



# Parent Handbook

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Everything you need to know...  
So that together we can help your child grow!

## INTRODUCTION

Welcome to Cocomelon Learning Centre!

We are excited to welcome you and your family into your early childcare journey. This handbook was created to provide easy lookup and reference to the Policies and Procedures at Cocomelon Learning Centre. Throughout this handbook, there is important and useful information regarding your specific program.

It is important that all parents and/or guardians read and understand these procedures, as you will be required to adhere to them prior to your child's admission into our Centre. Thank you for choosing Cocomelon Learning Centre for your child.

**Our Facility is open Monday to Sunday 7:30am-5:30pm.** Let's begin your journey!

## OUR PHILOSOPHY

Our program is designed to support every child and family with the highest quality of Childcare. We are committed to providing multicultural and inclusive early learning programs for children 0 months to 3 years of age. We will provide a nurturing environment that is respectful of each individual child's needs.

Our program provides stimulating, educational, play-based curriculum to guide each child's learning and developmental needs. Our curriculum is designed with structure and routine but allows for flexibility and spontaneous activities based on each child's interests. Play is an integral part of children's learning, and we believe learning happens through positive relationships and exploration experiences. Our program is planned and facilitated by our highly qualified Educators.

Through our supportive environment, we encourage positive social interactions while the children develop age-appropriate problem-solving skills. We are an inclusive environment, and our programs are supportive, caring, and creative.

We focus on each child's individual development, while recognizing that each child is a unique individual. We are committed to fostering each child's self-esteem, well-being, and growing need for independence.

Working closely with families as part of our philosophy, we create caring and respectful relationships that support children's growth and development during their integral early learning years.



## GUIDING AND CARING POLICIES

The purpose of guidance and caring is to provide a safe and healthy learning environment in which each child can feel secure. Each child will be encouraged and supported to develop positive relationships with peers and staff. Staff will strive to be appropriate behavioral models, showing respect for children, parents, co-workers, and their environment. To this end, parents can expect that staff will:

- Demonstrate affection and caring to your child through appropriate forms of verbal and physical interaction.
- Maximize opportunities for appropriate and positive behaviors for your child through the program and activities.
- Provide clear, simple, and consistent limits regarding appropriate behaviors within the center. Such limits will be offered in a positive manner.
- We will not, at any time, use corporal punishment (spanking or hitting. Nophysical means). Harsh or belittling language will not be used at any time.
- Give verbal direction and redirection as the main means of guidance and caring.
- Recognize and label your child's feelings in situations that may be difficult for him/her.
- Physically control your child only if he/she presents a physical danger either to him/herself or peers. This restraint will protect your child until your child feels he/she is again in control of him/herself.
- Always supervise your child and will not remove your child to an unsupervised area as punishment.

Parents are encouraged to question staff if they are unclear about the handling of any incident.

As partners guiding your child through these important developmental years, it is desirable that staff and parents work closely and honestly together.

Staff will be pleased to discuss any questions you may have about any aspect of this guiding and caring guideline.

### **Abuse:**

Should any allegations of abuse be made the organization will conduct a thorough investigation into the incident and notify licensing within 24 hours so that they also can carry out an investigation. All suspicions of abuse from a family member will be reported to child protective services.

## CHILD INCIDENT / ABUSE POLICY

Parents, please note:

- We are required by law to report suspected or disclosed abuse.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.
- We are NOT permitted to contact the parent, unless specifically directed to do so by the Ministry of Social Services and Housing, or Police.
- Reporting procedures are designed to protect the child.
- Our responsibility is to report suspicious / disclosures, NOT determine if abuse has occurred.
- It is the responsibility of the Ministry of Social Services and Housing to investigate and decide if the child needs protection.
- Our concern is the safety and well-being of the child.
- If staff are accused of abuse or neglect, this must be reported to Child Care Licensing within 24 hours.

## CUSTODY / GUARDIANSHIP ISSUES

We require that you provide us with all relevant documentation outlining your current custody/guardianship situation (if applicable). Staff will always follow any written custody agreement or court order as they relate to your child and their Legal Guardians or Parents.

Staff will not be responsible for communicating or delivering items or messages between parents. Parent-to-parent communication is the sole responsibility of the child's parents.

## PICTURES

Throughout the year, we would like to take photographs of the children at play. These photos may be posted within our classroom, on our website and/or Facebook page. Please be assured that no personal information in any form will be revealed at any time. If you do not want your child's picture taken, please be sure to mark off your decision on their registration form.



## TAX RECEIPTS

Tax receipts for the past year that your child attended will be given out by the **Mid of March** of the current year. Duplicate copies will not be given out if lost, therefore, please keep them in a safe place. Thank you!

## GRADUAL ENTRY

To ease the transition from home to center care, we implement a gradual entry procedure at the beginning of each child's introduction to Cocomelon Learning Centre. We find that a series of short scheduled sessions help the children and parents become more comfortable with the new experience.

### **A recommended schedule could be:**

1st day – ½ day morning

2nd day – ½ day afternoon

3rd day – shorter full day 6-7 hours

## FEES

*Cocomelon Learning Centre believes in fair, competitive fees for all families attending the school. Many factors are considered when determining our fee schedule for all programs. We will strive to be competitive and comparable with other programs in the community but will always put the quality of our programs first. We employ hard working, highly qualified teachers and believe in fair and competitive wages for all our staff. Quality supplies, safe and clean equipment, and new program materials are always considered when setting fees. As quality is our number 1 priority, the program fees will be reviewed on an annual basis.*

### **Monthly Fees**

	<b>Childcare Fees</b>	<b>Government Fee Reduction</b>	<b>Total Parent Monthly Fees</b>
<b>Infant/Toddler</b>	\$1660	-\$900	<b>\$760</b>

We use pre-authorized debit to automatically withdraw monthly payments from your account without the use of cheques. An authorization form for this will be provided to you with your registration package, along with your annual Welcome Package at the start of your enrollment. It is up to the parent to notify us in advance if there has been a change to the account.

An NSF fee of \$50.00 will apply if payment is declined and/or late.

Disclosure: Parents are fully responsible for the total monthly childcare fees In the event that subsidy/Grant such as ACCB (Affordable Childcare benefit) and CCFRI (Childcare Fee Reduction Initiative) are not received from the childcare ministry.

## REGISTRATION FEE

A **\$100.00** registration fee is required upon registration. Registration fees are not refundable in full or in part under any circumstance. Please be sure of your arrangements before making a deposit!

## WITHDRAWALS

If you wish to withdraw your child from the program, we must be notified in writing at least 1 calendar month in advance from the month you no longer wish to attend.

We are **very serious about prompt and punctual payment.** Cocomelon Learning Centre has financial commitments to our staff and suppliers.

Cocomelon Learning Centre reserves the right to withdraw services immediately and without notice in situations that are detrimental to the operation of our facilities or programs, to our staff or to other clients or children in our programs. Some examples of situations where our right to withdraw services may be exercised include: consistent late pick-ups; a failure to pay fees as and when they are due; inappropriate or disrespectful behavior by a child or parent; behavior by a child that shows a consistent lack of respect for the staff, the program or other children; and behavior which causes disruption to the dynamics of our programs or which creates undue stress for our staff, other clients or other children in our programs. These are some examples, not an exhaustive list.

## CENTRE CLOSURES DAYS:

Centre closure days of any given month will be emailed to parents before 1st date of every upcoming month.

### Centre Closures: Term of 2025 - 2026

January 1, 2025	New Year's Day
February 17, 2025	Family Day
April 18, 2025	Good Friday
April 21, 2025	Easter Monday
May 19, 2025	Victoria Day
July 1, 2025	Canada Day
August 4, 2025	BC Day
September 1, 2025	Labour Day
September 30, 2025	National Truth and Reconciliation Day
October 13, 2025	Thanksgiving Day
November 11, 2025	Remembrance Day
November 28, 2025	Staff PRO D Day
December 22, 2025 – January 4, 2026	<i>Christmas and New Year Break</i>

**Important:** If your child is absent either due to illness, an unanticipated facility closure, or any other reason, tuition fees remain unchanged. In addition, Part-Time children do not receive “extra days” to make up for the missed day(s).

If the child does not attend due to vacation or family at home reasons etc, payment will be processed as normal, and fees will be charged as if the child was present.

If payment is not received, the child may be refused admission to the facility and the spot will be allocated to another child with one month's written notice.

In the event Cocomelon Learning Centre provides you with notice of an unforeseen closure, a prorated payment will be refunded for the remainder of the month. The registration fee paid at the time of enrollment is non-refundable.

## DAILY SCHEDULE INFANT/TODDLER

In our Infant/Toddler program our daily schedule is geared to meet the needs of each individual child. Your child will have an opportunity to explore the world around them with age-appropriate experiences. Schedule may vary depending on daily scheduled activities

**7:30am – 9:00am Breakfast** for early arrivals, Free Play / Open Art - Children will be able to interact with and explore art, sensory activities, puzzles, table toys, use all other areas of the classroom and eat breakfast.

**9:00am – 9:20am** Diapering / Toileting / Hand Washing

**9:20am – 9:40am** Snack - Food is not provided, please refer to Snack Policy

**9:40am – 9:55am** Open Learning Circle - A teacher will offer the children a variety of songs, stories, finger plays & puppets as well as talk about colours & shapes.

**9:55am – 12:00pm** Getting children ready for Outside / Outdoor Play / Neighbourhood Walk / Weather permitted (Indoor/Outdoor)

**12:00pm – 12:20pm** Diapering / Toileting / Hand Washing

**12:20pm- 12:50pm** Lunch – food is not provided, please refer to Snack Policy

**12:50pm – 1:00pm** Diapering / Toileting

**1:00pm – 3:00pm** Nap Time/Quiet Time

**Napping:** We always strive to meet the individual needs for each child and offer an opportunity for nap and/or quiet time each day. If you would like your child to nap, they will be in a quiet room to rest on a cot or in a play pen provided by the center.

**Quiet Time:** Children who will be participating in Quiet Time will be offered a variety of activities that they can enjoy in a central playroom. These activities may include puzzles, open art, board games or outside time.

**3:00pm – 3:20pm** Diapering / Toileting

**3:15pm – 3:30pm** Snack

**3:30pm – 3:45pm** Art / Sensory Exploration

**3:45pm – 4:00pm** Music & Movement Circle - This is a time that the children will get to dance, participate in action songs and play with musical instruments.

**4:00pm – 4:45pm** Outdoor Play/Neighbourhood Walk / Weather Permitted (Outside/Inside)

**4:45pm – 5:05pm** Diapering / Toileting

**5:05pm – 5:30pm** Free Play/Open Art - Use of all areas in center until going home.



## FOOD AND DRINK POLICY

Cocomelon Learning Centre is a **PEANUT FREE ZONE**. Please do not send any food containing peanuts with your child to the center. These will be disposed of immediately if this should occur and is very serious. In the event staff must dispose of an item, we have an emergency supply of items at the daycare to ensure your children have the proper nutrition while in care. Staff will place a note in your child's lunch kit and communicate with you at pick up.

Upon enrollment, you will be sent our Nutrition Policy, please use this as a guide and reference.

If your child has a food allergy or sensitivity, it is important that you inform us immediately. We will provide you with a calendar each month to reflect what we will be creating as a class. We will also ask that you fill out an Anaphylaxis Care Plan, describing the steps to be taken should your child have an allergic reaction. This, along with a photograph of your child and an Epi Pen (Epinephrine Auto-Injector), provided by you, will be placed on our bulletin board in the eating/kitchen area to help ensure all staff are aware of, and have easy access to the information for the safety of your child.

Your child's snacks are a major source of the essential vitamins and minerals they need to grow and develop. The foods you pack for your child will give them the energy and nutrients they need to learn and play. Without enough energy from food, they may feel tired and find it difficult to have focus in their day. Keep in mind the Canada Food Guide when planning out your child's meals for ideas and portion sizes. Please note that candy, gum, or pop are not allowable snack choices at Cocomelon Learning Centre.

Lunches or Dinners should comprise of a larger portion than their snack of something nutritious that they will eat.

For food safety reasons, we suggest all meals be sent in a thermal lunch bag with an appropriate freezer pack to keep your child's food as fresh as possible during their care. We may not be able to store everyone's food in the refrigerator.

Cocomelon Learning Centre staff are available to heat up food and milk. We ask that if any food items require specific instructions that you leave a note inside the child's snack bag, so it is not missed at snack or mealtime.

Snacks should be thought of as a “mini meal” that includes two of the four food groups. Try these simple nutritious ideas for their snack:

- ✓ Whole grain crackers
- ✓ Cheese cubes
- ✓ Fresh cut fruit
- ✓ Yogurt
- ✓ Nut-free trail mix. Combine dried fruit such as raisins, cranberries or apricots with a wholegrain cereal such as Cheerios and add a few goldfish crackers and chocolate chips.
- ✓ Wholegrain fruit muffin such as apple, blueberry, banana.

Add a side of:

- ✓ Fresh Vegetables – carrot sticks, celery sticks, cucumber slices, cherry tomatoes, corn.
- ✓ Fresh fruit – or fresh frozen such as berries if they are not in season.

For more nutritional information, refer to the Canadian Food Guide:

<https://www.canada.ca/en/health-canada/services/food-nutrition/canada-food-guide/get-your-copy.html>

## **Drinks**

Here at Cocomelon Learning Centre we request that you please send a water bottle filled each day with your child to school. We ask that their water bottle is labelled with their first and last name to ensure there is no confusion in the event of the same or similar style water bottles being used by the children in the program. If your child’s water bottle has been forgotten, we will ensure that filtered water is available at all times to your child. We encourage children to drink water at all mealtimes and will ensure their water bottle is set up with their snacks and meals. Water bottles will also always be placed in a designated location within the classroom accessible to the children.

## **Milk Bottles**

If your child requires a bottle during the day, we ask that you provide two bottles to leave at the center. We have a fridge to keep milk in please bring your child’s milk labeled. Please communicate with staff and make a note in your registration form about what kind of milk that your child drink, how much and how it should be prepared. Children will never be left unsupervised while they are having their bottles. Bottles will never be propped up for a child and if a child is unable to hold their own bottle a staff will assist them in holding it.



**WE ARE A NUT FREE FACILITY.**  
**PLEASE DO NOT SEND ANY SNACK ITEM WITH YOUR**  
**CHILD THAT CONTAINS ANY NUTS.**

## PARENTS DROP OFF AND PICK UP

### **ARRIVAL**

Upon arrival, please remember to sign-in your child via the Parent Sign-in Sheet in the cubby room.

### **Sign in and out policy:**

Upon arrival, All parents/responsible adults MUST sign in their children and drop their children with respective program educators only. Failing to sign in a child with educator will be treated as serious safety concern of a child and may result into eviction from the program.

Please inform educators of any important information to which you think may help your child with their adjustment to the day.

It is parent's responsibility to inform admin office or program specific educator about changes on pick up person. Cocomelon learning Centre has responsibility to protect children from unauthorized pick up and may refuse pick up to the person whose name is not already on authorized pick up person on child's registration form. Cocomelon learning centre reserves rights of refusing unauthorized pick up. Always ensure that staff members are aware of your child being signed in and out for the day. Once your child is signed out, please make sure he/she stays with you until leaves the building. Children will never be allowed to go to the front door or parking lot by themselves. children must always be accompanied by adults at grounds of Cocomelon learning centre.

Should you meet an emergency and cannot communicate with us or arrange for the alternate pick up for your child till 5:30 pm, the center policy will be as follow:

- Team member will try to contact you on provided home and office numbers on registration form.
- Upon unsuccessful attempt to reach parent on home and office number, team member will then try to reach out to emergency contact person on the registration form
- If no contact is made with an emergency contact person after a period 30 minutes, Cocomelon learning centre will contact to the Ministry of Children and Family Development to arrange a pick up
- A note will be displayed on the front door notifying of you and whereabouts of your child for late pick up penalty will be charged.
- This course of action is severe and implemented if necessary. We would appreciate your support in avoiding these scenarios.

In the event where parent have failed to inform us in advance via email or child has failed to arrive from bus pick up as expected, team members are instructed to contact parents immediately to locate a child and their safety and well-being. Such situation will be treated as an emergency and be acted accordingly. Severe action may be taken if parents are repeatedly failing to inform Admin team or program educator about child's absence in advance.

A child may not be released from care If an intoxicated person arrives to pick up a child. In such event, Staff will offer to call a relative or family member and arrange alternative pick up for safety of child. Follow up calls may be made to parent or other relative to ensure child's safety return to their home.

### **LATE PICK UP**

If you are late picking up your child, a late fee of **\$1.00 each minute** will be levied. For example, if you are 20 minutes late, you will be charged a \$20 fee. This fee is due within one week of the late pick-up or the invoice date.

### **RELEASE OF YOUR CHILD/ DEPARTURE**

Upon Departure, please remember to sign your child out via the same Sign-in Sheet. Children will only be released to Authorized persons over the age of majority. If anyone besides the main parent/guardian arrives to collect the child, that person must be on the list of authorized people that is on file and **must also present photo ID** to confirm their identity. Please try to inform us if someone out of the ordinary is going to pick up your child so we know what to expect.

If an authorized person is suspected of being intoxicated or otherwise under the influence of either drugs or alcohol, staff will first offer to call a friend, family member, other authorized individual, or call a cab to come and collect them. Staff will then inform the person that they are required to notify the police if the person still intends to drive with the child.

If you are held up and are unable to pick up your child, staff will first phone your home and place of employment. After this has been unsuccessful, they will try the alternate authorized person or persons. If no one is available for an alternate arrangement, staff are required to contact **The Ministry for Child and Family Development**. The Ministry will then become responsible for your child's well-being until such time as you are able to collect the child.



## COMMUNITY WALKS

Each one of our centers is situated in a unique community that is worth exploring. Some of our programs will be planned around the neighborhood, weather permitting. We might utilize the fields/trails and parks for activities, take a nature walk through the fields, go on a scavenger hunt or whatever else we dream up.

Please know that whenever we are away from school with your child, they will be always supervised. The teachers will have the center's cell phone with them, first aid kit and children's emergency cards. If you arrive to pick up, a note will be left on the door as to where we are. Going on adventures is a ton of fun and we will be planning a lot of adventures throughout the year!



## QUIET TIME POLICY

As a part of children's health and well-being, rest during a busy day is essential. We at Cocomelon learning center observe a quiet time after lunch where all the children take time to rest their bodies. This may or may not be mandatory and may differ with parent's specific instruction about not letting their child sleep. Non-sleeping children will be offered quiet time activities such as reading books, puzzles, art etc. However, if a child decides to sleep on their own, they will not be disturbed or woken up for 30 minutes. We feel children who fall asleep on their own, their mind and body needed sleep. Our team members will respect parent's request and wake child up after 30 minutes only.

**Request for Baby sitting:**

Given the respect and privacy of our children as well as team members we request any **parent to refrain from requesting our educators to take care of their children outside Cocomelon learning Centre's business hours.** Doing so may jeopardize employees' terms of employment with Cocomelon learning center and put our organization at risk of breach of privacy.

**Birthdays and Treats:**

Cocomelon learning Centre is very happy to celebrate your child's special day with us in the program. However, in order to protect all of our children attending the program from allergies, we would request you to send only store-bought items for sharing. All Ingredients need to be clearly labelled to support children with dietary restriction. Parents are allowed to ask the staff about any allergies before making any purchase. This would allow us to include everyone in the celebration.

**Clothing:**

Play clothes should be comfortable, washable, and weather appropriate. It should be easy for your child to dress and undress independently. Kindly note that play can be messy, hence parents worrying about child's clothes being dirty may impede child's ability of adopting learning process. Please put all necessary items into the cubbies in the hallways. We appreciate all parents in helping us keeping cubbies and hallway clean.

**SNOWFALL AND POWER OUTAGE POLICY**

As we are all aware, we tend to get a few good snowfalls each year that make the roads unsafe to travel. Our general policy is, if the local public schools close, we will close too. Also, if our teachers are unable to make it to school that day, we will then make the call to close under those circumstances as well.

The teachers will then personally call all the families either the night before or that morning at 6:30 am to let them know of our center closure. If you do not receive a call and the local schools are all open, you can trust that we will be open as well. Please know that if we are open but you do not feel comfortable driving, it is your choice to keep your family at home. We do not usually have full attendance on snowy days. Safe families and our teachers are our number one priority.

In the event of a power outage, our policy is to call BC Hydro to see if they have an estimated time or the power to be reinstated. If the power is on within the hour we will continue with our day using emergency lighting. If we cannot receive a confirmation from BC Hydro and the power has gone off within the first hours of the morning, we will call all families to come and pick up their children.



Please know that our in-center phone will not work in case of a power outage, but all the teachers have cell phones to make outgoing or emergency calls. Managers will always have a cellphone on.

### **EMERGENCY SITUATIONS**

Fire and Earthquake drills will be held once per month at Cocomelon Learning Centre. The teachers will guide the children to a spot prearranged with the Health Authority and a headcount/attendance check is completed using the daily sign-in sheet. Staff check the center to ensure all children have left the building. **Safety is an ongoing learning part of our program.**

### **EMERGENCY PREPAREDNESS PLAN**

Staff and children will exit the building safely to the meeting spot at the front of the property. The facility also has three secondary exit which are at the back, front and side of the building towards outdoor play areas. Our secondary emergency location is, the Tim Hortons , 25<sup>th</sup> Ave Vernon. The staff and children will walk to the secondary location once all children and staff are accounted for.

### **Meeting Place**

Staff and children will exit the building to safety, by following instructions from the Facility Manager. The Meeting place is set at a Designated secondary location. Outside Contact: In each new school year, one parent volunteer/teacher will be secured as a 'First contact' for their class. It will be the duty of that parent/teacher to begin contacting the remaining families in their assigned class. This parent will be highlighted on a separate emergency card located in our first aid kit, along with the class emergency cards.

### **Action Plans:**

#### **Letting parents know the plan!**

Parents will receive notification of the existence of the EPP through the first parent newsletter of the school year (September). A brief information package outlining the emergency contact parent and their duty, and the supplies required by each family will also be sent home with each family at the start of the school year (September).

#### **Staff/Alternate Caregiver Training**

The Staff Policy Manual will include the EPP in full for reference. The manual will be stored in an accessible area at all times. A step-by-step emergency plan will be posted in plain view in the center.

A record form will be posted for teachers to record the monthly practice drills. Both emergency and/or fire drill procedures are practiced once per month to ensure staff and children are familiar with the safety procedures. During staff orientation, all emergency plans are.

Reviewed with the employee by the supervisor or manager on shift. All new staff will be expected to practice all emergency procedures within their first week of work.

### **Storage of Emergency Supplies:**

- ✓ Supplies will be stored in marked containers (1.e. Rubbermaid or Backpack) in a designated area.
- ✓ Collection of Supplies/Updating Best Before Dates:
- ✓ Each September families will be notified through our newsletter to please provide the following supplies for their child. The school will review 'best before' date and charge any batteries to determine any items needing replacement in the school provisions.

### **School Provisions:**

Dried fruit bars/squeeze pouches, first aid supplies, toileting supplies, garbage bags, personal cleaning supplies, flashlights, wind up radio, water ,2 large tarps.

### **Family Provisions:**

1 family picture, a letter from home, something special from home that fits inside the Ziplock bag, book and/or coloring page.

The staff will do everything possible to ensure the safety and comfort of the children are foremost in the case of an emergency. Please do not attempt to contact the school in case of an emergency as this will tie up the phone.

lines necessary for emergency crews and minimize the possibility of our emergency contact parent being able to reach your family. We understand the worry everyone may experience and appreciate even more you're understanding and support of our procedures. Please take the time to talk to your child(ren) about our emergency plan and we urge you, if you have not already, to consider a plan for your home as well.

### **Staff/Alternate Caregiver Training**

The Staff Policy Manual will include the EPP in full for reference. The manual will be always stored in an accessible area.



A step-by-step emergency plan will be posted in plain view in the center. A record form will be posted for teachers to record the monthly practice drills.

Both emergency and/or fire drill procedures are practiced once per month to ensure staff and children are familiar with the safety procedures.

During staff orientation, all emergency plans are reviewed with the employee by the supervisor or manager on shift. All new staff will be expected to practice all emergency procedures within their first week of work.

## FIRE DRILL

Fire Drills will be held once a month at Cocomelon Learning Centre.

## MEDICATION

### **Prescription Medications**

For the staff to safely administer any prescription medication to your child, we must first have a completed and signed Medication form filled out by the parents/guardians. We will only administer medication for the duration that it has been prescribed by your child's doctor.

This medication form will be kept with the child's medication, along with a log that we will use to keep a record of exactly when we administered the medication to your child and the dosage.

All medication must be kept in the medication box or Ziplock bag in our refrigerator and must be clearly labeled with your child's first and last name.

## ILLNESS POLICY

Hand Washing-The best prevention of illness is hand washing. It is a policy at Cocomelon Learning Centre that **all children and adults entering the center wash their hands upon arrival**. The following procedure is followed at the center:

- Wet hands with warm water
- Dispense a small amount of soap into hands
- Create a lather with the soap and scrub hand for 10 to 20 seconds.(A good exercise with children is to sing 'ABC's')
- Be sure to get in between your fingers, your fingernails, and your entire hand up to your wrist. Thoroughly rinse hands
- Dry with a paper towel
- Turn water off with a towel in hand

We ask that you practice this with your child before meals and after outside play. This

is what is enforced at the center and there should be some fluency between home and school if possible.

Should your child become ill while at the center, we will first comfort the child to the best of our abilities, allowing him/her to lay down, etc. We will then call you to pick up your child. If it is an emergency, we will first call 911, then the Parents/Guardians. If you are unable to come get your child, we will then call your child's listed emergency contacts.

Children will be sent home, should the following symptoms appear:

- **Unidentified Rash** - We require a doctor's note indicating that the rash is not contagious prior to the child's return to the facility.
- **Diarrhea** - The child will be sent home after 2 episodes of diarrhea. The child must be diarrhea free for 24 hours (without medication) prior to returning to the facility.
- **Vomit** - A child will be sent home if experiencing vomiting and is not able to return until 24 hours without vomiting has elapsed.
- **Fever** - A child will be sent home upon experiencing a temperature above 38°C (100.4°F through the ear) or higher. The child must be fever free (without medication) for 24 hours before returning to the center.
- **Overall Discomfort** - If the child is demonstrating lethargy, uncharacteristic behaviors or general discomfort and is unable to participate in daily activities, the child will be sent home to rest.

## ACCIDENTS – FIRST AID

### **Minor Accidents**

Minor accidents will be reported in the teacher accident/ communication book at the Centre. We will report what happened, which teacher witnessed it and how it was dealt with. We will be sure to inform you of any minor scrapes, bruises, or bumps upon pick-up.

### **Major Accidents/Reportable Incidents**

In the event a major accident occurs, the following steps will be taken:

1. The nearest teacher will begin first aid/CPR, while informing other staff of the incident
2. If necessary, other staff will call 911 and report back to the staff performing first aid/CPR. Parents/guardians will be responsible for the cost of an ambulance if needed.
3. Other staff will bring the remainder of the class into another room.
4. Other staff will call parents/guardians. If you are unavailable, we will leave a message and then call the emergency contact on file for your child.
5. An adult will remain with your child until you or the child's emergency contact arrives.
6. An accident report/reportable incident report will be filled out and sent into the Health

Authority.

## **ACTIVE PLAY POLICY**

Our children go outside into our well-equipped play yards every morning and afternoon, in a variety of weather conditions. We keep cups and bottled water outside and encourage the children to drink frequently. Outside time is an opportunity for active, noisy, rowdy play. It may include water play, sand play, snow play, art and nature activities, as well as imaginative play and opportunities to run, climb, and shout. We have quiet areas with soft surfaces for infants to explore and for new walkers to test their skills. Children will sometimes take walks or field trips into the community.

In accordance with the Licensing Standard of Practice for Active Play, Cocomelon Learning Centre is dedicated to the overall health and wellness of each child in our care. In each of our programs, there will be planned Active Play sessions scheduled into the daily routine as well as incidental additions when time or occasion permits.

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. All programs will be planning age-appropriate activities to successfully meet these daily physical requirements.

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assist with the development of gross motor (large muscle movement) and fine motor (small muscle movement) skills. 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. Cocomelon Learning Centre will follow the daily requirements below for Active Play.

**OUTSIDE PLAY TEMPRATURE:** All children to be taken for outside play area permitting acceptable weather conditions for health and safety for children. In the event of extreme weather conditions such as Heatwave, Frost bites, Heavy rain, Hailing, Management to be notified immediately and Management's approval is required for not taking children for outside active play. Temperatures between -15 Degree Celsius to +30 Degree Celsius deemed acceptable for active play.

**Length of Program:** 3 hours or more

**Amount of Active Play Per Day:** 60 minutes +

Active Play can be accumulated throughout the day in a minimum of 15-minute sessions or continuously depending on the program and will take place outdoors when weather and/or space is appropriate.

Planned activities will include but not limited to:

- Yoga,
- Zumba / Dance
- Obstacle Courses
- Sports Games
- Group Games
- Parachute Games
- Fitness Games or Classes

Our play space will be safe and well-planned. We will have an appropriate balance between safety and meeting children's developmental needs. Our play space will offer activities to encourage the development of perception and physical skills and include opportunities for social, physical, and cognitive forms of play. We will meet the DOLSOP for Safe Play by understanding and reviewing the requirements during the space set up. We will use the DOLSOP for Safe Play as a reference and a guide when placing new equipment and adding to the environment. The play space will have monthly recorded maintenance checks, and all items requiring attention will be addressed immediately. The DOLSOP for Safe Play will be used as we create the checklist specific to our play space at this site

### **SCREEN TIME POLICY**

Children in our program will **not** get any screen time as children under the age of 3 may not have any screen time within a childcare facility. We believe that A child's growth and development occurs best in active play and engagement and not from screens. There will be no screen use in our facility.

Thank you for taking the time to read our Parent Handbook. We hope we have answered all your questions and what you have read will be beneficial to you and your child's school experience.

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