

Aslan Early Learning Centre

Parent Handbook



**Aslan Early Learning Centre
531 Herbert Street
Duncan, BC V9L 1T2**

Aslan Early Learning Centre is licensed to provide Group Childcare for young children. Children 30 months of age to school age are eligible to participate in our group childcare program. Our gradual entry process into these programs begins when space and funding sources are in place according to policies and procedures.

The facility complies with the Community Care Facilities Licensing Act and funding source mandates. The facility is guided by our policies and procedures manual as well as the policies of the Community Care and Facilities Act. The Centre operates solely on parent fees. We hope to receive funding through Child Care Operating funding and provide the Child Care Fee Reduction Initiative for families. Parents can also access the Affordable Child Care Benefit program through MCFD.

Philosophy:

Aslan Early Learning Centre and our staff believe and value that all children have the right to healthy spiritual, emotional, physical, and intellectual experiences. Children's programs provide activities, spaces, and events that support child development and wellness. Creativity, imagination, and a structured routine provide children with opportunities to develop self-help skills, large and small motor coordination as well as increased self-esteem and awareness.

Recognizing that parents are a child's first teacher, we work in collaboration with parents and families to best meet the needs of each individual child. Early Childhood Educators are instrumental in facilitating learning through play. Respectful family-centered interactions are of utmost importance and to be maintained by modeling open communication in a positive manner. Trust, traditional practices, and community capacity are necessary in planning and implementing children's programs. Physical, environmental, social, emotional, and neurological factors affecting the quality of learning are significant and we strive to ensure high standards must be met by staff, families, and community. The Code of Ethics for Early Childhood Educators of BC is a standard for childcare staff to adhere to.

Our Mandate:

Aslan Early Learning Program will support children and their families with sound and appropriate Early Childhood Education and Development services. Activities are planned and implemented based on knowledge of children's development. Physical, intellectual, spiritual, and emotional growth are fostered through play, art, music, movement, stories, nature/environment, and healthy nutritional guidance. We honor the wisdom of our Elders, parents and community members and encourage their participation.

Our Program:

We offer a stimulating emergent curriculum through activities well thought out and child led in a culturally rich environment that fosters learning through play. Children must be registered to attend our program.

Hours of Operation:

The childcare is open Monday to Friday from 7:45-4:45pm. We offer only Full-Time care currently. The childcare playgrounds will only be used by the childcare staff and registered children during these hours. Any exceptions for families needing to occasionally drop off earlier must be approved in advance by the Childcare Manager.

3-5-year-old group daycare: There are 16 licensed spaces in the 3-5yr room, with 2 qualified staff.

The childcare will be closed on statutory holidays, community/traditional closures and for staff professional development opportunities. Families will be given 3 weeks' notice for any upcoming closures throughout the year.

We are closed for the following statutory holidays:

New Year's Day	Good Friday
Easter Monday	Victoria Day
Aboriginal Day	Canada Day
BC Day	Labor Day
Thanksgiving Day	Remembrance Day
Christmas Eve Day	Christmas Day
Boxing Day	New Year's Day Eve
National Day for Truth & Reconciliation	

A week for Spring break.

Last week of August.

7 business days for Christmas holidays

2 Professional development days.

All of the closures will be provided with notice.

Registration:

Parents/Guardians must fully complete the registration forms found at the back of this parent manual. All families will have received a copy of the Parent Handbook, completed the emergency card, and arranged for payment (see fees section) before their child may attend.

Please notify staff of any absences. If your child is absent for two days or more the staff will phone your home or place of work, to inquire about your child's absence. If your child needs to be absent for an extended period, specific arrangements must be made with the Childcare Manager. If we do not hear from you by month's end regarding your child and we have tried to contact you by phone and/or letter, your space will be given to the next child on the wait list on the first of next month.

Communication:

Please keep the staff informed of changes in your child's life. Confidentially between families and the team of educators in childcare will be maintained. Please discuss any concerns with the Childcare Manager. Good communication is key to understanding your child and working together.

Enrollment Policy:

All children in care will be registered and files kept up to date in accordance with the Community Care Facility Act, Child Care Facilities Regulations. Procedures:

1. Employees will enroll their child/ren like any other child/ren.
2. A wait list will be kept by the Childcare Manager and space will be filled on a first come first served basis.
3. Enrollment must be completed, and a gradual entry process completed before the child/ren can attend the childcare program without a parent.
4. The enrollment process requires:
 - Space for the child is offered to the parent.
 - The parent makes a verbal commitment and submits a plan for payment fees.
 - The Child Registration Form is filled out by parents and families and submitted to the Childcare Manager or a staff member. A deposit of \$250 must be paid to complete the registration. This will be applied to the final month of enrolment. The child is then deemed registered. Once a child is registered their space is guaranteed.
 - Fees are due at the beginning of the month.
 - A signed agreement will be returned. Parents will receive a parent handbook with their registration forms. This is theirs to keep and refer to.
 - The Center will provide an individual space for personal belongings such as a blanket, pull up, indoor shoes and change of clothes. (Parents will provide shoes or slippers.)
5. All information given to the Childcare Center concerning a child will be kept confidential. A permanent file containing registration documentation and a photo of the child will be kept.

Monthly Childcare Fees:

30 months to 36 months - \$1440

3-5 years - \$1100

All childcare fees are due on the 1st day of each month. If the monthly payments are not received on the first day of each month or alternate arrangements reached with the Childcare Manager, a verbal reminder will be issued. If the fees are not paid by the 3rd day of the month, a late fee of \$5 will be issued until the fees are paid. Should the fees remain unpaid you will receive written notice of overdue fees after the 15th of each month. Should the fees not be paid and/or the ACCB not updated by month end, your child will be considered as no longer enrolled in the program and may not attend as of the first of the next month. Children withdrawn from the Daycare because of overdue fees will be added to the top of the waitlist once these fees are paid.

Refund Policy:

If Aslan Early Learning Centre is not able to offer childcare services due to a facility or organizational emergency, or if the daycare closes there will be no refund of fees paid. However, if the closure becomes permanent all postdated cheques will be returned to families as well as the deposit of \$250.

Families will not receive a refund of fees for:

- Snow day closures when the childcare is closed by administration. We follow School District #79. If the schools close due to snow conditions, we do as well.
- Childcare Centre closures due to Power outages.
- The Childcare Centre is closing due to pre-announced Professional Development and Training Days for staff.
- All Holidays as listed above.

Family Late Pick-up:

It will be the responsibility of the parent to pay the person in charge at a rate of **\$25.00 right at closing time** and **\$1 for each minute** for providing additional childcare time.

Guidance Policy:

Guidance policies are in accordance with the BC Ministry of Health Handbook "Guidance with Young Children." Guidance is the teaching/learning process by which children develop socially appropriate behavior. Strategies include setting

clear boundaries and limits, having consistent guidelines, model appropriate behavior and respectful interactions. Educators redirect children using positive reinforcement. We also use natural and logical consequences, direct and indirect guidance techniques, proactive approaches to situations, interact in positive ways, and offer choices.

Screen Time Policy:

Our childcare center implements a strict no screen time policy, prioritizing hands-on, interactive activities for children's holistic growth. We believe that real-world experiences, creative play, and face-to-face interactions are vital for their development. While occasional exceptions for educational purposes may arise as well as once in a month pajama party, our commitment to a screen-free environment remains unwavering.

Arrival and Departure:

To ensure that the children develop a sense of belonging, arrival at the center by **9:30am** is necessary. Children must be directly delivered to childcare staff members. The parent, guardian or authorized person must use the sign in/out located at the front entrance. Children will not be permitted to leave the childcare center alone or with any unauthorized persons. All persons must be 19 years of age to be eligible for an authorized person (excluding parents). Children will not be allowed to leave the center with anyone who is not listed on their registration form without parent or guardian consent. If a child is still at the Childcare Centre at the time of closing for the day every effort to contact parents, guardians or emergency contact people will be made by our staff. If we are unable to locate the contact within one half hour after closing, they will contact the Ministry for Children and Families.

Release of Child:

Children will not be released to anyone that is not on their registration form. In case of an emergency, personal instructions will be accepted from the authorizing parent for an alternate person to pick up the child. If a child has not been picked up by closing time and the parents and emergency contacts cannot be reached the staff will:

- Try to contact your parents.
- Try to contact alternate emergency people listed on file.
- The staff will contact the Ministry of Children and Family at 1-888-338-6622.

- Staff will contact a local social worker who will call back the Childcare Centre and pick up the child.
- In situations when an individual who appears to be incapable of Providing safe care or is “not permitted access to a child” attempts to remove a child in care from the facility, the licensee/Staff member is obliged to consider the health and safety of all involved, including other children in care, staff, and him/herself. For the situation where an individual appears to be incapable of providing safe care the policy could include offering to call a friend or relative to pick up the individual and the person in care.
- Policy should also address when staff will contact the Ministry of Children and Family Development and/or the police. Licensee/staff member should always consider whether a child needs protection in accordance with Section 13 of the Child, Family and Community Service Act. If the licensee/staff member believes a child will be at risk, a report should be made to the Ministry of Children and Family Development. If an individual chooses to drive a vehicle while impaired, staff should report this to the police.
- The licensee/staff should document the occurrence in the Facility’s daily logbook and Incident Report Log.

Staff of the daycare are not permitted to pick up or take children home at any time.

Fire Drills:

Fire drills are carried out on a regular monthly basis following building evacuation plans. The muster station is at the end of the parking lot. Our annual Tsunami evacuation meeting spot is directly in front of St Andrews Church Office.

Clothing and Supplies:

Parents or guardians are responsible for supplying their child or children’s diapers and any other specific equipment required for their child’s personal comfort and health. All water bottles etc. **must be labeled** with a child’s name. Part of every day is spent on our playground, rain, or shine. For this reason, we suggest that children wear clothing that is washable and appropriate for the weather. Please bring the following articles of clothing (Labeled with your child’s name) to the Childcare Centre to keep in your child’s cubby:

At all times:

- Change of clothing: shirt, pants, socks, and underwear.
- Winter weather: Mittens, hat, warm coat, and appropriate footwear.
- Summer weather: Sunscreen (Labeled) and a sun hat.

Parents must always supply their child’s or children’s diapers and wipes.

Phone numbers:

Childcare Manager: **250-667-2425**

Childcare Playgrounds:

No breakable containers and bottles are allowed in these areas at any time. Gates into the childcare playgrounds and classrooms must be kept always shut. Families must check in with childcare staff, before taking their child from the classrooms or playgrounds at any time during the day.

Active Play Policy:

Active play policy for childcare centers promotes physical activity and healthy development in children. It includes:

Goals: Emphasize the importance of physical activity.
Activities: Provide age-appropriate indoor and outdoor activities.
Safety: Ensure equipment is safe and establish safety guidelines.
Inclusion: Accommodate children with disabilities.
Schedule: Integrate active play into daily routines.
Staff Training: Educate staff on facilitating safe play.
Parent Involvement: Inform parents about active play benefits.
Evaluation: Regularly assess and adjust the policy.
Partnerships: Collaborate with local organizations.
Communication: Share activities and benefits with parents.

A flexible policy encourages movement, creativity, and well-being while supporting children's growth.

Wellness Policy:

While we are sensitive to the stress that illness may cause for families, we are not licensed to care for children when they are ill. We spend a lot of time outdoors. We believe that children benefit from the freedom that outside play allows them. Fresh air and exercise, exploring nature, sensory development and community contact are other reasons for our emphasis on outdoor play. Children who are not well enough to be outside should not be at the centre.

If your child becomes ill during the day, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contacts. We will provide a quiet resting area and close staff supervision until you or one of your emergency contacts can pick up your child. If the situation becomes urgent we will follow the emergency procedures. Any child that appears sick upon arrival to the Centre will not be permitted to stay.

Parents must make alternate arrangements for care if their child is sick:



Often children just beginning group care will become sick and a little more often until their immune system has a chance to strengthen. The following will be used as a guide to determine if a child or staff member is well enough to be at daycare.

Wellness Guide

A child should not attend Childcare if he/she has or is developing any of the following:	A child may return to the program when:
☐ A fever of 100 deg. F/38.3 deg. C or higher	☐ Fever has remained below 100 deg. F/38.3 deg. C for 24 hours without medication.
☐ Consecutive bouts of diarrhea	☐ Child has had at least 1 normal bowel movement.
☐ Skin infection undiagnosed rash, sore, infected eyes or sign of.	☐ Child has been examined by a doctor and has received medical clearance. Seen by staff.
☐ Any parasite related condition (Impetigo, scabies, head lice, etc.).	☐ Child has been examined by a doctor and has received medical clearance. Seen by staff.
☐ Acute cold with coughing colored nasal mucus, sore throat.	☐ Symptoms have subsided.
☐ Recurring vomiting	☐ 24 hours have passed since last bout of sickness.
☐ Has been on antibiotics less than 24 hours.	☐ After 24 hours have passed.

Children, Doctor and Dentist Appointments:

All families must inform the Childcare Manager or in their absence, attending staff if their child is to go to the Doctor or Dentist appointment, at least one day in advance. Families plan for returning their child to childcare after an appointment, and any special care their child may need must be planned with the Childcare

Manager and/or staff ahead of time. Any exceptions may only be approved by the Childcare Manager

Children on Antibiotics:

In accordance with our Illness Policy for sick children, children that are prescribed antibiotics are to remain away from the childcare centre for a full 48 hours after the first dosage of medicine they receive. This ensures the child gets the rest they need to commence healing. After 48 hours have passed, we welcome your child back into their regular childcare classroom. Please inform staff if your child is to be away or is on antibiotics. If your child needs to continue taking medicine while in childcare, please follow the Medications Policy.

Medication:

We **DO NOT** administer over the counter medications such as Tylenol or Dimetapp. Our main concern with Tylenol is that it might temporarily mask the symptoms, but if it wears off, the child's fever can spike very quickly, and children need to be in the care of their parents when they have a fever. Nonprescription medication will be administered only under special circumstances (i.e., note from the doctor) and under the same regulations as prescribed medications. Please inform staff if your child has been given medication (ie Tylenol, Dimetapp before entering childcare).

Thank you for your co-operation.

Head Lice:

In the event head lice have been detected the child's family will be required to do a "Dry Head Lice" check on their child when they arrive at the Centre. All head lice checks must be performed with a daycare staff member present. If Head Lice are detected, we will ask the family to do the treatment of their preference prior to their child returning to the Centre. The treatment may need to be repeated until the child's head is free of lice for a continuous two-week period. As a preventative measure the staff will implement weekly head checks on all children should an outbreak occur.

Head Lice Treatment: "The Bug Busting Method"

Day 1, completely cover the hair in inexpensive hair conditioner. Using the "Head Lice" comb, thoroughly comb through hair from scalp to ends. Use a hairdryer on high, dry the hair. Cover the shoulders of the person receiving treatment. Immediately wash all towels, clothes, bedding, pajamas for the entire family. It is helpful for the entire family each to receive the "Bug Busting Method". Repeat on days 5, 9 and 13. By day 13 all the lice should be combed off. Using the "Head Lice" comb, thoroughly comb through the hair from scalp to ends. Check again on day 17 and unless a person caught lice again from another

person, there should be no lice. Continue to check all family members' hair day 27.

Always report head lice to your child's teacher.

Health – Smoking/drugs/ alcohol/ violence:

We encourage wellness for all the families we serve. We promote healthy living in drug and alcohol-free environments.

To support this philosophy, we have a smoke free, drug free, alcohol-free physical environment and a violence free emotional environment through healthy verbal and body language, respect of our bodies, public and private honoring of our spirits.

Volunteers and employees must have no smoke odor on their breath, clothes, or body. Volunteers and employees must be drug and alcohol free for all childcare programming. **All forms of violence or abuse are not appropriate behavior for persons both on and off duty in childcare programming. Any disputes must be directed to the Childcare Manager and a meeting will be arranged at the earliest convenience. Absolutely no forms of abuse or aggression will be tolerated within the perimeter of childcare.** Modeling

Rationale:

Children with compromised breathing need smoke free environments.

Children need emotional healthy individuals to model clean living.

Children desire healthy individuals to care for them.

Children have a right to safe, clean, respectful care.

Children need individuals who make safety and wellness their priority.

Snack and Lunchtime:

All families will provide a nutritious lunch for their child or children in childcare.

Please provide a labelled water bottle. Water will be provided at both snack time and lunch time. The childcare is a **JUNK FOOD FREE ZONE** with no pop, chips, candy, or fruit rollups. Parents also provide a snack for the morning and afternoon. A sharing basket will be available for inadvertent times a lunch or snack is forgotten.

Food allergies and dietary concerns will be posted and addressed at registration time. All families are responsible at all times to inform childcare staff of food and medical allergies and/or sensitivities. **Please ensure your child has had breakfast prior to attending.**

Nap/Quiet Time:

Each child is helped to relax and encouraged to sleep. All children must have a quiet rest time. Some older children who are unable to sleep will have quiet play time after 20-30 minutes of quiet rest time.

Staff:

The childcare staff are trained and/or are currently studying for their Early Childhood Education Certificates/Diploma. We all hold Child-safe First Aid Certificates and have undergone Criminal Record Checks.

Staff Ratio:

For our 3-5-year-old group daycare, we have 2 qualified Early Childhood Educators for every 8 preschoolers, 2 to 3 staff for up to 16 preschoolers.

Our Day

3 – 5 Year Olds

Monday to Friday 7:45 - 4:45

7:45	Daycare opens. Arrival -
8:00-9:30	Free play, teacher facilitated integration. Free art, teacher directed child interactive play.
9:30-9:45	Clean up/transition to breakfast/snack
9:45-10:00	Morning nutrition break
10:00-10:30	Circle time
10:30-10:45	Bathroom routine/transition to outdoors
10:45-11:30	Out-side time
11:30-12:15	Lunch time
12:20 - 12:45	Bathroom routine. reading books
12:45 - 2:00	Rest time
2:00-2:45	Teacher directed activities. Open art, table activities
2:45-3:00	Snack time
3:00-4:45	Outdoor environment/home time