

**Magical Memories Daycare**  
**POLICIES & PROCEDURES**



**Open 7:00 am to 5:00 Pm 5 days a week**  
**Summer Timing 9am to 5pm**

**778 223 7664**

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**Website: [www.magicalmemoriesdaycare.com](http://www.magicalmemoriesdaycare.com)**

**12200 230 street**

**Maple Ridge**

**B.C V2X 0P6**

**Play-Based Learning**

**Social**

**Emotional**

**Intellectual**

**Motor**

**Language**



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**TABLE OF CONTENTS**

03. Welcome	
04. Introduction to Program	
05. Program Structure	
06. Attendance	
07. Late pick-up policy/failure to pick up	
08. Fees Policy	
09. Withdrawal Policy	
10. Repayment Policy	
11. Repayment Agreement form	
12. Communication Policy	
13. Bottle-Feeding	
14. Diapering and Toileting Policy	
15. Clothing & Possession Policy	
16. Napping/Resting Policy	
17. Napping/Resting Agreement Form	
18. Walk and field trip Policy	
19. Walks & field Trips Consent Form	
20. Photographs	
21. Photo Release Form	
22. Health, Safety, and Nutrition	
23. Allergies	
24. Illness Policy	
25. Non-Prescription and prescription policy	
26. Immunization	
27. No Smoking	
28. Emergency Transportation/ Medical Attention Policy	
29. Emergency Preparedness Plan	
30. Emergency Preparedness Policy Count	
31. Emergency Evacuation Plan	
32. Safety at Childcare	
33. Guidance and Treatment of Children	
34. Reportable and Minor Incident Policy	
35. Minor Incident Policy	
36. Intoxication Policy	
37. Child Abuse: Staff Responsibilities	
38. Child Release Policy	
39. Missing Child Policy	
40. Staffing	
41. Substitute	
42. Hour of Operation	
43. Magical Memories Daycare Daily Schedule	
44. Active Play Policy	
47. Screen play Policy	



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

Welcome!

Dear Parents and lovely Children,

At MAGICAL MEMORIES DAYCARE, we welcome your family into our hearts. What we offer to you and your child is a heaven, a home away from home where your child is nurtured with care and attention. You can have peace of mind when you place your child in my hands. We offer patient, loving care, and experience that comes from a lifetime experience of caring for children.

Sincerely,  
***Sanober Musharaf.***



## **Magical Memories Daycare**

### **POLICIES & PROCEDURES**

#### **Introduction to Program:**

At MAGICAL MEMORIES DAYCARE, your child will be included in a circle that offers the hand of friendship, the sound of laughter, stimulating activities, mutual respect, and magical touch. This is a place where your child will grow physically, mentally, and socially. To be the best caregiver, we can be, we will require your input. If you have any questions or concerns the door of communication will always be open, if we have a question or concern, we will bring it up with you. We are looking forward to a good working relationship with all children in our care and their parents. We will do our best to work with you to make your child's experience in our childcare nurturing and a happy one. To help our Group childcare operate smoothly and provide the best service to you and your family, please read our following policy and procedure manual. We are looking forward to working with you to provide the best possible care for your child.



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**PROGRAM STRUCTURE**

**Policy:**

Our Centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety, and nutrition. We will comply with Community Care Licensing Regulations Part 4 - Division 1 - Section 44.

**Procedure:**

**Center staff will provide:**

- ❖ A clean, well-maintained, and safe environment
- ❖ Nutritious food for snacks
- ❖ Opportunities for learning how to take care of their bodies and develop self-help skills
- ❖ Opportunities for both rest and exercise

Opportunities for indoor and outdoor activities

**Consideration:**

Our program facilitates opportunities for children to learn through play, creating a natural environment to support the individual strengths and needs of each child. Our programming supports development in the

following areas:

- Speech and language
- Fine motor
- Gross motor
- Cognitive
- Social-Emotional
- Self-help

Outdoor time will be provided daily, weather permitting. On “inside days” opportunities for gross motor development will be provided indoors. Please inquire with staff about a specific schedule for your child’s group.

**Exceptions:**

None



# **Magical Memories Daycare**

## **POLICIES & PROCEDURES**

### **ATTENDANCE**

#### **Policy:**

Regular attendance at the Daycare Centre is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the daycare at any time, providing your presence is not disruptive to the group.

#### **Procedure:**

Parents will:

Notify the daycare staff within an hour of the scheduled arrival time if the child will be absent.

#### **ARRIVAL:**

- ❖ Upon arrival, parents must complete a sign-in sheet for their child/children before leaving the center,
- ❖ Put all diaper bags and extra clothing in the child's cubby or bin,
- ❖ Label soothers and ensure all bottles that need to be kept cold in the refrigerator are given to staff,
- ❖ Connect with a staff member and relate how your child's night and morning went.
- ❖ Take time to settle your child and say goodbye.
- ❖ Arrival Time no later than 10 am. (your child will return home if he/she comes after 10 am).

#### **DEPARTURE:**

Upon departure, parents must:

- ❖ Sign their child out with time child is leaving and parent initials.
- ❖ Make personal contact with a staff member, ensuring the safe departure.

Daycare staff will:

- ❖ Phone parents or guardians when a daycare child has missed three consecutive days of daycare.
- ❖ Establish with parents or guardians the reason for the absence.
- ❖ If after two weeks the daycare staff has been unable to reach the parents, the child will be dismissed from the program.

#### **Consideration:**

None

#### **Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**LATE PICK-UP POLICY/ FAILURE TO PICK-UP**

**Policy:**

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$10.00 for every 15 minutes late. Transportation to and from the Magical Memories Daycare is the responsibility of each parent. If you have transportation difficulties, please notify staff immediately.

Child/Children must be picked up within 30 minutes of their designated pick-up time. If a child is not picked up and the parent has not contacted the childcare center the staff will implement a “failure to pick-up” policy.

**Procedure:**

1. Staff will confirm no contact has been made with the childcare center (check messages, check with appropriate office staff)
2. Staff will make all attempts to call contact numbers including emergency contact numbers.
3. If staff are not successful in contacting anyone authorized to pick up the child, they will call the Ministry for Children and Family, Development and the child will be released into the care of the Ministry.
4. Magical Memories Daycare staff will not take a child home.
5. When a child is picked up late, staff will inform billing of the incident so it can be put on their next month's billing.

**Consideration:**

None

**Exceptions:**

None



# **Magical Memories Daycare**

## **POLICIES & PROCEDURES**

### **FEES POLICY**

#### **Policy:**

Fees are to be paid on or before the first day of each month or if applying for Child Care Subsidy; it is the parent/guardian's responsibility to fulfill all the requirements of the Child Care Subsidy Branch to maintain the daycare subsidy. If not eligible for a full subsidy, the parent/guardian is responsible for the fees. Fees are based on enrolment, not attendance (NO fee decreases for sick/missed days or statutory holidays).

#### **Procedure:**

1. There will be Non-Refundable Registration of \$ 150.
2. Monthly Fees MUST BE PAID on or before the first day of the month.
3. A \$25 late payment fee will be charged for all late payments and if the payment has not been received within 7 days, care will no longer be provided for your child.
4. Parents will be responsible for the charges incurred from an N.S.F cheque of \$40.00 administration fee is payable immediately via, cash. (Payment via personal cheque will not be accepted if a client has had 3 or more cheques returned NSF).
5. If parent/guardian is eligible for the subsidy they must provide Magical Memories Daycare with copies of the application and supporting documents. Subsidy acceptance letter must be received by Magical Memories Daycare before attendance.
6. If the parent/guardian becomes ineligible for any subsidy, they will be responsible for paying the full monthly fee.
7. It is the parent/guardian's responsibility to keep all information (i.e., relationship status, work/school status, family income, the reason for care, address, phone number, etc....) current with the Child Care Subsidy Branch and Magical Memories Daycare.
8. Parents are responsible for the parent portion of fees that are not covered by subsidy and will be billed monthly for these fees.
9. Renewal of subsidy must be started at the beginning of the month that subsidy expires, and copies of forms must be kept on file until an acceptance letter is received.
10. If parents wish to start their child before subsidy acceptance a cheque for the month will be needed. The parent will be reimbursed their fees when the subsidy is received.
11. Parents who qualify for a full subsidy may be eligible for a reduced fee option if criteria for our government-mandated spaces are met.

#### **Consideration:**

None

#### **Exceptions:** None





**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**WITHDRAWAL POLICY**

**Policy:**

Magical Memories Daycare requires 30 Days of written notice for a child to be withdrawn from the daycare. Please use the form attached to the application package. The discharge procedure will be used for every child discharged.

**Procedure:**

Children will be discharged for the following reasons:

- ☐ Parents or guardians have removed the child
- ☐ Child ages out of the designated program

A Discharge Notification Form will be filled out on all children being discharged from the program.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**REPAYMENT POLICY**

This information is being provided to assist licensees in the development of a policy for their facility regarding repayment agreements with the parent/guardian of children enrolled in their facility.

**Legislation**

Section 19 of the Community Care and Assisted Living Act states:

“If a person prepays any part of the cost of services provided by a class of community care facility designated by the Lieutenant Governor in Council, the licensee or manager of the facility must, at the time of prepayment, deliver to the person a written statement setting out the terms and conditions of when a refund of all or any of the prepayment will be made.”

**Background**

The intent of this section of the Community Care and Assisted Living Act is to ensure that licensed childcare facilities have sound business practices and established financial policies where all persons are treated equitably. This requirement aims to help build and establish a trusting business-like relationship between the parent/guardian and the licensee/caregiver.

**Guidelines**

When parents/guardians are required by a licensee to pay for childcare services before having received those services, the licensee must, at the time of payment, provide in writing, the terms, and conditions under which any refunds will be made to the parent/guardian. Therefore, if a parent/guardian is required to make payment for their childcare services at the beginning of the month for the childcare services which be provided during that month, they must be advised in writing by the licensee under what circumstances they would receive a refund for any services not received.

No legislation dictates the terms and conditions for which a refund will be made; this is left solely up to the licensee. It is recognized that there are situations that are likely to arise in any childcare setting and a licensee may want to consider the following as part of the terms and conditions of their contract:

- The amount of notice that a parent/guardian must provide to the licensee if he/she wishes to withdraw his/her child from the facility.
- The amount of notice a licensee must provide to the parent/guardian if he/she is unable to continue to provide care to a child.
- If a child is sick and unable to attend the facility.
- If the caregiver is sick and unable to provide care to a child.
- If the facility is closed due to a statutory holiday, or the licensee/caregiver wishes to take a vacation time or days off due to any appointment.
- If the child does not attend that facility because the parent/guardian is on vacation and/or not working



**Magical Memories Daycare  
POLICIES & PROCEDURES**

**PAYMENT AGREEMENT FORM**

Child's name: \_\_\_\_\_ Sex: F \_\_\_ M \_\_\_ Date of Birth \_\_\_\_\_

Custodial Parent's name(s) \_\_\_\_\_

Childcare services will begin on \_\_\_\_\_, **2024**.

The hours for care will begin at \_\_\_\_\_ AM to \_\_\_\_\_ PM on the following days:

**Mon, Tues, Wed, Thurs, Fri (circle them)**

**If your child is going to be absent or late, please call-in advance.**

Childcare will not be available on all statutory holidays and the following holidays **Eid -al Fitr & Eid al Adha**.

My vacation period will be paid according to the yearly calendar.

You will be responsible for making other childcare arrangements.

\$ \_\_\_\_\_ per month for full time care. **(Please circle one of following option below according to your child age)**

(Age 0 – 11 months, Age 12 – 36 months, Age 3 to kindergarten, Age Kindergarten To 12 Years / Out of School Care)

**(5 days a week, 4 days a week, 3 days a week, 2 days a week, Single Day Drop-In)**

**Summer vacation Timming 9am 5pm**

A parent who picks up their child after the scheduled pick-up time will be charged a late fee of **\$10.00** for every 15 minutes late.

Childcare fees are payable in advance and are due no later than 5<sup>th</sup> of each month.

**Non-Refundable Registration of \$ 150**

Childcare will collect an advance deposit of \$ **50** at the time of enrollment. This amount will be returned when services are terminated if your account is paid in full.

Fees may be (or may not be) adjusted when services are not available because of illness or vacation.

Childcare fees will be paid by: Cash \_\_\_\_\_ E-Transfer: \_\_\_\_\_

**Notice:** A two-week written notice is required for any of the following:

- 1. Termination of the agreement by either party**
- 2. Increases in childcare fees**
- 3. Vacation periods for both families and provider**
- 4. For the return of your advance deposit**



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**COMMUNICATION POLICY**

**Policy:**

Magical Memories Daycare supports an “Open Door” Communication Policy

**Procedure:**

1. Parents are welcome to drop in and full/ part-time care. If consultation with a childcare provider is desired, please let us know ahead of time so that the childcare provider can give you their undivided attention.

2. Telephone communication are encouraged.

3 Parents can expect ongoing communication with staff concerning

- ❖ Their child’s progress
- ❖ Program activities
- ❖ Centre Operation

4. Parents can expect information regarding community resources to be available to them at the center.

5. Parents can expect developmental screening reports to be completed by childcare staff.

6. Parents are asked to make themselves familiar with the Parent Handbook which states the Centre Policies and Procedures which apply to:

- ❖ The care of the children
- ❖ The program
- ❖ The general operation of the Centre

7. Parents concerned with the care of their child, or any incidents at the center are urged to speak with a childcare provider, and if not satisfied talk to the Childcare Manager, then the Child Care Licensing.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**BOTTLE FEEDING:**

- ❖ All babies will be held during bottle feeding.
- ❖ Toddlers are required to lie down or sit when they have a bottle.
- ❖ Staff will discard any unused liquid in bottles or cups to prevent the spread of germs.
- ❖ Staff will allow children time to eat and drink at their own pace. Bottle feeding should be an enjoyable interaction between the child and the care provider.

**Semi-Solid Foods:**

Staff will respect the parent's decision as to when and what solid foods will be introduced while working within the guidelines of the BC Ministry of Health "Baby's First Foods".

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**DIAPERING AND TOILETING POLICY**

As the diapering or the toileting of toddlers involves close adult-child contact, the care providers will be responsible for changing diapers and assisting with toileting. As this is an opportunity for one-to-one time with the child, the care providers will involve the child by explaining what is being done and encouraging the child to interact/help as much as possible.

**Center staff will:**

- ❖ Follow Ministry of Health recommendations for diapering and toileting procedures posted in the washrooms.
- ❖ Record diaper changes and toileting activities on the diapering/toileting chart.
- ❖ Encourage independence for dressing and toileting. Assistance and support will be given to the children to encourage these new skills.
- ❖ Encourage the development of healthy personal habits by ensuring that children wash their hands after using the bathroom.
- ❖ Decide with the family when a child is physically and emotionally ready to start to learn to use the toilet.
- ❖ Be patient, supportive, and understanding during this learning process.
- ❖ Be respectful of the child's needs.
- ❖ Sanitized the changing station after each use.

**Toileting:**

- ❖ Ensure clean private washroom facilities are always available to children.
- ❖ Ensure discretion is used and the child feels supported should a toileting accident occur.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**CLOTHING AND POSSESSIONS POLICY**

**Policy:**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

**Procedure:**

For toddlers, please provide:

- ❖ Four changes of clothes.
- ❖ An adequate supply of diapers & wipes, pull-ups, or underpants.
- ❖ Skid-proof, non-marking indoor shoes.
- ❖ Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter.
- ❖ Sun hats, boots, and raingear in the Spring and Summer.

**For Children 3+**

- ❖ Three changes of clothes
- ❖ Skid-proof, non-marking indoor shoes
- ❖ Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter
- ❖ Sun hats, boots, and raingear in the Spring and Summer

In case of emergency, the Centre has a limited supply of extra clothing. Which can be used one time and then discard.

**Note: (Due to COVID-19, we are not taking back any extra clothing in the back center, please discard them once you have used them.)**

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**NAPPING / RESTING POLICY**

**Policy:**

Toddlers and children all come with their sleeping patterns. Magical Memories Daycare will try to meet the patterns while getting them into the routine of the daycare.

**Procedure:**

- ❖ Each day after lunch will be rest time. The length of naps depends on the individual child. Other naps are provided as needed.
- ❖ During the nap, infants will sleep on their backs until they can reposition themselves during sleep.
- ❖ The monitors in the nap rooms will be turned on when these areas are in use.
- ❖ Infants will be put to sleep in Sleeping Sleepers or sleep sacks for added warmth instead of blankets for infants to reduce the risk of SIDS, nothing will be added to the sleeping area that could potentially interfere with breathing.
- ❖ Blankets (for toddlers), Teddy Bears, and other comfort items may be brought from home to be used at nap time to help a child adjust to the Centre.
- ❖ Children who have outgrown naps will have quiet time, read books, and do puzzles or other appropriate activities.
- ❖ Children staying late evenings at the childcare will also rest and or sleep based on the family/child needs as discussed by the family with the manager and or childcare provider.
- ❖ Safe and age-appropriate rest practices will be practiced throughout the facility.

**Consideration:**

None

**Exceptions:**

None





**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**NAPPING / RESTING AGREEMENT FORM**

Children whose parents have asked that their children nap, but do not fall asleep that day, will be encouraged to lie quietly for at least 30 minutes. The parents may request a longer period, but this must be in writing in the space provided below. After they have lain quietly for the specific period, they will be allowed to join the rest of the children who are not asleep.

**QUIET TIME**

Children whose parents have chosen quiet time will have an opportunity to be quiet for 30 minutes. Children will be expected to be in their own space, which may be on a mat or designated area. During this time, they may do some quite activities or read story book or a watch videos. After 30 minutes of quiet time alone, the children may play quietly with activities that will not wake the other children.

**PARENT'S CHOICE**

I want my child \_\_\_\_\_ to have:

- ❖ NAP TIME \_\_\_\_\_ MINS,
- ❖ QUIET TIME \_\_\_\_\_ MINS,
- ❖ REST TIME \_\_\_\_\_ MINS

ANY SPECIFIC INSTRUCTIONS:

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-----  
-----  
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PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**WALKS & FIELD TRIPS**

**Policy:**

The daycare provider will take the children off-premises for walks or field trips. Magical Memories will inform parents ahead of time about field trips. Magical Memories Daycare is in an area adjoining multiple public spaces: including sports fields, nature trails, and an elementary school playground. The staff at Magical Memories Daycare may at times utilize these spaces. Staff will ensure appropriate ratios for supervision are always maintained. Any area used by our childcare will be assessed for any potential dangers or hazards, and staff will ensure the environment is safe for the children. Any off-site playground equipment will be used with caution and age appropriateness will be always maintained.

**Procedure:**

- ❖ Staff/child ratios will be maintained on all walks or field trips.
- ❖ First-Aid Kit and emergency cards with updated information and photo of the child will be brought on all field trips or walks.
- ❖ At least one staff member present with the children must hold a current, valid first-aid certificate.
- ❖ Staff member will carry the cell phone for emergency purpose.
- ❖ An emergency plan must be developed before the field trip. All staff and volunteers in attendance at the field trip must be familiar with the emergency plan. All emergency plans should contain the telephone numbers of parents, ambulance, hospital, and doctors, as well as what actions are to be taken in the event of an emergency occurring.
- ❖ A signed consent form must be received from the parent/guardian of the child before any field trips.
- ❖ A signed consent form must be received from the parent/guardian of the child before student transport.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**WALKS & FIELD TRIPS CONCENT FORM**

We often we take trips away from my home to help your child learn more about the community. Your permission is needed to allow your child to ride in my car. You will be notified in advance when trips are being planned to indicate the date, location, and amount of time away from home.

Your signature below provides your permission for me to provide this service.

\_\_\_\_\_ (Parent initials)

A proper infant seat or child booster seat is required for car travel for any child under the age of 8.

\_\_\_\_ You or \_\_\_\_ I will provide the seat.



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**PHOTOGRAPHS**

**Policy:**

Pictures taken in the daycare will be for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent before the child being photographed.

**Procedure:**

Each parent will be asked if photos can be taken of their child. A photo consent form will be given to each parent.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**



**PHOTO RELEASE FORM**

Photo Release Form I hereby permit photographs taken of my child/children at the Stowe Free Library, or activity sponsored by the Stowe Free Library, to be used by the daycare in its publications, press releases, display cases, and website to document and promote the value and use of the library products and services.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Names of Children: \_\_\_\_\_

Under the Age of 16: \_\_\_\_\_

Please Check Option: May be identified by FULL name: \_\_\_\_\_

May be identified by First name ONLY: \_\_\_\_\_

May NOT be identified by name: \_\_\_\_\_

Signature of parent or Guardian: \_\_\_\_\_

**778-223-7664/604-618-4467**  
**WWW.MAGICALMEMORIESDAYCARE.COM**  
**magicalmemoriesdaycare@gmail.com**



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**HEALTH, SAFETY & NUTRITION**

**Policy:**

Our Centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety, and nutrition. Eating nutritious food is an important part of each child's day. Food provided by the Centre will be selected by Canada's Food Guide requirements.

**Procedure:**

Center staff will provide:

- Offer a clean, well-maintained, safe environment with nutritious food for snacks and lunch. Food surfaces will be sanitized before and after each use.
- Opportunities for learning how to take care of their bodies and develop self-help skills.
- Opportunities for both rest and exercise with indoor and outdoor activities daily.
- Provide a comfortable and relaxed environment for the children & parents.
- Encourage children to eat a variety of foods but be sensitive to individual food preferences and cultural preferences. Menus will be posted for parents to observe the food being offered.
- Most children's allergies are in the kitchen. (Parents must make staff aware of any food allergies)
- Inform parents of any significant changes in the eating habits of their child.
- Model healthy attitudes towards food and mealtimes, staff will sit with the children during meals.
- Model healthy attitudes towards washing hands before and after meals and brushing teeth after eating.
- Discourage candy, gum, pop, or other "junk food".
- Toddlers are required to recline or sit when they have a bottle.
- Staff will discard any unused liquid in bottles or cups to prevent the spread of germs.
- Staff will allow children time to eat and drink at their own pace.
- Staff will respect the parent's decision as to when and what solid foods will be introduced while working.
- within the guidelines of the BC Ministry of Health "Baby's first foods".
- Water will be available throughout the day and offered at snack times, milk will be served with lunch and dinner.

**Consideration:**

None

**Exceptions:** None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**ALLERGIES**

**Policy:**

Parents/guardians need to inform the daycare staff in writing if their child has any allergies. By Community Care Licensing Regulations Part 4 Division 4 Section 57 – 2 - (e).

**Procedure:**

- ❖ Required forms will be provided by staff as soon as an allergy is reported.
- ❖ Allergies will be posted in the kitchen for all staff to see.
- ❖ Our cook will notify staff if a specific allergy-friendly snack or meal is to be served and it will be identified with the child's name and precautions for no cross-contamination will be taken within the classroom.
- ❖ A Care Plan card will be written upon the steps to take if the child has an allergy attack.
- ❖ Extra training will be provided by Interior Health or parents if deemed necessary.
- ❖ Parents will be informed immediately of any allergy attack and the steps taken.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**ILLNESS POLICY**

**Policy:**

We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care. By Community Care Licensing Regulations Part 4 – Division 3 – Section 53-55.

**Procedure:**

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- ❖ Fever over 38.3° C (101°F).
- ❖ Infected eyes or skin.
- ❖ Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chickenpox.
- ❖ Immediately report to staff any contagious or communicable disease.
- ❖ Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps.
- ❖ An acute cold with fever, runny nose, and eyes, a “croupy” cough, or congested to the point that he/she has heavy breathing.
- ❖ If a child or staff member is determined to have head lice, they will be unable to return to the center until “NIT” is free and must be inspected upon return to verify they are true “NIT” free. Staff will provide parents with information for lice removal, and discuss precautionary measures utilized by the Centre.
- ❖ If a child becomes sick at daycare, the parent or if a parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible but will not administer medication.
- ❖ Please keep the child at home until he/she is well enough to attend.
- ❖ Any medicine required to treat the above symptoms will mean the child is too ill to attend daycare. Example of medicine: Gravol, Tempera, Tylenol (exceptions may be granted if staff and parent agree that teething is the condition).

**Consideration:**

None

**Exceptions:**

None





**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY**

**Policy:**

Administration of medications in daycares is regulated by the Child Care Regulations Part 4 – Division 3- Section 53-55. This policy protects children, parents, and staff. Early Childhood Educators are not formally qualified to make “judgment calls” as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

**Procedure:**

- ❖ All medications are kept in a locked container in the kitchen out of children’s reach.
- ❖ Parents must inform staff of any side effects or reactions that medication may cause in a child. (i.e.: hives, drowsiness, diarrhea)
- ❖ Authorization for the Administration of Prescription Medication form must be completed by the parent.
- ❖ Doctor authorization must be provided before staff can administer non-prescription and over-the-counter medications such as Tylenol, Gravol, teething gel, etc.... The “Authorization for the Administration of Non-Prescription Medication” form must be completed by the parent and physician.
- ❖ A “medical consent” form will be filled out by a parent for each prescription required. Medication must be brought to the Centre in its original container with instructions from your doctor on how to administer it.

**The label must clearly show the following information:**

- ❖ Child’s name
- ❖ Name of medication
- ❖ Dosage
- ❖ Route (oral, nasal, rectal, eye, ear, or injection)
- ❖ Physician’s name
- ❖ Care of medication (shake well, refrigerate)
- ❖ Date to end administration of medication.
- ❖ Any baby bottles containing medicine will not be given to the child at the daycare.
- ❖ If the child comes in with a baby bottle containing medicine, it will be locked up and returned to the parent at the end of the day.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**IMMUNIZATION**

**Policy:**

Magical Memories Daycare is required to note the status of each child's immunization status in case an outbreak should occur.

**Procedure:**

1. Upon enrollment the daycare staff will ask for the current immunization status for every child.
2. If a parent has decided not to have their child inoculated, the following procedures then apply:
  - ❖ The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, the side effects, and the dangers of not being immunized.
  - ❖ If an outbreak occurs, the parent will be asked to remove the non-immunized child from the Centre until it has been determined that the child's health is no longer at risk.

**Consideration:**

None

**Exceptions:**

None

**Reference:**

Community Care Licensing Regulations Part 4 Division 4 Section 2 (a)



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**NO SMOKING**

**Policy:**

Smoking and the use of smokeless tobacco is prohibited in all schools, school district buildings, on school property, on buses, and district vehicles. Magical Memories Daycare and its fenced grounds are situated on private property and fall under the school district policy.

**Procedure:**

Anyone wishing to smoke must do so outside of facility grounds.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**EMERGENCY TRANSPORTATION / MEDICAL ATTENTION POLICY**

**Policy:**

For children who require immediate medical attention, staff will call emergency services to respond.

**Procedure:**

- ❖ Staff at Magical memories Daycare will phone for emergency transportation and/or medical attention when they deem it necessary for a child or children in their care.
- ❖ The staff at Magical Memories Daycare will notify parents or emergency contacts of the situation.
- ❖ Magical Memories staff will complete appropriate incident reports.

**Consideration:**

None

**Exceptions:**

None

**TRANSPOTATION CONCENT FORM**

I provide limited transportation services upon request. Your permission is needed to allow your child to ride in my car. Your signature below provides your permission for me to provide this service.

\_\_\_\_\_ (Parent initials)

A proper infant seat or child booster seat is required for car travel for any child under the age of 8.

\_\_\_\_\_ You or \_\_\_\_\_ I will provide the seat.

Please provide a current photograph of your child in case it is needed in an emergency.

I (We) fully understand and agree to the terms of this contract. This agreement may be re-negotiated at any time.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name in Print \_\_\_\_\_

Provider's Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider's Name in Print \_\_\_\_\_



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**EMERGENCY PREPAREDNESS PLAN**

**Policy:**

In case of an emergency, each program room at Magical Memories Daycare has an Emergency Preparedness kit. These kits contain enough emergency supplies to take care of all the children in the daycare and the staff for at least 72 hours as per Community Care Licensing Regulations Part 3 - Division 1 - Section 22.

Our first concern is the safety and well-being of your children in our care. We have safety locks, socket covers, safety gates, smoke detectors, and fire extinguishers. Our outdoor play yard is fenced with a locked gate. Children are not allowed outside the fence or the front door unless Caregivers or parents are with them. Please do not have your child (ren) go outside the door (not even to your vehicle) without you. For children's safety kindly no chewing gum, hard candy, small toys, balloons, etc. are allowed in our daycare. In the summer, please apply sunscreen to your children before they arrive to avoid sunburn as we will be spending a lot of time outdoors. We will encourage children to wear their hats and there will be adequate shade and water to avoid overheating. Children will continue to be supervised with staffing ratios that meet or exceed licensing requirements.

**EMERGENCY EVACUATION PROCEDURE:**

- ❖ All staff are trained and adequately prepared to support and care for children during emergencies.
- ❖ Each classroom will bring emergency contact cards for their students, located in our emergency packs
- ❖ and parents will be contacted for pick up as soon as possible. We would also leave notes on the doors of Magical Memories Daycare as to our location.
- ❖ You, as the parent, will be asked upon enrollment in the daycare to prepare an EMERGENCY COMFORT PACK for your child consisting of a family photo, small stuffy, extra set of clothing & baby formula, or food, if needed.
- ❖ Our emergency plan will be tested at least once a year. Neighborhood Evacuation Route

**POWER OUTAGE OR BOMB THREAT PROCEDURE:**

1. If there is a bomb threat the daycare staff and children will immediately evacuate the building.
2. Staff will take the children walking on foot to Harry Hooe Elementary, 12280 230 St, Maple Ridge, BC V2X 0P6
3. We will walk with children to Harry Hooe Elementary, younger children will be transported via strollers and wagons. In extreme weather, Women's Contact Society Staff will be called to assist in transport via staff vehicles with qualified staff all of whom have clear criminal record checks.
4. Each classroom will bring emergency contact cards for their students, with the child's name, medical number, emergency numbers, and contact people. This will be taken, and parents will be contacted for



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**EMERGENCY PREPAREDNESS PLAN CONT...**

pick up as soon as possible. We would also leave notes on the bulletin board of Magical Memories Daycare as to our location.

5. You, as the parent, will be asked upon enrollment in the daycare to prepare an EMERGENCY COMFORT PACK for your child consisting of a family photo, small stuffy, extra set of clothing & baby formula, or food, if needed.

6. If within one hour, the fire department determines that the daycare is safe to enter, we will return to daycare.

7. If, after one hour, it is still unsafe to return to the daycare, parents will be called to pick up their child.

8. If a power outage occurs and power is not returned within an hour parents will be notified to come and pick up their child.

9. Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question.

10. Our emergency plan will be tested at least once a year.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**EMERGENCY EVACUATION PLAN**

In the event of an emergency, our priority is always for the safety and security of the children. Children will be relocated if any of the following emergencies occur on campus:

- ❖ fire
- ❖ gas leak
- ❖ electrical storms
- ❖ tornadoes
- ❖ water main break
- ❖ sewer back-up
- ❖ building structure failure
- ❖ power failure
- ❖ bomb threat
- ❖ explosives or chemicals
- ❖ threatening acts (firearms)

Depending on the type of emergency children will exit the daycare and relocate to the nearest elementary school parking lot.

In event of natural disaster there are 2 contact numbers and names in Maple Ridge and 1 out of province Calgary, Alberta; provided to parents at registration time. We will always have daycare landline and 2 cell phones with us, and it would be the first best method of contacting us in the event of an emergency.

The second-best land line contact in event of disaster will be out of province contact numbers for messages and information where we will leave message for parents if we cannot be contacted, since during disaster cell phones may not work in lower mainland and land lines phone restore first.

**CONTACTING PARENTS DURING AN EMERGENCY:**

Community disasters are reported on the radio, Television and on cell phones, we ask parents to listen for details there. We will carry our children's emergency records with us and call parents as soon as possible to make pick up arrangements. However, our first concern is always for the safety and security of the children, and calls will not be made until this concern is met.

Parents can have a copy of the emergency plan if requested. One is always posted on the parent board. Notices will be left on both doors.



## **Magical Memories Daycare**

### **POLICIES & PROCEDURES**

#### **SAFETY AT DAYCARE:**

Our first concern is the safety and well-being of your children in our care. We have safety locks, socket covers, safety gates, smoke detectors and fire extinguishers.

Our outdoor play yard is fenced with locked gate. Children are not allowed outside the fence or outside front door unless Caregivers or parents are with them. Please do not have your child (ren) go outside the door (not even to your vehicle) without you.

For children's safety kindly no chewing gum, hard candy, small toys, balloons etc. are allowed in our daycare.

In the summer, please apply sunscreen to your children before they arrive to avoid sunburn as we will be spending a lot of time outdoors. We will encourage children to wear their hats and there will be adequate shade and water to avoid overheating.

#### **DISASTER PREPARDNESS:**

Emergency exit plans, smoke alarms and fire extinguishers are in Daycare, on both entrances and exits. Fire drills and earthquake drills are performed and logged once a month. The children will be taught how to follow procedures in the event of fire and earthquake drill, i.e., move away from windows and take cover under a table or doorway.

All tall objects in the home are secured firmly to the walls. In the event of a major disaster the following steps will be taken removal of all children from danger assessment of safety of remaining on location if it is determined that the children should be removed from the premises, they will be taken to one of the following sites:

- ❖ 230 Street Lamp Post
- ❖ Harry Hooe Elementary School Parking lot by the post box.





**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**GUIDANCE AND TREATMENT OF CHILDREN**

**Policy:**

Daycare personnel will follow to Community Care Licensing Regulations Part 4-Div 2- Section 51 (2) & 52 (1) (2)

**Procedure:**

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff, and other involved professionals to promote ongoing development. Positive guidance techniques will be used to encourage appropriate behavior.

**Guidance strategies include:**

- a. Establishing clear, consistent, and simple limits.
- b. Stating limits in a positive way.
- c. Focusing on the behavior, rather than on the child.
- d. Stating what is expected, rather than pose questions.
- e. Providing real choices.
- f. Allowing time for children to respond to expectations.
- g. Reinforce appropriate behavior, with both words and gestures.
- h. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by the caregiver. The following intervention strategies, or a combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of more appropriate behavior.
- c. Acknowledge feelings before setting limits.
- d. Redirect or divert when appropriate.
- e. Model problem-solving skills
- f. Offer appropriate choices.
- g. Use natural and logical consequences
- h. Relocation to a “time in” activity (removal of the child from an area of conflict by walking away with a care provider to an alternative space within the group, until the child can compose themselves and rejoin the original activity safely or choose a new activity)
- i. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm. Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**REPORTABLE & MINOR INCIDENTS**

**Policy:**

Daycare personnel will adhere to Community Care Licensing Regulations Section 29, 30, 31(a), and 31(b). The Residential Care Regulation lists reportable incidents and their definitions in Schedule D; the Child Care Licensing Regulation includes this information in Schedule H. Note that an incident must be reported in residential care when a reportable incident has occurred, when abuse or neglect may have occurred, or when a person in care has witnessed a reportable incident. Childcare licensees must report when a child is involved or may have been involved in a reportable incident while in care; Reportable incidents listing can be found in Schedule H of the Community Care and Assisted Living Act, Child Care Licensing Regulation.

**Reportable incidents:**

High-Risk events include any incidents or allegations of the following:

- ☐ A child who is missing.
- ☐ A child who has sustained a serious injury.
- ☐ The accidental death of a child while in care.
- ☐ Allegation of abuse by staff to a child in care.
- ☐ Facility evacuation due to fire, flood, etc.

**Procedure:**

**WHAT STEPS DO I NEED TO FOLLOW WHEN A REPORTABLE INCIDENT OCCURS?**

The following procedures are steps to be taken by the licensee or staff when a reportable incident is witnessed or reported to have occurred:

- ☐ Address the immediate safety of children in care. (E.g., Call 911 for a serious injury or missing child.)
- ☐ Notify the child's parent or guardian immediately if their child becomes ill, is injured, or may have been involved in a reportable incident while under the care of facility staff.
- ☐ Notify licensing within 24 hours by one of the following:
  - Forward a completed Reportable Incident Form via fax.
  - Contact your Licensing Officer or online Duty LO at 604-587-3936.
  - For any high-risk reportable incidents, please refer to High-Risk Notification instructions.
- ☐ Complete a Reportable Incident form including any follow-up actions of corrective measures you have taken to reduce the risk of the incident happening again.
- ☐ Review the Reportable Incident Form with the manager. Or have the manager delegate to ensure they are fully aware of the event and that the information is complete.
- ☐ Mail or hand-deliver the yellow copy of the report directly to the Licensing Office



## Magical Memories Daycare POLICIES & PROCEDURES

### **Consideration:**

Childcare licensees have 24 hours to notify the medical health officer.

### **Exceptions:**

None

### **MINOR INCIDENT POLICY:**

The Child Care Licensing Regulation requires the licensee to keep a written log of any minor accidents, illnesses, and unexpected events involving a child that did not require medical attention. Some examples of minor accidents, illness, or events could include the following:

- ☐ A child trips fall and scrape their knee. This would require a water flush and a band-aid.
- ☐ A two-year-old is teething and has a low-grade fever (37.8C). Parents are updated.
- ☐ A child hits another child with a toy – the affected child was upset; however, no injury was noted.

### **PROCEDURE:**

#### **WHAT STEPS DO I NEED TO FOLLOW WHEN A MINOR INCIDENT OCCURS?**

The following procedures are steps to be taken when a minor incident is witnessed or reported to have occurred:

- ☐ Have a designated logbook available to document all minor incidents.
- ☐ Record the event or incident in an objective, professional manner. Include the time, location, and details of the incident.
- ☐ Advise parents and/or guardians of any minor incidents involving their child.
- ☐ Take proactive steps to help prevent minor incidents from reoccurring.

Licensing Officers will review this log of non-reportable incidents at the time of their inspection visits to your facility. The information contained in this bulletin can be utilized to develop your facility's policies and procedures. If you have any questions, please speak to your Licensing Officer for assistance.

### **Consideration:**

None.

### **Expectations:**

None.



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**INTOXICATION POLICY**

**Policy:**

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the Centre to pick up a child:

**Procedure:**

Daycare staff will:

- ☐ Offer to call a relative or friend to pick up the parent and child.
- ☐ Offer to call a cab.
- ☐ Inform the parent that if he/she chooses to drive with or without the child, the educator will inform the police immediately.
- ☐ Call The Ministry for Children & Family Development if they believe the child needs protection.
- ☐ Refuse release to any person appearing to be intoxicated that is not the parent and call parents for alternate pick-up to be arranged.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**CHILD ABUSE: STAFF RESPONSIBILITIES**

**Policy:**

- ❖ We are obligated by law to report suspected or disclosed abuse. Child Care Licensing Regulations - Div. 2 Section 52 (1) A licensee must ensure that a child, while under the care or supervision of the licensee, is not subjected to any of the following:
  - (a) Shoving, hitting, or shaking by an employee or another child, or confinement or physical restraint by another child.
  - (b) Confinement or physical restraint by an employee, except as authorized in a childcare's plan if the care plan includes instructions respecting behavioral guidance.
  - (c) Harsh, belittling, or degrading treatment by an employee or another child, whether verbal, emotional, or physical, that could humiliate the child or undermine the child's self-respect.
  - (d) Spanking or any other form of corporal punishment.
  - (e) Separation, without supervision by a responsible adult, from other children.
  - (f) As a form of punishment, deprivation of meals, snacks, rest, or necessary use of a toilet.
- ❖ We are legally obligated to report suspicions and/or disclosures, staff does NOT determine if abuse has occurred.
- ❖ Failure to report abuse can result in prosecution under the Family and Child service.
- ❖ Staff is NOT permitted to contact the parent unless specifically directed to do so by the Ministry of Children and Family Development and the RCMP.
- ❖ Reporting procedures are designed to protect the child. Our concern is the safety and well-being of the child.

**Procedure:**

1. Inform the Team member (if available) and/or Supervisor of your call and the reasons.
2. Call the police or Ministry for Children and Family Development to report any child that looks like they have been abused, mentally, physically, or emotionally.
3. Document the reasons why you felt you had to make the call.
4. Do Not contact the parents of the child you have concerns about.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**CHILD RELEASE POLICY**

**Policy:**

A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

**Procedure:**

1. The staff must be notified in writing of any alternate arrangements.
2. Picture identification will be required if that person is not known to the daycare staff.
3. Children will not be released to anyone under the age of 12.

**NON-CUSTODIAL PARENTS**

- ❖ Parents must provide a copy of any custody order and a photo of the non-custodial parent.
- ❖ If the non-custodial parent insists that the child be released to them, the caregiver will:
  - a) Calmly state the daycare's release of children policy
  - b) Ensure all children and staff are safe.
  - c) Contact custodial parent.
  - d) Call RCMP if the parent tries to leave with the child.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**MISSING CHILD POLICY**

**Policy:**

In the event of a missing child from the daycare, the daycare staff will remain calm and follow the procedures below.

**Procedure:**

If a child goes missing:

- Centre staff will stay calm and call the RCMP and give them a complete description of the child.
- The remaining children will stay together with daycare staff.
- Centre staff will notify the parent/guardian and inform them of the steps that are being taken to locate their child.
- Any extra staff outside child ratio will search area for missing child.

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**STAFFING**

**Policy:**

Magical Memories Daycare will adhere to Community Care Licensing Regulations **Schedule E** Section 34.

In-Home Multi-Age Child Care, if any child younger than 12 months old is present	8, having no more than 3 children under 36 months old and, of those 3, no more than one child younger than 12 months old	≤ 8	The licensee, who must be certified as an educator
In-Home Multi-Age Child Care, if no child younger than 12 months old is present	8, having no more than 3 children younger than 36 months old	≤ 8	The licensee, who must be certified as an educator

**Procedure:**

Our child-care staff is trained and certified in a variety of specialized fields which include the following: Early Childhood Educators, Early Childhood Educators Assistants, and Responsible adults. Each class fully meets or exceeds the educator requirements as defined by Community Care Licensing Regulations. Each staff member maintains a clear criminal record, a valid First Aid, and whenever possible Food Safe Certificates.

**Consideration:**

Child Care Licensees need to update their licenses every 5 years and renew their First Aid Certification every 3 years.

**Exceptions:**

None





**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**SUBSTITUTES**

**Policy:**

Magical Memories Daycare will adhere to CCLR Division 4 – Section 37 (1), "absent employee" means an employee who is:

- (a)absent because of illness, emergency, vacation, or other temporary leave, and
- (b)expected to return to regular duties.

**Procedure:**

Qualified substitute childcare staff will be called in when regular staff are away to maintain the staff/child ratio required by provincial licensing or in the event of a shortage of staff, facility will be closed, and written notice will be provided to all families a week before in advance.

**Consideration:**

Child Care Licensees need to update their licenses every 5 years.

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**HOURS OF OPERATION**

The daycare will operate 5 days a week 10 months per year. Hours of operation will be 7:00 am to 5:00 pm Monday to Friday, based on enrollment.

Magical Memories Daycare will be closed for all statutory holidays and below dates.

<b>New Year's Day</b>	<b>Monday, January 1</b>
<b>Family Day</b>	<b>Monday, February 19</b>
<b>Good Friday</b>	<b>Friday, March 29</b>
<b>Victoria Day</b>	<b>Monday, May 20</b>
<b>Canada Day</b>	<b>Monday, July 1</b>
<b>B.C. Day</b>	<b>Monday, August 5</b>
<b>Labour Day</b>	<b>Monday, September 2</b>
<b>National Day for Truth and Reconciliation</b>	<b>Monday, September 30</b>
<b>Thanksgiving Day</b>	<b>Monday, October 14</b>
<b>Remembrance Day</b>	<b>Monday, November 11</b>
<b>Christmas Day</b>	<b>Wednesday, December 25</b>
❖ <b>Eid-ul- Fitr: (April 10, 2024 As Per Moon Sighting)</b>	

( Eid al-Fitr marks the end of Ramadan, the Muslim holy month of fasting, and is celebrated during the first three days of Shawwal, the 10th month of the Islamic calendar (though the Muslim use of a lunar calendar means that it may fall in any season of the year).

❖ **Eid-ul- Adha: (Wednesday, June 19, 2024 - As Per Moon Sighting)**

Eid al-Adha, or the “Feast of Sacrifice,” signifies the willingness of the Prophet Ibrahim, known as Abraham in Christianity and Judaism, to sacrifice his son, Ismail as ordered by Allah. It is one of Islam's most important holidays.

**Please make sure that you have an alternative childcare arrangement for above mentioned days & dates.**

Programs being offered will include a toddler program, 0 months -12-year-old program, school-age programs, and multi-age programs.



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**MAGICAL MEMORIES DAYCARE DAILY SCHEDULE:**

Our emphasis is on maintaining a family and learning environment and children's activities we carry out are based upon the variety of things a family enjoys. Our daily schedule is as follows:

Note: ( Summer Vacation schedule will be different from regular timing)

7:00 am	Arrival time + Free Play
7:30-8:00 am	Breakfast (before and after school care)
8:30 am	Hand washing, Diapering, toileting
9:00 am	Morning Snack/Free play
9:30- 10:30 am	Circle Time - Art/ science/math/language arts activity
10:45 am	Outdoor play, gross motor activity. Structure Play (Weather permitting)
11:50 am	Hand washing, Diapering, toileting
12:00 am	Lunch
12:45 pm	Hand washing, Diapering, toileting
1:00 pm	Naptime/Quiet time
3:00 pm	Hand washing, Diapering, toileting
3:30 pm	Free Play
3:45 pm	Afternoon Snack
4:15 pm	Story Time - Books. Directed indoor activity (e.g., art, music, obstacle course, dancing)
4:30 pm	Outdoor Play (Weather Permitting) / Sensory Play
5:00 pm	Pick-up time

**\*\*\*All activities will be performed to accommodate children's Health, Safety, Learning and Development\*\*\***



## **Magical Memories Daycare POLICIES & PROCEDURES**

### **ACTIVE PLAY POLICY**

#### **Policy:**

Magical Memories Daycare recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits.

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position and crawling/walking.

Active play helps to promote healthy growth and development and supports body control and movement. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

Active play covers a range of activities including climbing, throwing, jumping, running, lifting, pushing, and pulling appropriately sized objects, sweeping, raking, digging, and being active to music, movement and games.

Magical Memories Daycare, educators, staff, and management, along with the parents of enrolled children acknowledge the importance of active play and physical activity behaviours that contribute to good health and overall wellbeing.

(Source : [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-daycare/active\\_play\\_june\\_2016.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-daycare/active_play_june_2016.pdf))

#### **Procedures :**

Magical Memories Daycare programs acknowledges a minimum of 60 minutes per day of outdoor active play (Indoor active play is acceptable when weather is poor). Active play may be accumulated through 15-minute portions of time throughout the day or continuously.

Our daily indoor and outdoor active play policy:

- ❖ Magical memories Daycare outdoor play equipment is adaptable and moveable, to encourage change and to challenge children.



## **Magical Memories Daycare**

### **POLICIES & PROCEDURES**

- ❖ Active play experiences are inclusive of the diversity and abilities of all children.
- ❖ Suitable areas have been set up, so children are able to participate in active play and physical activity in all types of weather.
- ❖ Ensure that children from group side, infant/toddler, and school age receive 60 mins per day of active outdoor play time.
- ❖ Ensure that infants/toddlers receive 45 mins per day of active outdoor play time.
- ❖ Encourage a least restrictive, safe environment for infants and toddlers always.
- ❖ Provide 15mins of dance and movement indoors for infants and toddlers.
- ❖ Provide a 90-120 mins of active outdoor play opportunities across 1-2 separate occasions daily for our school age children and toddlers.
- ❖ Provide 15mins of dance and movement, yoga opportunities daily for all age group children.
- ❖ Increase indoor active play time so that the total amount of active play time remains the same if weather limits outdoor time.
- ❖ Provide a variety of play materials (both indoor and outdoor) that promote physical activity.

This policy confirms our commitment to:

- ❖ encourage children to engage in a range of child-initiated and adult-guided physical activities within the educational program
- ❖ promote the importance of a healthy lifestyle, which includes being physically active every day.

As a health promoting service, we will promote active play and physical activity for children, educators, staff and families through learning, policies, creating a safe and healthy physical and social environment and developing community links and partnerships.



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**Active travel**

- ❖ Active travel, such as walking, riding a bike or scooting to and from the service is encouraged for educators, staff, children, and families.
- ❖ The service aims to identify and address barriers for active travel within the local environment.
- ❖ Space is provided at the service for children to leave active travel equipment.

**Monitoring and review**

This active play and physical activity policy will be monitored by educators, staff, management, and the licensing office. It will be implemented as part of the daycare's policy.

All 3 pages viewed and signed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Consideration:**

None

**Exceptions:**

None



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

**SCREEN TIME POLICY**

**Policy:**

Magical Memories Daycare, support about the health and well-being of the children in our care, we follow best practice recommendations on screen time:

- Screen time is not offered to children under two years of age.
- Children aged 2 and over should watch less than 1 hour per week at childcare.

Screen time includes the use of television, videos, computers, and video games during care.

I, \_\_\_\_\_ understands that TV and other screen time can get in the way of playtime, physical activity, and interactions with others, which all contribute to learning and healthy physical/social development.

Therefore, we will restrict screen time by adhering to the following guidelines:

- ❖ We allow a maximum of 1 hour per week of educational, age-appropriate screen time.
- ❖ We allow zero screen time for children under the age of two.
- ❖ We do not allow television or movies to be left on as background noise.
- ❖ We do not have television or movies playing during mealtimes.
- ❖ We do not offer screen time as a reward.

Reviewed/revised on:

By:



**Magical Memories Daycare**  
**POLICIES & PROCEDURES**

An annual revision of these policies, a new contract will be signed by all families each year. We reserve the right to make changes in rates and policies as we deem necessary. Parents will be notified, in writing, of any changes that may occur. Any event or agreement with between Magical Memories Daycare and Parent not mentioned in the policy will be settled on separate agreement NOT overriding our policy. Every attempt will be made to give at least two weeks' notice of changes.

Accepted by:

Parents or Guardians Signature:

Manager/Licensee Signature:

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