

# Parent Manual

Stz'uminus First Nation

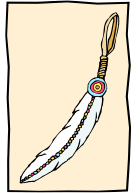


Nutsumaat Lelum Child Care Centre  
3947 B Shell Beach Road Ladysmith  
V9G 1K6  
Phone: 250-245-0994

Daycare hours of operation: 8:00am – 4:30pm

## Our Philosophy

We believe that viewing each child as a unique and valued gift from the Creator helps build a health, supportive nurturing environment for the child to grow and develop to their full potential. We advocate for the holistic well being of children and believe in the importance of nurturing the mind, body and spirit.



Because the family is the most important influence in the child's life, we are committed to providing a gathering place for children and their families. Nutsumaat Lelum is a place for families to feel comfortable and be a part of their child's learning environment. Children learn from their daily experiences therefore; the program will emphasize learning and experiencing how to live life fully, appreciating our natural environment and all our relations.

## Our Program

Nutsumaat Lelum is licensed through Communities Care and Assisted Living Act for up to 24 Infants and Toddlers and up to 24 children between the ages of 3-5.

Our programs operate between the hours of 8:00 am – 4:30 pm. **All programs close at 3pm every Wednesday for staff to meet as a team and plan curriculum for the programs.**

We follow a Coast Salish calendar designed and implemented for Nutsumaat Lelum. We are a BC First Nations Head Start Program and plan curriculum around the six key components of Head Start:

- Culture and Language
- Education
- Health
- Nutrition
- Social Support
- Parent Involvement



The children will have the opportunity every day to participate in indoor and outdoor activities, quiet and active play, individual and group play and child and teacher initiated learning experiences.

Each room will provide a variety of developmentally appropriate experiences that include: Dramatic Play, Creative Art, Reading and Literacy activities, Sand and Water play, Table top activities and a Block and Building centre.

## **Admissions and Attendance**

Nutsumaat Lelum maintains a waitlist. Due to limited space we will be giving priority (as per our policy and procedures) to children of SFN band member parents who are in school full time or working full time. When a space becomes available the Child Care Manager will contact the next available family on the waitlist to assess the current needs of the families until the space is filled. If we are unable to contact the family because they have moved or we cannot find a current phone number we will continue down the list to fill the vacant space.

## **Fees**

Parents are responsible for applying for Affordable Child Care Benefit before their child may attend daycare. This program is income tested and is solely the parents responsibility to get the application and all documentation into the Affordable Child Care Benefit. We will provide support with the application if required. If parents do not qualify for the subsidy program the fee for childcare is as follows

- \$750.00 per month for infant care (0-18mths),
- \$635.00 for toddler care(18mths-36mths),
- \$550.00 for 3 program (30mths- school age).

**Nutsumaat Lelum has opted–in to the BC government Childcare fee reduction initiative program. Please see the childcare manager for further information.**

Nutsumaat Lelum has a no–refund policy should the Childcare be closed (i.e. snow days, power out days or holiday closures) and in the circumstance of a child being absent due to illness, holiday or any other reason there will be no refund of childcare fees given for any of these days.

## **Withdrawing a child from the center**

One months' notice must be given prior to withdrawing a child from the center. For example if you wish to withdraw your child in May written or verbal notice would be required April 1<sup>st</sup>. If a parent/ guardian do not give one month notice prior to withdrawing his/her child, that months fees are forfeited.

For children to receive the maximum benefit from the program they should attend on a regular basis. If your child is going to be away please call the day care so that the staff can plan the day appropriately.



## Arrival and Departure

When you arrive, it is important to sign your child in, and take the opportunity to talk to staff about your child's needs for the day. Please take time to settle your child and say good-bye. If your child will be late please phone to let staff know. Please let staff know who will be picking up your child and when your child will be picked up. If there are any changes to the time you expect to pick up your child then please ensure the staff is made aware well ahead of time. If the pickup person is not known to staff then we may ask for photo ID before releasing them. Children will not be released to anyone that is not on your pick up list.

## Registration



Please provide complete information about your child on the registration form, any missing information could delay your child's entry into the program. We will need to know a number to reach you, or an emergency contact. If your number is not current and we are unable to reach you, then we may not be able to accept your child at drop off. A current phone number, and up to date emergency contacts are necessary. If we are unable to reach you in case of emergency, illness or early closure then we will attempt to call your emergency contacts.

If relevant a certified copy of any custody agreements must be provided at time of registration. Up to date immunization records and your child's personal health number are also required at time of registration.

## Centre Closures

Nutsumaat Lelum will be closed for the following Holidays:

New Years Day	Victoria Day	Labor Day
Family Day	Aboriginal Day (June 21 <sup>st</sup> )	Thanksgiving Day
Good Friday	Canada Day	Remembrance Day
Easter Monday	British Columbia Day	Christmas Break as set by Chief and Council
The week before school starts for Education and Professional Development		

Unforeseen mid day closures may occur, and you or your emergency contact will be contacted immediately to pick your child up from the program. Unforeseen closure may happen for:

- Electrical failure
- Problems with the water supply
- Highly contagious disease
- Snow



In the event of severe weather conditions; it may be necessary to close the daycare, so that families and staff are not put in risk by attempting to come to work. Parents can call the daycare after 7:00 am press 1 listen to the reception message to see if the centre will be opening. We generally will follow School District 68. School closures and bus routes cancellations will also be announced by 102.3 The Wave. We will also post these closures on our Facebook page.

### **Wellness Policy**

While we are sensitive to the stress that illness may cause for families but we are not licensed to care for children when they are ill. We spend a lot of time outdoors and we believe that children benefit from the freedom that outside play allows them. As we are a licensed facility, our licensing regulations state that “a Licensee must provide each child with daily outdoor play periods unless weather conditions make it unreasonable to do so” fresh air and exercise, exploring nature, sensory development and community contact are other reasons for our emphasis on outdoor play. Children who are not well enough to be outside should not be at the centre. If your child becomes ill during the day, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contacts. We will provide a quiet resting area and close staff supervision until you or one of your emergency contacts can pick up your child. If the situation becomes urgent we will follow the emergency procedures. Any child that appears sick on arrival at daycare will not be permitted to stay.

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



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

## Wellness Guide

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

If you would like the Centre staff to administer prescription medication your child, we will require that the medication be provided in the original container, and a form be completed with instructions regarding how the medication is administered. Please ensure that your child's Asthma medication is always with them on site. Children with Asthma may not attend or be left at the daycare without their medication. **Staff will not administer non-prescription medication to your child under any circumstances.**

Though Head lice are not a public health risk, it is highly contagious and extremely uncomfortable for anyone with it. Staff will routinely do head checks. Children will be sent home if they have live lice, and may return once their hair has been effectively treated or parents can treat their child at the center and their child can remain in the class. The daycare can provide you with our recommended treatment.

We are a smoke free facility. The surrounding yards are fenced and are designate non-smoking/vaping areas. To set a good example for the children and to protect their health, staff or parent smoking areas are off the grounds of the childcare center.

We are a junk food free zone, and will provide the children with breakfast until 9:00 am daily. Snack at 10:00 am and 2 pm Lunch at 11:30. Our trained kitchen staff provides healthy meals that include all of the food groups. Our menu is carefully planned to ensure that each child can find something they like to eat at each meal.

## **Guidance Policy:**

It is our belief that children must be accorded a safe, healthy and comfortable environment. They must not be subjected to corporal or unusual punishment, humiliation, mental abuse or punitive interference connected with the daily functions of living while at the center. Our center is legally (as outlined in the Family and Child Services Act) and morally bound to report all suspected violations of these. We will incorporate wherever possible local native traditions as passed on by the Stz'uminus Elders and families.

***Discipline is the process by which children learn socially acceptable and appropriate behavior and is something that adults do 'with' and 'for' children rather than 'to' children.***

Each child in the centre will be treated as an individual. Emphasis will be placed on encouraging and extending constructive and appropriate activities.

## **Active Play Policy**

As a licensed center, we understand the need to plan, encourage, and promote activity within our day for all children at all developmental levels. As such we have been planning activities each day to use our gross motor and fine motor skills both inside and outside our center. To adhere to the activity regulations we have been documenting the following:

- Play space to which the activity has taken place
- the time in which the activity occurred for each group
- the type of activity that has been planned for the day

All of these are documented on our planning curriculum sheets in each classroom

## **Screen time policy**

The centers policy on screen time is as follows:



### **Movies and television**

There is no cable at the center.

Movies will only be shown occasionally for special occasions.



### **IPad, computers and device use**

Currently the center only has iPads that are used for Hulquminum language resource. They are only used under the supervisor of our elder or a teacher. The center does not have a computer in the classroom at this time.

## **Videos**

Educational videos found on such sites as Youtube will be used for introductory and educational use in the lessons where they bring forth elements that we cannot find in our classrooms.

## **Emergency Procedures**



We will contact you immediately in the case of an emergency. For this reason it is essential that you keep us informed of changes in any registration information (Telephone numbers and addresses where you can be reached at all times of the day. 911 Emergency will be called for a child who is injured and requires medical attention. You will be notified next. Child care workers are trained in First Aid and CPR. First aid kits are taken on all walks and outings.

## **Fire Drills**

Fire drills are practiced once a month. The procedure is posted in the Centre. We will keep you informed as to when and how they happen as they can sometimes be stressful for the children. We also participate in the Great BC shake out in October where we practice our Earth quake drill.

Nutsummat Lelum is a community based program that is here to support families while they are working or at school. Please feel free at any time to come in and visit us during the day. Please take the time to talk to your child's caregiver as they require all relevant information to care for your child.