

Mini Miracles Family Centre Handbook



2021-2022

Welcome to Mini Miracles Family Centre!

Our goal is to create a positive Christian atmosphere in which your child will feel respected and always welcomed. In this environment, we welcome children to "Learn Through Play and foster loving relationships.

Our program allows the children to be individuals who grow in all aspects of development in a safe and nurturing environment. We are committed to meeting children where they are at, while celebrating diversity and promoting independence in a safe and nurturing environment.

Mini Miracles is an integral part of
St. John Paul II Catholic School
4006 - 8th Ave.
Port Alberni, BC
V9Y 4S4

Phone Number: (250) 723-0637

Fax Number: (250) 720-0379

Janna Walker: Manager (jwalker@cisdv.b.ca)

Rachelle Warman: Principal (rwarman@cisdv.bc.ca)

Website: jp2nd.ca

Table of Contents

1. Philosophy	4
2. Sharing God's Love	5
3. Guidance and Caring Policies	6
4. Guidance Strategies	6
5. Communication	8
6. Physical Environment	9
7. Active Play Policy	9
8. Screen Time Policy	10
9. Staff Qualifications	11
10. Operating Policies	11
11. Registration	13
12. Transition Plans	13
13. Monthly Fees (Child Care Fee Reduction Initiative, Affordable Child Care Benefit, Fees Payment, N.S.F Cheques, Refund Policy)	14
14. Withdrawal	17
15. Community Partners	18
16. Care Plans	18
17. Parking (Arrival/Drop off, Departure/Pickup)	19
18. Clothing and Supplies (Change of Clothing)	20
19. Food Policy	21
20. Sleep Time (Daycare and Infants/Toddler only)	22
21. Toileting	23
22. Health and Safety (Emergencies)	24
23. Licensing (Fire, Earthquake & Lockdown Drills, Emergency Evacuation)	24
24. Illness Policy	25
25. Medications	27
26. Celebrations	27
27. Field Trips	27
28. Toys from Home	27
29. Additional Policies and Procedures	28

Philosophy

The early childhood years (ages 0-8) are the most important years of life. A child's development throughout life is directly influenced by the nature and quality of experiences in their early years. It is during this time that growth, in all developmental domains (ie. cognitive, social, emotional, spiritual, and physical), needs to be nurtured.

In order to help children build a healthy self-concept, Mini Miracles Family Centre provides a program that will inspire curiosity and exploration of the children's whole self. Individual, small groups, and whole group needs will be met through playful, hands-on experiences in a variety of curriculum areas. These areas include mathematics, science, social studies, language, music, art, physical education, and self-care. **Curriculum ideas will emerge from the children's interests.**

We believe that children learn best in a positive, supportive environment. In order to develop to their fullest potential, they need to be nurtured in an atmosphere of warmth, acceptance, encouragement, trust, respect, and fun. Individual, family, and cultural differences will be supported and reciprocal relationships will be encouraged between families and the learning environment. Through our inclusive guiding and caring skills, we model strong relationships between humans, animals, plants, and all other relations on this land.

The children will be provided with opportunities to:

- experience meaningful learning through play
- expand natural curiosity by means of exploration, investigation, and discovery
- participate in active hands-on learning
- practice self-help and independence skills
- utilize problem-solving and decision-making skills
- feel a sense of self-worth, uniqueness, responsibility, and accomplishment
- celebrate their cultural and spiritual identities
- identify and express their feelings in a respectful manner
- become aware of the feelings and needs of others
- enjoy living and learning

- build meaningful relationships with their peers and educators
- further their skills and knowledge in all areas
- participate in faith-based activities
- learn about God's love for them



Sharing God's Love

Mini Miracles strives to model and to teach our children that they are created in the image and likeness of God our Creator and that they are loved by Him. We teach our children to love all of God's creation; our neighbours, the animals, and the planet. It is Jesus who shows us how to live good lives and how to treat our neighbours with dignity and love. Through example, story, song, and prayer we convey this message to our children.



Guidance and Caring Policies:

At Mini Miracles we believe that each child is unique and progresses through stages of development in their own way and in their own time. Life spaces and experiences influence children's exploration and mastery of new skills and abilities. Their behaviours are not only a reflection of their development but are also viewed as a form of communication. Based on these concepts, the educators will adapt their practice of guidance according to each individual circumstance.

Guidance Strategies

- The environment will be set up in a way to promote desirable behaviours, while encouraging exploration of the space and materials provided.
- Children will be given clear choices regarding their options.
- Where possible, potential problematic situations are anticipated and averted.
- Expectations are stated in a clear and positive manner.
- Children will be provided with a rationale when limitations are put into place or offered the opportunity to use critical thinking when situations arise.
- Staff consistently model respect, kindness, and appropriate behaviors.
- Staff will assist the children in learning how to resolve conflicts appropriately by encouraging them to express their feelings, discuss the problem, and brainstorm solutions.
- Positive reinforcement of appropriate behaviours, through the use of words and gestures, will be provided.
- When necessary, children will be diverted to an alternate play area or activity.

- Educators utilize “ First _____, Then _____” and “When _____, Then_____” language to indicate possible outcomes.

Educators will assist the children as they navigate conflict resolution by encouraging them to express thoughts and feelings, discuss the problem and brainstorm solutions. Words and gestures will be used to encourage and reinforce positive behaviors. In some situations, children will be redirected to another activity. In the event that a child is experiencing big emotions, they will be offered a break from the classroom to reduce external stimulation and input.



Communication

To support your child's growth and well-being, it is essential that parents/guardians maintain open and respectful communication with the staff at Mini Miracles Family Centre.

We have an "open door" policy. Parents are welcome to drop in to observe the program at any time. If consultation with staff is desired, please let us know ahead of time so that the staff member can give you their undivided attention.

Mini Miracles has a private Facebook Group for current and past families. This is a way for us to share children's learning through play with the families. It is a place where we post pictures, discussion topics, community events and more.

Telephone communication is encouraged. Please check with the staff regarding mutually convenient times for phone conversations. Messages for staff may be left at the school office at 250-723-0637, option 3. Parents can expect individual parent/staff meetings if concerns arise. **Families can also contact staff by email; however, we ask that parents refrain from contact staff through Facebook, their personal phone numbers, or texting.**

Please bring questions, comments or concerns to the staff in your child's program. If they are unable to resolve the matter, please see the Mini Miracles Manager or St. John Paul II principal. If the manager or principal are unable to provide the assistance you require, please request information from them about options or contacts that may be available.

The staff members at Mini Miracles Family Centre have the right to work in a safe, respectful environment. If a child's family subjects the staff members to the following, the child's enrolment in our centre will be put in jeopardy and in some cases, may result in immediate termination of the child's enrolment in our program:

- foul, inappropriate or disrespectful language
- direct or in-direct threats or threatening language / treatment
- physical, emotional or mental abuse
- bullying



Physical Environment

An approved ratio of adults to children ensures staff members have time to address the needs of each child, offering individual attention as much as possible.

Program	Staff: Child ratio	Maximum capacity
Infant and Toddler	1:4	8
Group Daycare	1:8	16
Preschool	1:10	10
Out of School Care	1:10	18

- There is adequate room for children to play with enough play materials and activities presented each day to maintain the children's interest and provide variety.
- Materials are organized in such a way that children can move freely from one area to another.
- Routines are clear and consistent. Transition times are clearly stated and ample warning is given for transitions

Active Play Policy

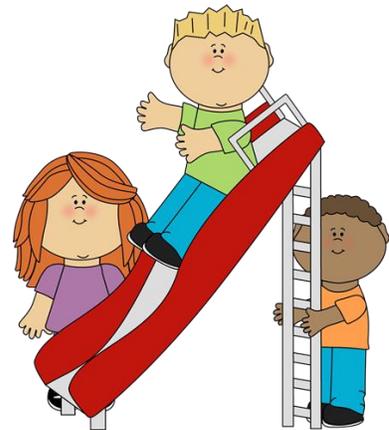
All Mini Miracles programs engage in active play. Active play is defined as moderate to vigorous play that raises children's heart rates.

Active play promotes health by; improving balance, gross and fine motor skills and can help to develop strong bones and muscles. Active play consists of structured and unstructured play, which means that the teachers play a role in facilitating

movement games and activities. Active play activities will be developmentally appropriate and encourage children in programs to get up and get moving.

Throughout the children's time in programs, they will have the opportunity to move their bodies indoors (music and movement, gym time, stretching, hallway play and more) and outdoors (field-trips, walks and play in our designated play space). Below is a guideline for daily minimum active playtime for each program.

Program	Amount of daily active play (minimum)
Preschool	20-30 minutes
Group Daycare	60-80 minutes
Infant and Toddler	60-80 minutes
Out of School Care	20-30 minutes



Screen Time Policy

Screen time (computers, TV, and electronic games) will be limited during children's time at the centre. Screen time will be used as a tool to research topics of the children's interests, as well as the occasional movie. Below is a chart highlighting each of our programs and how screen time will be used.

In all programs teachers may use cell phones, iPads and other technology for children to listen to stories, music, and sounds

Program	Daily Screen Time (maximum)
Preschool	- Screen time will be used for educational purposes to research a given topic, take photos and create documentation.

Group Daycare	<ul style="list-style-type: none"> - Screen time will be used for educational purposes to research a given topic, take photos and create documentation. - Once a month, daycare children may watch a movie during rest time.
Infant and Toddler	<ul style="list-style-type: none"> - Children in the Infant and Toddler program will not be exposed to any visual screen time.
Out of School Care	<ul style="list-style-type: none"> - Students in Out of School Care program may use the computer lab 1-2 times a week, depending on the weather (40 min max). - On Pro-Day's teachers and students can choose one of the following screen time options: One movie or TV shows that are equivalent to 2 hours max -or- Computer lab for homework or monitored games (twice in the day, 45 minutes max each time).



Staff Qualifications

All staff hold an active ECE license with qualifications that meet or exceed licensing regulations. Please see staff boards in each class.

Operating Policies

Hours of Operation

*As of January 1st, 2022, our Infant and Toddler, Out of School Care and Group Daycare will be open from 8-5.

Program	Days of the Week	Hours
Daycare (Infant and Toddler & Group Daycare)	Monday-Friday	7:30am-5:30pm
Preschool	AM Monday-Friday PM Monday-Thursday	8:45am-11:30am 12:30pm-3:15pm
Out of School Care	Monday-Friday	3:15pm-5:30pm

(Between 3 and 3:15 a transition of care occurs between the St. JP II outside supervisors and the Mini-Miracles Staff.)

Program	Operational Duration	Closures
Infant and Toddler	12 months a year	Statutory holidays and for a week or just over at Christmas (Closed Dec 24 th - following year)
Group Daycare	12 months a year	Statutory holidays and for a week or just over at Christmas (Closed Dec 24 th - following year)
Preschool	10 months a year	Statutory holidays, Professional Development Days, Days in Lieu, Christmas Break and Spring Break
Out of School Care	10 months a year	Statutory holidays, some Professional Development Days, Days in Lieu, Christmas Break, Spring Break and noon dismissal days

Closures

All Mini Miracles programs are closed if St. JP II is CLOSED for exceptional weather (ie. snow days and temperatures above 40°C).

Mini Miracles Family Centre will be closed twice a year to participate in Professional Development opportunities, families will be notified of these dates in September of each year.



Registration

All families will receive a Mini Miracles Family Centre Handbook when they pick-up registration forms.

Families must fully complete and submit the required registration forms, have arranged for payment (see fees section), sign the Family Centre Agreement and Family Payment Schedule before their child can attend. A nonrefundable \$25 family deposit must also be received before a child may attend the programs.

Transition Plans

At Mini Miracles, we encourage families to transition their children into the program, this is mainly done for the Infant & Toddler and Group Daycare program as they are longer days for the children. This gradual transition provides the opportunity to build relationships with the children, staff and environment before the child attends full days. The transition also helps children recognize that although you are leaving them, you will come back. The transition time is extended slowly as this may be the first time that the child is away from you.

*Transitions will look very different for each child and children's gestures, vocalizations and cues will be observed.

Below is a sample of what transition may look like:

*The days of the week will be predetermined, however may be modified if the child requires additional transition time.

Transition Phases	Duration of Visit	Parent Attendance
Week 1	10-15 min	Parent stays with child

Week 2	30-45 min	Parent stays with child but leaves for about 5-10 min
Week 3	1-2 hours, including a primary care role (sleeping or feeding)	Parent stays with child for first 15 min and leaves for about an hour
Week 4	3-4 hours and possibly a full day	Parent stays with child for first 15 min

Monthly Fees

Preschool

Number of Days	Options	Current Fees	Fees as of July 1 st , 2022
2 Mornings or Afternoons	Tuesday/ Thursday - AM or Tuesday/ Thursday - PM or Monday/Wednesday - PM	\$110.00/month	\$115.00/month
3 Mornings a week	Monday/ Wednesday and Friday	\$165.00/month	\$175.00/month
4 Afternoons a week	Monday to Thursday	\$220.00/month	\$230.00/month
5 Mornings a week	Monday to Friday	\$275.00/month	\$280.00/month

Daycare children can only attend preschool in the afternoons in order to minimize transitions.

Infant/Toddler (Birth - 36 months old)

Full time - \$960.00 per month (Increase to \$1000.00 as of July 1st, 2022)

Due to demand and group size, we only offer fulltime Infant and Toddler care.



Group Daycare (36 months old until kindergarten)

Full time - \$700.00 per month (Increase to \$725.00 as of July 1st, 2022)

Due to demand and class size, preference will be given to families requiring full time care.

Out of School Care (for St. John Paul II students only)

After school - \$20.00 per day - \$250.00/month (Increase to \$275.00 as of July 1st, 2022)

Pro D Days - \$45.00 per day or \$40.00 per day (with pre-registration and payment in September of the school year).

Drop in \$15.00 per day (when available and arranged in advance).

*Due to the increasing demand for Pro D Day care, the first 10 children to register and pay will be guaranteed a spot. After the first 10 registrations, people will be waitlisted until we get to 18 children registered. Payment or intent for a spot must be in writing to the program coordinator no later than two weeks before the day of care required to let the people on the waitlist know if they have a spot and for staffing purposes.

**Children who are on Individual Education Plans during school hours, may be required to attend Out of School Care with a support person, this can be attained through Supported Child Development or the family will be required to pay for an aid themselves.

Child Care Fee Reduction Initiative

In April of 2018, the Province of British Columbia introduced a fee reduction initiative to lower family's payments.

"... Parents with a child in full-time care will see amounts reduced by up to:

- \$350/month for group infant/toddler care
- \$200/month for family infant/toddler care
- \$100/month for group care for children aged 3 to kindergarten
- \$60/month for family care for children aged 3 to kindergarten"

Retrieved from: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-preschool/child-care-operating-fundng/child-care-fee-reduction-initiative-provider-opt-in-status>

The amounts listed above will be deducted from the families monthly fees.

Affordable Child Care Benefit

Families earning a household income of less than \$111, 000.00 may qualify for this funding to assist with covering childcare costs.

All parents/guardians utilizing the Ministry of Children and Family Development's (MCFD) Affordable Child Care Benefit (ACCB), must apply for ACCB **before** starting at the centre. Call 1-888-338-6622 or visit the website listed below. The manager can assist parents/ guardians with accessing ACCB forms; however, it is the parent's responsibility to follow up with their claim status and continue with ACCB renewals. ACCB will cover all or part of the child's childcare fees. If there is a difference between the amount of the ACCB and the centre's monthly fees, families are required to pay the difference, which will be outlined in their Family Payment Schedule. If a family's ACCB or part thereof is discontinued, the family is responsible for all fees. Families applying for the ACCB who wish to have their child attend right away will be charged the monthly fee and reimbursed when the centre receives authorization of their ACCB approval.

Families can visit the MCFD Affordable Child Care Benefit website to see if they are eligible. <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

Fees Payment

Mini Miracles requires a VOID cheque as part of your registration. The school secretary will prepare a Family Payment Schedule and preauthorized debit form for you to sign. On this form, you will have the option of having your payment come out on the 5th or 25th of each month.



N.S.F Cheques

Any cheque or preauthorized debit returned with a Non-Sufficient Funds (NSF) will be charged a \$25.00 NSF fee. Families are responsible to ensure that all fees

are paid in full by the end of each month. Unpaid fees may result in their child being withdrawn from the centre.



Refund Policy

Families will not receive a refund of fees for:

- Snow day and/or exceptional weather closures
- Closures due to power outages and other emergencies outside the centre's control.
- Childcare centre closures due to pre-announced Professional Development and Training days for staff.
- Days that the child has missed due to illness, family holidays, or other personal reasons.
- Communicable disease related closures.
- All statutory holidays.

Attendance

We value family time so if your child will be arriving after 10am, please call or email the centre to let us know. If we have not heard from you by this time, we will assume your child is not coming, which may result in us not having enough staff for your child to stay.

Please communicate with staff when your child will be away. If children have not attended in 2 weeks and there has been no communication, the care will be terminated and families will be required to pay a 1-month fee in lieu of notice.

Withdrawal

Families wishing to withdraw their children are required to provide one (1) FULL months' notice, in writing, at the **end of the month** or pay fees in lieu of notice. Fees are neither prorated nor refunded. Should subsidies be cancelled prematurely, families are fully responsible for all outstanding childcare fees.

Mini Miracles reserves the right to terminate care when we are unable to meet a child or family's needs, if families are unwilling to access services, if funding is unavailable to provide one-on-one supports or if we deem that our centre is not a fit. Families will be given 2 weeks written notice. This time frame may be adjusted in the cases where a child threatens or poses social, emotional or physical harm to the staff or the other children.

Community Partners

Mini Miracles works in conjunction with many community professionals to support children's growth and learning in all developmental domains, such as Occupational Therapy, Physical Therapy, Speech Therapy, Early Childhood Mental Health and more.

Mini Miracles also works in collaboration with North Island College and other educational organizations to provide practicums for students.

Care Plans

Care Plans are put into place in the event that a child requires extra supports and/or modifications or adaptations to the environment or programming in order to participate, provide comfort or ensure the child's safety.

Care Plans are made in partnership with families, involved professionals and the centre.

*Care Plans are a licensing requirement.

Children in the Out of School Care Program are expected to follow the St. JP II Code of Conduct. In cases where they are unable to do so, families will be called to pick up the child. If this occurs more than 3 times, an immediate removal from the program may occur. Each situation will be reviewed by the manager and principal on an individual basis.



Parking



Parking is available at the front of the school (8th Ave). Families are welcome to use the gate, a code will be given to families once their spot has been confirmed, or through the front doors of the St. JPII school.

Arrival/Drop Off

In the Group Daycare and Infant & Toddler programs, Parents/Families must "sign-in" their child on the provided daily attendance chart.

In Preschool and Out of School Care the teacher will sign the children into the program.

Please ensure that the staff are aware that you and your child have arrived, and before you leave.

*This is a licensing regulation.

Departure/Pick-Up

In the Group Daycare, Out of School Care, and Infant & Toddler programs, Parents/Families must "sign out" their child on the provided daily attendance chart.

In Preschool, the teacher will sign the children out of the program.

*This is a licensing regulation.

Please ensure that staff are aware that you have arrived and are taking your child home for the day.

Staff are not permitted to pick up or drive children to the child's home or family, if this means being alone with the child or vulnerable adult.

Children will not be released into the care of parents or guardians who appear to be incapable of providing safe care for the child. Alternative contacts will be called for pickup. If the issue escalates, additional supports will be called for the staff.

Children will not be allowed to leave the centre alone or with any unauthorized person. Children will not be allowed to leave the centre with anyone who is not on their registration form, without the parent, or guardian's **written** consent.

As per licensing regulations, we need to have in writing, the names of people unauthorized to access to your child/children. If it is a parent with limited or restricted guardianship, we require Court Documents for our records.

If a child is still at the centre fifteen minutes after the program has ended, every effort to contact parents, guardians, or emergency contacts will be made by the staff. If staff are unable to locate someone for the child/children within 30 minutes of closing, they will contact the Ministry of Children and Families who will assume responsibility for the child until the family can be contacted. Families of children picked up more than 15 minutes late are charged a late fee of \$25.00.

In the event that a family will be late, they are required to contact staff IMMEDIATELY so that we can make arrangements for the extended care of the child.

Clothing and Supplies

Families are responsible to supply their child with the items listed below. Part of every day is spent outside, rain or shine. For this reason, we suggest that children wear clothing that is appropriate for the weather.

Parents are asked to bring the following items to the centre (labeled with their child's name):

- Food - see Food Policy
- Change of clothing: shirt, pants, socks, underwear, foot wear
- Winter weather - mittens, hat, warm coat and/or raincoat, boots
- Summer weather - Sunscreen (labeled) and come with sunscreen applied and a sun hat
- Inside Shoes



Infants and Toddlers

In the Infant and Toddler program, families are required to provide the following items, in addition to the items listed above, if applicable for your child:

- Diapers, wipes and diaper cream
- Bottles, formula or breast milk
- Soothers

Change of Clothing

Staff will assist all children when clothes need changing. Soiled clothing will be placed in a plastic bag, knotted shut for safety purposes and hung on the child's cubby to go home. Families are responsible for washing their children's clothing and returning "spare clothes" to the centre the next day.



Food Policy

As we understand that mornings can be busy. If families provide breakfast for their child, it will be available until 9:00am in our Group Daycare and Infant/Toddler programs.

Families will provide a nutritious lunch and two snacks for their child/children that are part of the *Canadian Food Guide*. Generally, we encourage families to send 2-3 food choices for snack time and 3-4 food choices for lunch or one main dish. Children are welcome to eat what is in their lunch kit at any meal time. Our goal is

to support children in developing healthy relationships with food as it is what fuels their body.

The centre is a JUICE & JUNK FOOD FREE ZONE, with the exception of treats for special occasions.

We are also a PEANUT AWARE ZONE, which means that when a child has an allergy, we take precautions to try and avoid exposing them to their allergen.

Children will be provided with water upon request.

We have a microwave for heating children's lunches. If you send a lunch to be heated, please send it in a ready-to-eat, small, microwaveable, and labeled (with child's name) container.

Group Daycare & Infant and Toddler programs also have a fridge for storage of lunch kits.

Families are welcome leave non-perishable food items at the centre in case their child consumes all the food in their lunch kit. Mini-Miracle's staff will plan cooking activities according to children's allergies, making it is imperative that families update the registration paperwork with any changes to the child's allergies.



Sleep Time Policy
(Group Daycare and Infant/Toddler ONLY)

The Infant and Toddler and Group Daycare programs have a designated rest time. Children are required to have down time, on their mat, which is generally 30 minutes. If children fall asleep and families do not wish for them to nap, we will wake them up after 30 minutes. This is our effort to meet families in the middle as we believe that children need to have a sense of control over their bodies and

can contribute to determining routines and schedules. By allowing a child to sleep for 30 minutes, we are honoring that their body needed a break. While valuing each child's individual needs, we will encourage rest and/or sleep in a gentle, respectful manner that works best for all the children in our programs.

In some situations, based on the group dynamics, the staff may opt to omit rest time and provide children with alternative activities.

Toileting Policy

At the forefront of our toileting policy is respect for children, their needs, their body awareness and their comfort levels with staff assisting them in the bathroom. We will make all attempts to ensure that the children are supported in their body awareness and are never left feeling uncomfortable or unsure. This means that when a child uses the toilet, we will offer to assist them in wiping, however if a child refuses the offer, we will respect that the choice is theirs to make. If a child consistently chooses to toilet themselves independently, we will be sure to communicate this with parents and develop a plan so that they can ensure their child is maintaining healthy practices when they return home.

Infant/Toddler - In the Infant and Toddler program we have a diaper change schedule to ensure that diapers are changed regularly, but if a child has a bowel movement their diaper will be changed promptly. We will follow the lead of the parents when it comes to toilet training and encouraging children to sit on the toilet.

Daycare - In the daycare program, children have access to the bathroom when they are in the classroom. They will be encouraged to listen to their bodies and try using the toilet before going outside, on walks or on field trips.

Preschool - We ask that families who have children in diapers attending preschool, ensure that their child is dropped off with a clean diaper. Due to the arrangement of the bathroom and number of staff available to assist, during the 2.75 hours of preschool, we will only change diapers if the child has had a bowel movement.

Please ensure that you have provided spare diapers and wipes for these circumstances.

Health and Safety

Minor Injuries

In the event of a minor injury, we will call the family to inform them of the situation. In most cases, the phone call may be to share information and allow the family to determine the next steps. In some cases, the family would be encouraged to pick up and possibly seek medical attention.

In- House Incident Reports will be completed for bumps, scrapes, antisocial behaviour and other events to support pattern tracking and for documentation purposes.

When a child receives medical care, a licensing report will be completed so we request that families notify the centre when their child has been seen by a medical practitioner as this information needs to be contained in the report or follow up report.

This includes biting that breaks the skin, both children will be required to seek medical attention.

Medical Emergencies

In the event of a medical emergency, if the situation warrants, staff will call the ambulance. Staff will also contact families or their alternative contacts to notify them of the medical emergency.

If an ambulance is called for a child that attends any of the Mini Miracle's programs, the family will be responsible for the ambulance fee.

Licensing

The centre is inspected annually by Community Care and Facilities Licensing Officers to ensure compliance with Child Care Licensing Regulations.

Fire, Earthquake & Lockdown Drills

Fire drills are carried out on a monthly basis to a planned meeting area. An emergency meeting place will be planned with the staff. Children may have to leave the building without coats or appropriate footwear. Children will always be under the direct supervision of an adult.



Lockdown and earthquake drills are carried out several times per year. During a lockdown drill, the children and staff remain in the room. The staff will keep all doors/windows locked until the "all clear" is given. During an earthquake drill, children take cover under tables (pretending to be bunnies in a hole) and count twice to 30. Then they evacuate to the planned meeting area.

Emergency Evacuation

In the event of a real emergency, staff will keep children secure, safe, warm and comfortable until they are able to reach families and/or their emergency contacts. The centre has a well-maintained first aid backpack and earthquake emergency supplies. **Please ensure that your child has a comfort kit on site at the centre.**

Illness and Communicable Disease Prevention Policy

While we are sensitive to the stress that illness may cause for families, we are not licensed to care for children when they are ill. If the staff believes a child is sick and should not attend, the facility retains the right to refuse admittance. If a child becomes ill during the course of the program, the parent(s) will be contacted to pick the child up. If your child has any of the symptoms below, they must stay home for 24 hours of monitoring and can return to the program if symptoms have resolved and your child can fully participate in programming.

You will need to keep your child at home, or make alternate arrangements, if your child:

- has a communicable disease
- any new onset or worsening of symptoms (including COVID-19)
- is within the first 24 hours of antibiotics. During the first 24 hours of antibiotics your child must remain at home to make sure there are no adverse reactions to the antibiotics and to prevent the spreading of the illness to peers. After 24 hours the medication has an opportunity to work and unless your doctor tells you otherwise, your child may return to the child-care centre.
- has a contagious infection, including pink eye (conjunctivitis)
- is vomiting or has had diarrhea within the last 24 hours
- has an undiagnosed skin infection or rash
- is not well enough to participate in all program activities including outdoor play.
- has a runny nose with any coloured mucus (only a clear runny nose may be accepted)
- clear runny nose that needs to be wiped more than twice in an hour or that the child is using their body or clothing to wipe their nose
- temperature over 100 F or 37.8 C

Please ensure that your child has been fever free for at least 24 hours, without the use of medication before bringing them to childcare.

Please notify Mini Miracles Family Centre staff of medications administered before bringing your child to their program. In case of emergencies, we need to provide medical personnel with any medications that are in the child's system.

Please notify Mini Miracles Family Centre staff if your child has a communicable disease so that the other families and the Island Health Authority-Community Health Services can be made aware of and limit the potential for of outbreak.

Please be aware that in the case of an illness outbreak, where multiple children and families are affected, our policy of needing to be symptom free

for 24 hours will be extended to 48 hours. You will be notified by letter, phone call and/or email.

Medications

Staff will administer medically prescribed drugs that are in the original container with the instructions from the physician. Non-prescriptions drugs can also be administered when supplied by the parents/guardian and in its original container. **Families may not at any time send any medication in their child's lunch box or backpack.** Parents are to fill out a Medication Release form for any medication to be administered at the centre. Staff have these forms for families to complete. Medication must be placed in our locked storage before the parent/guardian leaves the child in the centre. Staff will return medications upon request of the family.

Celebrations

We love to celebrate birthdays and other special events throughout the year! For special events, you are welcome to bring treats to share with the group. Please check with the staff before sending treats determine possible food allergies. Families are encouraged to share their traditional food, clothing, music, art, customs, culture and language with the children and staff.

Field Trips

We try to do a few field trips throughout the year. If families wish to join us with their child, they are welcome to meet us at the destination. Prior to going on a field trip, families will be notified and asked to sign a field trip permission form.

The programs also go on unscheduled community walks to explore the surrounding neighborhood. The walk waiver is contained in the registration forms.

Toys From Home

Please avoid sending toys from home, as they might get lost or broken.

Additional Policies and Procedures

Being part of the St. JP II school community, we also follow the school's policies and procedures. If you wish to see a copy of these, they can be found on the St. John Paul II website (www.jp2nd.ca).

