



Dear Parents,

Thank you for considering **Play Days Daycare** to be your childcare provider. I am excited to hear you and your (little ones) are interested in joining us for a fun and enjoyable experience!

As a mother myself, I know the importance of safe and reliable childcare that allows you to work worry free. Our goal is to provide your child with an educational and enjoyable experience using our home as your neighbourhood family care facility.

Play Days Daycare provides a respectful and accepting environment and each child is encouraged to participate in-group and individual activities. Fun toys, games and crafts are provided to promote social skills, personal growth, problem solving skills, and creativity while building self-esteem and self-confidence.

Please read this guide, which outlines our daycares policies and procedures. If you have any further questions or concerns, please let us know!

Sincerely,

Veronica Stephens

Veronica Stephens & Family
Play Days Daycare
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HOURS OF OPERATION!

Play Days Daycare is available to meet your childcare needs between 7:30 and 5:30, Monday to Friday. Parents should schedule pickups and drop offs within these hours, outside of which a fee of \$10 for each half hour extra.

PICK UP POLICY!

Each child will only be released to his or her parents for security reasons. In the event that alternative arrangements need to be made, parents are required to fill out the necessary paper work. Please have the adult picking up the child bring photo identification, as the children will only be released after verifying their proof of identity. I apologize for the inconvenience this may cause, but your child's safety is our highest priority.

If for any reason, the caregiver deems the parent or adult responsible for pickup is unfit to safely remove the child from care, alternative actions will be required. In this event, another parent or guardian will be contacted to pick up the child in order to safely get them home. In the event of a dispute between the caregiver and parent, the RCMP will be contacted to maintain the safety of those involved.

SCHEDULE OF FEES!

All fees are due on the first (1st) of each month. Our full-time fee schedule is as follows:

Full time (guaranteed daily spot) :	\$750.00 / Month
Part time (maximum 8 hours/day)	\$ 35.00/Day

We reserve the right to increase these fees annually (January 1st). In such case, parents will be provided with at least one (1) month of advanced notice.

REPAYMENT & TERMINATION AGREEMENT!

Play Days Daycare provides parents with an initial two (2) week repayment period during which either party may terminate the agreement for any reason. A full refund for the days remaining in the month will be issued. Parents are still required to pay for the service that has been provided. Following the first two weeks of initial care, thirty (30) days notice is required to terminate services and parents will be responsible for payment in full whether services were provided or not.

Play Days Daycare reserves the right to terminate the agreement or refuse service in the case of safety issues, family emergencies, or to delinquent accounts.

DISCIPLINE POLICY!

Conflicts may occur periodically as children learn social skills, problem solving techniques, and teamwork during group and individual activities.

Physical, emotional, and psychological punishment will not be exercised or tolerated in our daycare. Unacceptable behaviour will be dealt with using age appropriate resolution techniques and solutions. Children will be encouraged to communicate feelings with each other and resolve problems without the use of physical or emotional abuse.

In the rare case that a child cannot continue to socialize and participate peacefully with others, they may be separated and parents will be contacted.

Any conflict of concern (and the outcome) will be discussed with the parents at pickup time.

WELLNESS/ILLNESS POLICY!

It is my responsibility to ensure the health and safety of the children attending our daycare. Parents are required to advise us of any health issues your child faces including allergies. It is a requirement of Interior Health that we remove a child from the childcare settings when the child has any of the noted symptoms:

- Complaints of unexpected or undiagnosed pain
- Nausea, vomiting, or diarrhoea
- Difficulties breathing
- Fevers of 38.3°C or higher
- Sore throats or difficulty swallowing
- Infected skin, infected eyes, or undiagnosed rash
- Headaches or stiff necks
- Severe itching of body and scalp
- Known or suspected communicable disease
- Inability to take part in the regular activities of the daycare

A child who displays any of the symptoms above will not be accepted into care, as the health of the other children will not be compromised. If you are aware that your child is ill before attending care, please be considerate of the welfare of the other children in care. Please do not bring a sick child to the daycare, as there is no option but to send the child home with you.

In the event that your child develops symptoms of illness while in our care, you will be contacted immediately to arrange for pickup. Please contact us if your child will not be attending for the day or if you will drop off late or pick up early. Please note that daycare fees are still payable if your child is sick.

In the event of my illness, parents will be contacted as far in advance as possible in order to arrange for alternative care. Our fees for time unavailable will be created under these circumstances.

Any instance of illness or injury will be documented in a logbook. Injuries for which I am able to safely and confidently tend to will be taken care of in conjunction with a phone call to the parent. Any

emergency will result in an ambulance being called. The child will be taken care of and comforted until medical help arrives. My husband and I maintain current first aid certification as required by Interior Health. As a condition of registration, parents must agree to permit us to call an ambulance in an emergency and assume all related medical costs including ambulance transportation fees.

ADMINISTERING MEDICATION!

Although it is preferred, that parents administer medication before and after care, should the child require prescribed medication during care hours, a signed consent form must be provided. Medications must be in their original containers, correctly marked with the child's name, and must be provided to Play Days Daycare for provision to the child. A signed permission slip must be signed and provided to the daycare. Children will not be permitted to self administer any form of medication unless trained to do so and discussed in advance with the daycare. In such cases, parents will be contacted to provide permission slips as required.

IMMUNIZATIONS!

Parents must provide a photocopy of the child's immunization records. Each time your child is immunized, please provide the daycare with an updated copy for our records. Please note that immunizing your child is mandatory in order for us to provide care for your child.

EMERGENCY PREPAREDNESS PLAN!

Play Days Daycare will practise our emergency safety plan on the first (1st) Monday of each month in order to ensure that we can act quickly and safely to get out of the home should an emergency occur. Children will be taught to play safely and "stop, drop, and roll" as a precaution.

In the unlikely event of a facility or neighbourhood emergency, we will meet at the Rose Valley Elementary School and parents will be notified as soon as it is safe to do so.

VACATIONS & CLOSURES!

Play Days Daycare will be closed for three (inconsecutive) weeks (15 business days) during the year. Parents will be provided with a minimum of one-month notice of the facility closure in order to arrange for alternative care. Our fees for time unavailable will be created under these circumstances.

Play Days Daycare will be closed on weekends and on all statutory holidays. No fees will be credited for these days.

SNACKS & LUNCHESES!

Your child will be provided two healthy snacks containing at least two of the four food groups as per the Canada food guide as well as water or juice at snack times and milk or juice with lunch.

LUNCHES ARE NOT PROVIDED AND ARE THE RESPONSIBILITY OF THE PARENT. Please note that there is a refrigerator, dishwasher, and microwave available in the facility.

ROLES & RESPONSIBILITIES!

If you have any questions or concerns regarding the care of your child, please discuss them with me as soon as possible. I am committed to providing a safe and enjoyable environment for your children. Your input and opinions are extremely important to me, as it is important that a good relationship be maintained between our family and yours.

In order to promote a safe and healthy care center, please ensure your child is brought to the daycare well rested, fed, and clean. If your child is happy, I will be able to focus more time and energy on helping your child learn.

Please do not allow the child to bring any personal toys or games to the daycare unless discussed with us in advance as many games may not be age appropriate for all children and personal property may be difficult to track otherwise.

However, as a parent I understand the difficulties a parent can experience, particularly with young children. Good communication between parents and I will help provide the best experience for children, even with seemingly minor issues such as teething or a child's preferences.

By law, I am required to maintain current records. Therefore, it is your responsibility as the parent to provide me with any address changes, update phone numbers, and emergency contact information.

As it is important for children to play outside as well as inside, please dress your children appropriately as per the weather conditions. Unless the weather conditions are unsuitable for outdoors, we will make an effort to have some time outdoors each day.

Please ensure that your payment is arranged and taken care of by the first (1st) of each month.

SUPPLIES!

Play Days Daycare cannot supply the following items and are the responsibility of the parents:

1. A minimum of one full change of clothes (shirt, pants, underwear, socks)
2. Outdoor clothing including hats and sunscreen
3. Disposable diapers
4. Sippy Cup & Formula (if required)
5. Non-Slip Slippers
6. Pillow & Blanket

Please label as required.



DAILY SCHEDULE

7:30			Opening
7:30	to	9:00	Individual Free Play
9:00	to	9:15	Story Book Time
9:15	to	9:30	Group Clean Up
9:30	to	9:45	Hand Washing / Washroom Routine
9:45	to	10:00	Snack Time
10:00	to	11:00	Outdoor Playtime
11:15	to	11:30	Hand Washing / Washroom Routine
11:30	to	12:00	Lunch Time
12:00	to	12:30	Story Book Time or Activity
12:30	to	2:30	Naptime / Quiet Play Time
2:30	to	2:45	Hand Washing / Washroom Routine
2:45	to	3:00	Snack Time
3:00	to	4:15	Activity Of The Day
4:15	to	5:15	Free Play Time
5:15	to	5:30	Group Clean Up
5:30			Departure



PLAY DAYS REGISTRATION FORM!

Date of Enrolment: _____

Name of Child: _____

Date of Birth: _____

Gender: _____

Health #: _____

Child's Doctor: _____

Mother's Name: _____

Mother's Address: _____

Home Phone: _____ Work Phone: _____

Place of Work: _____ Hours: _____

Father's Name: _____

Father's Address: _____

Home Phone: _____ Work Phone: _____

Place of Work: _____ Hours: _____

Person(s) to contact in case of emergency and/or who is authorized to pick up the child:

Name: _____ Name: _____

Relation: _____ Relation: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Name: _____ Name: _____

Relation: _____ Relation: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Has the child had previous experience away from home? Yes () No ()

If Yes, please provide details: _____

Is the child's immunizations up to date? Yes () No ()

If No, please provide details: _____

* Note: Please attach a copy of the child's immunization records.

CHILD'S HEALTH HISTORY

Does the child have any known health problems? Yes () No ()

If Yes, please provide details: _____

Please indicate (v) any of the following illnesses the child has had:

Asthma	()	Earaches	()	Mumps	()	Whooping Cough	()
Eczema	()	Pneumonia	()	Polio	()	Chicken Pox	()
Croup	()	Convulsions	()	Measles	()	Influenza	()
Diphtheria	()	Tonsillitis	()	Bronchitis	()	Rheumatic Fever	()
Frequent Colds	()	Other	()	– Explain: _____			

Please list any injuries your child has had: _____

Does your child have any known allergies? Yes () No ()

If Yes, please provide details: _____

Does your child take any medication on a regular basis? Yes () No ()

If Yes, please provide details: _____

Do you have any concerns about your child's development? Yes () No ()

If Yes, please provide details: _____

Please comment on any other special needs or medical information the child may require:

I hereby authorize the daycare provider and staff to obtain the following services for this child if necessary: Public Health Nurse, Physician, and/or ambulance in the event of an emergency. I accept responsibility for all ambulance fees and health care costs incurred. I accept that Play Days Daycare will contact an ambulance in the event of any emergency or situation, which the caregiver cannot confidentially address.

(Date of Authorization)

(Signature of Parent/Guardian)

(Signature of Care Provider)

(Signature of Parent/Guardian)