



**LITTLE
CATERPILLARS**
Play, learn and grow together

**LNR Family ChildCare
Located on
Promontory, Chilliwack**

**Contact: Malhia A. Qazilbash
604-799-7749**

**Visit our Facebook page @
littlecaterpillars**

**Or our website at
www.littlecaterpillars.ca**



Little Caterpillar's Family Child Care, Learn, Play and Beautifully Grow Together.

Payments:

On your individual registration; your child's days and times of attendance will be written down along with the corresponding fees for our services. The Payment method is either posted cheques or direct payment from your financial institution. Please fill out the required payment form with your registration package and/or provide a void cheque. Payments are withdrawn on the 1st of the month as set up on your registration form.

**** Subject to change in Prices I will email to let clients know****

Late Fees and NSF Charges:

If for some reason the banking information has changed and/or has been rejected; there will be an NSF charge of \$45 and a late payment charge of \$20 for every day the payment is past due. If payment continues to be a problem, we may ask you to withdrawal.

Overtime fees: On your personal registration form is your day and time of attendance for your child set up upon application of services. We will allow for a 15 minute variance outside of those times; but after those 15 minutes the late fees are charged as follows \$1.00 per minute over time. These fees are required to be paid prior to the next day of care. (We always keep individual circumstances in mind before charging additional fees)

Repayment and refund of fees / Termination:

Little Caterpillar's Family Child Care has the right to immediately terminate the care of a child if there is conflict of any kind, including administration procedures between daycare and family; with no opportunity for a rectified plan. We work hard to come up with solutions to any issue which may arise, but if the unforeseeable should happen and we are not able to come to a mutual agreement; we may be required to terminate care *Applicable refund for remaining days of that month will be provided.*

*Should care be terminated by the family; a written one months' notice is required, and no fees will be charged beyond the one month. *



A minimum of one month's notice is required prior to terminating our agreement, there are absolutely no exceptions to this policy. (Example- if November is the last month of care, written notice is required no later than October 31st) We reserve the right to terminate care at any time without notice for, but not limited to the following reasons:

- Failure to pay fees
- Failure to pay on time
- Failure to comply with policies of Little Caterpillars Family Child Care
- Failure to cooperate and respect members, and staff of Little Caterpillars Family Child Care
- Failure to complete and return forms in a timely manner
- Failure to adequately communicate to staff
- Any other dangerous/hurtful or unprofessional experiences which we deem unfit

Little Caterpillar's Family Child Care Hours and days of Operation:

Services are provided Monday to Friday between 6.00 am and 6pm We are closed on all statutory holidays as listed below and a very few possible holidays in the year. These days however are not included in fees. The childcare at the daycare will try to stay open as much as safely possible. The directors will make the weather or uncontrollable situation closure decision on an individual basis and will have the voicemails set and ready to make such announcements when necessary. These days are non refundable.

We would like to mention that in the daycare we go outside every day for fresh air (unless the weather is incredibly bad – so please dress your child appropriately – thank you)

Family day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving day, Remembrance day, Christmas Eve, Christmas Day, December 27, New Years Day.

Caregivers Family Holiday's 2 weeks June and 1 weeks July, 3 Religious days

*** (I will not be Charging for these Family Holiday's) ***



Enrollment procedures:

Children of ages (aged 10months-7 years) are welcome at Little Caterpillar’s Family Child Care; you will start by meeting with Malhia Qazilbash owner of the daycare. We will at that time, discuss your individual needs while touring the home and familiarizing you and your child with how things are run. At this point you will be provided with a checklist of items and paperwork required upon registration and before attendance is permitted. Once payment arrangements and registration items are completed we will secure the space with a registration deposit fees applied for and welcome you as a new member of Little Caterpillar’s Family Child Care.

The following is a list which will be required for any service from our center:

- Registration form for each child
- Copy of birth certificate
- Copy of immunization records
- Emergency consent card and emergency contact information
- Two wallet size photos of child and one family picture
- Membership fees (deposit) and void cheque for automatic debits

Confidentiality:

The information provided to Little Caterpillar’s Family Child Care on the various forms will be kept confidential. The privacy of each child will be respected at all times. Prior to the release of any information for any reason, a release of information form must be signed by the registering parent/guardian.

Pickups and drop off policies:

Please keep communication lines open if you are planning on having someone new pick up or drop off your child or are requesting a temporary alternate time for pick up or drop off; please do not assume it is ok, as we have licensing and staffing requirements to adhere to and if given notice, we can plan to accommodate.

We will always consult your pick up list and verify Identification if anyone other than yourself attempts to pick up your child.

We assumes full responsibility for children once they are dropped off and signed in, until they are picked up and signed out. Parents/Guardians are required to drop off and pick-up children at the agreed upon times stated in their contract. A later drop-off time, other than what your contract states, does not mean a later pick-up, unless previously arranged. Please arrange for different drop-off/pick-up times with (24 hrs. notice) in order to avoid early drop-off/late pickup charges.



Many children are able to enter a childcare home daycare with little or no complications. However the transition can be difficult for some children; we will do everything possible to help both the child and the parent/guardian overcome the anxiety of separation. It is noted that children will quickly calm down and

begin exploring the environment once the parent/guardian has left. Please make your goodbye brief, the longer you prolong your departure, the harder it gets.

We must have in writing from the parent/guardian, consent to release a child to someone other than the parent and have a record of any person who is not permitted to access the child (with supporting court documents if applicable)

If there is a person who is not permitted access we will take reasonable steps to ensure safety of the child – including calling the police if necessary.

If there is a court order in effect restricting access to the child/ren for one parent and/or other person, please be sure to provide documentation to that the files.

These measures are all for the safety and comfort of your child.

Care for School age Transportation children:

We do not provide car transportations for any pickups or drop off as of now, there for any chances due accurse I will update through email.

Afternoon: The daycare can walk over to following school Promontory Height elementary school to pick up by walking there. The children are signed in and signed out along with time written done when picked up by the parents at the end of the day.

School pickup: Promontory heights elementary school



Food and personal belongings

We have up to 4 eating periods throughout the day (7am, 10am, 12pm, 3pm)

Parents supply all snacks and lunches for children for the eating periods which will be included in their day; unless otherwise noted. A microwave is available to warm up food if necessary, provided it is in a microwavable container. We ask that food is completely prepared and only require re-warming for sanitary and time purposes; (or a thermos can be very handy in keeping your child's food warm too). We also ask that you clearly label all of your child's belongings – there are always at least two of a kind in the daycare and a name is the easiest way to tell things apart or help if things end up in the lost and found. We will feed infants according to their needed schedule and will never prop a bottle, they will always be held when drinking their bottle – please prepare the needed bottles for the day and label your child's name on them for when we store them in the fridge. We ask that you do not send candies, pop or other unhealthy items for your child; children are encouraged to drink plenty of water and eat according to the Canadian food guide as per Fraser health licensing.

Substituting snacks:

If for any reason a child runs out of snack or lunch and they still have a couple of hours till pick up time the centre Little Caterpillar's Family Child Care will give them a snack like the following: Fruits, vegetables, cheese and crackers, water, peanut butter and jelly sandwich. We strongly encourage healthy and nutritional food in your child's lunch kit to help ensure the best possible day for your child. Fresh drinking water will always be readily available for your child throughout the day.

Should you have any other questions regarding our transportation services; please feel free to contact us at any time.

We also ask that if your child should arrive after a snack or meal period that you ensure your child has already eaten for that time (ex. A child arriving at 10am has already been provided breakfast and/or morning snack). Hungry bellies make for an upset time 😊

Please bring your child dressed in a clean diaper (if applicable) and clothes which are suitable for the weather and day full of outdoor play and arts/crafts. We ask that personal toys, coins and jewellery are left at home (excluding nap time necessities). These items are less likely to be shared willingly and could easily become lost or broken. If it is easier for your child to bring something with them on the way to the center, we ask that it then is left in the car for them to have again at pick up time. Thank you for your cooperation with this policy. It is expected that your child(ren) are respectful to Little Caterpillar's Family Child Care property, furnishings and other home daycare equipment and toys – please help us guide the children with understanding of this expectation.



Safety

The center is set up as a safe environment for children. Safety checks are conducted daily. We have emergency fire and earthquake drills and procedures we practice monthly. (Please see attached emergency plan)

Celebrating special days

If you have any objections to celebrating special days, such as birthdays, thanksgiving, Christmas, Easter or any other holiday please indicate that on your registration forms so that proper arrangements can be made to respect you and your child's wishes.

Health and wellness policy

Please see section 53 1, 2, 3, 4; 54; 55 1, 2 from community care licensing regulations – available on our website for your convenience

Medication – if your child requires medication, we will fill out that section of your registration papers with the correct directions, please provide original packaging for proper directions to be followed. We will store such medications in a closed cupboard or closed case in the fridge out of reach from children. Only those adequately trained will administer or supervise the child in cases of self-administration and also have a Medication form filled out for every time the child has been given medications from care provider on the approval from parent or guardian of the child and that parents are also notified through phone text about the time and doses that they have been given so both parties are on the same page and that there is a care plan that has been put in place for the child.

Good health practices- to help ensure the health and well-being of the children in care and the adults who care for them, the consistent application of the following guidelines are in place:

- Reinforce hand washing with children (especially before/after eating and after toileting)
- Remind the children to cover their mouths when coughing or sneezing (elephant cough)
- Ensure all immunizations are kept up to date

A child can become ill whether in childcare or at home. However, when an illness occurs among a group of children, the situation becomes more complicated. The parent/guardian of a child who becomes ill is sure to feel torn between the demands of employment and the lack of alternatives for the child's care during the time he/she is sick. However, the child care must decide what implications a child's illness may have for all parties, including other children in care, the caregivers, and the other members of the



children's families. Should a child become ill during care, the parent/guardian will be notified as soon as possible. The child will be made as comfortable as possible during the wait.

The affected child will be separated, within visual contact, to prevent other children from exposure and possible infection from the ill child. The parent/guardian can begin to make alternate work arrangements as soon as he/she hears of the illness. If there is an emergency, then the ambulance will be called (*at the parent's expense*). A child shall be free from symptoms for 24 hours or have a Doctor's approval before returning to the facility.

SYMPTOMS REQUIRING REMOVAL OF CHILDREN FROM DAYCARE (NO EXCEPTIONS):

- Communicable Diseases- Some of those illnesses are, but not limited to: Infectious conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious diarrhea, Chicken pox, Scarlet fever, Strep throat, foot to hands and mouth.
- Fever-Temperature over 100 degrees taken orally. Children need to be fever free for a minimum of 24 hours before returning to daycare; that means children are fever free without the aid of Tylenol or any other fever reducer.
- Diarrhea-No diarrhea for 24 hours or Doctor's note stating that treatment has been given or is not required.
- Vomiting- No vomiting for 24 hours or Doctor's note stating that treatment has been given or is not required.
- Common cold-if the discharge is any other color than clear and/or needs constant attention
- Unexplained rashes-Must have a Doctor's note stating that treatment is being given or is not required and is not contagious.
- Crusty eyes-with yellow/green drainage-must be seen by a Doctor and return with a Doctor's note stating that treatment is being given or is not required and is not contagious.
- Excessive crankiness-Children are irritable, excessive whining or crying, wanting to be constantly held or requires more attention than can be provided without jeopardizing the health, safety, or well-being of the other children in care.
- Drainage from ears
- Hacking or continuous coughing
- Lice- Children are not permitted back in care until after the second hair treatment (7days)
- Hands, Foot, Mouth.

If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up within 60 minutes of notification. If you cannot be reached, your emergency contact person/s will be called. Your child will be isolated from the other children and given special attention and comfort until picked up. Your child will be accepted back into care when no longer contagious. All other parents/guardians will be notified of the possibility of a communicable disease and what symptoms to watch for.



If your child is out ill, regular fees still apply. We reserve the right to determine when a child should be sent home due to illness. Please notify us as soon as possible when your child becomes ill with a communicable disease so that we may notify the other Parents/Guardians and all staff.

Medical emergencies Policy:

In the case of an accident or serious illness, and if treatment is necessary, we must be designated as the temporary guardian for facilitating all medical treatment and/or hospitalization when it is impossible to contact the parent. A consent form must be signed by the parent during enrollment (part of your registration package). We are not responsible for accidents or illnesses occurring or contracted at the Center or during an excursion. If it is required to call an ambulance, the costs of the ambulance will be the responsibility of the parent.

If a child is injured and/or show any of these symptoms, we will notify the parent and seek immediate medical attention:

- Following an injury to the head, if the child does not become normally active within 15 minutes
- Continual vomiting
- Unconsciousness
- Uncontrollable bleeding

Although supervision is constantly given, We cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If a child is injured in a non-life-threatening way, we will assess the child and provide first aid. If the injury is more serious, the Parents will be notified so the child can be transported to the hospital or Doctor's office (i.e. needs stitches, broken arm, dislocation, etc.) All expense associated with the injury of the child will be the responsibility of the Parents/Guardians. In case of a medical emergency, we will automatically call 911. We will attempt to contact Parents immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach your emergency contacts, we will take appropriate action (including calling 911) to ensure your child receives adequate care. We will not be responsible for any expenses related to healthcare of your child.

Reportable Incidents

For the purpose of Fraser health regulations; a reportable incident includes the following:

- Aggressive or unusual behavior
- Attempted suicide
- Choking
- Death
- Disease outbreak or occurrence
- Emergency restraint



- Emotional abuse
- Fall
- Financial abuse
- Food poisoning
- Medication error
- Missing or wandering person
- Motor vehicle injury
- Neglect
- Other injury (requiring medical practitioner)
- Physical abuse
- Poisoning
- Service delivery problem
- Sexual abuse
- Unexpected illness (requiring medical practitioner)

For non-reportable incidents such as minor accidents or illnesses that do not require medical attention and which do not fall under the definition of reportable incidents, a non-reportable incident note will be made in our staff communication booklet and a mini-accident form will be placed in the Child's file as well as sent home for the parent. For a reportable incident; we will use an official reportable incident form and send to Fraser Health Licensing within 24 hours, as well as notifying the parent and keeping a copy on file.

Child abuse Policy:

Duty to Report (we follow this policy with great respect)

Everyone who has a reason to believe that a child has been or is likely to be physically harmed, mentally or emotionally abused, sexually abused or sexually exploited, or needs protection due to the specific circumstances outlined in the *Child, Family and Community Services Act*, is legally responsible under that act to report the matter to a child protection social worker. In B.C. a child is anyone under the age of 19.

- The duty to report applies to everyone, including service providers, family members and the general public. In short, anyone who is aware of circumstances should be reported.
- The legal duty to report overrides any duty of confidentiality, except a solicitor-client relationship.
- The legal duty to report overrides any duty of confidentiality, except a solicitor-client relationship.

If an allegation is received by the LO that we have allegedly abuse/neglected someone in our care, the LO will provide us with the nature of allegation and request our immediate plan to ensure the health and safety of those in our care pending the outcome of the investigation.



This would be:

- hiring a substitute approved by licensing (if sub. available) to be present the entire time children are present in child care, and not allowing accused to have any contact alone with the children

Behavior/ Guidance and discipline management Policy

Please see community care licensing regulations 51 1 for guidance regulations.

LOVING GUIDANCE - Children need guidance, understanding and a few easy-to-follow rules in order to learn appropriate behavior. While there are a wide variety of theories and approaches related to guiding children's behavior, the goal remains constant: to assist children in developing self-control, self-

confidence and ultimately, self-discipline and sensitivity in their interactions with others. The children will be able to learn appropriate behavior by being encouraged to follow some clear limits. These limits will be explained in a positive way when it is necessary for a child to understand why the limits are there, but not by time outs at this center. We may ask for the child to sit, take a few deep breaths and think about the situation – we talk about the behavior briefly at age appropriate levels and after a quick reassuring hug, we are on our way to playing and having fun!

We spend the majority of time re-enforcing positive behaviors rather than focusing on the undesirable. As a home daycare center our calming, positive and peaceful approach leads to classrooms which require much less discipline or encounters of conflict, when working with children of all needs – there are always situations which arise and will be handled as follows:

- Harmful actions that will not be utilized at our Center:
 - A child WILL NEVER be punished, humiliated, belittled or shamed by me, adults, or other children in care. The behavior and not the child will be discussed.
 - The child will not be subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment.
 - The child will not be subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical that would humiliate the child or undermine the child's self-respect.
 - The child, as a form of punishment, will not be confined, physically restrained or kept without adult supervision, apart from the other children.
 - The child will not be deprived of meals, snacks, rest or necessary use of a toilet as a form of punishment
- Children who cannot be managed using these measures and are consistently presenting a discipline problem for the staff will be looked at in a more individual needs basis.

We are a center that specializes in developmental delays and behavior challenges – there are many supports and resources at our disposal and our key for running a calm center is meeting the individual needs by constantly reviewing care plans and discussing required adaptations.



When a child is having a difficult time following directions and/or treating others and equipment with respect, developmentally appropriate guidance techniques are used. These techniques are:

- Re-direction,
- “When.....then” statements,
- “If.....then” statements,
- Positive reinforcement,
- Thinking spot (time-out)

Adults need to be:

- At child’s level,
- making eye contact,
- Have calm, firm voice-positive statements,
- State expectations (clear, specific limits),
- Have child repeat instructions,

Have realistic expatiations based on:

- General knowledge of the child – age, gender
- Withholding attention or ignoring if applicable:

* Used only in response to “attention seeking” behaviors’.

- Redirection (to appropriate activity):

* Change circumstances or environments which cause unwanted behaviors.

* Offer choice when appropriate.

-Natural and logical consequences:

* Natural consequences result “naturally” from inappropriate behavior choices. Adult does not intervene. SAFETY MUST be taken into account. Children must be protected from decisions that would have dangerous or overly serious consequences.

* Logical consequences are related to or are somehow fitting for the particular behavior. Logical consequences are imposed by the adult – EXAMPLE: a child who is pushing other children away from a toy is not allowed to play with the toy for ___ minutes.

* Once a child has experienced the consequence, do not lecture or sympathize.

-“Holding”:

* Rarely used, only when a child loses all control and is in danger of hurting self and/or others. (in a care plan)

* Only hold with sufficient strength to protect the child.

* Intent is to support the child until self-control is regained.

* Several strategies are often combined. Effective strategies will depend upon the child and the situation. Our objective is to help children learn social skills and to resolve conflicts in socially acceptable ways.

- More direct assistance:



If a child's behavior is not appropriate and cannot be controlled by using the above mentioned strategies, outside consultation and community support services may be called upon to give input and suggestions to assist. This procedure is to help the child develop a sense of self-worth and success and should ultimately be for the child, not for the adults. This is exactly what we are here for. There is constant access to consultants on a daily basis to set up each and every child for success. We also utilize cameras at our center in order for our manager to constantly monitor all situations and record and provide help when needed.

Behavior Uncontrolled Situations:

If child has behavior that becomes uncontrollable then a staff will notify the parent by text at first if it continues the staff will call the parents for pickup.

Supervision Policy:

For the duration that children are at daycare they will be supervised at all times by a reliable, responsible ECE educator. We will be within sight and/or hearing of all children at all times.

Lost Child Policy:

At our center, safety of the children is extremely important to us. We supervise children at all times, both indoors and outdoors, but there is always the chance that a child may wander away from the group and become disoriented or lost. The following are the safety skills, preventative guidelines and actions followed regarding a lost child

We teach children personal safety skills such as:

- Stay with the group
- Never talk to strangers
- Never accept rides or candy from strangers

- Never pet strange animals
- Watch for and inform us of any potential hazards that you see
- Street safety rules
- Use the buddy system

We use the following list of preventative guidelines and precautions to help prevent a lost child situation from happening:

- explain carefully to the children what the boundaries of the play area are.
- Children are cautioned never to wander off alone.
- ensure that children and staff are familiar with each other prior to going offsite.
- tell the children to stay close to the group and have a buddy to play with buddies are pre assigned prior to any outings.
- do a regular head count during offsite activities.



- Carry the children's emergency cards with me at all times when offsite and have them readily available at the center.

teach the children ahead of time by telling them if they get lost to:

- learn their full name and the name of the center.
- stay where they are and not wander any further and stay calm
- go to a meeting place planned for each new adventure
- supervise the children at all times
- provide a level of supervision, both indoors and outdoors, which is appropriate to the child's developmental level
- clearly define "off limits" areas for both indoor and outdoor play
- supervise children at all times.
- constantly scan the area and remain alert to anticipate and prevent accidents or difficulties that can be prevented
- and supervise the children while they are resting using monitoring devices as a supplementary tool.

If a child has wandered off, the following steps are taken immediately:

- We as a group, do a fast check of the known play areas of the child;
- Telephone the police after an immediate search has not located the child
- Contact the children's parent
- Have a description of the child ready (from emergency cards)
- Telephone a back-up support person to stay with the other children while we are searching for the lost child
- Check at the child's home if it is close by

Parental Access Policy:

We welcome visitation and observation from parents, please schedule this advance in order for us to make your visit. If there are problems with separation anxiety; we ask that you limit your visits until the child has made their way past that problem.

If there is a parent that has limited visitations with your child through a court order, then a copy of that court order must be provided for the files.

In the case when a parent with limited visitation rights comes to pick up or visit the child on an unauthorized day the other parent will be contacted.

If that parent cannot be reach the police will be contacted informing them that there is a parent/guardian present that is in breach of a court order. I will continue to attempt to contact the parent with custodial rights to advise them of the situation. The court order will be presented to the police upon their arrival.



If the parent with limited visitation rights forcefully removes the child from care, the following steps will be taken:

- Attempt to get the license plate number of the vehicle they are driving, make and color of car;
- contact the police and advise them the child has been abducted from the daycare by the parent/guardian with limited access
- contact the parent/guardian with custodial rights and advise them of the actions taken.

Transportation

We have only qualified staff walking to and from elementary school for our school age care program. (Please see section 1 of the community care licensing regulations)

Our Expectations

- No hitting, biting, pushing, grabbing, kicking, pulling hair, spitting, or pinching others;
- No running, jumping, wrestling, or screaming is permitted inside the daycare
- No standing or climbing on toys, chairs, tables, or furniture;
- No mistreatment of childcare facility's equipment or toys – standing on, throwing, bashing, hitting with. Parents/Guardians will be asked to pay for or replace equipment or toys if this occurs repeatedly.
- No mistreatment of property. Parents/Guardians will be asked to pay for or replace items if this occurs repeatedly.
- No picking up of babies and toddlers by children.
- No leaving the daycare or playground without permission (no one is allowed outside without adult supervision, even when Parents/Guardians are here);
- No name calling, teasing, swearing, bad language or violent play;
- No walking around the daycare with food, drinks, cups, or bottles;
- No smoking is permitted on the premises.

We strongly encourage, promote and model mutual respect toward every adult and child in our daily routines and activities.

Policy changes:

Changes may be made to these policies as needed with notice. The policies, agreement, permissions, and forms will be reviewed and updated, if needed, yearly. Please give written notice of any changes that may occur, especially of name, address, medical information, or of updated immunizations.

The board of directors will meet to discuss proposed changes and will notify members one month ahead of any changes being made.



Emergency plans

In case of a major emergency such as fire or earthquake, we must be prepared to respond appropriately. Our emergency preparedness procedures include doing fire and earthquake drills with the children, practicing our emergency evacuation procedure and storing emergency supplies.

If we have to evacuate the child care center in case of a fire or earthquake, all the children will meet at our designated meeting spot, which is the outside by the mailboxes across the street. If we are unable to re-enter the building for an extended period of time, we will re-locate to promontory height elementary school park.

If we go to any place other than the child care center, parents can reach staff by calling the cell phone number that will be posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children.

In the event that a major emergency occurs, we are asking parents to come and pick up their child immediately at the child care center at the designated meeting area.

EMERGENCY CELL PHONE NUMBER 604-799-7749

EMERGENCY PREPAREDNESS

1. Earthquake

Emergency Procedures

- Children and staff will crouch under tables until the shaking stops
- If we need to evacuate, we will follow the center Emergency Evacuation Procedures for Earthquake (see below)



Evacuation Procedure

- When safe to do so, staff will quickly move children out of the building through safe designated exits.
- The senior staff will:
 1. Stay behind and scan all areas to ensure that all children have been taken out of the building.
 2. Get emergency pack located by class room door and cell phone (emergency kit if needed – located by class room door)
 3. Tape child care cell phone number notice on front door.
 4. Join the others.
- All will meet at the designated meeting spot — the center of the playground.
- Once outside and clear of the building, at the designated meeting spot, roll call will be made.
- If we are unable to re-enter the building for an extended time, we will re-locate to promontory height elementary school park. If we go to any place other than the child care or the designated meeting place, parents can reach staff by calling the cell phone number posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children

Emergency Drills

- Conduct monthly emergency drills with the children.
- Practice Emergency Evacuation Procedure during monthly drills.
- Staff will record monthly emergency drills (around the 1st of every month) in bound logbook. Include date, time and any comments.

Emergency Supplies

The following emergency supplies are required if we need to stay at the child care center for up to 72 hours in case of an earthquake. These supplies are stored on site.

Water

- 4 liters per day per person in tight lidded non-breakable containers



Food and Utensils

- Three-day supply of non-perishables: canned and dehydrated food, dried fruit, canned juices, “comfort” food
- plastic eating utensils, can-opener

Medical Supplies

- First Aid Kit and First Aid Manual
- Medication
 - list of children with allergies or medical conditions
 - pain relievers for children and adults
 - medication needed for individual children (must have completed instructions for medication forms)
 - hot/cold packs

Hygienic Supplies

- For younger children; diapers, wipes, diaper cream, soap, paper towels, toilet paper, toothbrushes, toothpaste, sanitary supplies, tissues, latex gloves.

Clothing and Shelter

- Two space blankets per person, 6 millimeters plastic sheeting, large plastic garbage bags.

General Supplies

- Roll Books, Emergency Consent Cards and Emergency Evacuation Plan, Radio with alkaline batteries, flashlight with alkaline batteries, candles in deep can and waterproof matches, rope, string, duct tape, masking tape, paper/pens/markers, books/toys/games, battery- operated lantern, spare batteries, bucket toilet, blankets and family picture for each child.

2. Fire - Emergency Evacuation Procedure

- When the alarm is sounded, staff will quickly move children out of the building through safe designated exits.



- The senior staff will:
 1. Stay behind and scan all areas to ensure that all children have been taken out of the building.
 2. Get emergency pack located by the class room door.
 3. Tape child care cell phone number notice on front door.
 4. Join the others.
- All will meet at the designated meeting spot — the middle of the playground.
- Once outside and clear of the building, at the designated meeting spot, roll call will be made.
- We will return to the child care when the all-clear is given.
- If we go to any place other than the child care, parents can reach staff by calling the cell phone number posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children
- Emergency Fire Drills
- Conduct monthly emergency drills with the children.
- Practice Emergency Evacuation Procedure during monthly drills
- Staff will record monthly emergency drills (around the 1st of every month) in bound logbook. Include date, time and any comments

Emergency Drills

- Conduct monthly emergency drills with the children.
- Practice Emergency Evacuation Procedure during monthly drills.
- Staff will record monthly emergency drills (around the 15th of every month) in bound logbook. Include date, time and any comments.



MEDICAL RESPONSE

Emergency Medical Response

For medical emergencies call 911.

- Call parents and have them meet the child.

EVACUATION PLAN

In all case scenarios' the parents will be contacted to where to pick their children up, depending on the disaster/evacuation. In the case where the parents can't come to center, attempts via the phone have been made unsuccessfully then a note will be left on the front door

Communication procedures:

Malhia's Cellphone first and foremost...604-799-7749

Landline contact... Danish (Malhia's Husband) ...604-799-6154

Check Facebook webpage: Little Caterpillar's Family Child Care

