site to return & contact the daycare & provider promptly.

49.) Nap Time/Quiet time

At 12:30-2:00 pm *is a quiet time when the children rest or do a quiet activity.*

It is a requirement of Island Health for caregiver to do frequent bed checks every 15 minutes.

It is recommended, for child(ren) to bring a special sentimental toy or blanket for comfort when they nap. Younger children may require 2 or 3 small naps a day according to each child's care plan. Please be mindful of the "Quiet Children Sleeping" sign.

50). Community Outings

At Yellow Submarine Family Child Care we do a lot of local nature trail walks, beaches and community centered activities. We often utilize the community school and library for additional activities. I will always have my cell phone and 1st aide kit and children's emergency cards on hand.

Will you allow your child to participate in community outings outside of the Yellow Submarine Family Child Care? _____Y or _____N

Parent/guardian Signature

51.) Emergency Preparedness Plan

Every month we practice a fire drill and once a year we practice and an Emergency Preparedness Plan.

In the case of an emergency or natural disaster, my goal is to keep the children calm and maintain their safety and well being. The caregivers/guardian will be notified regarding the emergency as quickly as possible. If, there is an emergency within my home and the neighborhood or community is not at risk, our meeting place is across the street from 3125 Cook Street. If, my street or neighborhood has to be evacuated our meeting place is Calvary Baptist Church, 3318 River road, Chemainus. In the event that the community will have to be evacuated our meeting place will be at the top of Pamarama Ridge, Island Highway.

As, a parent/guardian you will be responsible to provide a “Personal Grab'n Go Kit” for your child(ren) to be kept at Yellow Submarine Family Child Care.

Parents you will need to provide the Personal Grab 'N Go Kit Listed below:

Personal Grab 'n Go Kit for each child

- Bottled water
- Flashlight
- Nutritious foods (dried fruits, granola bars, nuts or beef jerky)
Whistle
- Personal medications,
- Emergency blanket
- Personal toiletries
- Extra pair of eye glasses
- Dust masks and gloves
- Extra money, coins, phone cards
- Family photos (recent)
- Book and/or game
- Personal papers (i.e. emergency contacts & identification)

Grab and Go kit's can be purchased for \$10.00 per kit.

Home and Kit

- First aid kit & manual

- Extra keys for my car and house, Manual can-opener
- Wind-up or battery-powered flashlight (and extra batteries)
- Wind-up or battery-powered radio (and extra batteries)
- A copy of my emergency plan and contact information
- Nutritious foods (dried fruits, granola bars, nuts or beef jerky)
- Fire extinguisher
- Comfortable/ sturdy walking shoes
- Flares, candles w/matches & jar
- Heavy-duty work gloves (leather)
- Ziploc bags,
- toilet tissue
- Change of clothing
- Large, sturdy backpack, kids books & games
- compass, Duct tape ,List of contact numbers, children's emergency cards
- A change of clothing and footwear for each day care member
- Sleeping bag or warm blanket for each day care member
- A whistle
- Garbage bags for personal sanitation
- Basic tools (hammer, pliers, wrench, screwdrivers, fasteners, work gloves)
- Small fuel-driven stove and fuel
- Two liters of water per person per day for cooking and cleaning, rope & tarp

Emergency Contact Person

Choose a relative or friend who lives outside the disaster area, preferably in another Province or country that family members can contact if it becomes impossible to reach your home or our reunion sites. Communication within a disaster area is harder to establish than calling to an area not affected by the disaster.

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Pager: _____

Fill in the emergency contact cards with this information for each family member to carry with them at all times.

In the event family members cannot reach one of your reunion sites, remind them to contact this person as soon as they can after the emergency and report how and where they are and their plans for the next few days. Keep conversations short as the phone system will be overloaded with people trying to contact their loved ones.

Your child will not be left unattended at ANY TIME during a Emergency. In the event that the parents or guardian cannot “pick up” their child an “outside” emergency contact will be contacted. Your child will only be “handed over” with the proper identification of the “outside” emergency contact person.

Emergency drills

Emergency drills for fire, earthquake, tornado, tsunami, emergency first aide/911 & snowstorms will be practiced every month. Parents are welcome to attend. Stop, drop & roll & duck & cover methods will be used. ‘Shake out Day’ is utilized annually to practice the big emergency drill.

Example of emergency drill:

Top 5 Recommendations:

- 1) In an earthquake, **DROP** yourself safely to the ground, **COVER** yourself with furniture, cushions, blankets or anything else around you, and **HOLD** your position until the shaking stops and then **COUNT** to 60 before moving
- 2) Always take the time to **check for hazards** around you or where you are trying to move to before taking action
- 3) To extinguish fire on your clothing, **Stop, drop and roll**
- 4) **Close doors** when exiting a building during an emergency
- 5) **Stay Calm** so you can think clearly

52.) Roles and Responsibilities of the Parents/Guardian

- Parent(s)/guardian have a responsibility to:
- Bring any and all complaints, concerns or problems that may arise first and directly to the caregiver.
- Prepare their child for family child care experience
- Inform caregiver of any changes to address, phone, employment or emergency information
- To inform caregiver about mental health issues of registered child(ren) in care, emergency pick-up person and parents of the registered child(ren).
- Inform caregiver of changes with family, custody or access of parents
- Inform caregiver of changes to care hours or days needed, or drop-off and pick up times
- Inform the caregiver of any illness or contagious disease that might affect the other children or members of caregivers family
- Respect the privacy and need for confidentiality of children in care and their family
- Respect business hours of operation and that right to be paid upon the agreed upon date
- Respect the caregiver's home, family, property, religion, privacy and culture
- Respect that the caregiver has a family and pick up their child at the agreed upon time
- Ensure that the confidentiality of the family licensed child care be maintained
- Provide caregiver with one month's written notice before removing their child
- Provide caregiver with the name of an emergency back-up person in case their child becomes ill or if the parent(s)/guardian has an emergency that might prevent them from picking up their child by 5:30pm.
- Ensure that their child is brought to child care well rested, fed, clean and healthy
- Provide caregiver with authorization to get emergency medical care if, the caregiver cannot reach the parent(s)/guardian or emergency contact.
- To pick up your child(ren) drug and alcohol free.
- Supply sufficient amount of any special food, appropriate clothing, infant equipment and supplies that is agreed upon.

53.) Responsibilities of Caregiver

- Launder daycare bedding, clothing and dress up clothes.
- Obtain and maintain insurance for children, house and vehicles.

- Comply with Vancouver Island Health Authority licensing and regulations
- Plan a varied day and establish routine
- Have realistic expectations
- Manage time and stress effectively
- Maintain safety of daycare equipment and yard
- Get to know the child(ren) in caregiver's care
- Work in partnership with the child's parents/guardian
- Set rules and policies
- Bring any concerns or problems that may arise first and directly to the Parents/guardian of the child
- Provide nutritious snacks
- Maintain confidentiality of records, child(ren) and family of child care clients
- Provide adequate play and safe spaces for indoor and outdoor activities
- Develop a collaborative partnership with parent(s)/guardian and work together on common goals for the child(ren)
- Regular daily cleaning throughout each day of play room, nap area/surfaces, bathroom & kitchen
- Abide by Island Health regulations and policies
- Document and fill out licensing regulation forms
- Maintaining of yard and home for safety
- Child Proof Child care space
- Hand washing of caregiver and children
- Provide frequent toileting and diaper changing
- Report any incidents to Island Health.
- Call 911, ambulance or Police to maintain safety, if need be
- Communicate with Parents/guardian about the child(rens) daily experiences in a positive and respectful manner
- Refer and connect families to resources
- Document child's behavior & daily activities

54.) Sun Protection

Please lather up your children with sunblock before they attend daycare or at daycare center if, possible before the daycare day starts.

Skin cancer is a major concern these days and I encourage the children to care for their skin. It is for this reason that each child is required to bring a hat and sunscreen to care every day. Parents/guardian please ensures hats fit, and have brims large enough to protect a child's face and neck.

I allow the care giver of yellow Submarine to apply sun block to my child(ren).

Parents/guardians signature

Parents/guardians signature

55.) Toilet Training

I will work in conjunction with parents during potty training. If, you have a method that has been working for you please let me know and I will be happy to adopt it for the child. I will work with you but not for you. Should your child show no interest in potty training, I may stop the process until the child is more comfortable with potty training.

All soiled underwear will be bagged up and sent home at the end of the day.

Parents/ guardian please feel free to explain any other important information.

56.) Special Guests

At times there maybe community member example: firefighter, artist, a grandma or musician may visit us at daycare.

The visitor attending will be on the calendar of events for the month given out.

Please note your child will never be unattended or alone with the special guest.

I have read, understand and agree to the above accompanying policies and agreement.

(Parent/guardian)

(Caregiver)

(Parent/guardian)

(Date)