



KINDER CARE FAMILY DAYCARE

PARENT HANDBOOK



PROGRAM DESCRIPTION

A half-day multi-age childcare program for children aged 18 months to 5 years offers a warm, inclusive environment where toddlers and preschool-aged children learn and play together. The program supports early learning and development through play-based, age-appropriate activities that promote social, emotional, physical, and cognitive growth. Younger children benefit from observing and interacting with older peers, while older children develop leadership, empathy, and confidence by supporting younger children. Educator provides flexible routines, individualized support, and intentional teaching to meet each child's developmental needs, ensuring a safe, nurturing, and engaging setting for all children

Before and After School Care program supports children aged 5–12 years in a safe, caring, and welcoming environment. It provides supervised pick-up and drop-off to and from Randerson Ridge Elementary and Pleasant Valley Elementary, helping make busy mornings and afternoons easier for families. Children can enjoy a variety of activities including quiet play, games, relaxation time, and homework support in a calm, familiar setting. Our caring environment encourages positive friendships, independence, and wellbeing. Families are asked to provide their own snacks, as snacks are not supplied.

Please note: this program does not operate on Pro-D days or during school holidays.

ABOUT EDUCATOR

Hi, My name is Kawalpreet Kaur, I am a qualified Early Childhood Educator with a diploma in Early Childhood Education and over 6 years of experience working with families and children with diverse needs and abilities. I believe in building strong relationship with children and families to create supportive and nurturing environment.



PHILOSOPHY

- I believe that children are competent, capable of complex thinking, curious and rich in potential.
- I believe learning happens through positive relationships, exploration, experiences and sense of belonging that enable children to become productive contributors to the world in which they live.
- I am committed to fostering each child's self-esteem, well-being and growing need for independence.
- I believe play is integral to children's learning and essential to quality of life in childhood. Exploration and play are a child's primary way of understanding the world.

CURRICULUM

- I am committed to the "emergent curriculum" approach to program planning, in which activities "emerge" based on ideas and interests from both children and myself.
- Invitations would be provided to foster inquiry based on child's needs and interest. Observations would be recorded in the journal entries to plan weekly curriculum. Weekly curriculum will include activities to support fine motor and gross motor skills, enhance child's language and cognitive development and facilitate social and emotional needs.
- Outdoor play/learning will be an essential part of the curriculum.

DOCUMENTATION

I use secure communication app to share daily reports, photos, notes , keeping you connected to your child's day . I will use BC Early Learning Framework as a guide for my documentation on children's experiences.

OPENING HOURS

Half Day Group Child Care : Monday to Friday: 9 am to 2 pm
Before School Care : Monday to Friday: 7:30 am to 8:30 am
After School Care : Monday to Friday: 2 pm to 5 pm

ANNUAL CLOSURES

Kinder Care Family Daycare will be closed on Weekends and Statuary Holidays. From Dec 15 to Jan 15 of next year.
Summer Break: 2nd Week of July. Tution Fee will not be reduced for this month.

Tuition Fee Modification due to Vacation : Tution Fee will be 50% for the month of December and January due to Vacation days.

WHAT TO BRING

For Half Day Group Child Care Program,

Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. I will keep spare clothes in case they need to change. Parents must supply the following items to be kept at the daycare:

Diapers, wipes, pull-ups, powders/ointments, bottles, blanket and crib sheet for rest time, a complete change of clothes (replace when soiled) and sunscreen and indoor shoe.

Kinder Care doesn't provide meals so Please pack a meal and snack and water bottle with children.

For Before and After Care Program

Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. I will keep spare clothes in case they need to change.

Kinder Care doesn't provide meals so Please pack a meal and snack and water bottle with children.

GOVERNMENT CHILD CARE SUBSIDIES

Child Care Fee Reduction Initiative (CCFRI): Kinder Care is already enrolled in this program, It automatically reduces your monthly fee.

Affordable Child Care Benefit (ACCB): Families may be eligible for further support through ACCB.

SAMPLE DAILY SCHEDULE

- Half Day Group Child Care Program


Time	Activity
9 to 9:30 am	Arrival and Free Play
9:30 to 10 am	Art
10 to 10:30 am	Outdoor Activity
10:30 am to 11 am	Circle and Story Time
11am to 11: 30 am	Science/Sensory Play/ Music
11: 30 to 12: 30	Lunch/ Diapering
12;30 to 1:30	Social /Emotional Activity
1:30 to 2pm	Free Play and Departure

- Before and After Care Program

Time	Activity
2:45 to 3:30 pm	Snack and Free Play
3:30 to 4:00 pm	Outdoor Activity
4:00 to 4:30 pm	Art /Science Experiment
4:30 to 5 pm	Story/ Home Work Support/ Departure



POLICIES AND PROCEDURES



Care and Supervision Policies

I will follow Guidance Strategies from “Guidance and Discipline with Young Children” developed by the Provincial Child Care Facilities Licensing Board.

Guidance is the teaching/learning process by which children develop socially acceptable and appropriate behaviour as they grow to maturity.

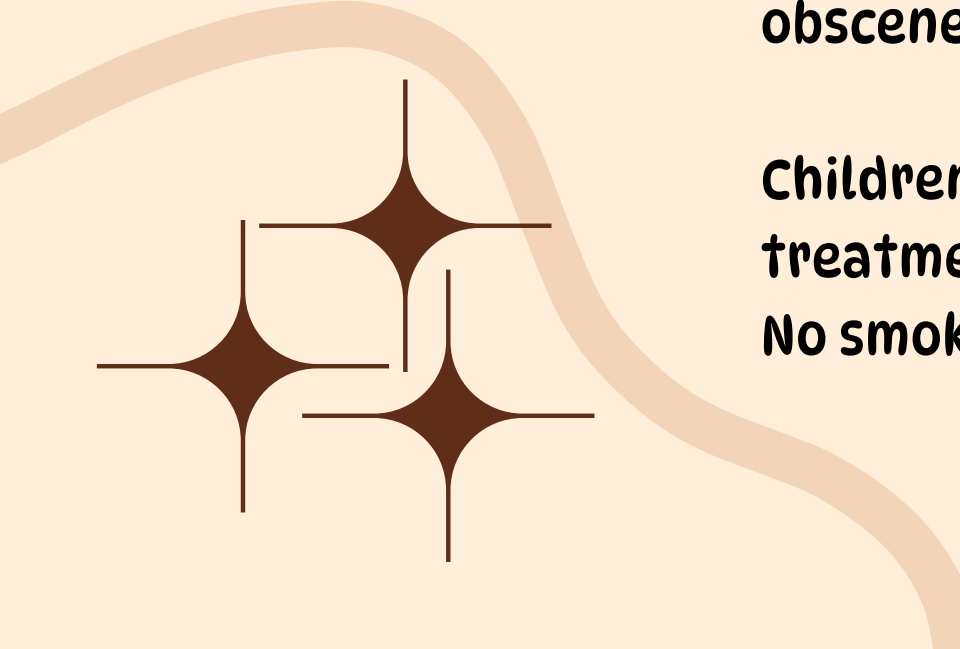
There are certain daycare rules that all children will be taught and expected to follow.

This is for the safety and well being of everyone.

Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the centre with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected.

No smoking is permitted on the premises as per state law.



POLICIES AND PROCEDURES

Sign In/Out Policies

It is required by provincial law that all parents sign their child in and out each day. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

POLICIES AND PROCEDURES

Arrival and Departure Policy:

Normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify ahead of time. A written notice is fine on that day,

Please inform emergency contacts, or people designated to pick up your child, that if I do not know them then I will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

POLICIES AND PROCEDURES

Absence Policy

Childcare fees are based on enrolment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

POLICIES AND PROCEDURES

Tuition Fee Policy:

**Payment may be made by check, or e-transfer to kindercarefamilydaycare@gmail.com
Parents who are more than 2 weeks late on payment will be denied childcare until
account is made current.**

**Parent Vacation : You must continue to pay your tuition on your vacation to hold
your daycare spot.**

For Half Day group Child Care: Payment should be made on first on the month.

**For School Age Care: March month would be charged half price because of Spring
Break.**

POLICIES AND PROCEDURES

Gradual Entry :

Parents are required to introduce their child to the Daycare gradually to make a child feel safe and secure. This also provides the parents with the opportunity to better acquaint themselves with me and the program.

Some children experience a lot of difficulties in their adjustment to day care. Gradual entry will help child adjust and feel comfortable in the new environment.

Parent can join the daycare with child for 2 hours 9:00 a.m-11:00a.m.

POLICIES AND PROCEDURES

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Please inform emergency contacts, or people designated to pick up your child, that if I do not know them then I will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

POLICIES AND PROCEDURES

Cleanliness and Hygiene

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. I use paper towels for drying hands, so children do not have to use the same towel. I will wash my hands frequently and also use antibacterial gel.

For toddler age, washable nap mats are used. Each child has a separate nap mat; with a sheet and a blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly.

Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed. High chair trays, etc. are disinfected after each use. I disinfect toilet seats and clean potty chairs between each use.

POLICIES AND PROCEDURES

Food Policy

Food will be provided by parents. I will provide snack for emergencies. I will follow Canada food guide for nutrition. I encourage parents to pack healthy meals and snack for children. It is home based daycare so we do have Refrigerator and Microwave to keep Children's food at appropriate temperature before feeding. Children will be supervised while consuming food.

Toilet Training

When you feel your child is ready for toilet teaching or is turning 3 (whichever comes first), I ask that you begin this teaching at home during a weekend or vacation. I will follow through and encourage your child while in my care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process.

POLICIES AND PROCEDURES

Nap/ Quiet Time:

There is a designated nap and quiet room. I am flexible with the need of the child, If child requires nap time during Half Day program, it will be set up based on the need of the child.

Toilet Training

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POLICIES AND PROCEDURES

Screen Time Policy

Screen will be used as a tool to help children unwind and relax or for educational purpose. Screen will be very limited from none to no more than 30 minutes of screen time per day, and some days none at all and for children under age two would not be permitted to have screen time due to the Director of Licensing Standards of Practice recommendations. I carefully screen everything the children watch and watch along with the children

POLICIES AND PROCEDURES

Emergency Preparedness Policy and Procedure

At Kinder Care, your child's safety is the highest priority. We have emergency plans in place to protect children and staff and to respond quickly and calmly when needed.

Emergencies We Prepare For

- Fire or smoke
- Severe weather
- Medical emergencies
- Power or utility outages
- Lockdown situations
- Evacuation or shelter-in-place
- Missing child or security concerns

Children with Special Needs

Individual emergency plans are in place for children with medical or special needs.

Training & Drills

I hold a Childcare Emergency First Aid Certification to ensure the safety and well-being of all children in my care and drills are conducted regularly in a calm, age-appropriate manner.

POLICIES AND PROCEDURES

Emergency Preparedness Policy and Procedure

Our Emergency Response

- **Children are supervised at all times.**
- **Attendance is checked to ensure every child is accounted for.**
- **Emergency services (911) are contacted when necessary.**
- **Children are released only to authorized individuals listed on enrollment forms.**
- **Evacuation routes are posted in each room.**

Medical Emergencies

- **Children will be provided first aid.**
- **Parents/guardians are notified as soon as possible.**
- **Incident reports are completed as required.**

Emergency Supplies

- **We maintain emergency kits that include first aid supplies, water, snacks, flashlights, emergency contacts, and authorized medications.**

POLICIES AND PROCEDURES

Emergency Preparedness Policy and Procedure

Kinder Care is committed to the safety of all children. Due to British Columbia's earthquake risk, earthquake drills are conducted regularly to ensure everyone knows how to respond calmly and safely during an earthquake.

Purpose

The purpose of this policy is to:

- Prepare children and staff to respond safely during an earthquake
- Reduce the risk of injury
- Meet BC childcare emergency preparedness expectations

Earthquake Drill Procedures

1. During an Earthquake (Drop, Cover, Hold On)

When shaking begins:

- **DROP** to the ground
- **COVER** under a sturdy table or desk, or protect head and neck if no shelter is nearby
- **HOLD ON** until the shaking stops

2. After the Shaking Stops

- Children will be checked for injuries and provide first aid as needed
- Attendance is taken immediately
- The building is checked for hazards (gas smell, broken glass, structural damage)
- Emergency services are contacted if required

POLICIES AND PROCEDURES

Emergency Preparedness Policy and Procedure

Evacuation will occur only if the building is unsafe.

- **Evacuation routes are posted in each room.**
- **Take attendance records and emergency contact information**
- **Take attendance again once safely outside**

Earthquake Drill Practice

- **Earthquake drills are conducted at least 3 times per year (or as required by licensing)**
- **Drills are done in a calm, age-appropriate manner**
- **Drill dates and outcomes are documented**

POLICIES AND PROCEDURES

Emergency Preparedness Policy and Procedure

Fire Drill Policy

Kinder Care is committed to protecting the safety of all children and staff. Fire drills are conducted regularly so that everyone knows how to evacuate the building quickly, calmly, and safely in the event of a fire.

Purpose

The purpose of this policy is to:

- Ensure a safe and orderly evacuation during a fire or fire drill**
- Reduce panic and risk of injury**
- Meet childcare licensing and fire safety requirements**

Fire Drill Procedure

1. When the Fire Alarm Sounds

- Activities will be stopped immediately and prepare children to evacuate.**
- Children line up calmly and follow Educator instructions.**
- Infants and toddlers are placed in evacuation cribs or carried as required.**
- Educator will check bathrooms and nearby areas before exiting, if safe to do so.**

2. Evacuation

- Use the nearest safe exit as posted in each room.**
- Do not stop to collect personal belongings.**
- Close doors behind you if possible (do not lock).**
- Educator bring attendance record and emergency contact information.**

POLICIES AND PROCEDURES

Emergency Preparedness Policy and Procedure

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POLICIES AND PROCEDURES

Emergency Preparedness Policy and Procedure

3. At the Designated Meeting Area

- **Proceed to the designated outdoor safe area:**
- **Take attendance immediately.**
- **Keep children together and calm.**
- **Report any missing or injured individuals to emergency services.**

Fire Drill Practice

- **Fire drills are conducted at least once per month (or as required by licensing).**
- **Drills are completed at different times of day.**
- **Drills are conducted calmly and in an age-appropriate manner.**
- **Each drill is documented (date, time, duration, issues noted).**

POLICIES AND PROCEDURES

Illness Policy

If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child **MUST** stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

Symptoms requiring removal of child from daycare:

Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)

Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.

Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.

Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night. Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.

Runny nose (other than clear), draining eyes or ears.

Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

In the case, when I get sick, I will inform as early as possible, between 24 hours to 2 hours before drop off time.

POLICIES AND PROCEDURES

Immunization Policy

It is mandatory to have your child immunized. During enrolment, Parents are required to provide a copy of your child's immunization records. Due to some vaccinations given at certain ages, I'll ask to update your child's records.

Medication Policy

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for me to administer ANY medication, prescription or over-the-counter.

NOTE : All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.

POLICIES AND PROCEDURES

Termination Policy:

I reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Physical or verbal abuse of any person or property
- My inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

POLICIES AND PROCEDURES

Repayment policy

Any overpayments or billing errors will be credited to the family's account or refunded upon request. Refunds are processed within [10–14 business days]. Prepaid fees will only be refunded when required notice of withdrawal is given, as outlined in the enrollment agreement. Registration fees, late fees, NSF fees, and fees for absences (including illness or vacations) are non-refundable. Refunds are issued using the original method of payment when possible.