



Doodle Bug Learning Center
Family Handbook
2019



Doodle Bug Learning Family Handbook



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About Us

Doodle Bug Learning Centre provides a caring and enriching environment for children to learn and grow. We base our practice around the arts, nature, physical literacy and the overall well-being of the children in our care. We create opportunities for children to explore and grow as their individual skills emerge. Our goal is that each child will grow to become confident learners and responsible, caring contributors to the world.

Philosophy

Doodle Bug Learning Center takes its influences from Montessori, Reggio, and Waldorf. You will see bits and pieces of all these philosophies in our classroom. We believe in a curriculum which is largely based on the children's interests and planned to be developmentally appropriate for their age. We believe in bringing nature inside and creating a natural play space for children to learn and grow.

Hours of Operation

We are open Monday to Friday 7:00 am – 4:30pm. Fees have been calculated for the whole year, taking into account statutory holidays and scheduled center closures, and then split evenly over 12 months. Therefore, the fee for months when there is a closure is the same as for months when there are no closures. It is recommended that parents take their vacation at the same time as the Center, as there will be no credits or refunds for months where parents take vacation when the Center is open. No credit for statutory holidays, as they are factored in to the average fee calculation.



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Holidays and Closure

- STAT: New Years
- STAT: Family Day
- STAT: Good Friday
- Easter Monday
- STAT: Victoria Day
- STAT: Canada Day
- STAT: B.C Day
- STAT: Labour Day
- STAT: Thanksgiving Day
- STAT: Remembrance Day
- STAT: Christmas Day
- Boxing Day

During the calendar year the Center has three closure times (for exact dates see our website or speak with a teacher.

- Christmas & New Year's period (2 week-long closure)
- Summer 1 (week-long closure)
- Summer 2 (week-long closure)

Childcare Fee

Full Time	Full Day	\$ 925.00
Part Time	2 Days	\$ 400.00
Part Time	3 Day s	\$ 600.00
Part Time	4 Days	\$ 800.00
Drop In	Full Day	\$ 60.00

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Payments

To secure a placement at Doodle Bug Learning Center a one-time nonrefundable registration fee of \$100.00 is required. Fees are due at the beginning of each month and are to be submitted in the form of post-dated cheques, dated September 1st – August 1st and are due upon enrollment. If applying for Child Care Subsidy; it is the parent/guardian's responsibility to fulfill all the requirements of the Child Care Subsidy Branch to maintain the child's subsidy. If not eligible for full subsidy or the requirements are not met, the parent/guardian is responsible for the fees. Failure to provide payment on the first will lead to a suspension of care. If payment is not received by the end of the first week this will lead to a termination of care.

Returned Payment Charge

If fees are returned NSF, (non-sufficient funds) there is a \$50.00 administration fee to cover bank service charges, as well as a \$5.00 late payment charge for each day the payment is delayed from the time the parent has been notified of the NSF cheque.

Notice of Withdrawal

Notice of withdrawal of your child must be given on the first day of a month, as our fee schedule runs from the beginning of one month to the next. Notice of withdrawal must be submitted in writing and signed by both parent or guardian and owner. Fees for the month of notice must be paid regardless of whether your child will be attending Doodle Bug Learning Center during that time. Payments for subsequent months will be returned following this time period.

Notice of withdrawal must be given on the first day of the month; Refunds will NOT be given for part of a month. For example, if a parent gives notice on October 24th, the one month's notice actually begins on the first day of the following month – November 1st, and



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Reimbursements

Fees are based on enrolment not attendance. If your child does not attend Doodle Bug Learning Center for any reason, you understand that you are still responsible for full payment. Fees are not prorated for vacations, illness or if the center has to close due to weather or power outages.

The Owner is entitled to three paid sick days a year. We will always try to find alternate care but in the case that alternate care cannot be arranged we will close for the day. Any days in excess of the agreed 3 days will be refunded.

Evaluation period

Evaluation period Your child's happiness is paramount, as it is for all the children in our care. To ensure that everyone is happy with the childcare arrangements provided for your child, a two-week evaluation period exists prior to the finalization of care. If at any time during this two-week evaluation period you feel that the Center is not meeting your needs, then you may withdraw your child(ren) and receive fees back based on the number of days unused. Equally, if during the two-week evaluation period, or any time during their care, teachers feel that they are unable to provide quality care to meet your child(ren)'s specific needs, then they will inform you with notice. From that time you will have an additional week to find alternate care and any unused days will be refunded to you on your last day

Open Door Communication

Doodle Bug Learning Center Supports an open door communication policy, which means: Doodle Bug Learning strives to create a positive partnership with parents. Families are respected and appreciated as children's first teachers and one of the most important



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influences in our children's lives.

- We welcome families to share their talents and hobbies with the children. (For example: storytelling, singing, musical instruments, gardening, sewing, woodworking, pottery, painting, dance, etc) We also encourage parents to share their professional expertise with the children. (ie: police officer, firefighter, nurse, doctor, dentist, chef, librarian, etc.) This is especially exciting during our "Community Heroes" curriculum offering.
- We are excited to celebrate each child's cultural background, and invite families to share special days, foods, activities, clothing, etc. Please advise our Educators if you are able to come and share with us!
- Telephone/email communication and parent/teacher meetings are encouraged. Please check with DBLC teachers for mutually convenient times.
- Parents can expect ongoing communication with teachers concerning their child's progress, program activities and special events.
- Parents can expect information about parent education opportunities and community resource offerings to help them understand their child's development in the early learning journey.
- Parents are asked to make themselves familiar with the Family Handbook that states the policies and procedures for Center.
- We welcome feedback from parents on any aspect of our program. If parents concerned with any incident or aspect at Doodle Bug Learning Center please speak to the owner.
- There are only two occasions throughout our entire school year in which parent participation is an absolute requirement (although we do welcome and encourage parental help at other times in our classroom as well!!). A minimum of one month notice will be given as to the time and date of these two events, so that parents can



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adequately plan and prepare to share this time with their child at our school.

Curriculum

The preschool curriculum at Doodle Bug Learning Center stimulates the growth and development of the whole child, allowing for innumerable moments of wonder and exploration. We provide a carefully implemented combination of pre-planned curriculum which is mindfully blended with honoring the importance of offering an emerging curriculum approach in our classroom. An emergent curriculum allows for the twist and turns of children's interest as the natural world changes around them and it treasures the input of children as they encounter wonders in their world. Our curriculum supports Children's ever evolving interests and creates opportunities to support their play and their curiosity our desire is to spark our children's interest in all areas of development. Specific developmental areas are carefully considered during the implementation of our teacher – led, theme-based lessons and child-directed lessons. These areas include guiding and assisting the child in Physical, Intellectual, Language and Social/Emotional areas.

Physical skills are important for future tasks in reading, writing, scientific explorations and math. For example, when children string beads, line up shells, or complete a puzzle, they are refining their eye-hand coordination, fine motor skills, sense of directionality and strengthening their pincer grasp. Physical development also affects social/emotional development. As children learn what their bodies can do, they gain self-confidence. The more they can do, the more willingly they try new and increasingly challenging tasks. This positive attitude means that children are more willing to try out new physical skills without fear of failure. This increased self-confidence positively influences their attitude toward learning in other areas of development.

Intellectual or cognitive development is the process of learning to think and reason. Preschool age children are developing cognitive skills that prepare them for content work in all of the disciplines. They are becoming skilled observers and questioners and learning



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how to organize and represent new information. In the early childhood years, children are not only gaining knowledge, skills and concepts, but also acquiring the “learning to learn” skills that are so important for the future. A solid foundation in language development gives children the skills they need to become successful learners. Children who have rich language and literacy experiences in early childhood are more likely to develop strong language and literacy skills. These skills the ability to listen, speak, read and write develop interdependently in children.

At Doodle Bug Learning Center, we foster this development by presenting many different types of language experiences throughout our day, from puppetry, to flannel board stories, to library books, songs, finger plays and creative movement. Most importantly, we foster a strong sense of mutually respectful, kind, warm and accepting communication throughout our day between the educator and our children and between peers.

The preschool years are a prime time for developing social and emotional skills that are essential to children’s well-being and success, in school and in life. Three major social/emotional objectives include “sense of self” (how children feel accepted and called by others), “responsibility for Self and Others” (developing habits and character traits such as independence, self-regulation, self-direction and following rules and routines) and “Pro-Social Behavior” (traits that will help children get along in the world, such as, sharing, taking turns). At Doodle Bug Learning Center, one of our most important tasks is to promote and reinforce positive relationships between preschoolers. We fulfill this role by empowering each child to make positive choices, supporting positive behavior and helping the child to begin to understand the natural and logical consequences that each behavior holds



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Daily Schedule

7:00 a.m.	Doodle Bug Learning Center Opens (All developmental areas are open in the classroom, and children move from one curriculum area to the next).
9:00 a.m.	Preschool Program begins. Circle Time
10:20 a.m.	Clean-Up bell rings. Children help in the clean-up process to keep their playschool tidy.
10:40 a.m.	Outdoor Play
11:30 a.m.	Lunch Time
12:15 p.m.	Quiet Time / Rest Time for full day friends. (Children read books with their blanket and a soft cuddly toy, and listen to quiet music)
2:00 p.m.	Wake Up / Snack time
2:30 p.m.	Choice Time (All developmental areas are open in the classroom and children move from one curriculum area to the next).
3:00 p.m.	Clean Up Time
3:15 p.m.	Circle Time
3:30 p.m.	Outdoor Play or Choice Time in the classroom (Some developmental areas are closed, as children begin to wind down from their day, to prepare for parent's arrival).
4:30 p.m.	Doodle Bug Learning Center closes....Please be on time.

Drop Offs

Drop-offs are to happen each morning between the hours of 7:00am and 9:00 Am. We ask if you are going to be late. Please call to let us know as our day's program starts promptly at 9:00am.

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Notifying Center

Notifying Center If your child will not be attending Center due to illness or any other reason, please contact the Center by 9:00 am. This will prevent activities from being delayed and it helps us know how many children we need to prepare activities for.

Authorization for Release of Children

The Center closes at 4:30pm and all pickups need to take place before then. Only people who have been previously authorized to do so (on documentation at the Center), will be allowed to pick up children from the Center. Please inform Doodle Bug learning Center who, from those authorized, will pick up your child(ren) on any given day. Your authorized alternate may be required to show picture I.D. The alternate must be on file as authorized to pick up your child or the child will not be released to that party. If children are not picked up at the agreed-upon time you will be called. If we cannot get in contact with you, the emergency contact will be called. If you or an alternate contact cannot be reached and a reasonable amount of time has elapsed, we will consider the children abandoned and will call the Ministry of Children and Family Development. If an authorized person comes to the Center to pick up a child and is deemed by a teacher to be incapable of providing safe care, then a teacher will suggest calling an alternate to pick up the child. If they insist on taking the child, we will release them to their care and call the R.C.M.P.



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Late Pick-ups

We ask that you respect the teachers and arrive before 4:30pm. If you are going to be late please call and let us know.

If we have not heard from a parents or guardians by 4:40pm we will call the emergency contacts provided on the registration form. If the teacher is unable to reach either parents or emergency contacts, we will call Child Protective services after 5:30pm.

- The fee for late pickup is one dollar a minute after 4:30pm, which is due on the next day of care before care will take place.

Storm & Inclement Weather

It is very rare that Doodle Bug Learning Center will close. We realize that most parents/guardians must attend work and will be relying on the Center to be open. The purpose of this storm and inclement weather policy is to protect the children and families when roads, weather conditions, or other factors may endanger them. Some factors in closing the Center include but are not limited to:

- Weather forecasts, current weather and road conditions.
- Power/water outages.

We will contact parents as soon as possible to let you know if we are unable to take your child. If the situation is such that we can only accommodate a reduced number of children, we will ask a parent who works from home or is at home, or whom we know has that flexibility, to keep their child(ren) at home. Full-time registrations are given priority over part-time and drop-in.



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Loss of Services

If the center loses heat, water or electricity at any time during the day, the teacher will evaluate the situation to see whether care can be provided without undue loss of quality. If safe, quality care cannot be provided under the circumstances, a teacher will notify each family. The Center will remain closed until safe, quality care can be provided.

Potential Health Risk

We are not trained medical professionals, but we have been educated in the recognition of communicable diseases. In order to protect the health of all the children in our care we will attempt to alert the parent or guardian at the first sign of any serious illnesses. We will call all available numbers to request that a child be picked up immediately if he or she exhibits any of the following symptoms:

- Fever of 38 degrees or above
- Vomiting, in excess of typical infant spit-ups
- Diarrhea (definition: more than 2 loose stools in the day)
- Conjunctivitis ("pink eye")
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Excessive greenish nasal discharge, indicating possible infection
- Head lice
- Rash
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox



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We will use our best judgment when assessing if a child has any of the above symptoms. If a decision is made that for the best needs of the child, the child should be removed from the program. The parents will be contacted and be given 15 minutes to respond with a plan for picking up their child. If the time elapses and no plan has been made, then the Centre will begin to call the emergency contacts after 30 minutes without parental response.

- If your child has vomited during the night or evening before, please do not bring them to the Center until 36 hours after the last episode of vomiting.
- If your child is sent home with a fever, vomiting or diarrhea, he/she will be unable to return for the next 36 hours.
- If your child is sent home because of a suspected communicable disease or illness, we will need a doctor's note stating that your child is NOT contagious and is healthy enough to return to the Center, before they can come back. Please do not bring your child to the Doodle Bug Learning Center with any illness where your child is unable to participate in regular daily activities even if they have none of the above symptoms.
- If you need to give your child "over-the-counter" medication, that is an indication that they are probably not healthy enough to participate.
- Please promptly inform Doodle Bug Learning Center of a serious illness or contagious disease in your household. This permits us to take appropriate actions to protect the health of other children and teachers at the Center.

The children and teacher in the Center are in constant close contact and easily contract illnesses from each other. Some children at the center are more vulnerable to illnesses due to compromised immune systems. It is important that children are not seriously ill while at



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Doodle Bug Learning Center; if your child is being dropped off and appears ill we will ask you to find alternate care and we will not allow your child to stay at Doodle Bug Learning Center that day.

All children must be well enough to participate in all daily activities at the Center at their normal abilities. If a child has a common cold (slight cough, sneezing, clear runny nose and/or a temperature below 38 degrees) the child may still attend. A child must be symptom-free for 36 hours before returning to the Centre, unless they have a letter of clean health from a medial practitioner.

Supervision

At Doodle Bug Learning Center, teachers must at all times provide effective supervision that ensures the safety, well-being, and development of the children in our program. We believe that effective supervision is more than just watching children; it is about using strategies that promote effective supervision practices and create safe environments for the children we care for.

These strategies reduce the risk of harm to children by preventing injuries and accidents. They also promote positive, responsive, and intentional learning environments for children and child care providers.

Effective caregivers must always:

- Be aware of the physical environment
- Conduct regular safety checks of the program premises and equipment to remove hazards – daily checklists are to be completed for the playrooms and the playground.
- Position equipment and arranging the environment to allow a clear view of the children's play and rest areas.



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- Know which individuals are authorized to pick-up a child from the program in place of a parent.
- Be aware when children arrive and leave the Center, ensuring that both the arrival and departure times are accurately recorded.
- Use a consistent system during head-counts or roll call (counts should be done during all transitions, including when children leave or return to the classroom or playground, during regular play activities, before entering and after leaving transportation during field trips).
- Teachers must, at all times, have a current and up to date checklist of children in their care to ensure all children are present and accounted for.
- Know where emergency medications, first aid kits, and emergency contact numbers are kept.
- Establish simple rules for children (for example: “When we are indoors, we walk” or “Walking for safety”,).
- Monitor children at all times.

Observe children’s play and behavior by:

- Directing and closely monitoring children when carrying out activities that may involve some risk, such as, playing near water, near doorways or transition times when children may gather in larger groups.
- Observing play and anticipating what may happen next in order to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in direct sight (such as those in outdoor play spaces or areas where children nap).
- Positioning a teacher to allow for the supervision of the entire group of children.
- Monitoring children’s health to identify early signs of fever, illness, or unusual behavior.



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- Watching and participating in children's play to ensure that children are playing in a safe manner.

Effective supervision is one of the most important tasks a teacher must perform throughout the day. We are caring for the most precious treasures – children! With this in mind, all teachers and volunteers of Doodle Bug Learning Center must avoid carrying out activities that may draw their attention away from active supervision.

Guidance Policy

The word “guidance” describes a teaching and learning process by which children develop socially acceptable and appropriate behavior as they grow to maturity. Guidance is something that adults do “with children and “for children, rather than “to: children. The goal of guidance is to assist the child in establishing inner control, making decisions, and taking responsibility for his/her own behavior. Guidance is understood to be motivated by care and the desire to support the child's behavior, not to punish a child for misbehaving

Our wish is to nurture the gift of self-regulation.

The teachers of Doodle Bug Learning Center recognize the importance of individualizing guidance strategies, as each child is unique and has had unique experiences. Two important aspects are taken into consideration when guiding children's behavior.

- Prevention of misbehavior.
- Appropriate intervention when misbehavior does occur.

The prevention of misbehavior is a crucial goal in Early Childhood Education, as it helps to create a positive climate in which children feel love, respect, security and acceptance in order to promote self-confidence and self-esteem. In this manner, opportunities are



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maximized for desirable behavior by incorporating the following strategies through a child's day:

- Establish clear, consistent and simple limits in the classroom.
- Offer straightforward verbal explanation for limits.
- State limits in a positive way (focus on what to do, rather than what no to do) e.g. use "Use walking feet!" instead of "Don't run!"
- Focus on the behavior, not the child.
- State what is expected, rather than pose questions.
- Allow time for children to respond to expectation.
- Observe children in play to anticipate potential problems.
- Positively reinforce appropriate behavior with both words and gestures.
- Encourage children to use the teacher to guide and help them when problems arise.
- Encourage the children to use their word to solve problems.
- Reinforce concepts such as "Hand are for Helping" and "Sharing is Caring"
- Utilizing choices to empower children

Intervention strategies ensure that guidance is supportive, rather than punitive when unacceptable behavior does occur, and includes, the following:

- Pranayama / "Breath Work" and Meditation
- Remind children of acceptable behavior, to clarify and reinforce limits
- Be supportive to the child by acknowledging child's feeling before setting limits
- Redirecting child to another appropriate activity, which meets his/her needs
- Offer the child appropriate choices to clarify expectation or reinforce limits
- Use natural and logical consequences
- Remove a pieces of equipment from a child play limits, if necessary (especially for safety sake)



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“Quite Book / Cool down” will be used when a child persistently refuses to abide by the rules of safety/cooperation/friendliness in the classroom. This repeated behavior results in the child not being able to manage in a group situation at the present time, and so the expectation is that the child spends a few minutes on their own to “Refresh” they have been given the opportunity to look within themselves by taking a moment to reflect on their behavior, how it affected their Classmate and the importance of listening to the teacher words. When the “Quite Book/ Cool Down” is completed and when the child feels ready, the child and the teacher discuss what the child could do differently next time, and/or how that problem could have been solved in a friendlier way.

Remembering always to focus on the child’s, rather than on the child.

By utilizing both prevention strategies and intervention strategies in the guidance process, children learn appropriate behaviors, self-regulation, and responsibility for self, in a warm, gentle and supportive atmosphere, which is conducive to a healthy, happy and secure experience in early childhood.

Active Play

Active play helps to promote healthy growth and development and supports body control and movement. Active play builds strong bones and muscles, improves balance, coordination and assists with the development of gross motor and fine motor skills using physical energy. It also helps to promote children’s confidence, improves concentration, thinking and learning skills and provides opportunities to develop social skills. Body smarts help to develop social smarts, such as creativity, conflict resolution skills in peer groups, social interaction skills, conquering fears and building resilience in the face of future challenges.

Children will accumulate a minimum of 60 minutes of light to vigorous physical activity while at Doodle Bug Learning Center. Active Play activities at Doodle Bug Learning Center



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even occur during the daily course of working with the classroom materials, as well as, movement and music, and are also provided through outdoor and indoor facilitated and un-facilitated play through programs such as:

- Organized activities and child led free flow play
- Outdoor games/sports
- Outdoor playground experiences
- Local park and forests walks
- Field Trips

Screen Time

Doodle Bug Learning understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, screen time will not be a regular part of our programing. With the odd exception for special occasions.

When screen time is offered

- maximum of 30 minutes total per day of educational and age appropriate screen time (television, video, and DVD).
- Not allowing any screen time during meals and snacks.
- Having zero screen time (TV, video, and computer) for children under the age of two.

Minor Incidents

The teachers at Doodle Bug Learning Center are committed to providing a safe and healthy environment for all children, Teachers and any other persons participating in the program. Teachers are required to complete a minor incident form for any accident that requires



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first-aid treatment (i.e. bandage, ice pack). The form will be signed by the teacher who administered the treatment. It will be shown to the parent and signed by the parent and then placed in the child's file. Parents are to be informed of the injury at an appropriate time (which depends on the extent of the injury), and confidentiality of all concerned parties will be maintained.

Critical Incidents

A critical/reportable incident is an event where a person in care has become ill or injured, has been seriously or adversely affected, or has gone missing while under the care or supervision of Doodle Bug Learning Center.

In the event of a medical emergency involving your child we will call 9-1-1 and then call you. If you are unavailable we will call the emergency contacts from your child's registration form. A teacher will stay with your child until an authorized person arrives to care for your child. Once the parent/guardian/emergency contact arrives at Doodle Bug Learning Center, it is the parent's responsibility to accompany the child to receive emergency treatments, whether by private car or by ambulance.

If the child's condition is believed to be life threatening and if the parent/guardian and emergency contact cannot be reached immediately, a teacher will accompany the child to the hospital. An ambulance will serve as the means of transportation.

If the parent/guardian/emergency contract cannot be reached and the child's condition requires emergency medical treatment, but is NOT life threatening, a taxi may serve as the means of transportation for the child and teacher. The teacher will take the child's emergency card that contains his/her medical information.



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At the hospital, the child will receive treatment when the parent arrives and gives consent to treatment. Hospital authorities have stated they will only administer emergency treatment without parents' permission if the child's condition is life threatening.

If it is NOT possible to reach the parent/guardian or emergency contact, attempts will be made to contact a relative. After treatment is administered, and if the child is able to leave the hospital, the child will return to Doodle Bug Learning Center with the teacher or leave with the parent/guardian/emergency contact. The child will only return to the Center if the parent/guardian/emergency contact could not be reached. The child's parents and or guardians accept liability for all treatment costs and or ambulance expenses.

Abuse and Neglect

As a citizen of British Columbia, I am required to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development. I will report any abuse I suspect, that a child discloses to me or that a third party discloses to me.

It is not my responsibility to investigate or question the circumstances of the suspected abuse. I will not inform you or anyone else of my suspicions and subsequent report to the Ministry. It is the Ministry's responsibility to investigate any report and to inform all those involved of their investigation. The health and well-being of the children are my first concern.

Suspected intoxication

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

Teachers will:

- Offer to call a relative or friend to pick up the parent and child.
- Offer to call a cab.

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- Inform the parent that if he/she chooses to drive with or without the child, the educator will inform the police immediately.
- Call The Ministry for Children & Family Development if they believe the child is in need of protection.

SMOKING

Smoking tobacco or marijuana and the use of smokeless tobacco or marijuana is prohibited on DBLC property.

Non-Prescription & Prescription Medication

Administration of medications at Doodle Bug Learning Center is regulated by the Child Care Regulations. This policy protects children, parents and teachers. Early Childhood Educators are not formally qualified to make “judgment calls” as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

- All medications are kept in a locked container in the laundry room out of children’s reach.
- Parents must inform teachers of any side effects or reaction that medication may cause in a child. (ie: hives, drowsiness, diarrhea)
- Authorization for the Administration of Prescription Medication form must be completed by parent.
- Doctor authorization must be provided before teachers can administer non-prescription and over the counter medications such as Tylenol, Gravol, teething gel etc. Authorization for the Administration of Non-Prescription Medication” form must be completed by parent and physician.
- A “medical consent” form will be filled out by a parent for each prescription required



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- Medication must be brought to the center in its original container with instructions from your doctor on how to administer it.
- Label must clearly show the following information:
 - Child's name
 - name of medication
 - Dosage
 - Route (oral, nasal, rectal, eye, ear, or injection)
 - Physician's name
 - Care of medication (shake well, refrigerate)
 - Date to end administration of medication.
- All medications must be stored in a locked box while at DBLC Parents are responsible for asking teacher to return the medication at pick-up.

Emergency Drill Procedure

Emergency drills are performed on a monthly basis with the children. These drills will be documented and recorded. Children will be educated as to safety during an emergency and the expectations during an emergency drill.

Here is the procedure that we follow:

When the emergency whistle sounds, children immediately STOP what they are doing, and WALK to a teacher. The teacher retrieves the Daily Attendance form, the First Aid Kit and the Emergency Records and leads the children in a line to the designated safe spot, and will perform a head count. and individually calls out each child's name. Children respond to their name with a loud, "HERE!" In the event that DBLC is not safe to house children in an emergency situation, all children will be evacuated to our alternate emergency location within the neighborhood. The specific address of this alternate location is posted at both school exits for your information. It is important that you keep this address in an accessible



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place in your home. The emergency address may change from year to year, so please revise accordingly. PLEASE REMEMBER...in the event of an emergency, it is crucial that your child is signed in upon your arrival. Also, it is essential that your child has a pair of indoor shoes or slippers on his/her feet every day. Emergencies and emergency drills are spontaneous and regardless of weather.

Emergency Preparedness at DBLC

As we are all aware, the incidence of an earthquake on the Vancouver Island is a REAL possibility. No matter where we are, we need to be adequately prepared, especially so if your child happens to be attending Doodle Bug Learning Center at the time. Our emergency preparedness plan involves parent participation, and we sincerely thank you in advance for your help. We are kindly asking your co-operation and participation in creating a COMFORT KIT for your individual child. The comfort kit is designed to provide additional food as well as items that will help to make your child's stay at DBLC more comfortable, in the event that an emergency should occur. The comfort kit will be used to augment the supplies that we have always have on hand – 3 days' supply of packaged water and dehydrated food portions for all educators and children. In addition, each kit should have a personalized message to the child from the parent, to give the child some reassurance in what could potentially be a distressing situation. Your child's comfort kit should be contained in a large size (27 cm X 28 cm) Ziploc bag, clearly labelled with your child's name, and with the following items, please:

- 6 non-perishable food items, such as granola bars, sesame snaps, snack pack cereal boxes, crackers, cookies, power bars, etc.
- A personal reassuring note from you, along with a family or favorite picture.



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- A small toy or game, such as a deck of cards, crayons and notebook, minigame, or a small plush animal.
- A small package of Kleenex
- A small package of Wet Wipes/towelettes
- 6 band aids for minor scrapes or cuts, primarily for comfort purposes.
- 2 large orange garbage bags (emergency rain jacket and ground sheet).
- 1 plastic grocery bag for emergency rain hat.
- One drinking box (250 ml size).
- Any medication your child needs on a daily basis. Please send a 3 days' supply if practical, along with clear instruction for use and any special storage requirements.

****PLEASE NOTE THAT ALL ITEMS MUST FIT IN THE ONE ZIPLOC BAG.** The comfort kit which you have prepared will be returned to you when your child leaves Doodle Bug learning Center, and can be passed on to their next school. For those children returning for an additional year at DBLC, comfort kits will be sent home each September to have the food/drink items refreshed. Please return the kit as soon as you have done so. If you have any questions, concerns or comments please share them with your child's teacher(s), and again, thank you for your participation.

Sunscreen

We request permission to apply sunscreen on your child throughout the day. During the summer months or when appropriate your child will be sent with a sunscreen of SPF 30 or higher. Please Apply before or during drop off

In addition:

- Outdoor activities will be limited between 11 a.m. and 4 p.m. during summer days with temperatures over 30 degrees Celsius.
- The availability of shade and UV index will be considered when planning outdoor activities.



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- Sunscreen will be applied 15-30 min before going outside and reapplied every 2 hours and after water activities.
- Parents/guardians will be asked to provide the following items for their children (reminders will be sent during warmer weather periods).

Suggestions: unbreakable sunglasses, long-sleeved sun shirts and at least knee length shorts

Pet Policy

We currently have one dog at Doodle Bug Learning Center whose name is Dr. Watson. Watson is 5 years old and has been in a childcare setting his most of his life.

Being in a childcare setting with age-appropriate pets helps children to develop their knowledge and understanding of the world and can promote personal, social and emotional development. Pets can help children to learn to respect animals and be confident around them, however certain procedures will be followed to ensure the safety of the children.

- Children will be encouraged to treat all animals with respect and learn to handle them correctly.
- Children will be taught that not all animals are child friendly and they should always check with the animal's owner before attempting to stroke or handle them.
- Pet food will be stored safely away from children.
- The yard and any space shared by both Watson and the children will be checked daily for feces and promptly cleaned up.



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Quiet Time

All children under the age of 5 will be offered an afternoon nap (sleep) shortly after lunch, generally between the hours of 12:15pm and 2:00pm. Some younger children may still need morning naps and this will be accommodated based on the developmental needs of the child. Each child will have their own regular sleeping space on a sleep mat. All bedding and linens will be brought from home and will be sent home weekly to be laundered.

All children at DBLC are required to have a rest period during this time. We will not accommodate requests for children to be exempt from this rest period. Doodle Bug Learning Center believes that it is beneficial for all children to rest their minds and bodies even if they do not sleep. We believe that children need time to rest and process information for new learning to develop. Children under the age of 4 years will be offered an afternoon nap and will be allowed to rest for as long as their bodies require. Wake up will be encouraged at 2:30pm with natural light and interaction, followed by regular room routines. All children who may sleep through this wake up processes will be woken at 3:00pm. For health reasons, we do not provide bottles or “sippy cups” for children while they are napping.

Children ages 4 to 5 years will be encouraged to sit or lay quietly in their individual space without distraction for at least 45 minutes. This does not mean that children are required to nap (sleep); however, this allows the teacher time to encourage other children to nap without added distractions. If the awake child falls asleep during this rest period, we will attempt to wake them after 45 minutes. If the child resists being woken up, we will attempt to wake them again in 15 minute intervals. Once the initial rest period of 45 minutes is finished children will be offered books or a “Bed Bag” can engage in quiet activities on their mat until wake up time at 2:00.



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Outings

All extracurricular activities excluding community walks will be planned in advance and notice will be given to all families stating the address and mode of transportation planned. All Car seats will be provided by Parents.

Nutrition

Children develop best when they are properly nourished. Parents are responsible for providing nutritious lunches and snacks for the day. The only beverage provided is water, which is available at all times. The Sharing Basket is our method of providing snack for the children and it is conveniently located by the sign in sheet for morning arrivals. Parents are requested to participate each day that their child attends by depositing into the basket one of the child-sized portions from the following recommended list of acceptable snack ideas:

A fresh fruit (apple, orange, banana etc.), crackers, cookies (low sugar please! e.g. Arrowroot, Digestive), craisins/raisins, veggies, a liter of juice, cheese, rice cakes, seaweed, low sugar cereal etc.

PLEASE NOTE: that our Center is juicebox free.

Food should be cut up into appropriate sizes for your child for easy consumption and to reduce choking risks. Please cut grapes and hot dogs lengthways. Even if your child doesn't eat these foods cut up at home, these rules exist for the safety of all children at the Center. Please do not send items such as pop, chips or candy as these items provide no nutritional value.



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Meal Time

The teacher will allow children to eat snacks when they indicate they are hungry and will encourage them to eat their healthy snacks first. Eating Procedure:

- The tables are sanitized before and after each mealtime.
- The children's hands are washed before and after mealtimes.
- The children are taught to use good table manners and to clean up after themselves.

To prevent any choking accidents:

- Children are closely supervised
- Children sit down while eating

Clothing and Possessions

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

For infants, please provide:

- Two changes of clothes
- An adequate supply of diapers and wipes
- Warm outdoor clothing (mittens, hat, boots, muddy buddy, snowsuit) in the Fall and Winter
- Sun hats, boots and raingear in the Spring and Summer
- Sunscreen
- Bedding (Crib Sheet, Blanket, Pillow, stuffy or comfort item) that can stay here at DBLC
- Water Bottle or sippy cup



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- Milk or Formula and bottles

For toddlers, please provide:

- Two changes of clothes
- An adequate supply of diapers & wipes, pull-ups, or underpants
- Warm outdoor clothing (mittens, hat, boots, muddy buddy, snowsuit) in the Fall and Winter
- Sun hats, boots and raingear in the Spring and Summer
- Sunscreen
- Bedding (Crib Sheet, Blanket, Pillow, stuffy or comfort item) that can stay here at DBLC
- Water Bottle or sippy cup

For Preschoolers, Please Provide

- Two changes of clothes
- Skid-proof, non-marking indoor shoes or slippers
- Warm outdoor clothing (mittens, hat, boots, muddy buddy, snowsuit) in the Fall and Winter
- Sun hats, boots and raingear in the Spring and Summer
- Sunscreen
- Bedding (Crib Sheet, Blanket, Pillow, stuffy or comfort item) that can stay here at DBLC
- Water Bottle

Toys from Home



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Toys from home are aloud at DBLC but not encouraged. If a child brings a toy form home it should be labeled clearly and with the understanding that it will be shared with all the children at the Center. If the toy becomes an issue it will be put in the child's bag for safe keeping until home time.

Confidentiality

As there are many parents in and out of the DBLC any given day, it is important that everyone understands the importance of confidentiality. This applies to parents, teachers, volunteers and guests of the center. If you have any concerns regarding confidentiality, please bring this to the attention of a teacher. It is the Centers policy that any information or records regarding your family and child will be kept confidential, with the following exceptions. During routine inspections by the Community Care Facility Licensing Officer, files may be reviewed to ensure all required documentation has been completed. In the event of an outbreak of a communicable disease, a Public Health Nurse may assess the files to determine if any children are at risk. Lastly, information or records may be released without your permission if required by law i.e. for a legal matter. Records kept by childcare facilities may be subject to the Freedom of Information and Protection of Privacy Act.

Parent Agreement

The undersigned acknowledges having read and understood the Centers Policies & Procedures (revised August 2019) and accompanied registration forms of Doodle Bug Learning Center. Childcare cannot be offered until all forms are signed, schedules approved, fees paid and required documents are on hand at the Center as per DBLC policies and licensing regulations.

Parent Name: _____ Date: _____



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Parent Signature:_____

Parent Name:_____Date:_____

Parent Signature:_____

Managers Signature:_____Date:_____