



# Parent Guide, Policies and Procedures

*Updated: May 2020*

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*This guide is designed to tell you a bit about the history, daily routines, daycare operations and the essential parent involvement expected at Boat Daycare. Feel free to speak to any staff, if you have further questions.*

## History

Through an initiative offered by the provincial government in the 1970's, a group of families put together a proposal for a parent-run group daycare. The proposal was accepted. Boat Daycare opened its doors in the Spring of 1974 and was licensed by the City of Vancouver in 1976.

Because many of the families involved in the startup of our daycare were working on and around the docks of Vancouver, and because the first play structure we had was a boat donated to the centre, it became known as Boat Daycare. The original administration and operation of the daycare was divided between the board, the parents and three full-time staff. In 2003, Boat Daycare Society joined the Britannia Childcare HUB until 2010 when it resumed self-management. Today, one Senior Supervisor, four full time Early Childhood Educators and the Board of Directors made up of parent volunteers are responsible for the management and control of the organization.

Ultimate responsibility for Boat Daycare and the Boat Daycare Society remains in the hands of the Board of Directors. Boat Daycare continues to have a strong parent board, meeting monthly to oversee the daycare's finances and responsibilities under the BC Society Act, as well as facilitating parent's active involvement in the general functioning of the daycare.

## Mission

The Boat Daycare Society is a social organization incorporated to serve its membership and its neighbourhood in East Vancouver.

Our vision is to provide a nurturing community where our children can play and grow.

Our mission is to provide affordable, quality child care programs staffed by trained and committed individuals. We do this in a clean, open and inspiring environment that supports and encourages diversity of belief, thought and lifestyle.

Our values are acceptance, kindness, civility, openness and curiosity.

## Staff

Boat Daycare has 4 full-time trained and certified Early Childhood Educators (ECEs) who meet all of the requirements outlined in the Child Care Licensing Act and hold valid First Aid certificates, as well as Food Safe certification for some staff. The centre also has several regular substitute ECEs and ECE Assistants who fill in for vacations and illness. A Senior Supervisor is responsible for the administration as well as overseeing the whole program.

From time to time you will see Early Childhood Educators in training completing their practicum in our programs as well as special guests visiting the program throughout the year such as Licensing Officers, Fire Department inspectors, and other consultants.

Boat Daycare staff members belong to the British Columbia Government and Service Employees Union (BCGEU). Staff members attend workshops and seminars, as well as network with other early childhood educators to advance their knowledge in the field of Early Childhood Education.

## Board of Directors

Boat Daycare is owned and operated by the Boat Daycare Society, a non-profit organization that follows the rules and regulations of the *BC Society Act*. The membership of the society is made up of all the parents who have a child currently attending Boat Daycare. Ultimate authority for the daycare and its responsibilities under the *BC Society Act* rests with the Board of Directors, whose Board Members are elected from the membership of Boat Daycare Society.

Once a year, at the annual General Meeting in June, it is required that at minimum of four and a maximum of seven Boat Daycare parents volunteer, and be elected, to serve a one-year term on the Board of Directors. The key positions for the board that need to be filled by September are as follows: Chair, Vice-Chair, Treasurer, Secretary. Other roles include Communication Coordinator, Volunteer Coordinator and Member-at-Large. We encourage any parents interested in joining the Board Directors to get in touch via email or to talk with a current Board Member before the end of June each year.

Board Members take responsibility for supervising the management of the daycare and various committees required for the successful operation of Boat Daycare. Examples of such responsibilities include grounds maintenance, fundraising, co-ordination of the required volunteers, financial oversight, strategic planning, human resources and liaising with the Senior Supervisor.

The Boat Daycare Board of Directors meets for about an hour each month. Any members (parents) are welcome to attend Board Meetings. Items on a typical agenda might include: staff reporting, financial reports, daycare repairs and maintenance, special events, & fundraising.

## Our Child Care Philosophy

We believe in developing warm, sensitive and caring relationships between our qualified staff, families and children. Such relationships foster feelings of belonging, acceptance, and security which support children's well-being, emerging abilities and development as well-rounded individuals.

### *Respect as Individuals*

Every child deserves a safe, warm and caring environment in which to grow and develop to their full potential. We are committed to fostering each child's self esteem and feelings of self worth by respecting them as complex individuals whom each has his/her own unique needs. Children are expected to reciprocate such respectful behaviours towards themselves, other children, and adults.

### *Respect for Property*

Respect for property relates to one's sense of belonging; an important trait to develop early in one's life. We encourage children to take care of the toys and materials they use at the centre. If children misuse materials, they lose the privilege of playing with them. We hope to make caring for property a habit that will carry over into other and bigger areas of life like communities and the environment.

### *Physical Needs*

It is required under Licensing Act that we encourage every child to go outdoors for at least one hour a day, and as much as possible. Families are suggested to communicate such needs to their child and keep their child at home when he/she is too sick/unwell to play outdoor.

We provide art, music/movement, and other activities to encourage the use of fine and gross motor skills. Healthy attitudes and habits toward the care of our bodies are also encouraged and modeled, including practicing personal hygiene and healthy eating habit. Two nutritious snacks are prepared daily to nourish children who come at Boat Daycare. Parents need to communicate their child's allergies, special diets and/or other dietary restrictions to daycare staff or Senior Supervisor. Parents might be asked to prepare their child's snacks when Boat Daycare is unable to accommodate certain diets.

### *Cognitive Needs*

We honor and value play. We believe that through play, children learn about relationships between people, living beings, materials, and physical places. Play is essential for children as it creates a safe space for them to develop critical thinking skills and creativity without fears of making mistakes and failing. In our centre children are given the opportunity to engage in developmentally appropriate learning activities and spend time exploring their world through play in both indoor and outdoor environments. We believe in allowing children to explore, experiment, and create with adequate amount of guidance and support. Our goal is to promote independence in children which will eventually boost their self-esteem and self-worth.

We offer a diverse and exciting curriculum with a variety of learning areas and open-ended activities for free play and exploration. As educators, we take children's interests and abilities as cues to plan the curriculum. As we regularly observe and assess play, we are able to arrange the classroom environment, select activities and provide the appropriate props to foster independence, help build children's self-confidence, encourage creativity, promote sharing and problem solving, and guide speech and language development. Our curriculum focuses on the five areas of development: social, emotional, physical, creative and cognitive.

### *Social Needs*

Every child should be given the opportunity to develop personal responsibility and social skills, to learn how to problem-solve and learn about other people's beliefs and cultures. Boat Daycare recognizes each child's unique individual that deserves to be given the encouragement and space to try new things, explore new ideas and develop at their own pace.

We encourage verbal communication to work out social problems. Staff teach and encourage children to try to work out problems among themselves as much as possible. Our program encourages group play yet recognizes and respects the need for time to be alone. We discourage prejudice or any other discrimination in the centre. We respect cultural differences and value these differences as an asset.

### *Emotional Needs*

Boat Daycare recognizes children's emotions and see different manifestations of such emotions as a way for children to communicate. We try to help children understand their own emotions and how to communicate/deal with them in healthy ways. The staff work to create an atmosphere of trust and love between children and teachers that allow children to feel safe to express emotions without fear of ridicule. We acknowledge that crying is an acceptable and healthy way of expressing emotion, but we also discourage its use as a way of getting attention or escaping responsibilities. We hope to create a feeling at Boat Daycare that allows the child's spirit to grow.

### *Guiding and Caring*

Guidance provides children with appropriate and positive models of behaviour and helps them to develop respect, self-regulation, self-confidence and sensitivity as they learn and grow. Guidance is needed while appropriate behaviour is happening, as well as before, during, and after inappropriate behaviour is displayed. We use guidance strategies highlighted in BC's Guiding Children's Behaviour which requires steps in Prevention, Intervention, and dealing with challenging behaviours.

Staff will use the following Guidance Strategies:

- Gain a Child's Attention in a Respectful Way
- Use Proximity and Appropriate Touch
- Respectfully Remind Children
- Acknowledge Feelings Before Setting Limits
- Redirect or Divert When Appropriate
- Model Problem-Solving Skills
- Offer Appropriate Choices
- Use Natural and Logical Consequences
- Limit the Use of Equipment
- Provide Opportunities for Children to Make Amends

Boat Daycare assists children in developing self-control, self-confidence and ultimately self-discipline and sensitivity in their interactions with others. Our approach recognizes that each child is a unique individual and that each child's experience, environment, development level and culture influence his/her behavior. Ultimately, we want to encourage safe and acceptable behaviours, and would refrain from referring them as good or bad. We focus on a child's behaviour, rather than his/her characters.

If this is not done, children may take correction as personal criticism. They see themselves, rather than their behaviour, as bad. If the child continues the same behaviour after being spoken to, he/she is then either removed from the situation or loses the privilege of using the equipment involved. The teacher spends time discussing the problem with the child to ensure he/she understands what is happening and possibly find a solution together.

In adherence to Provincial Child Care Licensing regulations, for children with pre-identified, severe, behavioural challenges, a written agreement between a behaviour specialist, the Centre and the family will be required. This agreement will be subject to Child Care Licensing approval and filed with the Child Care Licensing Coordinator. In the event that a child's behaviour escalates to the point where the level of intervention is unusual for the child, a written observation (running record) will be documented. Unusual behaviour or incidents of aggressiveness must be documented and reported to Childcare Licensing.

Boat Daycare complies with the Child Care Licensing Regulation on Section 51: Behavioral guidance and on Section 52: Harmful actions not permitted which states:

**51 (1)** A licensee must:

- (a) Ensure that behavioural guidance is appropriate to the age and development of the child who is receiving the guidance, and
- (b) Provide to employees and parents a written statement of the licensee's policy on behavioural guidance.

(2) If the child has a care plan that includes instructions respecting behavioural guidance, the licensee must ensure that:

- (a) Any behavioural guidance given to the child is consistent with those instructions, and who is trained in the use of, and alternatives to the use of restraints.

### **Harmful actions not permitted**

**52 (1)** A licensee must ensure that a child, while under the care or supervision of the licensee, is not subjected to any of the following:

- (a) Shoving, hitting or shaking by an employee or another child, or confinement of physical restraint by another child.
- (b) Confinement or physical restraint by an employee, except as authorized in a child care plan if the care plan includes instructions respecting behavioural guidance.
- (c) Harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self-respect.
- (d) Spanking or any other form of corporal punishment.
- (e) Separation, without supervision by a responsible adult, from other children.
- (f) As a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.

(2) A licensee must ensure that a child is not, while under the care of supervision of the licensee, subjected to emotional abuse, physical abuse, sexual abuse or neglect as those terms are defined in Schedule H.

### *Supervision Policies*

Children at Boat Daycare will be supervised at all times by the appropriate staff ratios as outlined in the Childcare Licensing Regulations (8:1). Staff members always spread themselves out in the space, especially at transition times so that an adult is available in different parts of the room (eg when it's time for outdoor snack, one adult will be in the WC, one adult in the cubbies, and one adult getting the snack). Staff members will always: actively supervise the children; check the outdoor and indoor environments for safety hazards on an ongoing basis; maintain visual contact with the children; count heads anytime we move from one space to another (e.g. outdoors to indoors); intervene with appropriate help or guidance strategy when necessary; provide first aid when necessary; communicate any small injury to parents at the end of the day; and will report any major injury requiring medical attention to both parents and to childcare licensing immediately. Different staff members take a break at different times of the day; we still maintain an 8:1 ratio during those times but one staff member may be in the break room. Nevertheless, that staff person is still available to help in case of need.

### *Active Play Policy*

#### What is ACTIVE PLAY?

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position and crawling/walking.

#### Why is ACTIVE PLAY Important?

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

To support children's healthy physical development, and to meet the requirements of the Director of Licensing Standard of Practice (DOLSOP)-Active Play, Boat Daycare, whenever possible, will incorporate into their daily routines and activities 120 minutes of active play and physical movement, and must ensure a **minimum 60 minutes per day of outdoor active play** (indoor active play is acceptable when weather is poor). Some examples are:

- Free play: indoor climber/slide equipment and obstacle course will be set up on days when going outdoor is a challenge, dancing to music, etc.
- Adult-directed games: Teacher organizes a parachute, "What Time is it Mr. Wolf?", other cooperative games during outdoor play.



- Movement skills: bikes, striders and/or scooters setup during outdoor play on daily basis. Children need to wear their own helmet when riding any non-powered vehicles. Children are welcome to bring their own bikes or scooters.
- Physical Literacy: On Wednesdays, Boat Daycare has Yoga program throughout the year.
- Fundamental Movement Skills: On Tuesdays, Boat Daycare has Music class involving music and movement.

## Starting at Boat Daycare

*All You Need To Know About Food, Schedules, What To Do And Bring*

### *Gradual Entry*

Gradual entry is a gentle method of introducing the family and child into the program and is slightly different for each age group. It simply means that a child's first days include smaller portions of the program, with parent or guardian present, based on the recommendation of staff.

For example,

- The first time a child comes to Boat Daycare, he/she may stay an hour or two with his/her parent(s) present.
- The next day, the parent(s) may leave for an hour or two.
- The following days, the child may stay alone until lunchtime, nap time, etc., until he/she is ready to stay for the whole day.

This process is flexible, and the parents and Senior Supervisor can determine when the child is ready to take each progressive step into full-time attendance.

### *What to Bring*

**Please label each item that your child brings or leave at Boat Daycare.**

#### Clothing

- Required Clothing (weather-dependent):
- Rubberized rain pants (or muddy buddies)
- Rain coat
- Rubber boots
- Slip-on **close-toed** "inside" shoes
- Outdoor shoes
- Hat and Mittens
- Sunscreen applied on sunny mornings before coming to Daycare
- Sunhat and bathing suit in summer
- Daily change of clothing (shirt, pants, socks, underwear)

#### For Naps

- Fitted crib sheet (to be brought home to wash every Friday)
- Small blanket (to be brought home to wash every Friday)
- Sleeping friend (soft toy) is optional

#### Other

- Daily lunch and water bottle (to be brought home and thoroughly washed every day)

## *Nap*

Rest is an important part of one's day. It provides the body with a chance to relax and restore itself. Daycare children spend a long day away from home and encounter situations many children do not see until kindergarten. This added emotional strain increases their need for rest and relaxation. Children are given the opportunity to nap or spend quiet time resting every day after lunch.

## *Toilet Training*

Children starting at the centre should be toilet-trained, as the centre does not have change tables or facilities to easily wash a child.

## *Parking*

On-site parking spaces that are clearly marked and available for the exclusive use of Boat Daycare staff. Street parking along the daycare are available to use during pick-ups and drop-offs.

## *Community Outings*

At least once a week, typically Thursday, Boat Daycare kids set out on an outing. Usually around 10:00 a.m., normally within walking distance or a short bus or sky train ride. Several special field trips, such as to the pumpkin patch or to a farm, or the theatre, will require parental consent and parent volunteers. Some additional costs may need to be paid by parents for special field trips (e.g. bus hire, entrance fees, etc.).

## *Sharing Day*

Every Friday is Sharing Day, where the children can bring in a toy from home that they would like to share with the rest of the children. However, no weapons or violent toys are allowed. Toys must be in good repair. On non-sharing days, children are welcome to bring their own stuffy, books and bike and/or scooter from home to the daycare.

## *Extra Activities*

Activities at Boat Daycare have included Music and Yoga sessions with an instructor at the daycare, and in the past, these have been a popular extra activity that the children have enjoyed. Parents are welcome to have input regarding extra activities at the yearly AGM.

## *Birthdays, Celebrations and Special Events*

Boat Daycare celebrates each child's birthday and families can participate if they would like. Parents are asked not to bring in cake. However, mini cupcakes or muffins for sharing might be allowed. Please check with Senior Supervisor or staff for allergies.

## *Food and Drink*

**\*\*PLEASE NOTE: Boat Daycare is NOT a nut or sesame free daycare.\*\***

### Snacks

- Two nutritious snacks are prepared daily. Most special diets can be accommodated.

### Lunch

- Parents provide lunch each day for their child.
- Boat Daycare does not have the ability to refrigerate or heat lunches, so please plan accordingly.
- Boat Daycare will provide cutlery, please do not pack your own as it many mixed up with Boat Daycare cutlery.

- Please do not send your child with sugary snacks, such as cake, cookies, or chocolate. These will be sent back with your child for “going home time”.

#### Cups and Drinks

- Children should bring their own filled water bottles each day.
- Staff can provide cups and drinks for those who have forgotten theirs.
- Water is available throughout the day.

#### Hot Lunch Program

- Approximately twice a month parents volunteer to cook a communal vegetarian lunch for all the children, preparing and cooking the meal in the Boat Daycare kitchen.
- Here is how it works:
  - Parents sign up in the cubby room for a date they will prepare Hot Lunch.
  - Check with staff for any allergy's children at the centre may have.
  - Once the menu has been determined, parents can check the kitchen cupboards to see what supplies or ingredients are already there in order to keep costs down.
  - Parents will purchase the remainder of the ingredients. Boat Daycare will reimburse the parent for the ingredients up to a maximum of \$50.00.
  - All the preparation and cooking must be done at Boat Daycare.
  - Lunch is to be served at 12:00 p.m.
- Favorite vegetarian lunches include pizza, sushi, pasta, and grilled cheese. This is a great event that all the kids get very excited about and is a lot of fun for the parents too.

#### Nutrition Policy

Daycare staff members ensure that each child has healthy food and clean water to drink. They also promote healthy eating and nutritional habits including sitting down to eat. They ensure that the food and drink given to a child is sufficient in quantity and quality to meet the developmental needs of the child, having regard to the child's age, the number of hours the child is under the care of the licensee, and the child's food preferences and cultural background. Staff members respect any instructions given about food in a child's individual care plan. Staff members never feed by means of a propped bottle, force a child to consume any food or drink, or leave children unsupervised while consuming food or drink. Staff members will make information on the food and drink given to children available to parents. Staff members never use food or drink as a form of reward or punishment for children.

#### *Pick up and Drop Off*

It is **required by law** that you escort your child into the centre and sign them in and/or out. Parents and children must sanitize their hands before entering the centre.

#### Drop off (8:00 a.m. to 10:00 a.m.)

Parents are asked to bring children to the daycare prior to **9:30 a.m.** for an easy transition into the daycare of group circles. Please come earlier than 10:00 if you would like to chat with staff or if your child may need help from staff with your departure.

Please call Boat Daycare staff before **9:30 a.m.** if your child is to arrive later during the day or will not be attending that day.

Children who arrive between **10:00** and **10:30** will not be able to attend the circle so as not to disrupt the other children.

We ask that children not be dropped off or picked up at the daycare between 1:00 and 2:30 p.m. as this is the children's naptime.

Parents/Guardians must accompany their children into the center each day and **sign in**. Please make sure that the child care staff know your child has arrived and take this time to inform them of any particular concerns or needs you may have regarding your child.

Parents are welcome to spend time in the program before heading out to start their day. If you choose to do this, please let a staff member know when you're ready to say good-bye to your child, and she/he will be available if needed to make the transition a smooth one.

#### Pick Up (3:30 to 5:30)

When enrolling a child in the program, parents are asked to list on the registration form the names of those people who have permission to pick up their child. Please keep staff informed of any changes to this list. **Any adult not named on the form by the parent is not allowed to take a child from the program without written permission from the parent or without the parent speaking directly with the child care staff.** Picture ID and/or a password will be requested. Please ensure that the names on your alternate pick up list match the ID of the person picking up. When you pick up your child, **you need to sign them out.**

#### Late Pick Up

Boat Daycare closes at 5:30 p.m., parents should arrive by **5:25 p.m.** to pick up their child to allow the staff to leave by 5:30 p.m. when their shift ends. Late fee charges apply for all late pick-ups. If you are going to be late picking up your child, please phone the Boat Daycare prior to 5:25 p.m. so appropriate arrangements can be made. If we have not heard from you by 5:35 p.m. the procedure is as follows:

1. Staff will phone your home, cell or place of employment. If there is no answer, or you cannot be contacted:
2. The alternate person on your registration form will be called. If no one is available and no alternate arrangements have been made:
3. **After 30 minutes, the staff will contact the Ministry for Children and Family Development.** They will pick up your child and you need to call them to learn the whereabouts of your child. The Ministry Child Emergency No. is 604-660-4927.

#### Late Pick Up Fee

Parents who pick up their child late are expected to reimburse the staff overtime directly. The fees are \$5 for the first 5 minutes and then \$1 per minute thereafter which are to be paid to the staff member who has been kept late. Problems of late pick-up not satisfactorily addressed (3 instances) may result in termination of services.

#### *Safe Release of a Child / Authorized Pick Up Person*

Should a parent/guardian or authorized care provider requesting the release of a child appear incapable of providing safe care (i.e. Severely ill, emotionally distraught, apparently impaired by alcohol, drugs, medication etc.) the staff will call a relative or friend to pick up the person with the child and stay with them until the parent/guardian is able to care for the child. If the parent/guardian decides to drive away, with or without the child, it is our policy to notify the Police immediately and call the Ministry of Children and Families. The staff will then document the events and send a copy of the report to Child Care Licensing and maintain a copy in the child's file.

## *Daily Routine*

Children come to Boat Daycare at different times of day, the coming or going of a person often affects the atmosphere or mood of the whole group. Hence, we divide children in smaller groups of 6-8 in order to give children and staff a sense of focus and consistency. There will be times during the day when all children in the centre will be together. Regardless the grouping and time of day, a typical day at Boat Daycare would look like the following:

8:00 a.m.	Centre opens. Free play – activities are set out at each table.
9:35 a.m.	Clean-up time
9:45 a.m.	Snack (provided by daycare)
10:00 a.m.	Circle time. Children and teacher will explore certain topics, stories or games.
10:30 a.m.	Free play outside (rain or shine)
11:45 a.m.	Children come inside to make beds
Noon	Lunch (provided by parents, except on Hot Lunch Days)
12:30 p.m.	Bathroom routine
1:00 p.m.	Nap time (or quiet activities for non-nappers)
1:45 p.m.	Children not sleeping get up and play
2:00 p.m.	Children not sleeping get ready for outdoor play
2:30 p.m.	Children still sleeping begin waking up
3:00 p.m.	Afternoon snack (provided by daycare)
3:30 p.m.	Either free play and table activities or outside play (weather permitting) until closing.
5:30 p.m.	Centre closes.

## *Designated Holidays and Boat Daycare Closures*

New Year's Day	Family Day	Good Friday	Easter Monday
Victoria Day	Canada Day	BC Day	Labour Day
Thanksgiving Day	Remembrance Day	December 24 to December 31	

## **Parent Responsibilities**

### *Parent "To Do" List*

#### Drop Off

- Sign your child in via HiMama on an iPad located at the centre's entrance
- Make sure lunch kit and water bottle are put in their cubby

#### Pick Up

- Sign your child out via HiMama on an iPad located at the centre's entrance

#### Check:

- the cubby for messages, fee receipts, etc.
- the parent board for staff notices and volunteer duties
- the lost and found basket for unlabeled, unclaimed clothes
- the sharing basket to take home your child's Friday sharing toy
- your child's cubby – make note of what you'll need to replenish tomorrow morning: a full change of inside clothes, as well as outside clothes for tomorrow's weather

### *Parent Involvement*

As a parent-participation daycare, the time and energy of Boat Daycare parents is critical to the successful functioning of the daycare. Parent involvement in such areas as becoming a Board Member, working on a

committee, general maintenance, and other duties allows us to keep our costs down, therefore reducing the amount of monthly daycare fees. That is why it is important that every parent takes on a share of our collective responsibilities.

Each family is expected to volunteer **a minimum of 1 hour a month per child, or 6 hours in a 6-month period.**

Many parents volunteer many more hours than this, but this is the minimum. Volunteer sign-up sheets will be posted in the cubby room and volunteer opportunities are sometimes sent via email. There is a Volunteering Binder in the cubby room and each child has a page in the binder. Parents can log their individual volunteer activities in this binder. If you cannot fulfill one of your responsibilities, please contact the Senior Supervisor to fulfill an alternative daycare need.

Each Boat Daycare family is encouraged to participate by:

1. Joining a yard clean-up crew, either in spring or fall.
2. Fulfill one cleaning shift in the summer, when the cleaner is on vacation.
3. Volunteer for the ad-hoc repairs and parent volunteer opportunities that are posted in the cubby room.
4. Becoming a Board Member or joining a committee.

There will also be opportunities to socialize with other Boat Daycare families by attending family meetings and potlucks or BBQs held several times each year (e.g. one in fall, another for the AGM in May, plus a potluck-only evening during the December holidays).

## Administration

### *Fees and Payments*

The fee schedule is set by the Board of Directors of Boat Daycare Society, who work diligently to keep fees as low as possible while maintaining quality programs.

Child care subsidy is available from the Ministry of Children and Family Development to those who qualify and is generally based on income levels. Please refer to <http://www.mcf.gov.bc.ca/childcare/application.htm> for more information.

Monthly fees may increase yearly as determined by the Board of Directors.

#### Deposit

A deposit of \$120 is required once your child has been accepted at Boat Daycare; \$100 of this deposit will be returned to you when your child leaves. This includes fees associated with emergency supplies and administrative costs.

#### Monthly Fees

Fees are due and payable on the first of every month. This will be withdrawn through one's account via pre-authorized payment. A current, valid subsidy authorization will be considered a payment towards fees.

Families are responsible for ensuring that their subsidy authorization is kept up to date. Fees are considered owing from the family until a subsidy authorization has been received by the office.

Families who are unable to pay their fees on the first day of the month should contact the Senior Supervisor to make alternative payment arrangements.

Any bank charges associated with non-payment due to lack of funds will be charged back to the family.

Child care services may be withdrawn if fees for services are not paid and suitable arrangements cannot be agreed upon.

Fees are required regardless of a child's possible absence due to illness, vacation, statutory holidays, staff professional days, etc. as your child's space will be reserved for him/her.

### *Withdrawal*

Boat Daycare enrollment is managed on a full month basis (i.e. new families start on the first of the month and existing families pay for the full final month, irrespective of departure date). If, or when, a family chooses to withdraw from the daycare, written notice must be given to the Senior Supervisor at least one full calendar month prior to the date the child will leave the daycare. For example, if a child will be leaving to start school at the beginning of September, notice must be given by August 1.

If a family is planning to leave the program before the end of the month, they are required to give notice at the end of the month 2 months prior to departure. For example, if a withdrawal date is October 15<sup>th</sup> then notice is required by August 31<sup>st</sup>, at the latest.

Failure to give notice of withdrawal seriously affects the financial operation of the Boat Daycare, as well as the opportunity for other children to participate. If the required notice of withdrawal is not given, fees in lieu of notice will be charged.

## **Communication**

### *Parent/Teacher Communication*

We believe that by communicating openly with families and planning together, we can create a happy and rewarding environment for you and your child. We will do our best to communicate with you frequently and hope you will ask questions, offer ideas and make suggestions at any time. If you have any concerns regarding your child or the center, please contact the Senior Supervisor and parents are welcome to request a meeting with Senior Supervisor at any time.

- Staff will update parents about their child's progress through daily conversation. A parent bulletin board will keep parents up to date about activities, health issues, volunteer opportunities, etc. A clipboard with the day's activities will be either at the parent bulletin or, if the children are playing outside, in the mailbox.
- It is important that parents stay in touch with this big part of their child's day; therefore, parents are welcome and encouraged to participate within the program to make it a strong and vibrant place. Participation in social events encourages parents to feel a sense of community with other parents, children and staff involved in the program.

### *Changes at Home*

To better understand your child's changing needs, please let the teachers know if there is a change in your child's home environment such as a parent or caregiver away, separation of parents, hospitalization of a family member, death of a loved one or pet, or any other significant change.

### *Contacting Boat Daycare*

To contact Boat Daycare by the day or if you have a question of any kind:

**Please call the staff at 604-423-3074.** Staff is usually close to a telephone and voicemail is checked regularly. You can send a message via HiMama App, or email the Senior Supervisor at: boatdaycare@gmail.com

## Health, Safety, And Emergency Procedures

### *Medical Records*

Immunizations, drug or other allergies must be up-to-date and provided for program staff to keep in each child's records.

### *Medication*

If the appropriate medical forms are filled out and if the medication is prescribed by a doctor, current medication can be given to your child during the day by the staff.

Consent forms are available from the child care staff.

Please leave over-the-counter medications at home.

Medication must be handed over to a staff person in the original container.

Staff will administer medication in the middle of the day. Parents are expected to administer medication at the start and end of the day. Medications are stored in a locked box.

**NON-PRESCRIPTION DRUGS WILL NOT BE ADMINISTERED TO ANY CHILD UNLESS ACCOMPANIED BY A DOCTOR'S NOTE AND THE APPROPRIATE CONSENT FORMS ARE FILLED OUT. THIS IS A LICENSING REQUIREMENT.**

### *Illness*

Children with the following symptoms must not attend the program in order to ensure maximum comfort for the child, and to protect other children from communicable illnesses:

- Fever of 38-degree Celsius or 100-degree Fahrenheit and over, accompanied by general symptoms such as lack of energy.
- Diarrhea
- Vomiting

A child can return to the child care centre **24 hours** after these symptoms have subsided without the aid of medication.

Children with the following symptoms should remain at home:

- Sore throat or trouble swallowing
- Undiagnosed rash or other skin conditions
- Undiagnosed severe itching of body or scalp i.e. lice
- Severe headache
- Abdominal cramps
- Infected eyes, i.e. pink eye
- Difficulty in breathing, e.g. wheezing or persistent cough
- An acute cold with fever, runny nose and eyes, coughing and sore throat
- Any complaints of unexplained or undiagnosed pain

**If your child is too ill to participate in all aspects of the program you will need to keep him/her at home.**



Children with infections can return after 24 hours on antibiotics or when specified by a doctor.

In cases of diagnosed communicable disease, please inform the child care staff immediately so that other parents may be informed of exposure.

### *Injury or Illness at Boat Daycare*

Should a child be injured or become ill while attending the child care centre, the parent(s) will be contacted as soon as possible and requested to pick up the child or, in the event of an emergency requiring hospital care, to meet the child care staff at the nearest emergency hospital facility.

If we are unable to contact you, the staff will contact the people listed on your emergency consent cards.

### *Emergency Procedures*

Boat Daycare operates under the health and safety regulations established through provincial regulation. Emergency procedures, related to fire and evacuation of the building, are practiced by staff and children once per month. In addition, Boat Daycare maintains an earthquake kit to provide food, water and first aid supplies. We practice an earthquake drill annually. Emergency Procedures and records of drills can be found on our Parent Board.

#### Emergency Earthquake Supplies Kit

Boat Daycare will supply Emergency Earthquake Supply Kits for each child enrolled in the daycare and will be asking families to bring personal/comfort such as toys, blankets, photos, etc. to include in the kit. The personal items will be returned to the parents when their child leaves the centre.

## **Reporting Child Abuse**

Under the Child Protection Act, it is the responsibility of the staff of Boat to report any suspected child abuse to the Ministry of children and Families Development.

## **Policies and Procedures**

### *HiMama Usage Policy*

Parents and staff are to use Hi Mama to sign children in/out of the daycare.

Staff are to use Hi Mama to report on children's activities and communicate any daycare needs (i.e. snow pants, more socks, etc.), events (hot lunches, field trips), and volunteer opportunities with parents. The staff are encouraged to use Hi Mama as a curriculum planning resource, to monitor ratios, prepare menus, access emergency contacts, and allergy lists. Staff are also encouraged to photograph & video children who are permitted in photos and videos with other children, however the staff will make a concerted effort to not subject the children to technology exposure over 30 minutes per day as per the daycare's Screen Time Policy. Hi Mama should be used as a tool so teachers can spend more time with the children, streamline operations, and improve program quality.

### *Screen Use Policy*

Screen Use Policy is put in place to support BC's Director of Licensing Standard of Practice (DOLSOP)- Active Play policy. Child care facilities are expected to increase their active play by minimizing screen time. Boat Daycare believes that children learn through play and interacting with self, peers, teachers and the

environment. Within the centre there are many developmentally appropriate activities set up daily for learning opportunities; therefore, children at Boat Daycare will rarely engage in screen time (TV, computers, electronic games, etc.). Screen time will strictly follow DOLSOP-Active Play policy, be age appropriate, be used for educational purposes and in support of increasing active play. Staff will model appropriate screen time use, and limit use during their working hours to daycare business.

### *Social Media Policy*

Staff members may not communicate with current daycare parents on social media.

Staff members may not post anything about the daycare to social media or other online platforms (excluding Hi Mama), including photos of the daycare or daycare events.

### *Privacy Policy*

At Boat Daycare Society, we respect your privacy. Our privacy practices are based on and compliant with British Columbia's Personal Information Protection Act (PIPA) and Canada's Personal Information Protection and Electronic Documents Act (PIPEDA).

When you provide us with your personal information, you consent and agree to our use and disclosure of the information as permitted by applicable law and consistent with this privacy policy. Personal information means information about an identifiable individual such as name, email address, residential address, and telephone number. Personal information also encompasses more sensitive information such as gender, age, health status, family information, and any other data assigned to an individual.

Boat Daycare Society collects, uses, and discloses personal information about you and your child for the following purposes:

- To deliver safe and effective child care
- To verify identity and take attendance
- To assess your child's health needs
- To enable us to contact you
- To communicate with you about matters of importance
- To communicate with other child care agencies, including regulatory agencies
- To allow us to effectively follow up on concerns or questions
- To comply with legal and regulatory requirements including the Provincial Child Care Regulations
- To develop and manage services to meet the needs of members
- To contact individuals directly regarding volunteer work and hours
- To invoice payment for services
- To process payments
- To collect unpaid accounts
- To comply generally with the law

We understand the importance of protecting your personal information and are committed to collecting, using, and disclosing this information in a responsible manner. We only share information about you with your consent. Boat Daycare will never knowingly sell, rent, loan, or provide your information to any third parties.

Any concerns, complaints, or inquiries about the handling of personal information or surrounding this policy must be submitted in writing and directed to: Privacy Officer at Boat Daycare Society at [PrivacyBoatdaycare@gmail.com](mailto:PrivacyBoatdaycare@gmail.com) or 2908 Victoria Drive, Vancouver, B.C. V5N 4L8. All complaints will be investigated and responded to within 30 days from receiving the complaint and steps will be taken by Boat Daycare to resolve the situation. If this process does not resolve the complaint, then the individual may seek remedies under the provincial Privacy Commissioner.

## Contact Information

### Boat Daycare

2908 Victoria Drive, Vancouver, BC

Phone: 604 423 3074

Fax: 604 423 3075

[www.boatdaycare.org](http://www.boatdaycare.org)

### Senior Supervisor

[boatdaycare@gmail.com](mailto:boatdaycare@gmail.com)

### Boat Daycare Society Board of Directors

[boardboatdaycare@gmail.com](mailto:boardboatdaycare@gmail.com)