

# Dino Multi-Age Child Care

## Philosophy

At Dino Multi-age child care, I strongly believe that academic methods of childcare, mental and physical development, motor skills development and safety guidelines need to be in place in order to have healthy and happy children whose talents are recognized and their future and healthy lifestyle are sculpted; therefore, any employee who works more than 15 hours per week must have academic training,, ECE or ECE Assistant certification.

A lot of our “programming” occurs in the moment, taking advantage of simple every day learning opportunities. Often we will focus on a specific theme for a day. I strive to keep my focus on the children’s interests and take my cues from them. The children and their families are my priority and so this is simply one of the ways I try to show and give them the respect they deserve. I provide a strictly anti-bias environment. My centre is open to any child and family regardless of their abilities, culture, race, family structure. I do my best to represent all types of people within our centre but would also appreciate any input from you.

## Behavioural Guidance Policy

Here at Dino Multi-age Child care, each child is expected to be a respectful, responsible member of our group.

This ranges from children cleaning up after themselves, to using manners and politeness when speaking with myself and each other. The only rules are those that are required to maintain a safe and respectful environment for all the children in Dino Multi-Age Child Care. There will be no physical punishment or any form of bullying allowed.

Instead, to help in preventing problems, clear, consistent and simple limits will be established. These limits will be stated in a positive manner (ex. “please walk inside” rather than “don’t run”) and all limits will be explained in a manner that the children can understand (ex. “we need to walk inside so you or someone else doesn’t get hurt in case of a ‘crash’ or fall”). In every instance ample time will be allowed to give children time to respond to the limit set, and the focus will be on the behaviour not the children (ex. “running is not a safe way to move inside” rather than “you’re a bad boy - stop running!”). And of course, when the children are doing well I reinforce these appropriate behaviours both verbally and through gestures (ex. “it’s great to see you walking inside, being so safe!” or giving a ‘thumbs up’). When intervening in a situation I will ensure to be down at the child’s level and have their attention. If the situation involves two children having a problem I can act as a mediator when necessary, modeling problem-solving skills. We need to encourage the children to express their feelings and ideas for solving the problem, and have them work together to come up with solutions. I try to ask open-ended questions to encourage the children to problem solve together (ex. “Gentle hands please).

Children need adults to teach, guide, and support them as they grow and learn. The most appropriate ways to guide behavior are different at different ages, depending on their developmental abilities and needs. For example, two-year-olds have limited understanding and need a lot of redirection, but five-year-olds can learn to be good problem solvers. Effective guidance strategies also depend on the individual child’s personality. Strategies that work well for one child may not be effective for another child of the same age.

Documenting behavioral concerns is essential for maintaining records and addressing issues effectively. Here's how I could document such concerns using minor incident book:

**Minor incident book:**

- Use a dedicated book to record minor behavioral incidents
- Include fields such as date, time, location, individuals involved, description of the incident, and any actions taken
- Ensure consistency in recording incidents and use clear language to describe behaviors
- The minor incident book serves as a crucial tool for documenting and tracking minor incidents that occur within a daycare setting. (Whenever a minor incident occurs, such as a small scrape, bump, or minor disagreement between children, the details of the incident should be promptly recorded in the log book. This includes the date and time of the incident, the names of the children involved, a brief description of what happened, and any actions taken in response).

The information recorded in the minor incident book can also be used to communicate with parents or guardians.

## **Daily Routine**

The following daily schedule is an outline of a typical day with the Multi-age children. Keep in mind again that, if needed, the schedule will include children's individual needs based on their age. Younger toddlers will have a morning nap as well as an afternoon nap.

**8:00 – 9:00 Welcome**

**9:00-9:30 Free play**

**9:30-10:00 cleaning up time and Diaper change-potty**

**10:00 – 10:15 Snack time**

**10:15-10:30 Gross Motor/ Fine Motor Activities**

**10:15 -10:30 Circle time/ Story time**

**10:30-11:00 Transition/Outdoor**

**11:00-11:45 Hand washing/Lunch time/Hand washing/Diaper change**

**12:15-3:00 Nap times (time will vary between each child)**

**3:00-4:00 Hand washing/Diaper change-potty/Snack time**

**4:00-4:30 Outdoor play or Indoor free play.**

**4:30 Daycare close.**

## **Absence & Drop-In**

Please notify us in the case of vacation and sickness

For the part timers who are seeking to drop-in on a day outside their regular schedule – we cannot guarantee spot availability, but you can check with the staff (either a few days prior or calling in the morning of).

## **Active Play Policy**

Inside the centre there are also various toys set up for the children to play. For active play, children get at least 60 minutes of outdoor time every day, rain or shine. There are cars, toys, balls, and push cars for the children to play.

## **Communicable Diseases Prevention**

Frequent hand washing (before and after eating, after diaper change or potty, after playing outside, and when hands are visibly dirty).

Using disposable gloves is a preventive measure that can help reduce the transmission of communicable diseases, especially in situations where there is a risk of contact with bodily fluids, contaminated surfaces, or infectious agents

Covering your mouth and nose with a tissue when you cough or sneeze is a simple yet effective way to prevent the spread of respiratory droplets containing infectious agents.

### **Closures: Statutory Holidays:**

New Year's Day, BC Family Day, Good Friday, Easter Monday, Victoria Canada Day, Civic Holiday, Labour Day, National Day for Truth & Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. Centre Closures:

- We will be closed for **5 weeks** during the year. We will give in advance notice to everyone. Emergency Closures: We will close the facility due to extenuating circumstances such as earthquakes, floods, snowstorms, power outage, etc.

### **Emergency Consent Form**

- It is our policy to notify the parent when a child is ill or needs medical attention.
- If we cannot contact enrolling parents and we need to get immediate help for the child, our procedure is to call the ambulance. Please complete and sign the attached emergency consent card and 'Medical Release Form' so that we can take appropriate action on behalf of your child. Return the signed card to the daycare immediately.

### **Fire Drills and Emergency Evacuation Policy**

- There is an emergency evacuation policy that is reviewed, practiced, and recorded on a regular basis.

### **In preparing for emergency situations:**

- Fire drills will be practiced monthly and full evacuation drill annually.
- A first aid kit, an attendance record, a pen, and an emergency information card for each child and each staff member are kept beside the exit door for quick and easy access.
- Emergency supplies, including water and food will be kept in an accessible place. The supplies will be checked for expiry date on a regular schedule.
- All the staff knows how to work the fire extinguishers.
- A simple diagram of exit paths from the building to the meeting place is posted at the entrance.
- The designated meeting place outside the building is the driveway at the front of the house.

### **Fire Drill Procedure**

When the alarm is sounded, staff will move children out of the building through safe designated exits. We will grab a cell phone, attendance sheet, emergency kit, and emergency contact.

We will count the number of children. We will all meet at the designated meeting area – driveway that is in front of the house. One staff will check the building to make sure it is safe then we will return to the center when the all-clear is given by staff. In the case we must evacuate the house, we will be gathering at 3101

Fisher Court, Coquitlam If we go to any place other than the childcare, and we will call the parent and inform where to meet.

## **Gradual Entry**

We will send you a separate gradual entry schedule later. Please contact us two weeks ahead of time if you have not received it. Since each children adjust different way, we will send you a sample before we do gradual entry.

## **Health and Hygiene**

Wash hands frequently with soap and water for at least 20 seconds, especially (Before and after handling food, before and after assisting children with eating or toileting, after coughing, sneezing, or blowing nose.

Keeping toilets visibly clean is important not only for aesthetics but also for hygiene and sanitation. We will establish a regular cleaning schedule for toilets, including daily, weekly, and deep cleaning tasks. Consistent cleaning helps prevent the buildup of grime, stains, and odors.

Not sharing personal items is an important practice for preventing the spread of communicable diseases. Here's why it's essential and how to implement it effectively:

Sharing personal items such as utensils, cups, towels, razors, or makeup brushes can facilitate the transmission of germs, bacteria, and viruses between individuals

Personal items come into contact with bodily fluids, skin, and mucous membranes, making them potential vehicles for disease transmission. By avoiding sharing these items, individuals can maintain their personal hygiene and reduce the risk of infection

Nap beddings will be washing every week by using detergent and warm water is an effective method for cleaning bedding and removing stains, and germ. This included spray playpen, mattress, with bleached and water, also, wiping down toys, all the shelves, doors, walls where children touch, washroom every week.

Additionally, we will ensure that staff receive proper training on hygiene procedures and are provided with necessary supplies, such as gloves, soap, hand sanitizer, disinfectants, and cleaning equipment. Regular monitoring and reinforcement of hygiene protocols can help maintain a hygienic environment and reduce the risk of illness transmission among staff and children.

## **Illness**

In the event that a child becomes sick while at the daycare, the family will be notified and prompt pick up arrangements will be made. -If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made.

Children with infectious illnesses cannot attend.

Here are common symptoms and conditions that may lead to a child not being permitted to attend childcare, as well as guidelines for when they can return:

**Fever:** A child with a fever (usually defined as a temperature of 100.4°F or higher) should not attend childcare until they have been fever-free for at least 48 hours without the use of fever-reducing medications like acetaminophen or ibuprofen

**Diarrhea:** Children with diarrhea (typically defined as three or more loose stools in a 24-hour period) should stay home until the diarrhea has resolved and they have been symptom-free for at least 48 hours

**Vomiting:** If a child has vomited two or more times in the previous 24 hours, they should be kept home until vomiting has stopped for at least 48 hours

**Contagious Illnesses:** Children with certain contagious illnesses, such as chickenpox, strep throat, influenza, HFM, or certain types of rashes, may need to stay home until they are no longer contagious or until they have completed a recommended period of treatment

Children could return to daycare once they are symptoms free (No fever, vomiting, diarrhea, pink eyes, Hand Food Mouth). Also, children are able to participate in our daily activities.

We will train staff members to recognize signs of illness in children, such as fever, cough, runny nose, vomiting, diarrhea, or rash. We will ask parents to keep sick children at home until they are no longer contagious

If a child becomes ill while at Dino Multiage daycare, we will isolate the child from other children as soon as possible to minimize the risk of spreading germs. We will provide a separate area or room where sick children can rest comfortably until children can be picked up by a parent or guardian.

One of our staff will contact the parents or guardians of sick children promptly to inform them of their child's condition and request that they pick them up as soon as possible. Will also provide clear guidelines on when children should be kept home due to illness and when they can return daycare.

If staff are unable to reach the child's parents or emergency contacts initially, our staff should continue trying to make contact at regular intervals. Staff may leave voicemails, send text messages or emails, or attempt to contact alternative emergency contacts provided by the parents. Also, in the event that staff are unable to reach the child's parents or emergency contacts and the child's condition requires immediate medical attention, staff will follow the facility's emergency procedures. This may involve contacting emergency services (e.g., calling 911) and providing necessary care until help arrives.

The daycare staff would first identify any signs or symptoms of a communicable disease among the children or staff members. This might include symptoms such as fever, rash, coughing, or diarrhea. Once an outbreak is suspected, the daycare would communicate with parents/guardians to inform them of the situation and provide guidance on next steps.

In severe cases or if the outbreak cannot be contained, the daycare may temporarily close its doors to prevent further transmission and allow time for thorough cleaning and disinfection.

Responding to an outbreak of a communicable disease requires a coordinated and multi-faceted approach to contain the spread of the disease and protect public health:

## **Medication Procedure**

Parents are to hand medication to a staff member for safe storage. They should give written permission to the caregiver, with full instructions.

Obtain written authorization from the child's parent or guardian before administering any medication. This authorization should include details such as the child's name, date of birth, name of the medication, dosage, administration instructions, and any potential side effects or allergies

At Dino Multi-Age Child Care, we do not give fever reducing medicine to the child. When fever develops, staff will put cold towel or icepack on the child's forehead and wait for parent's prompt pickup. We will administer the medication to the child according to the instructions provided by the parent or guardian. Ensure that the child is in a safe and comfortable position, and offer reassurance if needed. Be gentle and patient during the administration process to minimize discomfort or resistance from the child. We will record details of medication administration accurately and promptly in the child's medical records or medication log. Include information such as the date and time of administration, name of the medication, dosage given, route of administration, and any observations or reactions noted.

At Dino Multi-age Child Care, if a child need to use EpiPen or Inhalers, we ensure that designated staff members are trained and certified in administering emergency medication, such as EpiPen or inhalers. Training should include proper techniques for administering medication, recognizing symptoms of an allergic reaction or asthma attack, and responding to emergencies. We will clearly label the child's emergency medication with their name, dosage instructions, and any relevant medical information. Ensure that the medication is easily accessible and stored in a designated, secure location that is known to staff members.

Store medications securely in their original containers, out of reach of children, and in a designated area that is inaccessible to unauthorized individuals. Certain medications may require refrigeration or special storage conditions, so follow manufacturer instructions accordingly.

## **Reportable Incident Procedure**

Ensuring that reportable incidents are reported to licensing authorities within 24 hours requires a clear and structured process to facilitate timely reporting and compliance with regulatory requirements.

Establish a standardized protocol for documenting reportable incidents. This should include procedures for collecting relevant information, such as the date, time, location, individuals involved, and any actions taken in response.

At Dino Multi-age child care, any staff member who witnesses or becomes aware of a reportable incident should respond immediately to ensure the safety of the children involved. This may include separating children from any potential harm, administering first aid if necessary, and securing the area.

The staff member should notify the manager or director of the daycare about the incident as soon as possible. This notification should include details of what happened, who was involved, and any actions taken.

It's the daycare responsibility to communicate the incident to the parents or guardians of the children involved. This communication should be done sensitively and transparently, providing accurate information about what happened and any steps being taken to address the situation

Reviewing incidents to prevent recurrence is essential for improving safety and minimizing risks in our daycare setting. We will establish an incident review team comprising relevant staff and manager.

Staff present at the time of incident will be responsible for completing and signing the form or report online within 24 hours and notifying the parents/guardians. The Manager/Licensee will review and sign the form.

At Dino Multiage child care, we ensure that all daycare staff are trained on what constitutes a reportable incident and understand the importance of reporting such incidents promptly. We also, establish a clear reporting protocol outlining how incidents should be reported. This may involve filling out incident report forms or online and documenting details such as the date, time, location, individuals involved. By

implementing these procedures, daycare can help ensure that reportable incidents are promptly reported and addressed, promoting the safety and well-being of the children in their care.

If we notice a child is missing, we will stay calm but act quickly. Time is of the essence in locating a missing child. Conduct a thorough search of the daycare facility and surrounding areas, including outdoor play areas, classrooms, restrooms, storage areas, and other common areas where the child may be hiding or wandering.

Alert all staff members within the daycare facility about the missing child. Provide a description of the child, including their name, age, gender, physical appearance, clothing description, and any distinguishing features.

We will contact the missing child's parents or guardians immediately to inform them of the situation. Provide them with details about the circumstances of the disappearance and any actions being taken to locate the child. We also maintain detailed records of the incident, including the time, date, location, actions taken, and individuals involved. Document any observations, leads, or developments that may assist in locating the missing child.

If a child had a minor injury or is involved in a minor incident during daycare hours, the parents can be informed of the incident and any actions taken by the daycare staff

#### **Reportable Incident Forms:**

- Include detailed sections for documenting the incident, such as date, time, location, individuals involved, witnesses, and a detailed description of the behavior
- Provide specific prompts or questions to gather relevant information about the incident, such as any contributing factors or mitigating circumstance
- Establish a clear protocol for submitting and processing reportable incident forms/online, including timelines for review and follow-up actions.
- Will contact licensing in case of a missing child (if we could not find )

### **Late Arrival, Pick-Up, Fees**

Let the staff know if your child will be absent or arrive later than 10AM. Last pick up is 10 minutes to the closing time. Late fees of \$5 per 5-minute interval apply. Late fee start counting when you actually leave the door, not when you arrive. Each family will be given daily journal to go home with.

We should have emergency contact information on file for each child, including alternate contacts who can be reached in case of a late pick-up. Staff may attempt to contact these individuals if the parent/guardian is unable to be reached within a reasonable timeframe.

### **Nutrition**

We are a nut aware facility. We will learn about each child's allergy and intolerance upon registration.

If a child suffers from an allergy or intolerance, the teacher will discuss this carefully with the parent to ensure that the child's needs are fully understood.

No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as either a punishment or reward.

In other cases, parents or guardians may be responsible for providing meals and snacks for their children to bring to daycare. The daycare facility may have policies in place regarding what types of foods are allowed or encouraged, as well as guidelines for packing and storing meals to ensure food safety. Parents are



responsible for preparing and packing meals that meet their child's nutritional needs and any dietary restrictions.

In Dino Multi-Age setting, there will be guidelines or restrictions on certain food items that **families are not permitted** to bring for various reasons, such as health, safety, or allergy concerns. Here are some common examples:

**Nuts and Nuts Product:** At Dino Mutli-age daycare we have a strict nut-free policy due to the prevalence of nut allergies among children. This includes peanuts, tree nuts, and products containing nuts or nut oil.

**Choking Hazard:** Certain foods that pose a choking hazard, especially for young children, may be prohibited. Examples include whole grapes, popcorn, hard candies, hot dogs, and large chunks of raw vegetables or fruits.

**Unhealthy Snacks:** We ask families to provide nutritious snacks and meals for their children. We are not allowed any highly processed or unhealthy snacks and food, such as chips, cookies, and sugary cereals.

We will only offer Morning and Afternoon snacks (We will provide parents a menu or will inform them when they pick up their children), while parents are responsible for sending lunch with their children. Alternatively, the daycare may offer a partial meal service, such as providing milk or fruit while parents supply the main meal components.

**Energy Drinks or Caffeine Beverage:** Beverages containing high levels of caffeine, such as energy drinks, red bulls, or Juice, are not suitable for children and is prohibited.

In some cases, daycare staff may communicate with parents individually about their child's food and drink preferences or any special dietary needs. This personalized approach ensures that parents are kept informed and can collaborate with daycare staff to address their child's specific dietary requirements.

By proactively addressing allergies, dietary needs, and cultural preferences in Dino Multiage child care program, we will create a welcoming and inclusive environment where all children feel valued, respected, and supported in their individual health and dietary requirements. Regular communication with parents or guardians and ongoing staff training are essential for effectively implementing and maintaining these practices. We will also gather information about children's dietary needs and preferences, including any restrictions or special considerations, from their parents or guardians. Create and maintain allergy lists or charts that are easily accessible to all staff members. Ensure that staff members are trained to recognize allergy symptoms and respond appropriately in case of an allergic reaction. We will provide educational opportunities for children to learn about different cultures, cuisines, and food traditions through hands-on activities, storytelling, and cultural celebrations.

## **Screen Use Policy**

We do not have screen use in the center at any time.

## **Potty Training**

Only after the child is somewhat trained at home, we can assist potty train in the centre. We do not potty train your child. We require that parents use pull-up or training pants. The training pants are specifically designed to not have a diaper feel (a more cloth like sensation), yet prevent leaks due to accidents. You may purchase it on Amazon or search 'training pants':



## Repayment Method Policy

**You will need to submit the monthly fee by the 1st of each month.** There is **a \$ 50 late fee payment** if they daycare provider does not receive it on the 1<sup>st</sup> of each month. Payment methods are EMT (preferred), the following conditions will render the deposit to be non-refundable:

A repayment policy for Dino Multi-age child care typically outlines the procedures and expectations regarding payment for childcare services, including any circumstances that may require repayment or refunds. Here's a general outline of what such a policy might include:

**Deposit Fee:** There is **\$350 deposit** fee which is required at time of registration is applied to the final month of care when timely withdrawal noticed is provided (45 days advance notice).

**Refund Policy:** If a family provides sufficient notice of withdrawal or if the daycare is unable to provide agreed-upon services for reasons beyond their control.

**Noticed Period for Withdrawal:** the notice period required if a family decides to withdraw their child from the daycare program. This allows the daycare to plan accordingly and may impact any refunds or repayment obligations. Failure to provide 45-day advance notice before termination of care. Notice needs to be given before the 15th of the month. • Meet termination conditions (see Termination).

**Withdrawal with notice:** If a family provides 45 days' notice of withdrawal, any prepaid fees for future weeks will be refunded

**Partial Refund:** The daycare might offer partial refunds depending on the timing of the cancellation. For instance, if you cancel before 10th of month, you may receive a refund of the rest of month.

The deposit fee is refunded should either party opt for termination of contract within the first month of care.

**Non-Refundable Policy:** Monthly fees if a withdrawal notice (45 days) has not been given in a timely manner, a minimum of 45 days' notice prior to withdrawal date. Sick days, holidays, daycare closures (including but not limited to statutory holidays, emergency closures (power outage, snowstorm, etc.).

At Dino Multi-age child care, **the late pick up fees and late payment fees** are non-refundable.

At Dino Multiage child care, we require families to acknowledge their understanding and acceptance of the repayment policy by signing a contract or agreement before enrolling their child in the daycare program.

**Please be advised, Dino Multiage child care will increased fee by Sept. 1 each year.**

## Reporting Suspected Child Abuse or Neglect

If a suspected abuse happened outside the center, we would contact MCFD **1-877-387-7027**. If a suspected abuse happened inside the daycare, we would contact the licensing. 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. At Dino Multi-Age Child Care, it is licensing responsibility to investigate reports of abuse within facility and to inform all those involved of their investigation. Also, if the suspected abuse takes place in the facility, I will tell the family.

When a disclosure, observation, or allegation of abuse, neglect, or other concerning behavior is made in a daycare setting, it's crucial to have a clear process for documentation and notification to ensure the safety and well-being of the children involved

Take the disclosure, observation, or allegation seriously and respond calmly and empathetically to the child

- Ensure the safety and well-being of the child by providing reassurance and support
- Remove the child from any immediate danger or unsafe situation, if necessary
- Document the disclosure, observation, or allegation as soon as possible using a standardized incident report form or documentation template
- Notify designated personnel within the daycare facility who are responsible for handling incidents of abuse, neglect, or other concerning behavior.

If required, report the incident to the appropriate licensing authorities within 24 hours and MCFD as soon as I think a child is being abuse outside of the facility.

Ensure that the child receives appropriate support and care following the disclosure, observation, or allegation. This may include providing access to counseling services, medical care, or other support resources as needed

Retain all documentation related to the disclosure, observation, or allegation in accordance with legal and regulatory requirements. This may include incident reports, communication logs, investigation findings, and any correspondence with authorities.

### **Safe Release of a Child Policy**

The children will not be released to an unauthorized person and if the unauthorized person show up this could involve contacting the police or relevant legal authorities as specified in the court order. We required to have a copy of custody if there is one available. Only people who have been previously authorized to do so, will be allowed to pick up children from childcare. If, in an emergency, you need to send someone else to pick up the children, please call in advance with the name and description of the person who will be coming. I will require identification. If the staff is concerned about the physical or mental condition of the authorized person, we would recommend but not force different alternatives for getting the child home, such as calling taxi or arrange the other authorized person for pick up. If children are not picked up at the agreed upon time, the authorized alternate will be called. If you or an authorized alternate cannot be contacted and **one hour has passed**, I will call the appropriate MCFD 1-877-387-7027.

If we feel the person who arrives to pick-up the child appears to be incapable of providing safe care for the child, I will contact the alternate person who has been pre-authorized by the parent, to come and pickup both the child and person who appears to be incapable of providing safe care for the child and if there is no answer after one hour, will call MCFD 1-877-387-7027.

If someone arrives to pick-up the child who has not been preauthorized by the parent, I will call the children family to get the authorized release the child will require identification.

## Emergency Plan and Procedure

We will establish clear communication protocols for disseminating emergency alerts, notifications, and instructions to staff, children, parents, guardians, and community partners. Utilize multiple communication channels, such as phone calls, text messages, emails, social media, and public address systems.

Dino Multi-Age Child Care Staff will move children out of the building through safe designated exits.

We will grab a cell phone, attendance sheet, emergency kit (that includes emergency contact), and luggage containing food/water. We will count the number of children. Once we get to 3101 Fisher Court, Coquitlam, we will settle the children and start making calls to the parents for pickup from there. (Already talked to them).

We ensure that children have access to clean drinking water at all times, especially during emergencies or periods of extended care. Keep non-perishable snacks or food items on hand to provide nourishment to children if needed. Consider dietary restrictions and preferences when selecting food options. We use comfort kits to provide emotional support and distraction to children while they wait for their families to arrive.

Conduct regular inventory checks of emergency supplies and equipment to assess current stock levels, expiration dates, and overall condition.

Keep a detailed inventory list that includes the quantity, location, and expiration dates of each item. Use this list to track usage, identify shortages, and plan for replenishment.

We will provide regular training and conduct emergency drills to familiarize staff members with emergency procedures and reinforce staff roles and responsibilities. Practice scenarios for different types of emergencies to ensure readiness and effectiveness of response. Familiarize staff with the location of emergency supplies and equipment throughout the facility and ensure that staff know how to access and use them effectively during emergencies. (The emergency supplies are located in the kitchen to have easy access).

## Tax Receipts

We issue childcare tax receipts for the previous calendar year (i.e. December 31) on February of the following year. We do not provide monthly invoices/receipts. Children who withdraw mid-year will still get the tax receipt in February.

## Termination

We require a 45-day notice prior to modification or termination of service. Additionally, services can only be modified/cancelled by the 15th of each month (for example, if 45 day notice is provided on May 15 (or prior), then full payment must be made for the month of June. However, if notice is given after May 15, payment for June and July is required). Please still give us notice in the case of your child turning three.

## Dino Multi-age child care may terminate this Agreement for any of the following reasons:

- The fees for services are not paid or constantly late.
- Failure to comply with the contract (any of the daycare policies).

- When the child has ongoing behavioral issue that is affecting other children and does not seem to be improving.
- Repeated failure to pick up the child at scheduled times.
- Failure to show up for 5 consecutive days without any communication.
- Disrespect towards the provider or the teachers.
- If a parent knowingly brings their child ill despite staff's concern.
- Staff or provider feeling intimidated by the families.
- False information given by a parent either verbally or in writing. If for any reason legal services are needed, Dino Multi-Age Child Care will not be responsible for any legal fee incurred.

## **Trial Period – One Month**

It is our policy that the child will have a one-month trial period during which Dino Multiage child care will have the right to terminate ONLY if the child is showing prolonged distress with no signs of improvement, or if the child exhibits aggressive behavior which is putting others at risk. If we decide to try for longer and your child is not match, we remain the right to terminate the contract after the initial month. Deposit and the remaining monthly payment will be refunded.

## **Dino Multi-Age Child Care Parent Agreement -Child Care Copy**

I/We (the undersigned) have read the parent handbook for Dino Multi-Age Child Care Facility and understand all the information, policies and procedures outlined in the handbook. By signing this agreement we consent to all the handbook policies and procedures and agree to them, including participation in daily outings as described in the handbook. By signing this agreement we acknowledge that the information supplied in the registration form regarding our child (ren) and the information supplied below is true and accurate to the best of our knowledge.

By signing this agreement we also consent to pictures being taken of our child (ren) for the centre photo album.

Child (ren) Name(s): *Alex and Archer Anderson*

☐ Part time ☒ Full time

Hours of Care: 7:30-16:30

Monthly Child(ren) Care Fees: \_\_\_\$600 and \$800\_\_\_

Parent/Guardian Name: *Annie Anderson*

Signature:

Parent/Guardian Name: *William Anderson*

Signature: