

Welcome to Silly Moose Academy

Address: 2641 panorama drive Coquitlam BC

POBOX: V3E 2W1

EMAIL: sillymooseacademy@gmail.com

TABLE OF CONTENTS	
Welcome	p.3
Our philosophy/commitments/goals	p.4
Join Us	p.5
Registration Process	p.5-6
Hours of Operation/What to Expect	p. 6
Programs: infant & toddlers moose	p.6-7
Infant toddler's moose descriptions and daily schedule	p.7-8
Fees: Policies: Deposit and Drop - In	p.11
Fees: Program Costs	p.11-12
Fees: Withdrawal/Trial Period/Additional Fees	p.13-14
Key Policies	p.15
Arrival/Departure	p.15-16
General Operations	p.16
Separation anxiety	p.16
Washroom Routines	p.17
Personal Belongings	p.17
Active Play/ Appropriate Attire	p.17-18
Food/Rest	p.18
Staff Requirements/Ratio	p.19
Guidance Strategies	p.20-21
Conflicts/Concerns	p.21-22
Reporting Abuse	p.22
Health and Wellness	p.23
Immunizations	p.23
Common Illness Symptoms	p.23-24
Food allergy	p.25
Medication Policy / communicable diseases prevention	p25-26
Illness Policy	p.25
Anaphylaxis/ Food Allergy/Allergies	p.25
Emergency	p.26
Minor Incidences	p.26
Non-Medical Emergencies	p.26-27
Medical Emergencies	p.27
Power Outage	p.27-28
Extreme/ Inclement Weather	p.28
Emergency Preparedness	p.28-29
Unnecessary Fire Alarm Pulling	p.29

Fire Emergency Protocol	p.29-30
Natural Emergency Protocol	p.30
Out of Province Contact	p.30
Legal Requirements	p.30-31
Under the Influence	p.31
Reporting Serious Incidences/ Missing Child	p.31
Suspected Child Abuse	p.31
Custody Agreements	p.31

WELCOME!

Our Philosophy

We are overjoyed to welcome you and your little one to our playful and nurturing community. At Silly Moose Academy, we believe that learning is an adventure, and each child is a unique explorer on their educational journey.

Our Play and Learning Philosophy is built on the foundation of play-based learning. We understand that children learn best when they are actively engaged, having fun, and making meaningful connections with the world around them. Our philosophy revolves around fostering a love for learning through play, creativity, and curiosity. When Play Meets Learning in our curriculum, we designed to inspire wonder and discovery. We've crafted a blend of educational activities and play experiences that encourage imagination, problem-solving, and social interaction. From the tiniest tots to our infant toddlers adventurers, each day is filled with opportunities for growth, laughter, and friendship.

In play, tiny minds find their way, Silly Moose Academy kids, in joy they sway.

Curiosity sparks, like a flame, Learning's adventure, our vibrant aim.

Each giggle, a lesson, every moment's a chance, Growing together, in a playful dance.

Minds as open as the sky is wide, At Silly Moose, learning is our guide.

Our Goal

We are dedicated to a safe and loving environment where your child can flourish. Beyond academic milestones, we focus on the social and emotional well-being of each little Moose. Our caring and qualified educators are here to guide your child, celebrate their achievements, and support them as they navigate the exciting world of early childhood development.

Open Lines of Communication

Communication is at the heart of our partnership with families. We believe in transparency and open dialogue. You can expect regular updates on your child's day, highlights of their activities, and invitations to special events. Your input is valued, and we look forward to building a strong relationship with you as we work together to support your child's growth and development.

Thank you for choosing Silly Moose Academy. We are honored to be a part of your child's early learning experience. If you have any questions, thoughts, or just want to share a cute story about your little one, please don't hesitate to reach out. We can't wait to embark on this exciting adventure with you and your family.

JOIN US

Registration Process

We are excited to form a relationship with your family and look forward to a great partnership. All families interested in registering are required to read and sign a contract with silly moose academy . Children will not be accepted until their registration package is on file as it is a licensing requirement. There will be a \$75 registration fee due at time of registration, this

amount is non-refundable. A three-month trial period will begin upon acceptance. Once we have your paperwork on file, you are more than welcome to book a meeting at the centre, in which a tour of your child's class and any questions will be addressed. To set up a meeting please contact.

Silly Mosse Academy Inc.

Licensee/Director: Alis Attarpour

Phone: 778 822 7537

EMAIL: sillymooseacademy@gmail.com

Hours of Operation:

Hours of Operation are as follows:

Monday to Friday 7:30:00am – 5:30pm

We are CLOSED on all statutory holidays: (Closures will be posted in advance)

New Years Day

Victoria Day

Remembrance Day

Family Day

Canada Day

Thanksgiving

Easter Monday

B.C Day

Christmas Day

Good Friday

Labour Day

Boxing Day

Weather Closures will be based on the daycare discretion and Christmas Holidays depend upon the calendar year.

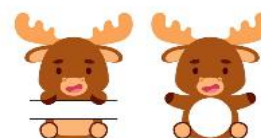
What to Expect:

At Silly Moose Academy, we maintain a limited open-door policy to ensure the safety and security of all children under our care. This approach helps us control access to our facilities,

providing a protective environment where our little ones can thrive. Our commitment to your child's well-being drives this decision, allowing us to focus on fostering a secure and nurturing atmosphere.

Stay connected:

Each month we will have a monthly update to showcasing your children's experiences, and important classroom information. Check out our website further for more information on special event days, and other important information.



PROGRAMS

Infant and toddler's moose (Ages up to 36 months)

According to our First Nation heritage, the moose holds profound significance as a symbol of strength, resilience, and harmony with nature. Our records celebrate the moose as a sacred creature, embodying the essence of our cultural identity and the wisdom passed down through generations also In the rich our First Nation heritage, the young moose symbolizes the journey from innocence to wisdom, echoing the cycle of life and the interconnectedness of all living beings. Young moose navigates the forests and meadows, it embodies the teachings of resilience . We value infants and see them as unique individuals who require a safe and supportive environment for their growing personalities. Our natural, balanced classroom offers your infant a space to explore their curiosities and discover the world around them. We recognize each child's unique path of learning, knowing that all infants develop skills in their own readiness. They will receive a wide range of materials, textures, sounds and engage with others in small group settings. Infant's daily needs are met and acknowledged as well as enjoying and expressing themselves through daily play experiences. Transition schedules are available, discussed upon enrollment also we value our toddlers and see them as unique individuals who require a safe and supportive environment for their growing personalities. Actively playing and creating, using all their senses (for example open ended art), they are building on their knowledge needed for learning new skills in the next stage of life. Play in a nature-based environment is more creative and imaginative which encourages language and improved cognitive development. Social awareness is built upon by putting names to emotions, working together with peers, using songs, and stories to illustrate/demonstrate positive relationships. Bursting with new ideas and sharing excitement for daily activities, we can't wait to meet our busy little mosses! Transition schedules are available, discussed upon enrollment stability, and the harmony between nature and spirit.

Program includes:

Staff Ratio 1:4

Engaging and Stimulating Circle Times

Outside Playground Specifically Designed for Infants/Toddlers

Dedicated Rest/Nap Time

Literacy and Language (Books)

Music and Movement

Art/Sensory Time

Daily Reports Posted in the Classroom

Supply List:

Parents/Guardians are responsible for labelling ALL their child's belongings with the child's name. Crib Sheet & Blanket/ Waterproof Mattress Pad, Blanket for toddlers/Change of Clothing (2 sets in a Ziplock bag) / Inside shoes/slippers (with grips on the soles) /Seasonal Outdoor clothing (toque, mittens, boots, snowsuit, sun hat, sandals, swimsuit, etc.)/ Muddy Buddy for rainy days – (Separate Rain Pants and Jacket! This is more efficient/easier for children) / Soother (In a labelled container)/ Water cup with lid (Take home to wash each day) /Supply of diapers Pull-ups with Tabs only and wipes (Creams or lotions if needed- Labelled!) /Sunscreen- Please bring in April, it will be sent home in the Fall. / Formula or expressed milk (if your infant has not transitioned to other milk) / Bottle with ready made formula or infant cereal for morning. infant cereal for morning /Healthy lunch and snacks for the whole day including a variety of textures and food groups. /It is better to have more [food] than not enough" – B.C Health Guide /(Bedding will be washed in the daycare with child proof detergent and parent should not be worried about it(unless parents need to wash them with special detergent in case of allergy reactions) please bring a new supply of diapers weekly).

infant & toddlers' moose

daily schedule

Time of day	activity
7:30 - 8:00	Arrival/Diaper Check
8:00 – 8:30	Early Morning Snack
8:30 – 8:45	Free Play time
8:45 – 9:00	Diaper Checks and Inside exploring
9:00 – 9:30	Morning Snack
9:45 – 10:15	Washroom Routine/ Diaper Checks/ Get Ready for Outside
9:45 – 10:15	Outside Exploration and Play Time
10:15 – 10:30	Diaper Checks
10:30 – 11:00	Circle Time
11:00 – 11:30	Lunch Time
11:30 – 11:45	Story Time
11:45 – 12:00	Diaper Check
12:00 – 2:00	Nap time/ Quiet play when wake up
2:00 – 2:30	Diaper Check/ Free Play
2:30 – 2:50	Afternoon Snack
2:50 – 3:00	Wash up and Get Ready for Outside Time
3:00 – 3:30	Outside Exploration and Play Time
3:30 – 4:30	Inside playtime – Music and Movement/ Free Play
4:30 – 4:45	Diaper Check
4:45 – 5:30	Free play until picks up time (Diaper checks as needed)

FEES

Scheduled days

Definition – Full time care

Full time care refers to a full months' care, 5 days a week excluding statutory holidays.

Definition – Part time care

Part-time care refers to any regularly scheduled days per week for a one-month period.

These Full or Part time days are pre-booked monthly therefore, payment is required whether your child attends or not.

Requiring Changes to a Regular schedule:

One month's notice on the **first of the month** is required to change a regularly scheduled day. A change will be accommodated the following month if space allows. If a permanent or short-term change is needed to a child's schedule – with sufficient one month written notice – the change will be made based on availability and staff to child ratios. Extra fees owing, because of additions made to a regular schedule will be added to the next months billing.

Unexplained Absence/ Personal Holidays:

Silly Moose Academy Inc reserves the right to fill the space after two attempts at contact, if a client has not paid their monthly fee, and has not brought their child (ren) for care nor notified the center of an absence.

Personal/ family Holidays are considered daycare days and as fees are paid monthly, family holidays. when the child is absent, will not be reimbursed.

Deposit Policy

A **\$200 deposit** for (single child) is due at the time of registration. If you choose to withdraw from a program, the deposit will be credited to your last month fees **if** you give 30 days' notice. We do require it. written notice on the **1st of the month**, if the first lands on a weekend, then notice is to be given on the last day of the previous month. The deposit will be put towards the last month of childcare fees. Please Note: Without 1 months written notice, **deposits will be kept.**

Drop- In Fee & Policy

Drop-in bookings can be made at any time for children already registered in the program. Drop-in bookings are accepted only when there is a space available, and ratios met. Drop-in fees will be added to the next months' billing **at \$55.00** per day. Preference is given to children already enrolled. However, if there is space available in the daycare, we offer Drop-In for community

members if they have. filled out full registration forms, paid registration fee and have signed contract agreements on file.

FEES

Method of Payment:

Option 1: online payments are available through our website: sillymooseacademy@gmail.com

option 2: in your contract outline what type of payment will be made monthly (please note we do not accept checks. E-transfers are accepted).

late/additional charges:

*Fees are due on or before the 1st of each month, payments made after the 1st of the month will be charged an additional \$25.00 per day for up to five days (only including business days) until **fees and late. Charges are paid in full. If the 1st lands on a weekend, fees are due the last day of the previous month.***

Affordable childcare benefit/ parent portion

Affordable Childcare Benefit

This is available from the Government. Families using the Childcare Benefit must cover fee cost in full. until complete authorization documents are received. Once appropriate documents and payment are received, sillymoose daycare will hold the pre- paid portion as a credit towards future childcare fees and holds the right to not provide reimbursement (unless your benefit amount covers the total cost).

The Parent Portion:

It is the difference in Centre fees between what the Childcare Benefit covers and what your childcare fee amount equates to. This portion, if any, is your responsibility and is billed monthly.

FEES

Withdrawal from Centre

Terms and Conditions:

Should any situation arise or family circumstance change for any cause, (personal, financial or physical reasons) any family needing to terminate their contract with silly moose academy is required to give **30 days written notice**. The notice of withdrawal should be given on or before the 1st of the month. If the first lands on a weekend it needs to be given on the last day of the previous month. Failure to do so will result in the remainder of the months fee forfeit as well as the deposit which was given at registration.

Trial Period/ Termination of Care

Trial Period:

The first month from the child's start date is a probationary period for the provider, child, and parent. After the probationary period, the contract may be terminated by either party by giving one month's written notice by the first of the month if the child or children are to be permanently withdrawn. from the Centre. The Provider will also give the family one month's written notice of intent to cancel this agreement, except in cases of misconduct on the part of the parent or the child. **Failure to follow the agreement policies set in the Contract for Care may be cause for immediate termination with no notice.**

Termination of Care:

Silly Moose Academy Inc reserves the right to terminate the service of childcare effective immediately, should you, or your child threaten the safety or welfare of others at the Centre which may include another child or personnel.

All families must abide by the policies set forth: failure to do so may result in termination of childcare services immediately.

Additional Fees Overtime Fee:

When parents/guardians arrive later than the time of 5:30pm closing; a charge of \$20 will be added to

their account for the first 5 minutes and then \$1 for every minute afterwards. Late fees are due the following day, the Manager will let the parent know what is owing for late fees.

Repayment Policy:

If the parent has not paid their dues 5 days after they are due. The child (ren) may not attend until full payment is made. If no payment has been made by the next month fees are due, their contract will be terminated.

KEY POLICIES

Arrival/ Picking Up

Arrival:

Parents/Guardians are required to notify the centre by 8:00 am or if possible, the day before if your child is not attending and the reason for missing the following day(s). **Children are to arrive no later than 10:00am if they are attending daycare for the day.** Upon arrival at the Centre parents will wait until the doors are open to them (no earlier than 7:30am). Parents have set allotted times for drop off and pick up, if parents arrive early, they may need to wait until their allotted time frame as there may not be staff on the daycare to assist. Parents need to notify the Center in a change of pick-up and drop off times, as Staff working hours depend upon class attendance. If Children arrive inappropriately dressed (without a jacket, flip flops, etc.) then parents are expected to retrieve items needed from home before the child is signed in for attendance. The safety and well-being, of all children is of the utmost importance; therefore, all parents are to drop off and pick up child(ren) from the designated classroom themselves or by an authorized person. Once the child is settled, parents can sign them in and notify staff before leaving. **PLEASE NOTE: Our facility/surrounding property including the driveway is smoke/vape free please. refrain from use, Thank-you.**

Picking Up:

Parents should arrive at 5 minutes before pick-up times to ensure an easy transition before leaving the Centre to go home. Parents are encouraged to check their child's cubby daily for items needing to be brought home. Children will not be released to older siblings. Parents are required to sign their child out at pick up time and notify staff that you are leaving. If the parent does not show up to pick up their child (ren) these steps will be taken:

- i). Try to contact via text or phone call.
- ii). If we cannot contact the parents/guardian by phone, we will contact your listed emergency contacts.
- iii). If you are unable to pick-up your children due to an unforeseen issue, (ie- car accident), and parents/emergency contacts are unreachable; we will keep your child(ren) until able.
- iv). After 1 hour of closing without any form of contact, we will then make a call to the Ministry of Children and Family Development.

Unauthorized Pick-up:

It is the daycare's responsibility not to release a child to an unauthorized person. This includes intoxicated parents (due to alcohol, drugs, or illness) or anyone not listed on the child's authorized pick-up form. These names can be changed, in writing, by the Parent/Guardian. The Parent/Guardian is required to notify in writing anyone else who will be picking up (such as short notice at the beginning of the day). Any unknown person who arrives to pick up, will be requested to show ID prior to being allowed to pick up, and a phone call to parents to verify the situation.

GENERAL OPERATIONS

Separation Anxiety

This is a temporary anxiety that a child may feel when separating from a parent or caregiver. Infants often go through periods of separation anxiety; it is a completely normal process, which can last into preschool ages. This transition may be a sensitive time for both infant/child and parent, and there are some tips that can help this process be calmly and more easily handled. First, is a positive staff and parent relationship, if the child sees your trust in us, then they are more willing to be comforted by us. In

Infants and children take their cues from parents, if the parent is calm and happy at drop off, the infant or child is likely to be reassured they will be safe there. Here is a list of helpful tips for dropping off your infant or child: i) Prepare yourself to receive some anxiety, even if your infant or child does well at the beginning. ii) Talk about where your child is going and reassure them that you will be back. iii) Remain upbeat and

form a goodbye ritual (three kisses/ a song/ certain phrase, etc.) iv) Speak with staff for extra support, if possible, leave a family picture behind. v) Once you leave, don't make repeated trips back, as this can cause your child to be even more upset.

Washroom Routine/ Potty Training

Proper Hygiene practices are important for the health and well-being of everyone. Children will be learning proper hand-washing techniques, and using universal precautions (covering when coughing, using tissues, etc.) We are more than willing to assist with potty training, as your child becomes more independent in their self-help skills. We ask that parents are the ones who **first** initiate the process at home. For this to be a successful and rewarding process, we ask that your child is NOT put back into diapers for any reason (to eliminate confusion) and use only pull-ups or training underwear. Here are some strategies that will aid in your child's successful transition to becoming potty trained:

i). Children should be dressed in clothing they can handle themselves (toddlers)

(no snaps/ buttons/onesies/one-

piece outfits/ skinny jeans or leggings) elastic waist pants are best!) ii). Staff will encourage your child

through-out the day to use the washroom.

iii). Parents will supply spare clothing and a waterproof mattress pad during the process. iv). Progress will be recorded and shared with parents daily/weekly. v). Provide positive feedback and encouragement in your Child's efforts!

Personal Belongings

Personal toys such as comfort items are allowed if labelled and will be kept in your child's cubby.

when not in use. Please refrain from bringing any toys from home, due to hygienic reasons and Staff are not liable or responsible for the condition or treatment of belongings throughout the day.

GENERAL OPERATIONS

Active Play/ Appropriate Outside Attire

Active play is key not for only physical development but for all areas of the learning domain. Active play is incorporated into our programs, utilizing both inside and outside areas as infants and toddlers develop controlled muscle movement through certain play activities. We recognize not everyone is going to enjoy outdoor time as much as some, so to help this experience be a more positive one, proper outside attire will improve your child's time outside. When dressed for outside in **Fall and Winter**, please ensure the y

have **all lined and waterproof materials**, (cloth mittens or sweaters for example will be easily soaked).

For **Spring and Summer**, please ensure they bring a hat, wear proper footwear, and have a light sweater. Please do NOT send: Spaghetti strapped shirts due to sun exposure, Flip flops, tie up shoes, tight jeans with belts, hard to do buttons and snaps that children can't handle alone. Children take pride in being able to care for themselves and it will increase efficiency and independence during washroom routines.

Food

our class has a miniature fridge. Lunches must be prepared, and any leftover dinners must be cut up for their children, meat must be taken off the bone or cut up i.e. chicken. **No KD bowls**. To keep lunches according to Food Safe standards, we ask that parents provide ice packs for items such as dairy, meats, etc and any hot items are to be placed into a thermos. Also, Silly Moose Academy provides healthy snack (milk and cheerios for morning and afternoon also nap time if child needs to drink milk before nap time, fishy crackers, fruit). We don't open any canned items and ask that all microwavable food, must be in a microwavable container. **Each month as children join the daycare we evaluate if the need to be Nut Free is present. Notice will be given if a change occurs.**

Rest / Nap Time

Each child 3

years of age and younger is required to have a rest period. Parents are required to supply a blanket and a sheet for their child (please label). Licensing requires that a quiet nap period be offered to children. This time is important to help children feel re-energized, calm, and be able to have more emotional stability for the rest of the day. Please speak with staff about specific calming techniques and sleeping routines for your child.

Transportation

Neighbourhood walks are a delightful way to get children out in the community. Babies in strollers and children ages 18 months and older may have outings and walks in the neighborhood or visit the nearby park. Staff to child ratio will be always upheld and a first aid kit is always on hand for any minor accidents. When walks occur, the Centre will post a notification as to the location of the outing and the estimated time of return.

GUIDANCE

Staff Requirements/Ratio

Program Room	Program Capacity	Number of Staff	Staff to Child Ratio
infant & toddlers moose	8	2	1:4

Staff Requirement:

Staff employed at silly moose daycare will hold a current first aid certification, a clear criminal record check, and one of the following certifications in Childhood Education (Infant and Toddler, ECE or IT (working towards certification)). All Staff will conduct programs according to the standard outlined with

h Fraser Health Authority Childcare Licensig Regulation. Staff will always uphold the Early Childhood Educators of B.C. Code of Ethics found at:

https://www.ecebc.ca/resources/pdf/ecebc_codeofethics_web.pdf

Guidance and Redirection Strategies

The following strategies will be used by staff in guiding children's behaviors:

Model appropriate and respectful behaviors

Form trusting and positive relationships with each child.

Set reasonable limits and be consistent.

Give non-verbal and verbal cues.

Offer age-appropriate choices for children to self-regulate emotions/behavior.

Look at meeting the child's needs for the cause of inappropriate behavior and respond respectfully.

When inappropriate behavior occurs, Staff will use age/developmentally appropriate measures

Give a non-verbal or verbal cue/warning.

Restate limits/ boundaries.

Redirect to a different activity or area of the room.

Use problem solving strategies/ acknowledge child's feelings.

Allow natural consequences.

If they act dangerously towards oneself and others, they will be moved to a safe area to calm down.

Provide children the opportunity to make amends.

Staff will NOT:

Use corporal punishment.

Deprive child/toddler of the use of the washroom or meals as form of discipline.

Use degrading treatment whether emotional, verbal, or physical.

Confine a child within in a locked space/room etc.

Use physical restraints (unless outlined in a specific Child's care plan for behavior guidance)

GUIDANCE

Conflicts/Concerns

Type of Concern	Families	Director/Manager
Daily program activities (Feeding, washroom concerns, sleeping, children. adjustment, behaviors, needs, etc.)	Will speak directly to the Manager. Educator at an appropriate time (drop off/pick up). If concern is unresolved, families are encouraged to speak with the Manager	Will listen, seek to understand and try to resolve it immediately if possible. Follow up with the family on the solution results.
Centre wide concern (fees, payments, transportation, hours of care, etc.)	Will speak directly to the Director/Manager.	Will be available in the office on site by phone, email, etc. Will work in co-operation with families to resolve any concerns.

Consistent inappropriate child behavioural issue	Will find an appropriate time to hear Staff's concerns and work in co-operation to help child in positive behavioral guidance. *Pay for any damages to materials/Centre from child's actions	Keep the safety and well-being of the child and others as the highest regard, suggest solutions, keep. parents updated with progress. If issue is not resolved or unable to come to an agreeance, a formal meeting with the Director/Manager will be in order
Negative treatment by the Staff	Will speak directly to Director/Manager on any concerns, or observations of negative staff interactions between either themselves or their child	Will take concerns seriously and speak with Staff about the issue. Will not tolerate any harassment or ill treatment toward staff member in question. Will rectify all. issues with staff and families

Reporting Abuse

Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty under the Child, Family and Community Service Act to report this matter. The center will contact.

the Ministry of Children and Family Development if we believe the above statement will/has occurred. If an allegation is filed against the center, all parents in the center will be notified of the situation. While under investigation the Centre may be closed for a certain allotted time (fees are still required to be paid)

HEALTH AND WELLNESS

Immunizations

Each Child is required to have a complete copy of their personal immunization record on file, which needs to be kept up to date. If parents have chosen not to immunize their child(ren), then a written statement will also be required to have on file. If there is a communicable disease outbreak, all parents will be notified immediately. Silly moose daycare then, suggests that children who are unvaccinated refrain from attending for an allotted time.

Outbreak of Illness/ Communicable Disease

IN order to prevent an outbreak, parents are required to report if their child has contracted a communicable disease so we can take preventative measures and avoid spread.

In the event of an outbreak, a sign will be posted at each entrance and an email will go out to inform families of the illness and what preventive steps to take.

Common Illness: Signs and Symptoms

In most illness cases, a 7-day exclusion will be implemented. Children taking antibiotics may **return after a full 24 hours have**

passed. We reserve the right to make decisions on an individual basis. This exclusion policy is in place to stop the spread of infectious, common childhood illnesses. Please have alternative childcare in place if necessary. The chart below can help you decide when your child should stay home.

Illness	Signs/Symptoms	Length of Exclusion

Acute Cold	Fever(100.4°F / 38°C or higher),/Runny nose/ coughing or sore throat/ thick nasal discharge	Return when the symptoms have subsided.
Cough	Frequent cough fits interrupting play/ inability to rest/ function/ accompanied. by choking/gagging	Return when the symptoms have. subsided.
Communicable Diseases	Chickenpox/ Measles/Mumps/ Pertussis	Observe Public health standards for returning to care.
Vomiting/ Diarrhea	Unable to keep food/fluid down/ abnormal loose stool frequency	Return after 24 hours once back to normal self.
Infected Skin/ Eyes	Unexplained body rash/ pink eye	Return after a doctor's clearance/ the pink eye is clear.
Parasitic Infestations	Lice/Scabies/Pinworms	No sign of lice or nits. Doctor's note.

HEALTH AND WELLNESS

Medication Policy

Prescription medications, ointments, and creams can be given to your child if needed. **They must be in the original container and labelled with your child's name.** Parents are required to fill out the proper medication form for administration. Medication consent is required to allow staff to administer presc

ription or non-prescription medication. Staff will not administer non-prescription medication of any kind without the required medication consent form filled out by a doctor. This form will be placed with the medication in a locked medicine storage box. Children requiring non-prescription medication to ease pain or symptoms of illness should not attend daycare until they no longer require them. Children must be on medication for a full 24 hours before attending to ensure there is no allergic reaction.

Communication Diseases Prevention Policy

At Silly Moose Academy, the communicable diseases prevention plan focuses on maintaining a clean and safe environment for children, staff, and families. Regular hand washing, surface sanitization, and ventilation are key components of our daily routine. In the event of a communicable disease outbreak like COVID-19, the daycare will follow guidelines from health authorities, including heightened hygiene protocols, use of PPE, and potential temporary closures if required.

If a staff member, including myself, becomes sick while at the daycare, the policy mandates immediate isolation from the children, followed by leaving the premises to prevent further exposure. The individual should seek medical advice and only return to work after being symptom-free for the recommended duration, as per health guidelines.

If a child becomes sick while at the daycare, they will be isolated from the group in a safe, supervised area until they can be picked up by their parent or guardian. Parents will be contacted immediately, and the child will need to stay home until they are symptom-free and cleared to return. All areas the sick child or staff member used will be thoroughly cleaned and disinfected. This approach helps minimize the spread of illness and ensures the health and safety of everyone at the daycare.

Illness Policy

Should a child become ill during the day, parents will be notified, and we will determine the best course of action concerning appropriate care (which may include the child needing to be picked up). If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. If a parent cannot be reached, then the emergency contacts will be called. The child will be kept in a

separate comfortable space (away from other children) and given special attention until the parents/guardians arrive. The child will be accepted back when they have no symptoms of illness.

Anaphylaxis

If your child has been diagnosed with an anaphylactic allergy, you have the responsibility to provide a written detailed care action plan for your child. The plan will be put in your child's file and posted for staff to be aware and prepared for such an occurrence. In the case of anaphylaxis, Staff will follow the child's care plan and proceed with following the Medical Emergency Policy steps (p.25).

Food Allergies/Allergies

Upon registration, please fill out the appropriate allergy forms. Children's allergy information will be posted in their classroom for staff and a copy kept in their file for future reference. Preventive measures will be taken, and Staff will report any allergy symptoms to parents/guardians when noticed.

Any concerns, or questions please speak with your child's teacher. Please let us know if you have any dietary allergies as soon as possible to help prevent any reactions your child may experience at mealtimes around others' food items.

It is the Parent's responsibility to keep your child(ren)'s information updated including change of address, phone number, serious change in health status (diagnosis) and any other pertinent information.

EMERGENCY

Minor Incidences

All Staff are trained in First Aid and will use preventive measures to reduce or prevent injury or incident to the children. They will observe children closely whilst using equipment, ensuring that they follow any safety rules that may be in place. Should a minor incident occur, these steps will be taken:

- i). Provide First Aid treatment.
- ii). Acknowledge a child's feelings.
- iii). Fill out an incident report form and follow any procedures.
- iv). Continue monitoring the child throughout the day.
- v). Notify parents if the situation gets worse or if they need medical attention.

Non-Medical Emergencies/ Medical Attention Required

All Staff are trained in First Aid and will use preventive measures to reduce or prevent injury or incident to the children. Staff will use the following steps in a non-medical emergency:

- i). Apply First Aid to the child.
- ii). Notify parents, if parents cannot be reached, emergency contacts will be notified.
- iii). If emergency contacts cannot be reached, the child's doctor will be called.
- iv). If medical attention is required immediately, transport the child to the medical facility and give.
child's medical information
- v). Support the Child and family.
- vi). Complete an Incident Report and report it to the Child Care Licensing Officer

Medical Emergencies

Parents will be required to have the "Emergency Medical Treatment Form" signed and on file. Staff will use the following steps in a medical emergency:

- i). Apply First Aid to the injured child and Call 911
- ii). Notify parents, if parents cannot be reached, emergency contacts will be notified.
- iii). Stay with the child and support the family once they arrive.
- iv). Give a detailed report to medical personnel of the situation.
- v). Support child and family
- vi). Complete an Incident Report and report to the Child Care Licensing Officer

EMERGENCY

Power Outage/ Extreme Weather Conditions

We are required by child care licensing to have power, heat and water to operate. In the event the power goes out, we will call the Hydro Hotline for an estimated time frame of when the power will be restored.

If power is out/no water before opening the center,

parents will be notified that the center is closed until further notice.

If power goes out while children are in care and the estimated time of restoration is longer than 2 hours, we will contact the parent/ emergency contact for pick -up. Please remember without power the center cools down quickly. If we get a notice of scheduled power/water outage, we will give a report to the child care licensing parents as much notice as possible so that you may arrange for alternate care.

Extreme Weather:

A severe weather system can vary from high wind, torrential rain downpour or extreme temperature drops. During these days of reduced outside time, (typically in the winter months), indoor activities will be implemented to get the children active.

Inclement Weather

As a licensed center your child's safety is of the utmost importance. Weather conditions can become extreme, and it would hinder our operating hours, for example if extreme weather occurred such as deep

snow or flooding, it would be unwise to operate. In any emergency we would need to be able to safely evacuate the Centre. Therefore, the Centre would be Closed. If snow starts to accumulate during the day, during operating hours, you may be contacted for early pick-up. Please use extreme caution when entering the Centre's property and parking lot in extreme conditions. We follow the school district for school closures. If the school district is closed during a snowfall warning, the reported to child care licensing and Silly Moose Academy will be closed.

Preparedness

The safety and well-being of child(ren) is our top priority; to make our procedure as efficient as it can be, earthquake and natural disaster evacuations in each program are practiced as a whole Centre. Children are rehearsed in the procedures and actions for such events. Attendance and logbooks are updated each at the time of a drill. Each child will have a comfort emergency kit (such as a family picture, attached toys, blanket, etc) provided by the family upon the start date of care. These will be kept in a safe spot and brought with the group by staff members in the event of an emergency.

EMERGENCY

Fire Emergency Procedure

The safety and care of your child(ren) is our top priority; to make our procedure as efficient as it can be, fire drills in each program are practiced monthly. Fire evacuation plans are posted on the wall in each room, and staff are well prepared for such an event. If a fire occurs, the following procedure will ensure the safety and well-being of children and staff:

- i). Staff will account for all children in care.
- ii). If the building is unsafe, the children and Staff will proceed to the emergency evacuation spot.
- iii). If the building is deemed safe, emergency supplies will be accessed, and provisions will be made to stay at the daycare.
- iv). Emergency Radio will be always turned on, as we await Parent/Guardian arrival.
- v). If phone lines are open, Staff will attempt to call. Staff will remain with all children until everyone is picked up.
- vi). If we leave the Centre to our emergency evacuation spot, a note will be left on the front door.
- vii) Parents/ Guardians are encouraged to call the Out of Province Contact (pg.21), if we cannot be reached

The Emergency Evacuation Spot is at:

The Bramble wood elementary school playground.

2875 panorama drive BC V3E 2S7 Canada

604 552 0313/

Website: Sd 43. bc.ca

It is understood that staff will remain with all children in attendance until parents/guardians can safely pick up children from either silly moose daycare premises or the designated safe meeting location.

Out of Province Contact

In a natural disaster situation, and the Centre cannot be reached, silly moose daycare will report attendance, safety status and whereabouts to the Out of Province Contact. Families can call this number in a natural disaster situation.

Please call a natural disaster provincial emergency :1800 663 3456

This line connects you to the Emergency Management BC, which provides assistance and information during natural disasters. For immediate emergencies, always call 911.

LEGAL REQUIREMENTS

Under the Influence

Silly Moose Academy has a zero-tolerance policy regarding alcohol and drugs. It is our responsibility not to release a child to an authorized person who is unable to provide adequate care for the child. If there is any reason to believe a child will be at risk, the Staff will offer to call the authorized emergency contact or offer to call a taxi to pick them up. If the person is intoxicated or under influence of drugs, the Staff will immediately notify the police. If there is any reason to believe the child needs protection, the Ministry of Children and Families will be called to come pick up the child.

Child Abuse

If there is reason to suspect abuse or neglect of a child outside of Silly Moose Academy, this concern will be reported to the Ministry of Child care licensing Services as required by law. Information regarding this issue, and current provincial legislation, is available upon request. Any suspected abuse or neglect of a child will be documented in a confidential logbook.

Reporting Serious Incidents

There are 20 Reportable Incidents according to the Community Care resource and referral (CCRR) which staff will document and report right away. These serious occurrences include but are not limited to choking, poisoning, medication error, abuse, missing child, serious injury, etc. IN the case such an event occurs, families will be notified immediately and reported to the child care licensing.

Missing Child

On all field trips, Children's Id cards and information will be always kept with Staff at all time children will be coached on what to do in the case of separation. In the situation that a child goes missing while under the Silly Moose daycare staff will:

- i). Notify the Director/Manager immediately, who will contact family while the search is underway. ii). Staff will remain calm and keep the remaining children together
- iii). Authorities are called (911) to search and make an official report.
- iv). Staff will record event and discuss how to prevent in the future and parents immediately notified.
- iv). staff report the incident immediately to the child care licensing

Custody

If a Custody or Court Order exists, a copy of the order needs to be placed in the child's file. Without an Order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pickup list, the policy on unauthorized persons will be implemented.

Address: 2641 panorama drive Coquitlam BC

POBOX: V3E 2W1

EMAIL: sillymooseacademy@gmail.com

