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 **COUNTRY BEARS CHILDCARE CENTRE**

 **31216 KING ROAD, ABBOTSFORD, B.C.**

 **PHONE: 604-996-2662**

**INTRODUCTION**

This booklet has been prepared to introduce you to the goals, philosophy, programming, and policies of Country Bears Child Care Centre Inc.

We offer a preschool-type structure within our Daycare Centre from 9:30am to 12:00 am. This is great for the working parent/guardian who cannot send their child to preschool. We offer a fun, creative, nurturing environment. Our program is available for children who are 30 months to 5 years of age.

**Our regular hours of operation are:**

Monday to Friday - 7:30 am to 5:30 pm (hours will vary depending on demand)

**CLOSURE**

Country Bears Child Care Centre has the following closures: All Statutory holidays include Easter Monday, the first Friday of August at the start of the Abbotsford Airshow due to congestion and parking issues at the daycare Centre being located close to the event, two weeks closed at Christmas break and the last week of Spring Break. We follow the Abbotsford School District schedule for snow days and holiday breaks. We are not closed for School Pro D Days.

**HISTORY**

Country Bears Child Care Centre Inc. opened its doors on September 1, 2006, and has been in business at various locations until 2021. After selling the centres, the Director decided to open one more location in Abbotsford to provide quality care in our community.

**STAFF**

We recognize that the parents/guardians are the most important people in a child’s life. We realize that it is a difficult decision to leave your child with anyone else.

Our staff are qualified, licensed Early Childhood Educators with certain staff having extra training in a variety of different areas such as Montessori, Reggio and other workshops aimed at child development. All staff members have current first aid certificates, three letters of reference and have had a criminal record check.

Activities are scheduled throughout the day, but we often follow child-initiated activities to encourage curiosity and the wonderment of life.

 Pg. 1

**GOAL**

Our goal is to provide high quality full-time and part-time childcare for children ages 2.5 to 5 years of age.

We have a clean, safe, comfortable environment for children to play and learn in with guidance that encourages self-expression (care of self) and group responsibility (care of others).

It is important that the parent/guardian feels good about bringing their child to a safe and nourishing environment. It is our privilege to ensure that every child experiences these basic rights.

**PHILOSOPHY**

We believe that children learn best through play. Our Centre provides children with ideal opportunities to develop physically, intellectually, socially, and emotionally. Our Centre also incorporates the philosophies of Reggio and Montessori into our programming to add a “third” teacher to the program. This adds an enhanced structure to our preschool program.

**We believe that the purpose of Early Childhood Education is:**

To provide children with opportunities to develop physically, intellectually, socially, and emotionally. To assist children in building self-confidence, independence, and self-esteem. To appreciate those different from ourselves and to enjoy the differences along with similarities we share. To develop a spirit of inquiry and the skills for creative learning, natural growth, and self-expression in socially acceptable ways.

**We believe that children learn best when provided with:**

**1**. Secure, healthy, physical, and emotional environment.

**2.** A challenging curriculum which includes choice of activities, free play, and time for sharing thoughts and ideas.

**3**. Adequate time for investigation and spontaneous learning to take place.

**4.** Unstructured, open-ended art activities stressing the process more than the product.

**5**. Sensitive direction towards developing the individual child to their fullest potential.

**6**. Guidance and modeling of positive behavior and attitudes from caring adults.

Our focus is not on how well your child can count, color and cut, but rather, to help your child feel confident in their abilities to create, explore, and socialize and have fun.

**ALL IDEAS ARE WELCOME**

We are constantly evaluating ourselves and looking for ideas to improve our program. Your comments, questions and input are welcome. This is a group childcare Centre but we feel the preschool-based program provides children with a stimulating environment. The children are guided with age-appropriate activities to assist their overall development.

 Pg. 2

**SEPARATION ANXIETY**

Many children can enter a childcare facility with little or no complications. However, this transition can be difficult for some children. Our staff will do everything they can to help the child and the parent/guardian to overcome the anxiety of separation.

It has been our experience that children will quickly calm down and begin to explore their environment once the parent/guardian has left. We strongly encourage you to call or observe your child anytime throughout the day, if you have any concerns. Please do not hesitate to make an appointment to meet with the teachers if you have concerns or would like to develop strategies for working through separation anxiety with your child.

**GUIDANCE AND DISCIPLINE POLICY**

**We use positive guidance and discipline techniques which include:**

a. Setting reasonable and fair limits, clearly stating these limits along with expectations of desired behavior.

b. Guiding and encouraging children to use words rather than physical means to express their feelings and resolve conflicts.

c. Redirection (changing the circumstances which are causing unwanted behavior)

d. Reinforcing positive behavior and ignoring inappropriate behavior when appropriate to do so.

e. Offering simple, safe choices and letting children experience the logical consequences of their choices.

Children feel a sense of comfort and trust when they know that the teacher is there to protect, guide and help them. Once children realize the teacher is willing to listen and respond in a fair and supportive manner, their security and control increases.

Occasionally a teacher may need to step in to assist or remove a child from a situation when the child is having a hard time handling. A child is to **never** be physically removed by a teacher in any circumstances unless deemed an emergency or dangerous situation. Choices and redirection can be used to help a child get from point A to B.

**NO ABUSE POLICY**

Under no circumstances are children subjected to corporal punishment, restraint and deprivation or degrading treatment. All abuse that is suspected to have occurred away from our Centre is to be reported to the Ministry of Child and Family Development.

**SUSPECTED CHILD ABUSE POLICY**

Any abuse that is suspected of having occurred at our Centre is to be reported to Licensing at 604-870-7900 (Abbotsford). If any abuse is suspected to have occurred outside of our Centre, it is to be reported to the Ministry of Child and Family Development at 604-870-5880. As per childcare licensing regulations, Section 55 (1) (b) 2 (a).

**REPAYMENT AGREEMENT POLICY**

ACCB reimbursements – Once your child’s Affordable Child Care Benefit is authorized you will be reimbursed for any monies paid to Country Bear Child Care Centre within 7-10 business days.

Child Care Fees – If you pay a deposit and no longer require a space, you will be given a refund if the centre is given one month’s written notice. Please email countrybears@hotmail.ca to send a written notice. This refund will be issued within 7-10 business days.

 Pg. 3

**LEARNING CIRCLE**

Circle time activities will include stories, songs, felt board stories, discussions of the day’s activities, sharing, calendar, weather, and theme related fun. Children are encouraged to participate by sharing their thoughts and ideas.

**FREE PLAY**

Children will have time to engage with free play with the daycare toys and activities. They may be offered Play-Doh, puzzles, blocks, cars, water table, sensory table, art table. We have a learn through play philosophy and set up the classroom for children to explore different activities and mediums.

**CLEAN-UP**

This is the time the children learn to “Finish what’s begun” and “Put away when done.”

**SNACK TIME**

This is a relaxing time for children to socialize. Children should always have healthy food from the basic food group (see Canada Food Guide) so other children will not want what the others have. We would like to try to teach healthy eating habits first before the “other” foods come out. We will never throw food out; we will put all food back into the child’s lunch kits so you can see what the child has been eating through the day.

**PHYSICAL EXERCISE**

Children are provided with opportunities to get exercise twice per day. We do go out rain or shine so please make sure your child is dressed appropriately, do not send children in their “good” clothes. Outside activities include climbing, slides, tricycles, sand box and water table play. We also have use of the large gym at the church to use for days that have inclement weather.

**MUSIC AND MOVEMENT**

Teacher-led activities include full body actions, dance and creative movement, use of musical instruments and prop boxes.

**NAP OR QUIET TIME**

This is the time of day from 1:00pm to 2:30pm, when those children requiring a nap in the afternoon lay on their mat with their own blanket, little pillow and stuffy from home. The children who only require “Quiet Time” will lay on a mat for 20 mins with a quiet activity and then go to the activity room to do planned table activities. Please let us know if your child requires a time limit on their nap or request no nap at all, we never force a child to sleep.

**ART AND CRAFTS**

Open ended art will be offered most often at our Centre. We put out different craft items, crayons, scissors, glue and let the child decide what they would like to make. We do some teacher-led crafts a few times per week.

Toys from Home: We ask all families to please leave toys from home at home unless it is for show and tell or a stuffy to sleep with at nap time. We do not want to be responsible for lost or broken toys.

 Pg. 4

**HEALTH POLICY**

Our health policy is designed to ensure and maintain a healthy environment for everyone. Determining when a child is well enough to attend our Centre can be a difficult decision for parents/guardians.

 The following guidelines have been drawn up with the interest of all the children in mind.

 **The parent/guardian should keep their child at home when the child is experiencing (or has had in the last 24 hours) or is developing any of the following:**

**a.** Fever or one hundred degrees orally, 99 degrees under the arm.

b. Pain – any complaints of unexpected or undiagnosed pain.

c. Acute cold with fever, runny nose with yellow or green mucus, water eyes or coughing

d. Sore throat or trouble swallowing

e. Difficult breathing, wheezing or persistent cough.

f. Infected skin or an undiagnosed rash, your child will be sent home if there is an unexplained rash present.

g. Headache or stiff neck

h. Diarrhea, Nausea or Vomiting

**Child may return to our Centre when**:

- Fever has stayed below one hundred degrees or 99 degrees under the arm for 24 hours without medication.

- If antibiotics have been prescribed, the child must be on it for 24 hrs. before returning.

-Child has had at least one normal bowel movement after a bout of diarrhea.

- Child has been examined by a doctor and is medically cleared (pink eye, scabies) such conditions may require a doctor’s note to verify the child is no longer contagious.

- Cold symptoms have subsided (nose is running clear)

- 24 hours have passed since the last bout of nausea or vomiting.

**\*\*\*PLEASE NOTE\*\*\* If your child was sent home from daycare with a suspected illness, we require a 24-hour return to daycare policy.**

**ARRANGEMENTS FOR ILL CHILDREN TO BE PICKED UP**

If the parent/guardian cannot be reached, the emergency contact will be notified and required to pick up the ill child. Please notify our Centre immediately if your child has a communicable disease or any parasite-related condition. When this happens families will be notified (no names will be mentioned) and provided with relevant information which will be posted on the parent/guardian board. The sick child will be isolated to another part of the daycare to lay on a mat under supervision until the child can be picked up.

**OUTSIDE/ACTIVE TIME**

Our children are outside every day, rain, or shine, unless the conditions are dangerous. If the weather is preventing us from going outside, we would stay inside and do inside movement activities. As per licensing, we will have some kind of physical activity outside no less than 1 hour per day.

The staff will encourage active play outside by offering games, running, skipping, jumping, climbing and other outdoor activities. We will also be going to the local parks to enjoy the slides, climbers, and swings if available and with parent permission. Please make sure your child is dressed appropriately for the season.

 Pg.5

**AWARENESS POLICY**

Please be sure to notify our staff of any medication that a child is being given outside of our Centre’s hours. This helps staff recognize any side effects. If a child must be taken to emergency this is most important. All relevant medical and health information must be submitted to ensure the needs of the child are met and maintained. Please notify our Centre of all ALLERGIES your child has so we can post it on our list for quick reference and make a care plan.

**ADMINISTERING MEDICATION POLICY**

If a child requires prescription medication, a medical consent form must be completed. Prescribed medication will be administered only from the original container.

\*\*\* Staff must write the time, and the amount administered on the form and have a second employee (if available) initial the form for safety reasons\*\*\*

Children who have asthma or allergies may also have special medical needs. If this is the case, the teacher must be advised before the child attends their first day at daycare. A care plan may be necessary for any medical needs requiring extra attention such as allergy requirements or epi pens.

**NO SMOKING POLICY**

Due to safety and health risks for staff and children, there is to be NO SMOKING permitted in or around the centre.

**EMERGENCY MANAGEMENT POLICY**

Our program is designed for the safety and security of all. Earthquake (practiced once a year) and Fire Dills are practiced monthly. Emergency supplies (First aid kit/non-perishable food and bottled water) are stored outside our Centre during the day for easy access, located just outside our daycare entrance.

Please see our emergency information posted in our Centre.

**Emergency Relocation/Safe Zone - (in case our building is damaged during an Earthquake/Fire)**

**Our emergency location if our building is damaged is: Kinghaven Treatment Ctr, 31250 King Road, Abbotsford, beside the church to the left of the building.**

**REPORTABLE INCIDENTS POLICY**

If your child is injured while in the care of our Centre, the incident will be recorded in an incident book. If your child requires medical attention the day of the incident, a Reportable Incident form must be completed by the staff at our Centre and filed with licensing within 24 hours. Please let our Centre know if you must seek medical attention after the actual incident so our staff can file the report accordingly. The Manager or Director will fill out the report and you will receive a copy.

Pg. 6

**RELEASE OF A CHILD POLICY**

The registration form has a place for each parent/guardian to state the names of people authorized to remove a child from our Centre. The registration form has a place for each parent/guardian to list in writing the people NOT authorized to remove a child from our Centre.

If there is a court order regarding a custody agreement, our Centre will request a copy, and it will be attached to the registration form. Only the staff and the licensing officer will be allowed to access the registration form. All children must be signed in and out daily by any person who are authorized on the Registration form. No person under the age of 19 will be allowed to sign out and remove a child from our Centre.

The parent/guardian must give permission for anyone other than the authorized persons to pick up. We will ask for their name, and they must provide ID upon pick up.

If someone who is not authorized to remove the child arrives, the staff will contact the parent/guardian for approval and identification. If the parent/guardian cannot be reached, the emergency contact provided by the parent/guardian will be contacted for approval and identification to pick up the child.

If a person arrives to pick up a child and appears to be incapable of providing safe care, the staff at our Centre will call the alternate on the registration form. If the parent/guardian or alternate cannot provide a safe way home for the child and the parent/guardian takes the child when staff feels there is an unsafe situation, local police will be called. If the parent/guardian does not arrive to pick up a child, the staff will call the Ministry for Children and Families after every effort has been made to contact the parent/guardian or emergency contacts.

The maximum time before a phone call is made to the Ministry for Children and Families is two hours.

**CARE AND SUPERVISION POLICY**

Nap time - For our children under three that sleep in our Nap Room, a teacher will remain present in the Nap Room until all the children are settled or sleeping.

When the teacher feels the children have settled in for their nap, the teacher will make sure it is safe to leave, take the baby monitor into the daycare to do chores while the children sleep.

Children will always have the appropriate child to teacher ratio throughout the day. Head counts and sign-in-out sheets will be checked regularly. The safety of our children is our top priority.

**PARENT/GUARDIAN/TEACHER COMMUNICATION**

Newsletters and calendars communicate the activities happening at our Centre relating to themes and special events. Please see the parent/guardian board outside of our Centre door. Please check the parent/guardian bulletin board on a regular basis. Here you will find information regarding communicable diseases reported within our Centre along with current community events of interest to parents/guardian and children. We can work more effectively with your child by maintaining open, ongoing communications with you. Arrangements can be made to communicate with us on an individual basis whenever a need arises.

Please let me know if there are any unusual stresses or changes in your child’s life or if their behavior concerns you. This allows us to maintain a consistent supportive approach to your child’s needs. For updates about events, scholastic book orders, events or articles please check us out on Facebook.

\***\*Please “like” our Facebook page\*\*\***

- Country Bears Child Care Centre Inc.

- Our Website IS www.countrybearschildcare.com

Pg. 7

**NUTRITION - LUNCH/SNACKS**

At Country Bears Child Care Centre, would like to ensure that each child has a healthy food and drink in accordance with the Canada Food Guide that promotes healthy eating and nutritional habits. Parents are responsible for sending their child to daycare with a healthy and adequate lunch and snacks. Parents are more than welcome to bring their child’s own breakfast to the daycare when dropping off in the morning.

We are a Nut free zone if there is a child with an allergy. This is determined on a month-to-month basis. If a child in our centre does have an allergy, please make sure you do not bring anything with peanuts, peanut butter, or peanut products. Please read all labels carefully. Teachers will be checking for peanuts at each meal.

Healthy snacks include fruit, vegetables, cheese, crackers, yogurt. Please limit sweets and junk food. We will always offer all the items from the Canada Food Guide before any other food item.

If your child has a birthday, please feel free to bring cupcakes or cookies to celebrate their day. We will always send back any food that was not eaten during the day so you can see what your child is eating.

**PERSONAL BELONGINGS/TOYS**

Books and activities supporting the current teaching themes are more than welcome. We ask that children leave other personal belongings at home unless specifically instructed otherwise.

The teachers at our Centre may not permit belongings that they feel are inappropriate for classroom use. Our daycare is not responsible for lost or stolen items belonging to your child.

**TOILETING** We are aware that some children will not be completely or at all potty trained when they start coming to the Centre. We understand that accidents do happen to children at this age. Our teachers respond according to the needs of the child and encourage independent training such as pulling up own pants and wiping with assistance if required.

We will only help potty train your child if the family is doing the same at home. If the child is not ready to be potty trained, your child will be asked to wear pull ups until ready due to sanitary issues.

We are more than happy to help your child feel secure and independent when the child is ready. Hand washing is practiced before eating, after eating, after crafts, after going outside and after using the washroom. We also recommend that when you have your child, you wash their hands upon arrival.

**PARENT/GUARDIAN INVOLVEMENT**

We have an open-door policy for parents to drop by and visit their children at any time at our Centre. We also welcome any new and exciting ideas you may have or contributions to our Centre. We can all learn from your skills and hobbies and try to incorporate them into the program.

**STAFF - VEBAL/ PHYSICAL/EMOTIONAL ABUSE**

We have ZERO tolerance for ANY kind of abuse whether it be Verbal, Physical or Emotional towards any member of our staff at Country Bears. Swearing at a staff member will not be tolerated and you will be immediately asked to leave the premises and your child’s care will be automatically terminated.

**INSURANCE**

Our liability insurance covers the children only when they are in our Centre, not on the way to or from our Centre.

**CLOTHING**

Please dress your child in clothing suitable for playing and appropriate weather. At our Centre we offer many opportunities for hands-on activities. As for some of these may be messy, your child should be dressed in comfortable and washable clothes. “Good clothes” and “Dressy shoes” should stay at home. Again, our Centre is NOT responsible for lost or stolen items. Please make sure all the items you bring to our Centre are clearly labeled with the child’s name. This includes lunch kits, back packs, clothes, and water bottles.

 Pg. 8

**AFFORDABLE CHILD CARE BENEFIT**

Any parent/guardian qualifying for the Affordable Child Care Benefit (Subsidy) must have full approval in place prior to attendance or payment will be required up front. Any fees not covered by Subsidy are your responsibility and are payable on the first of each month in advance. If your authorization or renewal is late, a full month’s fee must be paid on the 1st until authorization is at the daycare office. If there is an issue paying upfront, please email Kim Davis the Director at countrybears@hotmail.ca and an arrangement can be made.

**FORMS**

**The following forms must be completed before your child enters our Centre:**

1. Fraser Health Registration Form

b. Parent Agreement

c. Policy Agreement - Simplified

d. Emergency Consent Cards (two)

e. Outdoor Activity Permission Form & Picture Release

f. Emergency Comfort Kit

g. Please E-transfer 200.00 Registration Deposit (applied to your first month of care) and 75.00 non-refundable Registration Fee to countrybears@hotmail.ca, please make sure you put your child’s name in the “Message” part of the e-transfer. By sending the deposit and registration fee it will ensure that your spot is confirmed.

h. Check list for above items

**METHOD OF PAYMENT**

**E-transfers** are our preferred method of payment - please first email Kim @ countrybears@hotmail.ca ***Please include your child’s name on each E-transfer, thank you 😊***

If you would like to make another financial arrangement, please email Kim @ countrybears@hotmail.ca

We realize there are times when payment may be difficult, please feel free to talk with us and we can make special arrangements to help you out. Government Subsidy is available to parents/guardian who qualifies. You are responsible for applying and making sure authorizations are submitted and resubmitted.

**WITHDRAWAL & RECEIPTS**

Monthly fees guarantee your child’s place in our Centre; therefore, no refunds can be made for time missed. One month’s written notice is required if you wish to withdraw your child from our Centre. If the child is withdrawn after the first of the month, full month fees will apply. At this time undeposited postdated cheques will be returned. All families will get a tax receipt by February 15th of each year.

**LATE CHARGE FEES**

We understand that there are circumstances that can cause a parent/guardian to be late when it is pick-up time, but a phone call is required if this happens and is appreciated. Our Centre closes at 5:30pm and staff need to finish their day. Our staff have busy lives just like you, so it is very important that you be on time. You will be allowed one free late time, after that late time is used, a charge of 1.00 per minute will apply. You must pay that fee upon arrival or the next day or on your child’s next registered day or service may be refused, payment must be paid to the staff that had to stay late for your child. We appreciate your understanding. Cash or E-transfer is accepted.

 Pg. 9

**ARRIVAL AND DEPARTURE**

\*\*\***PLEASE NOTE**\*\*\* **O*ur Centre has a 9:30am cut off time to drop your child off at daycare. To ensure all children get the advantage of our full programming and to prevent disruption to our Centre, we need all families to support and understand this policy. If you require a later drop off, please inform a teacher via the Lillio app or phone call. We appreciate your understanding regarding this policy as we do not want to turn any child away.***

Upon arrival, please assist your child into the daycare. The teacher’s responsibility begins when you turn your child over to the teacher and ends when you return and sign your child out. You are required to sign in daily, state any concerns, and advise us of the person to pick up if they are not on your contact list

Upon picking up, please again, sign your child out and gather their belongings. If you have any questions or concerns, please feel free to talk to a teacher, use our Lillio App or call the Centre during business hours.

By law, children can only be released to a responsible adult – those listed on our registration form and adequately able to care for the child. Please do not send siblings to pick up your child unless you specify in writing and signed by you that this is happening. Your promptness in arrival and departure is appreciated by both your child and the teachers. **Due to the child to teacher ratio, it is important that you pick up at the pickup time specified on your Parent Contract.**

 **CONFLICT RESOLUTION**

Where positive communication is regular, conflicts are infrequent. However, when you have questions concerning a decision or action of a teacher, they should first go to that teacher for clarification.

If, after meeting with the teacher, they are still dissatisfied, they should speak to the Manager and the Manager will contact the Director if something needs resolving.

**SCREEN TIME**

Country Bears currently does not have a television, as our centre keeps the children busy with activities and a busy schedule.

**SNOW DAYS/POWER OUTAGES**

If a heavy snow fall happens, our daycare Centre will follow the local School Districts snow day closure. Please listen to CKNW, watch Global TV, or contact your local School website for closure information. Our Facebook pages will also have up to date closure information.

If the power is out upon arrival for a staff member, BC Hydro will be contacted to find out the ETA of the power coming back on. If it is longer than 1 hour, the daycare will close for the day. If the power goes out during the daycare day, we will again contact BC Hydro to find out the ETA and if it is longer than 1 hour, we will start contacting parents/guardians to pick up their child.

**\*\*\*Please note\*\* There are NO refunds for Snow Days or Power Outages as staff still will be paid.**

**IS OUR DAYCARE CENTRE PEANUT FREE?**

**We review this policy each time a new child enters our facility. We allow peanuts in our centre until there is a child who has an allergy to them. We will inform families when this happens.**

**TRANSPORTATION**

**Country Bears Child Care Centre does not transport children on any field trips or events due to liability issues. If we do have a field trip, parents will be asked to participate and drive their child to the location.**

 Pg. 10

**COVID 19**

Due to the COVID 19 Pandemic, our child care centre has had to implement new health policies to keep your child, your family, and staff safe. Please read our new Policies that are in effect as of May 15, 2020.

* Your child must not enter the child care centre if they are coughing, sore throat, fever, congestion, difficulty breathing or sneezing or have other symptoms related to COVID 19. Children with these symptoms must stay home until symptoms are resolved or 10 days, whichever is longest. In the event of a negative COVID 19 test, children may return to the facility once symptoms have improved, even if it is less than 10 days. We will NOT be taking any chances, as it is our duty to protect staff, children, and families during these uncertain times.
* If your child develops a fever while at daycare, they MUST be picked up ASAP.

Please try to have a designated emergency pick up person for your child who is close by in case you are unable to pick up right away. Please remind your designated pick-up person to have their ID ready so we can make sure they are the correct person picking up. We must have it in writing, a text or on your Registration Form, who are allowed to pick up your child.

* **There are NO REFUNDS for Child Care Fees if your child is away or if our daycare has a forced closure by Fraser Health due to COVID 19 exposure. Our staff will continue to be paid if we are told to close.**

**ABOUT FRASER HEALTH AUTHORITY**

Licensed childcare facilities are inspected on a regular and as needed basis to ensure compliance with the Community Care and Assisted Living Act and the Child Care Licensing Regulations to determine if minimum standards are being followed with the respect to:

* Children’s records
* Staff qualifications, current first aid, current criminal record check, three letters of reference, appropriate and in good standing ECE/ECEA Certificate.
* Furnishing and equipment safety
* Enriched programming
* Staff to child ratios being met.
* Proper supervision and to make sure the staff are supervising to meet the teacher to child ratios.

Fraser Health Authority also investigates complaints about licensed facilities to ensure the health and safety of children in care and ensure compliance with the Community Care and Assisted Living Act and Child Care Licensing Regulations. They also investigate complaints against unlicensed daycares, investigate reportable incidents involving a childcare Centre and investigate reports of abuse/neglect and safety hazards in daycares.

Pg. 11

**COUNTRY BEARS CHILD CARE DAILY SCHEDULE**

**7:30 am – 9:30 am**

Upon arrival, the children may freely play at our different station areas or go to the activities or open-ended art set up on the tables. **\*\*\*Children should have all arrived at daycare by 9:30 am \*\*\***

**9:30am – 10:00 am**

Circle time – Calendar, weather, sharing, singing, music, puppets, stories, felt board stories. Fun Family Phonics is incorporated into our program to get children Kindergarten ready.

**10:00am- 10:15 am**

Wash hands, potty or diaper changes.

**10:15 am – 10:45am**

Snack time, wash hands, get ready for outside playtime.

**10:45am – 11:45am**

Outside Time – 1 hour minimum

**11:45am – 12:00pm**

Time to go inside, wash hands and get ready for lunch.

**12:00pm – 12:30pm**

Lunch Time

**12:30pm – 12:45pm**

Wash hands, potty or diaper changes. Children start laying down on cots.

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**1:00pm – 2:30/3:00**

Nap time - (Children who do not nap require twenty min quiet time on their mat with a quiet activity or rest and then sent to the activity room they will be given quiet table top activities)

**3:00pm – 3:30pm**

Children are up from nap, wash hands, Snack time.

**3:30pm – 3:45pm**

Potty, diaper changes and wash hands.

**3:45pm -4:00pm**

Afternoon Circle

**4:00pm – 5:30pm**

Outside or Gym time until parents pick up.