

Parent Handbook – Infants & Toddlers

Welcome to Compass Child Care Center! We are a group childcare center licensed through Island Health (formerly VIHA), whose philosophy puts an emphasis on the concept of play - a fun, stimulating hands-on experience for children. We aim to provide a rich learning environment that supports and promotes all stages of development. At Compass, we provide the children with a variety of activities to stimulate, inspire, and challenge; thereby fostering the development of problem solving skills, creativity, literacy, and social skills. We incorporate an emergent curriculum that combines the best parts of different philosophies for learning (ex. Montessori, Reggio Emilia, Waldorf), meaning that activities are child-led and based off the current interests of the group. We will provide age appropriate themes & activities while introducing new & exciting learning experiences for the children to navigate with stress on independence.

Compass Child Care is active in the community. We respect our neighbours and teach the children the importance of our community through maintaining a safe, clean and respectful environment. We value and respect all people regardless of their race, religion, culture, gender, or developmental ability. Compass has an open door policy. Come and visit anytime - just be prepared to join in the fun! Parent input is encouraged in all aspects of our program!

Staff

At Compass Child Care, a staff member with their Early Childhood Educator certification will be working on the floor at all times. We all have current First Aid and CPR training and clean criminal record checks. Compass Child Care takes pride in hiring consistently experienced Educators who are passionate about their work with children and families. We strive to provide the most exceptional level of care and will provide a safe, nurturing environment at all times. At Compass, we are a work family and want your child to feel at home with us.

Daycare Hours and Daily Schedule

All Compass Centers are open Monday – Friday (see **Holidays & Closures** for exceptions)

- ☐ **598 Ridley Drive** 630am-4pm ☐ **2565 Jeanine Drive** 630am-4pm

Opening – 12:00	Breakfast / Free Play / Table Activities / Snack / Art & Circle Time / Outside or Walk / Possible Morning Nap
12:00 – 1:00	Lunch Time
1:00 – 3:00	If children require a nap – nap time
1:00 – 3:00	If children do not require a nap – Outdoors/Art/Quiet Time/Rest Time
3:00 – 4:00	Afternoon Snack available
3:00 – 4:00	Indoor / Outdoor Free Play (Usually outdoor!)

Child Drop-off

Drop off is **by 9:30am** unless you have arranged an alternative time with an Educator. **A drop off later than 9:30am may result in you being turned away.** Educators onsite are based on our daily ratio and if we don't know you are coming late, someone may have already left. We also go on outings and usually leave at 9:30.



Child Pickup & Access

We respectfully ask that you pick up your child by 350pm to allow a few minutes for staff to fill you in your child's day and to allow staff to leave when their shift ends at 4:00. If your child has not been picked up by 4pm, Compass staff will attempt to contact the parent. If staff is unable to contact the parent by 4:15pm, they will contact the alternate contacts as listed on your registration form. A late fee of \$1 per minute will be charged beginning at 4pm. After 30 minutes of being unsuccessful in reaching any of the child's contacts, MCF will be notified.

In order to release your child to anyone other than the contacts listed on your registration form, written permission from the parent is required. Compass staff will ask for ID and check the child's file upon pick-up to anyone they do not recognize. We will not allow your child to leave without valid photo ID. If you are arranging for someone on your pick up list to come to the center, please let them know that they must have photo ID.

Compass Child Care must have any custody agreement(s) on file that details if there is one parent who is not allowed to pick up your child; otherwise, we are legally required to let that parent pick up and sign your child out. Compass staff can deem any person unauthorized if they are incapable (i.e. under the influence of drugs or alcohol) of caring for your child.

Compass Sick Policy

When your child is ill, we are not able to care for them at our facilities. ***This policy is strictly enforced for the safety and protection of all the children and staff at our centers.***

Please keep your child home when...

- Your child has a fever **over** 37.7 Celsius (99.9 F).
- Your child has been up most of the night.
- Your child has diarrhea (two+ watery stools in a 24 hr period) or severe constipation
- Your child has skin infections, an undiagnosed rash or sore infected eyes
- Is in visible or obvious pain, or is not feeling well enough to participate with the daily activities of daycare. **This may be at Educator's final discretion.**

Teething is not cause to excuse reasons listed above. Please see attached info sheet **Teething: Facts and Myths.**

All children must be symptom free for 24 hours before returning to daycare. If children require medication to relieve any of the above mentioned symptoms they must be kept home.

Our drop-off time must still be adhered to when a child is returning from a sick day. If your child was sent home sick at 11am on Monday and remained symptom/incident free, they would be allowed to return Wednesday morning, by 930am.

Compass staff will call the parent/guardian if the child is vomiting, has a fever, diarrhea, and rash, cannot be consoled by staff, constipation requiring medical intervention or has a suspected communicable disease. We must ensure the health and safety of every child and educator in our center and will enforce a strict sick policy. The following conditions must be met before any child is able to return to the facilities:

- Absence of a fever for 24 hours
- Nausea, vomiting, constipation or diarrhea has subsided for 24 hours and a solid, regular bowel movement has been produced
- Children must be on antibiotics for a period of 24 hours
- Physicians note approving readmission into care (communicable diseases)
- The child had completed the stages of the illness



Medications

Medications will not be administered unless a medication agreement form and record sheet is filled out. This includes over the counter (Tylenol, etc.) and prescription (inhaler etc.) drugs. Children are required to stay home for 24 hours after starting a new medication. Children are also required to stay home the day of receiving any vaccines in case of an adverse reaction.

Please give all medications directly to a staff member. Do not leave any medication in your child's cubby, lunch kit or bag. All medication will be stored in a locked box in the kitchen.

Your Child's Supply List

- Enough healthy food for at least two snacks and a lunch daily.
- Water Bottle/cup &/or feeding bottle to be left at the center.
- Spare Clothes
- Muddy Buddies, Rain Coat, and Boots, Gloves/Mittens, and toque for the Fall/Winter.
- Sunscreen and Hat in the warmer months.
- Children must have a pair of Velcro shoes or hard sole slippers for inside.
- Bag of Diapers, Wipes, and any cream. We will notify you when we are running low.
- 2 copies of a recent photo of your child for our files (and in the event of an emergency).

Food and Drink Policy

At Compass, we promote healthy nutritional habits. Drinking water is readily available for the children at all times and we encourage them to drink as much as they like. Please remember to send a water bottle with your child daily, or leave a labeled one at the center. We also have a no candy/junk food policy - these foods will be sent home. We ask that you provide a healthy and nutritious lunch with snacks consisting of two or more servings of fresh fruits and vegetables.

While we are able to assist with many meal items, please pre-cut food requiring prep (e.g. Slicing grapes to reduce choking hazard).

No child will ever be forced to consume food or drink; however, we encourage all children to try their food. Food is never used as a punishment or reward and all uneaten food will be sent home.

Active Play

While indoors the children are offered a large variety of activities that will promote development in all areas. We offer free art and guided art activities, which are great for practicing fine motor skills and fostering creativity. We also offer plenty of outdoor opportunities and movement games to encourage gross motor development. Compass Child Care provides books, educational toys and games, and various learning activities. Play is guided by skilled Educators who will promote literacy, cooperation, social/emotional learning, and movement.

We head outside every day, rain or shine! At Compass, we believe in the power of fresh air and the benefits it has for both the children and the Educators. Outside, there are many opportunities for play and movement, discovery, and science. We offer a large play area with a big play structure, a sandbox, shaded areas, and will go for regular nature walks. Outside play is a crucial part of our program.

Screen Time

We do not provide the children with any screen time at Compass Child Care. We sing songs, play with puppets, set up exciting art experiences, play outside, and provide other fun activities that promote our philosophy of learning through play and exploration.



Nap Time

Naptime provides young learning brains and bodies a chance to recharge and be ready for a fun afternoon.

Potty Training

We will work together with your family to provide consistency, support and encouragement to the child. We ask that your child be accident free at home for two weeks before sending them to daycare in underwear. Please see **Potty Training Policy** for more details.

Injuries

All injuries are recorded in a log. We will contact a parent/guardian depending on the seriousness (i.e. a bump to the head or a nosebleed will prompt an immediate phone call). Compass staff may ask parents to come and pick up their child early. We will not hesitate to call 911 for an Emergency.

Discipline Policy

Compass follows the guidelines of the Ministry of Health “Guiding Children’s Behaviour” handbook (www.healthservices.gov.bc.ca/ccf/child/index.html#publications). Intervention strategies will be used such as: reminding, rephrasing, redirecting, modeling, stating limits in a positive way rather than a negative way, focusing on the behaviour rather than the child, age appropriate choices and consequences. Treating each child with respect is our priority.

If an ongoing behaviour persists and is disrupting the group, the child’s family will be notified and a meeting will be set up to discuss a plan for a solution. The family and staff members can work together in order to ensure the child will be supported. A safe and calm environment is what we strive for at Compass.

Biting Policy

Biting is not unexpected behavior for babies and toddlers. Some children and many toddlers communicate through this type of behavior. However, biting can be harmful to other children and to staff. This policy has been developed with both of these ideas in mind. As a child care centre, we understand that biting will inevitably occur. Our goal is to help identify the cause of the biting and resolve the issue. If the issue(s) cannot be resolved, this policy serves to protect the child(ren) and/or staff that are bitten. If a biting incident occurs, regulations require the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

Please see attached copy of Biting Policy requiring signature.

Emergency Plan and Procedures

Fire and earthquake safety is important to Compass Child Care. The staff will ensure monthly fire and earthquake drills are being practiced. Upon registering with the center, you will be required to provide an Earthquake Comfort Kit specific to your child. We also have an emergency kit on site with all your child’s information, food, blankets and water.



Fire & Evacuation Drills

One of the Educators will yell out “FIRE!” The Educator will grab the daily attendance sheet and the emergency backpack (containing a first aid kit, child and staff emergency cards, and emergency supplies), do a quick head count, and we will quickly pick up any child that may not yet be walking or mobile yet. We will assist the children out of the nearest exit (as illustrated by the fire escape plans posted throughout the center). The second Educator (and any other staff present) will also be doing continuous head counts to make sure all of the children are accounted for. Our meeting spot is in the driveway at the front of the house. Once we are in our meeting place, an Educator will do roll call (visual and verbal) to ensure all children are accounted for. In the event of an actual emergency, an Educator will use the center’s emergency cell phone and call 911. Children will be reassured with hugs and little toys from our emergency backpack.

Earthquake Kits

Earthquakes, and all disasters, are traumatizing events. It may be several hours before you are able to pick up your child. **Is there someone close to the center who you would like to designate to pick up?** If so, please ensure Compass has those names on file so your child may be released to him/her. Prior written consent must be provided. In the event of a disaster, the center will retain responsibility of all children on the premises until they are released to a parent, guardian, or other designated person. In such instances that call for transportation to an official evacuation center, staff will remain with the children until all have been reunited with their families.

In order to help keep the children safe and feel secure, we ask parents to provide an Earthquake Comfort Kit specific to their child.

Your child’s kit should contain:

- A comfort note saying you love them and someone will be there shortly
 - Picture(s) of family, pet, etc.
 - 2-3 non-perishable snacks
 - Juice box, water bottle
 - Anything extra you’d like your child to have
- *please place all items in extra-large Ziploc bag with his or her name written on the bag

Each center has a designated meeting place should our building be deemed unsafe. Those places are as follows:

Ridley: Colwood Pentecostal Church

Jeanine: Kingdom Hall of Jehovah’s Witnesses

We encourage you to talk to your child(ren) about safety protocols at home as well. If you have any questions, please talk to one of us. Together we will be prepared!

Behaviour & Bullying Policy

The goal of this policy is to foster a sense of respect amongst children, parents/guardians, and Compass staff. Please note that it is expected that parents/guardians will act appropriately and respectfully towards children, staff and other parents/guardians at all time. Compass Child Care has **zero tolerance** for any form of bullying or harassment towards children, staff and other parents/guardians. Inappropriate parent/guardian behaviour may result in the child being asked to leave the center (Immediate termination of care).



Reporting Abuse Policy

As quoted from “The B.C. Handbook for *Action* on Child abuse and Neglect” :
(https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_serviceprovider.pdf)

“Anyone with reason to believe a child is being abused or neglected – or at risk for abuse or neglect – where the parent is unwilling or unable to protect them, has a legal duty to report that concern.”

In British Columbia, a child is defined as anyone under the age of 19.
If we have reason to believe that a child is being or is likely to be physically, sexually or emotionally abused, and/or neglected, we are obligated to report it.

Holidays & Closures

Compass Child Care recognizes the following statutory* and annual holidays. These closures are built in to monthly fees. Please note the date may vary year to year:

- New Years Day - January 1st
- Family Day - Third Monday in February
- Good Friday - Friday preceding Easter Sunday
- Easter Monday - (Monday after Easter Sunday)
- Victoria Day - Last Monday preceding May 25
- Canada Day - July 1st
- BC Day - first Monday in August
- Week following BC Day August for professional development (Tuesday-Friday inclusive)
- Curriculum Planning and Deep Cleaning - Thursday & Friday preceding Labour Day
- Labour Day - First Monday in September
- Thanksgiving Day - Second Monday in October
- Halloween - close at 4pm, October 31
- Remembrance Day - November 11th
- Christmas Closure - Begins following annual Family Christmas Celebration until first Monday in January following New Years Day (approx. 2 weeks)

* If there is a stat we have not mentioned, we will be closed on the stat holiday. **We will always be closed on any recognized stat holiday.**

Please see attached copy of Holiday & Closure Agreement requiring signature.

Emergency Closures

There will be no refunds given for emergency closures due to circumstances beyond our control (i.e. snow and power outages, illness). Compass Child Care follows the School Districts 61, 62 & 63 Snow closures. In the event that your School District implements a snow day the daycare will be closed and staff will notify all families by 6:15am.



Termination of Care

If you are planning on removing your child(ren) from the center, you must give at least one calendar month's written notice to be received before first of the month, thereby terminating care at the end of the following month. For example, if your child's last day is to be October 31, written notice must be received no later than September 30th. If notice is received on or after the 1st, no refund will be given. Any extra post-dated cheques in the center's possession after termination will be destroyed or returned to the client. If your child is having difficulty adjusting to the center and is harming himself or harming others (such as: biting, hitting, or spitting), Compass staff will arrange a meeting with the parents to try and problem solve. Unfortunately, if behavior doesn't stop, we will have to give the family one-month notice of termination of care.

Payment Policies

Monthly Payment Plan

Full payment must be received by the 1st of each month. If paying using post-dated cheques, cheques must be submitted six months at a time.

Semi-monthly Payment Plan:

Two payments may be made: One payment on the 1st, and the second payment on the 15th of the month, each representing one half of the monthly fees owing.

Payments made through E-transfer

Please use this template when sending Compass Child Care any daycare payments. In the message portion of your E-Transfer, please ensure you enter the following information:

- Child's First and Last name
- Month that the payment is for
- Location child attends
- If splitting payments for the month, please state "Payment 1/2 for (month)" "Payment 2/2 for (month)"
- Any other information, e.g.: "Drop in day for (Child's First and Last name)"
- If the E-Transfer is for a deposit on a spot at a later start date, please indicate the child's first and last name, and the start month for the child. "Deposit for (xxxxx) starting September 2019"

Payments and Subsidy

Parent(s)/guardian(s) are responsible for full payment of monthly daycare fees.

Subsidy Section 1

If the parent(s)/guardian(s) are eligible for Daycare Subsidy (ACCB) provided by the Province, the parent(s)/guardian(s) are responsible for full daycare fee payments while your subsidy application is processed by the Province. If the parent(s)/guardian(s) are eligible for subsidy, the Province may cover the daycare fees only partially, and the parent(s)/guardian(s) will have to pay the difference from what Subsidy covers, also known as the "Parent Portion"

If your subsidy coverage is back-dated by the Province, and you have paid the full daycare fee for the back-dated month(s), Compass may reimburse you the difference paid, or you may discuss alternate methods. For example, if you are owed 3 months back pay from Compass Child Care, you may discuss whether to receive the full dollar amount back or use the refund as your Parent Portion payments. If your refund is \$1,500.00, and your Parent Portion is \$500.00 a



month, you could not pay your Parent Portion for 3 months. Once this has been fulfilled, you would be responsible for returning to pay your monthly Parent Portion.

Subsidy Section 2

If the Province cancels the parent(s)/guardian(s) subsidy coverage for any reason, the parent(s)/guardian(s) are responsible for paying the full monthly fee until the new subsidy coverage has been re-established.

If/when the parent(s)/guardian(s) get re-subsidized, and the Province back dates any coverage periods, the process in Section 1 would apply. The parent(s)/guardian(s) are to notify Compass Child Care immediately if coverage is cancelled, or vice-versa, depending on whomever receives cancellation notification first, so the parent(s)/guardian(s) can quickly start the re-application process.

If the parent(s)/guardian(s) subsidy has expired, they are responsible for paying the full monthly fee until the subsidy is renewed. Again, once renewed and if the subsidy is back-dated, the process in Section 1 would apply.

It is the responsibility of the parent(s)/guardian(s) to know when their subsidy coverage will end and should start preparations with the ACCB Service Center about a month in advance to apply for coverage renewal, to ensure that coverage does not expire.

Dishonoured Payments and Cheques

A \$30 service charge will be levied on all dishonoured cheques (e.g., NSF, funds not cleared, etc.) and must be paid with the dishonoured payment within one week of the date on the notice in order to maintain your child care space.

After a 2nd dishonoured cheque within a 12-month period, the account holder will be required to make cash/eTransfer payments for a 6-month period. A service charge of \$30 will be invoiced separately and is payable by cash, certified cheque or money order. If the re-presented payment is also dishonoured, an additional \$30 service charge will be invoiced and further collection efforts will commence. These service charges will be adjusted, from time to time, as bank charges change. Families will be given 30 days' notice of this change. _____

Late Pickup Fees

Each center has a late fee of \$1.00 per minute after pick-up cut off at 400pm. Please note that the educator is not paid by Compass Child Care to stay past the end of her/his shift, therefore the late fee is paid directly to the staff member who is required to stay with your child. The parent/guardian will be invoiced upon pick up; receipts are not issued for late fees. The parent/guardian who signs this agreement is responsible to pay outstanding late fees incurred. Repeated excessive lateness may result in termination of care. _____

Smoking

There will be absolutely no smoking (including vapor cigarettes) anywhere on the property.

Confidentiality

Lastly, personal information shared with Compass Child Care is confidential. We respect the privacy of the families we work with and the children we care for.



Compass Sick Policy Agreement

Illness

When your child is ill, we are not able to care for them at our facilities. ***This policy is strictly enforced for the safety and protection of all the children and staff at our centers.***

Please keep your child home when...

- Your child has a fever **over** 37.2 Celsius (99 F).
- Your child has been up most of the night.
- Your child has diarrhea (two+ watery stools in a 24 hr period) or severe constipation
- Your child has skin infections, an undiagnosed rash or sore infected eyes
- Is in visible or obvious pain, or is not feeling well enough to participate with the daily activities of daycare. **This may be at Educator's final discretion.**

Teething is not cause to excuse reasons listed above. Please see attached info sheet **Teething: Facts and Myths.**

All children must be symptom free for 24 hours before returning to daycare. If children require medication to relieve any of the above mentioned symptoms they must be kept home.

Our drop-off time must still be adhered to when a child is returning from a sick day. If your child was sent home sick at 11am on Monday and remained symptom/incident free, they would be allowed to return Wednesday morning, by 9:30am.

Compass staff will call the parent/guardian if the child is vomiting, has a fever, diarrhea, and rash, cannot be consoled by staff, constipation requiring medical intervention or has a suspected communicable disease. We must ensure the health and safety of every child and educator in our center and will enforce a strict sick policy. The following conditions must be met before any child is able to return to the facilities:

- Absence of a fever for 24 hours
- Nausea, vomiting, constipation or diarrhea has subsided for 24 hours and a solid, regular bowel movement has been produced
- Children must be on antibiotics for a period of 24 hours
- Physicians note approving readmission into care (communicable diseases)
- The child had completed the stages of the illness

Medications

Medications will not be administered unless a medication agreement form and record sheet is filled out. This includes over the counter (Tylenol, etc.) and prescription (inhaler etc.) drugs. Children are required to stay home for 24 hours after starting a new medication. Children are also required to stay home the day of receiving any vaccines in case of an adverse reaction.

Parent Name: _____

Signature: _____

Date: _____



Teething – Symptoms & Myths

Your baby's first tooth can arrive any time between three and 12 months. One by one, the rest of the teeth will continue to come and by the time they are 3 years old, most children have all 20 of their baby teeth. In general, it takes about eight days for a tooth to push through the gum – that includes four days before it pushes through, the day it appears and three days afterwards.

The most common signs of teething include:

- red and swollen gums
- irritability, being unsettled
- heavy drooling
- red flushed cheeks or face
- gum rubbing, biting or sucking
- rubbing his ear on the same side as an erupting tooth
- sleepless at night and wakeful during the day
- not feeding as well

Fever & Diarrhea

Teething does not cause fevers. If your baby has a fever or diarrhea while teething, treat it as you would at any other time. If you have any questions or concerns about your baby's fever or diarrhea, call 8-1-1 to speak with a registered nurse, or contact your health care provider.

Although your baby may have a **mild** rise in temperature on the day his/her tooth comes in, most experts agree that **teething doesn't cause a fever or diarrhea**. More likely your child is coming down with a cold, mild flu, ear infection or tummy troubles so keep him/her home and get him/her checked out by your doctor.

Comforting Your Teething Child

Teething may cause some discomfort, making your child fussy. He or she may feel better if allowed to chew on a clean, chilled teething ring, teething toy, or clean wet face cloth. Teething cookies or biscuits are not a good choice because these can stick to your baby's teeth and cause tooth decay. Check with your doctor, dentist or health care provider before using teething ointments, gels or tablets, or any other teething items.

If your baby is really uncomfortable, you can give him/her the correct dose of infant acetaminophen or ibuprofen. Talk to your doctor first if your baby is under three months if giving acetaminophen and under six months if giving ibuprofen. Always follow the correct dosage instructions on the packet. **Ask your doctor or pharmacist if you're unsure how much to give your baby.**



Holiday & Closure Agreement

Compass Child Care Center recognizes the following statutory* and annual holidays. These closures are built in to monthly fees. Please note the date may vary year to year:

- New Years Day - January 1st
- Family Day - Third Monday in February
- Good Friday - Friday preceding Easter Sunday
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- Curriculum Planning and Deep Cleaning - Thursday & Friday preceding Labour Day
- Labour Day - First Monday in September
- Thanksgiving Day - Second Monday in October
- Halloween - close at 4pm, October 31
- Remembrance Day - November 11th
- Christmas Closure - Begins following annual Family Christmas Celebration until first Monday in January following New Years Day (2 weeks)

* If there is a stat we have not mentioned, we will be closed on the stat holiday. **We will always be closed on any recognized stat holiday.**

I understand that I will not receive a refund or rebate for the above mentioned Holidays and Closures.

Parent Signature: _____

Date signed: _____



Potty Training Policy

Compass Childcare will assist your child in potty training once you have successfully begun training at home for one week prior. When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation. We will follow through and encourage your child while in care adhering to the three-step process outlined below. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child show signs of readiness (Please read the Potty Training Readiness Checklist below). Positive reinforcements and consistency must be continued at home.

Compass Three-step Process

Step One:

The child must be kept in pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will use pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups and a few extra changes of clothing.

Step two:

The child wears underwear all day, except for outside play and nap time.

Step Three:

The child is in underwear all day, but still wears a pull-up for nap time. If the child wakes up dry 3 days in a row, they will then begin going to bed in underwear.

Proper Clothing

During potty training your child needs to be dressed in “user friendly” clothing as much as possible. The best items are shorts and pants with elastic waist. Please DO NOT dress your child in the following:

- No tight clothing
- No shirts that snap in the crotch
- No pants with snaps & zippers or buttons
- No overalls or bib type clothing
- No belts
- No one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child’s ability to do so.

Potty Training Readiness Checklist

Verbal Stages of Readiness

Basic verbal skills: The child is able to speak in three to four-word sentences

Stage 1 The child tells you he/she has a wet diaper, recognized when he/she is wet.

Stage 2 The child tells you he/she is urinating, recognizes the sensation of being wet.

Stage 3 The child tells you he/she will wet, can control him/her self and uses the potty.

Physical and Psychological Signs of Readiness

1. Stays dry for a long period of time (the child can “hold” his/her urine and bowel movement).
2. Can recognize when diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move bowels)
4. Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels)



5. Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver)
6. Initiates interest in using the potty and asks to wear underwear.
7. Wants to be independent which is very important for the learning process.
8. Child is emotionally ready and is open to learning (is child generally cooperative?)
9. Child has an awareness and knowledge of the world beyond himself. This sign may seem unrelated to potty training, but it is a behavior that has been seen in children ready to use the potty.
10. Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe him/her self and wash hands)
11. Can use consistent words or gestures to communicate.
12. Can physically get to the potty and sit on it without help.
13. Must show a willingness to want to sit on the potty and understand its function.

Required Supplies

The following items are to be left at the childcare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes of clothing including socks (an extra pair of shoes if available) A bag of pull-ups – you will be notified when the supply is running low.

Potty Training Policy Agreement

I have ready the Potty-Training Policy in its entirety and I agree to abide by the policy set forth.

Childs Name _____

Parent/Guarding Signature _____ Date _____

Parent/Guarding Signature _____ Date _____



Biting Policy

Biting is not unexpected behavior for babies and toddlers. Some children and many toddlers communicate through this type of behavior. However, biting can be harmful to other children and to staff. This policy has been developed with both of these ideas in mind.

As a child care centre, we understand that biting will inevitably occur. Our goal is to help identify the cause of the biting and resolve the issue. If the issue(s) cannot be resolved, this policy serves to protect the child(ren) and/or staff that are bitten.

If a biting incident occurs, regulations require the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Occurs

Our staff strongly disapproves of biting. The staff's job is to keep the children safe. We want to help a child who bites to learn different, more appropriate behavior. We do not use techniques to alarm, hurt or frighten the child, such as biting back or washing his/her mouth out with soap.

For the Child Who Was Bitten

1. First Aid is administered to the bite. It is cleaned with soap and water. If the skin is broken, it is covered with a bandage.
2. Parent(s) are notified.

For the Child Who Bit

1. The teacher firmly tells the child "No! Do not bite!"
2. The child will be placed away from the other children and offered a teething ring.
3. Parent(s) are notified.

When Biting Continues

If the child continues to bite, he/she will be shadowed to help prevent more biting incidents. He/she will be observed by staff to determine what is causing the child to bite (e.g. teething, communication, frustration, etc.). He/she will be given positive attention and approval for positive behavior.

When Biting Becomes Excessive

Step 1: If a child inflicts 3 or more bites in a one week period in which the skin of another child or staff is broken or bruised, or the bite leaves a significant mark, a conference will be held with the parent(s) to discuss the behavior and how it may be modified.

Step 2: If the child again inflicts 3 or more bites in a one week period in which the skin of another child or staff is broken or bruised, or the bite leaves a significant mark, the child will be suspended from care for 5 business days.

Step 3: If the child again inflicts 3 or more bites in a one week period in which the skin of another child or staff is broken or bruised, or the bite leaves a significant mark, the care of the child will be terminated and parents will be asked to make alternative arrangements.



If a child who has been through steps 1 &/or 2, goes 3 weeks with no biting, we will go back to step one should the child bite again.

If a child bites twice in a 4 hour period, the child will be required to be picked up and removed from care for the remainder of the day.

Biting Policy Agreement

I have read and understand the Biting Policy in its entirety and I agree to abide by the policies and procedures therein.

Child Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

