



Care and Supervision Policies

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. Teddy Bear Friends Childcare then suggests that children who are unvaccinated refrain from attending for an allotted time.

Health and Illness

Prevention and Hygiene

Parents should keep their child at home or seek alternate care arrangements for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain.
- Difficulty breathing – wheezing or a persistent cough
- Fever (100 degrees F/38.3 degrees C or more) accompanied by general symptoms such as listlessness or sluggishness may be an early sign of an illness that requires a doctor's attention.
- Sore throat or trouble swallowing.
- Infected skin or eyes, or an undiagnosed rash.
- Headache and stiff neck (should see physician).
- Unexplained diarrhea or loose stool (may or may not be combined with nausea, vomiting or stomach cramps). These symptoms may indicate a bacterial or viral gastrointestinal infection which is very easily passed from one child to another via the fecal oral route. The child should be kept home until all symptoms have stopped.
- Nausea and vomiting may be early signs of illness.
- Severe itching, dry skin of either body or scalp if caused by head or lice or scabies.
- Children with known of suspected communicable diseases.

In summary, a child must be kept at home (or taken home) when the child:

- Is suffering from one or more of the above symptoms, or
- Is not well enough to take part in the regular programs of the facility.



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 prescription 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 (Inhalers and Epi-pens are the exception).

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 24hours before attending to ensure there is no allergic reaction.

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. Siblings may also be sent home if deemed necessary. If a parent cannot be reached, then the emergency contacts will be called, depending on the severity of the situation it may be 30 to 60 minutes. The child will be kept in a separate comfortable space (away from other children) and given attention until the parents/guardians arrive. Parents should have alternative care. The child will be accepted back when they have no symptoms of illness.

Communicable Illness Plan

Purpose: To ensure the safety and health of children, staff, and families by preventing and controlling the spread of communicable illnesses.

Prevention

- Hand Hygiene:** Ensure regular handwashing with soap and water for at least 20 seconds, especially before eating, after using the restroom, and after coughing or sneezing.
- Sanitization:** Disinfect toys, surfaces, and frequently touched objects daily.
- Vaccinations:** Encourage up-to-date immunizations for children and staff.
- Health Screening:** Conduct daily health checks for children and staff upon arrival, including temperature checks and monitoring for symptoms of illness.

Exclusion

- Symptoms:** Exclude any child or staff member showing symptoms of a communicable illness, such as fever, cough, rash, vomiting, or diarrhea.
- Return Policy:** Allow return only after the individual is symptom-free for 24 hours without medication, or with a doctor's note confirming they are no longer contagious.



Communication

- **Notification:** Inform parents and staff immediately if a communicable illness is identified in the daycare.
- **Privacy:** Maintain confidentiality of the affected individual while providing necessary information to prevent further spread.

Response

- **Isolation:** Temporarily isolate symptomatic children until they can be picked up by a parent or guardian.
- **Medical Attention:** Seek immediate medical attention for severe symptoms and follow healthcare provider recommendations.

Training:

- **Staff Training:** Regularly train staff on recognizing symptoms of communicable illnesses, proper hygiene practices, and the daycare's illness policies.

This plan ensures a proactive approach to maintaining a healthy and safe environment in the daycare setting.

Lice

At Teddy Bear Friends Childcare, we prioritize the health and well-being of all children in our care. To prevent the spread of head lice, we have established the following policy:

To maintain a clean and healthy environment for all children, we ask parents to check their child's hair regularly for lice. If lice are found, please notify the daycare immediately. The child must be treated and free of lice before returning to daycare. Additionally, we will conduct periodic checks to minimize the spread of lice.

All information regarding head lice cases will be kept confidential to respect the privacy of affected families.

Outbreak of Illness/ Communicable Disease

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.



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

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 lead educator. Please let us know of any dietary allergies as soon as possible to help prevent any reactions your child may experience at mealtimes around others' food items.

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 child's feelings
- iii). Staff will fill out a minor incident report and inform the parents.
- iv). Continue monitoring the child throughout the day
- v). Notify parents if the situation worsens 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, Staff will transport the child to the medical facility and give child's medical information
- v). Support the child and family
- vi). Complete an Incident Report



Medical Emergencies

Parents will be required to have the “Emergency Medical Treatment Form” signed and on file.
Staff will take 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 child and support family once they arrive
- iv). Give detailed report to medical personnel about the situation
- v). Support child and family
- vi). Complete an Incident Report and report to the Child Care Licensing Officer



Payment and Repayment procedure

Monthly Payment

- Daycare fees are due on the **1st of each month**. If the 1st falls on a weekend or holiday, fees are due on the **last business day of the previous month**.
- **E-transfer payments** must include your **child's name** and **payment type** in the message section.
- Fees must be paid **in advance** for the upcoming month. There are **no refunds** for missed days due to illness, vacation, or absence unless otherwise outlined below.

Affordable Child Care Benefit (ACCB)

- Full fees are required until ACCB is **approved and confirmed**.
- Once approved, the account will be reconciled. Any **overpayment** will be either **credited to the next month** or **refunded**.

Late Payment Charges

- Payments received **after the 3rd day of the month** will incur a **\$25 per business day** late fee, up to **five business days**.
- If payment and late fees are not received by the end of this period, the **child's space may be forfeited**.

Method of Payment

- We accept **e-transfers and Cheque**, unless otherwise arranged and agreed upon.
- Send e-transfer payments to: Teddybearfcc@gmail.com

Tax Receipts

- Tax receipts will be issued at the **end of the fiscal year** once all daycare fees are paid in full.
- Families with **outstanding balances** will not receive a tax receipt until payment is made, including for those no longer attending.

Annual Fee Increases

- Daycare fees are subject to **annual increases each April**. Families will be notified in writing in advance.



Refund and Notice Policy

Per licensing guidelines, Teddy Bear Friends Childcare LTD includes the following in our refund and notice policy:

Refunds will not be provided in the following situations:

- If a child does not attend due to **illness, family vacation, or temporary absence**.
- If the **parent/guardian is not working or on leave**.
- If the center is closed for **statutory holidays, caregiver vacation, or sick days**.
- If a parent fails to give proper withdrawal notice.

Refunds or credits may be considered:

- If the **caregiver or facility is unable to provide care** for an extended period.
- If a family gives proper **60-day written notice of withdrawal** by 12:00 PM on the **last business day of the month, two months before** the intended final month.

Withdrawal from Centre

- Families must provide **60 days written notice** to withdraw from the program.
- Notice must be given by **12:00 PM on the last business day of the month, two months before** the intended withdrawal date, to avoid charges for the following month.
- **Failure to provide notice results in loss of the full month's fee and deposit.**
- Withdrawal forms or written emails are acceptable.

Termination of Care by Centre

Teddy Bear Friends Childcare reserves the right to **terminate care without notice** under the following conditions:

- Non-payment of fees.
- Repeated violation of center policies.
- Any form of **threatening behavior, harassment, or abuse** toward staff.

Upon termination:

- The deposit will be **applied toward any outstanding balance** or **refunded** if the account is clear.



Arrival, Pick-Up, and Safe Release Policy

Arrival:

Parents/Guardians are required to notify the daycare by **8:00 AM** (or preferably the day before) if their child will be absent, along with the reason. Children must arrive **no later than 10:00 AM** to be admitted for care that day.

Upon arrival, parents should wait until doors open at **7:30 AM**. Early drop-offs are not permitted.

Note: Our facility and surrounding areas, including the **parking lot**, are strictly **smoke and vape-free**.

Pick-Up:

All children must be picked up **by 5:00 PM**, to allow staff adequate time for cleaning and sanitizing. Parents are encouraged to check their child's **cubby** daily for personal items. Parents must:

- **Sign out** their child each day.
- **Inform a staff member** that they are leaving with their child.

Safe Release of Children:

To ensure the safety of all children, Teddy Bear Friends Childcare follows strict guidelines for authorized release:

- Children **will not be released to older siblings** or any person **not listed** on the authorized pick-up form.
- Parents/Guardians must **provide written authorization** (email or written note) for any new or temporary pick-up arrangements.
- **Photo ID** will be required from any person unfamiliar to staff.
- A **phone call to the parent** will be made to confirm authorization before release.



Unauthorized or Concerning Pick-Up Situations:

1. Impaired Individuals:

If someone authorized to pick up a child appears **impaired by alcohol, drugs, or otherwise incapable of safe care**, staff will:

- Politely **refuse to release** the child.
- Call the child's **parent/guardian** or an **emergency contact** to arrange alternative pick-up.

2. Unauthorized Individuals or Lack of Written Consent:

- If someone arrives without written consent, and is **not listed**, the child **will not be released**.
- Staff will **contact the parent/guardian** to confirm whether the person is permitted.
- If there is a **court order** restricting a person from accessing the child, it must be kept on file.

3. No One Arrives at Closing:

If no one arrives by 5:00 PM and the parent/guardian is unreachable:

- Staff will attempt to contact **all listed emergency contacts**.
- The child will remain in staff care for up to **1 hour** after closing.
- If no one is reached, and no communication is made, staff will contact the **Ministry of Children and Family Development** at **1-877-387-7027**.



Reportable Incidents Policy

REPORTABLE INCIDENTS

Reportable Incident forms are completed online. If a reportable incident has occurred a form must be completed, and Licensing will be notified within 24 hours.

The form will be completed by the staff who were most directly involved in the incident. Instructions on how to fill out the form are also in the file folder. The Manager/Licensee will review and sign the form. The white copy is kept for the facility and is placed in the child's file. The yellow and pink copies are mailed to Licensing at #300-205 Newport Drive Port Moody BC V3H 5C9. The Manager will phone Licensing within 24 hours of the incident at 604-949-7701.

NON-REPORTABLE INCIDENTS

Minor incidents, illnesses or unusual events are recorded in the logbook. Any entry must be dated and signed.



Nutrition Policy

At Teddy Bear Friends Childcare, we recognize the vital role that nutrition plays in the healthy growth and development of young children. While our program does **not provide or prepare food**, we work closely with families to ensure all children are supported in building **healthy eating habits**.

Food Responsibility:

- **Parents/Guardians are fully responsible** for providing all food and drinks for their child each day, including snacks, lunch, and any required formula, milk, or special dietary items.
- All food must be **packed in appropriate containers and clearly labeled** with the child's name. if needed, the containers will be transferred to the refrigerator upon arrival.

Healthy Eating Support:

- Educators will foster **positive attitudes toward eating** by encouraging children to try their food at their own pace and by modeling respectful mealtime behavior.
- We will **promote awareness of healthy food choices** by discussing food in age-appropriate ways and encouraging language around taste, texture, and nutrition.

Communication with Families:

- Staff will **communicate daily** with families about how the child ate (e.g., what was finished, refused, or particularly enjoyed).
- If concerns arise regarding eating habits, refusal to eat, or consistent hunger, we will notify parents promptly and collaborate to find solutions.

Allergies & Dietary Needs:

- Parents are responsible for notifying the centre of **any allergies, dietary restrictions, or cultural food preferences**. This information will be recorded and respected.
- Foods that pose **high allergy risks** (e.g., peanuts) should be discussed with staff ahead of time to ensure a safe environment for all children.

Additional Notes:

- We are a **nut-aware** facility and may implement food restrictions depending on allergies present in the group.
- Staff will **not share food** among the children and will ensure that food is only consumed by the child it was intended for.



Active Play and Screen Use Policies

Active play policy

Children will have a minimum of 60 minutes and up to 2 hours of outside play time where they have active organized and organic play with their peers. When weather permits we have active play in the morning and in the afternoon, between 60 minutes to 2 hours. However, when it is too wet, or cold we have 40 minutes of active indoor play and dance time and up to 40 minutes in the afternoon. When dressed for outside in **Fall and Winter**, please ensure they 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, and hard to do buttons and snaps where the 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.

Outdoor Program

Outdoor play is an important part of the program. It offers children an opportunity to develop large muscle skills and to enjoy the seasons while expelling excess energy. Outdoor play will be enjoyed on a daily basis, weather permitting. All children are required to participate in outdoor play. Parent will be required to dress their child appropriately for the weather.

Offsite activity

No offsite activity is included in our program for children under 36 months.

Screen time policy

No screen time is permitted for children age under 36 months. Also, we do not have screen time during other areas of the curriculum/program



Supervision Policy

General supervision

In order to protect the health and safety of each child, the children will be supervised by staff at all times. The caregiver will:

- Be aware of the environment and potential safety hazards
- Know individual children's abilities and adjust supervision accordingly
- Be aware of all the children in the group even when attending to an individual child by scanning the room
- Anticipate and take action to ensure safety, while balancing the child's need to explore and take risks appropriate to their development.
- Explain the reasons for safety rules to the children
- Maintain the staff to child ratios
- Be on the same floor as the children
- Manage toileting, hand washing and diapering to provide appropriate supervision of all children
- Napping and resting children will be supervised

Bathroom Supervision Policy:

Children must be supervised at all times while in the bathroom to ensure their safety and privacy. Caregivers should maintain visual and auditory supervision without compromising the child's dignity.

Caregiver Responsibilities:

- Accompany each child to the bathroom and remain with them until finished.
- Maintain visual and auditory supervision while respecting privacy.
- Ensure the bathroom is safe and free of hazards.
- Assist with handwashing and hygiene practices.
- Wear gloves and follow hygiene protocols during toileting and diapering.
- Document any incidents or concerns and report them to the facility director.

Playground Supervision

The caregiver will ensure supervision of the children on the playground to provide a safe outdoor environment, which promotes creative and constructive play for children. The caregiver will:

- Maintain staff to child ratios
- Maintain regular inspection of equipment and ground
- Ensure that all playground equipment is appropriate for the age and development of children
- Scan and count children regularly
- Monitor and limit the number of children on climbing equipment
- Have a phone, first aid kit and emergency contact cards readily available



CHILD ABUSE POLICY

The four areas covered under term child abuse are physical abuse, sexual abuse, emotional abuse, and child neglect. Letting children know that you believe in them and their abilities through loving and healthy hugs is vital. Without self confidence and self esteem, children be unable to say “no” to a potential offender. Children with a low self esteem will have even more difficulty telling of an abusive event. I will practice safety skill with the children. I will teach them that

- Yell loudly if you need help; run away from danger;
- Your body is your own;
- Tell someone what happened;
- I will always listen to you;
- You do not need to keep “bad” secrets.

Abuse out of childcare facility:

Every person in Canada has a personal and legal obligation to report any concern about neglect or abuse to the local Ministry of Children and Family Development office to ensure the child’s safety and well being. As a care giver provider I will report any probable physical, Emotional, or sexual child abuse.

I will take the following steps if a child tells me about abuse:

1. Talk to the child in private;
2. Listen to the child carefully;
3. Remain calm; and do not overreact;
4. Reassure the child;
5. Do not ask questions (it will hinder the investigation);
7. Call the Ministry of Children and Family Development.

Abuse in the childcare facility:

I will implement and follow prevention strategies that will minimize potential allegation of abuse/neglect. Prevention strategies in Teddy Bear Family Child Care include:

1. Everyone in the home 12 years or over has a clear criminal record check;
2. A comprehensive Guidance Policy is developed and followed;
3. Spaces are arranged to avoid places where children cannot be seen;
4. Daily attendance records signed by parents are maintained;
5. A daily log of any unusual behavior, accident or illnesses is kept.

Just in case, If someone accuses me or someone in my facility accused of child abuse:

1. I will remain calm and listen to understand exactly what the details of accusation are;



3. I will take notes or record all of the details;
4. I will try to explain the situation and try to resolve the problem if there is any misunderstanding;
5. If I were not able to resolve problem through a simple explanation, I will not discuss with accusing person. I will explain to him/her that I should report the allegation to Community Care Facilities Licensing;
6. The incident (even if resolved) should be reported to the Community Care Facilities Licensing.



Emergency Plan and Procedure Policy

Introduction:

Our childcare center is committed to ensuring the safety and well-being of all children, staff, and visitors. In the event of a fire or earthquake, it is crucial that we are well-prepared to respond swiftly and effectively. This Fire and Earthquake Preparedness Policy outlines the procedures, responsibilities, and protocols that must be followed to ensure the safety of everyone on our premises.

Emergency Evacuation

a. Evacuation procedure

During any emergency that requires immediate evacuation of the building (like Fire or after an earthquake that caused damage to the building) the following steps shall be followed:

- Educator#1 will sound the emergency bell and call the emergency service (call 911 in case of fire) and request for help.
- Educator#2 will ask the children in a calm manner to form a line without delay.
- Educator#2 will lead the children to leave the building by a safe evacuation route shown in evacuation plan.
- Educator#1 will take the roll book and emergency contact list, check the premises, and then leave last.
- Everybody shall assemble in safe meeting location.
- Educator #1 will conduct a roll call at the assembly point to account for all children and staff.
- In the case of a fire, the educator#1 will contact parents to inform them of the situation and arrangements for the collection of their children.
- In case of earthquake damage to building (or in case of any other global disaster) the educator#1 shall grab the emergency supplies and call the parents and if required/possible the out of province contact.

b. Emergency Supplies

Comfort bag:

Parents are asked to provide a comfort bag to the center that can be taken by their child during an emergency evacuation to comfort them. The bag shall include:

- A picture of family
- A letter from family to child to comfort her/him that they will come to pick him up.

Emergency supplies by the center:

The following is a list of basic supplies collected by the center and stored in designated and easily accessible locations. Regular checks and replenishment of supplies will be conducted to ensure their effectiveness during emergencies.

- A three-day supply of non-perishable food. Foods that do not need refrigeration are compact



- and lightweight, such as canned food, energy bars and dried foods.
- Four liters of water per person per day (i.e., a three-day supply). Include small bottles that can be carried easily. Do not open it until you need it.
- A first aid kit for your home and car.
- Battery operated or hand crank generator radio and flashlight.
- Candles and matches or lighter.
- A whistle (in case you need to attract attention).
- Blankets.
- Hand sanitizer and bleach.
- Toilet paper and other personal care supplies.
- Cellphone with charger.
- Garbage bags.
- Utensils, plates, and cups (remember the can opener).
- A copy of your emergency plan and contact information.

c. Evacuation plan

The plan below shows the primary and secondary safe escape routes and exits to be used in case of an emergency. The location of gathering point, fire extinguisher, first aid kit, and emergency supplies stored locations are also shown in this plan.

Fire Policy

Fire drills will be conducted monthly during varying times and situations to simulate real-life scenarios.

Earthquake drills will be conducted semi-annually, incorporating the "Drop, Cover, and Hold On" principles.

After each drill, a debriefing session will be held to discuss any improvements or modifications needed.

The fire alarm system will be tested quarterly to ensure its proper functioning.

Detailed evacuation plan to show the exit routes and procedures will be prominently displayed in each classroom and common area. A safe meeting place shall be defined and shown in detailed evacuation plan.

Designated staff members will be assigned to initiate and coordinate fire and Earthquake drills.

All staff will undergo comprehensive training sessions on fire and earthquake preparedness, including specific roles and responsibilities.

Staff will be trained on using communication devices and maintaining contact with emergency services and parents.

Comprehensive documentation of each fire drill and earthquake drill, including the date, time, and any identified issues or improvements, will be maintained.

The Fire and Earthquake Preparedness Policy will be reviewed annually to incorporate any changes in regulations, procedures, or the facility itself.

Fire Drill Procedures and Documentation:



a. Fire Drill Procedure:

during the fire drill, all children shall be evacuated from the building using pre-determined and well-marked routes. Here is the procedure for fire drills:

Inform Staff in advance and familiarize children before drill

- Inform the staff in advance. The Center Director (educator 1) informs the staff (educator 2) that there will be a fire drill later in the day/week.
- Familiarize the children with the fire drill. Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.

Evacuate the building

- Educator 1 will sound the fire bell and record the start time of drill.
- Educator 2 will ask the children in a calm manner to form a line without delay.
- Educator 2 will lead the children to leave the building by a safe evacuation route shown in evacuation plan.
- The second educator will take the roll book, check the premises, and then leave last.
- Everybody shall assemble in safe meeting location.
- A roll call will be conducted at the assembly point to account for all children and staff.

Return to the building

- The educator#1 will praise the children and tell them that they did great job and ask them to return into premises.
- Educator#1 and #2 will talk with children about the importance of fire drill and safety.

Document the completed fire drill

- Educator 1 shall complete the fire drill document in an appropriate time.

b. Fire Drill Documentation:

The Center Director completes written documentation that contains the specifics of the drill: date, time, and location of fire, and the length of time required to vacate the building.

The filled form that shows the history of most current drills shall be posted in a suitable place visible to parents and Licensing officer.



Earthquake Drill and documentation

a. Earthquake drill procedure

Children in childcare should know what to do in an earthquake. the following steps Shall be Practiced semiannually.

Inform Staff in advance and familiarize children before drill

- Inform the staff in advance. The Center Director (educator 1) informs the staff (educator 2) that there will be an earthquake drill later in the day/week.
- Familiarize the children with the earthquake drill. Teachers talk to the children in their classroom about the bell/alarm, rules, and what to do if there is an earthquake.

Start the drill:

- Educator#1 will announce that it is earthquake drill time.
- Educator#2 will ask children to go/face away from windows, which can break and shower glass inside.
- Educator#1 and #2 will ask children to get immediately under a table or a corner and DROP to their hand and knees.
COVER their heads and neck with their arm and take shelter under a sturdy piece of furniture or crawl to the nearest interior corner of wall.
HOLD ON to their shelter covering their head and neck until the shaking stops (announced by educator 1)

End and Document the completed fire drill

- Educator#1 will announce the end of the earthquake drill.
- Educator#2 will talk with children about the earthquake drill and how they did the drill.
- Educator#1 shall complete the fire drill document for the record.

b. Earthquake Drill Documentation:

The Center Director completes written documentation that contains the specifics of the drill: date, time, and the length of time to complete the drill..

The filled form that shows the history of most current drills shall be posted in a suitable place visible to parent and Licensing officer.



Behavioral Guidance Policy

Purpose

Our Behavioral Guidance Policy is designed to promote a safe, respectful, and nurturing environment where infants and toddlers can learn, grow, and develop positive social and emotional skills. We aim to guide behavior in a developmentally appropriate and supportive way, using positive strategies rooted in respect, understanding, and consistency.

Guiding Principles

This policy is based on the following principles:

- Children are capable and competent learners.
- All behavior is a form of communication.
- Guidance is most effective when it is proactive, consistent, and based on a trusting relationship.
- Children's development varies; expectations should reflect each child's individual stage and needs.

We use the **BC Early Learning Framework** as a foundation to support children's well-being and learning in ways that honor their rights, culture, and individual identity.

Goals

- To help children feel safe, respected, and supported.
- To encourage self-regulation and independence.
- To model appropriate behaviors and social problem-solving.
- To help children learn acceptable ways to express feelings, wants, and needs.

Positive Guidance Strategies

Our educators use the following techniques:

1. **Building Relationships**
 - Creating strong, secure, and responsive connections with each child.
 - Offering comfort and understanding when a child is upset or overwhelmed.
2. **Environment as a Teacher**



- Providing a well-organized, predictable, and engaging environment that prevents many behavior issues.
- Ensuring materials are age-appropriate and accessible.

3. Modeling Appropriate Behavior

- Demonstrating gentle, respectful communication and social skills.
- Speaking calmly and kindly at all times.

4. Redirection and Choices

- Redirecting children toward acceptable activities.
- Offering simple, clear choices to support autonomy.

5. Anticipating Challenges

- Being aware of transitions, hunger, tiredness, and overstimulation that may affect behavior.
- Adjusting routines and activities as needed.

6. Using Simple Language

- Naming emotions and helping children understand how to manage them:
e.g., “You’re sad because it’s time to go inside. It’s okay to feel sad.”

Unacceptable Guidance Practices

As per **Child Care Licensing Regulation**, the following practices are **strictly prohibited**:

- Physical punishment (e.g., hitting, shaking, or grabbing)
- Harsh or degrading treatment (e.g., yelling, shaming, threats)
- Isolation or confinement
- Depriving a child of food, rest, or toileting

All staff are trained and expected to follow this policy without exception.

