

## Port Coquitlam Children's Centre

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*operated by the Port Coquitlam Daycare Society*



# Daycare Handbook

Located in the Meridian Village Townhouse Complex

## **Daycare Philosophy**

Our philosophy is based on the knowledge that children learn through play. The environment is thoughtfully set up with many success oriented opportunities to encourage growth of the “whole child” through art, science, literature, music and free play.

The program is designed so the children will have many different positive experiences. Each child will have the opportunity to develop socially, emotionally, mentally, and physically in a safe, inclusive, happy and natural environment.

At the Port Coquitlam Children’s Centre, we strive to increase the child’s natural curiosity about their world around them and we model how to be environmentally responsible. The program reflects a natural setting to play in and explore. It includes plants, natural materials and resources with an emphasis on recycling and resourcefulness. We take a collaborative approach within our centre and welcome everyone’s input and ideas to continue to promote environmental education with the children.

We encourage autonomy, self confidence and responsibility by instilling problem solving skills, modeling independence and encouraging individuality. We acknowledge the children’s accomplishments and always validate the child’s emotions. In doing this, it shows the children that they are smart, they are unique and they are important!!

### **Daycare Room 1 - Daily Schedule**

This is a general overview of our day. Staff may make changes to suit the needs of the children.

7:00 a.m. – arrival and free play  
9:30 a.m. – snack time  
10:00 a.m. – outside play  
11:00 a.m. – circle  
11:20 a.m. – free play, art/tabletop activities  
12:15 p.m. – lunch  
1:00 p.m. – nap/rest time  
2:30 p.m. – wake up and outside play  
3:30 p.m. – snack  
3:45 p.m. – free play  
5:15pm – room closes.

### **Daycare Room 2 - Daily Schedule**

9:00 a.m. – arrival, free play and art  
10:15 a.m. – circle time  
10:45 a.m. – snack time  
11:30 a.m. – outside play  
12:30 p.m. – lunch  
1:00 p.m. – quiet time/table time  
2:00 p.m. – free play /outside time  
2:30 p.m. – room closes.

### **Daycare Room 3 - Daily Schedule**

8:00 a.m. – arrival and free play  
9:00 a.m. – outside play  
10:00 a.m. – snack  
10:30 a.m. – circle  
11:00 a.m. – art and tabletop activities  
11:30 a.m. – tabletop activities and free play  
12:00 p.m. – lunch  
12:45 p.m. – clean up/toileting/book time  
1:00 p.m. – nap/rest time  
2:30 p.m. – wake up/table toys  
2:45 p.m. – free play  
3:15 p.m. – snack  
3:30 p.m. – outside play  
5:00p.m. – room closes

### Arrival Policy

Please have your child here by 9:30 a.m. Please message us on Brightwheel if you are going to be late. If you arrive after 9:30 a.m., it is your responsibility to bring your child quietly to the activity we are involved in. Please do not leave your child in the cubby area, hallways by the bathroom and sign in sheet, or in the building if the group is outside.

### Nap/Rest Time

Children in our Daycare 1 and 3 programs have a rest time each day after lunch from 1:00-2:30pm. All the children in programs 1 and 3 lie on mats in the room for a period of time. If children don't sleep they rest on their mats for a short period of time and then we allow quiet activities why the rest of the children sleep. Daycare 2 does not have a nap time, they have a quiet time and the children do not lie down. They are given quiet activities and listen to soothing music for a period of time.

### Supplies

Parents must supply the clothing necessary to keep the child warm, comfortable and dry. The children play outside in all weather and are encouraged to explore their environment.

Please provide all the items below to be left at the centre:

- full change of clothing including socks, underwear, shirt, and pants
- a blanket and fitted sheet
- puddle suit and boots
- for winter: a hat, mitts, boots and winter clothing
- for summer: a hat, sunscreen to leave at the centre, bathing suit and towel, summer clothes

**Please provide proper footwear for your child. No flip flops. Sandals and crocs must have a back strap.**

Please label all your child's items. If you are looking to purchase individual labels, please visit: [campaigns.mableslabels.com](https://campaigns.mableslabels.com) as we earn funds from every order.

### Laundry

Your child's bedding and clothing will be sent home when soiled. Please ensure another complete set of bedding and clothing is sent the following day. If your child comes home in daycare clothes, please wash and return in a timely manner as we do not have many spare clothes. As well, if your child comes home in daycare clothes, that means your child has no spare clothes here.

### Nutrition

Our centre is committed to promoting the health and well being of all children in our care. We realize that the best way to do this is to work in partnership with parents.

We encourage healthy lunches, snacks and beverages. Although we schedule snacks and lunch at certain times, children will be allowed to eat when they are hungry.

**Lunch and snacks** – Children can bring a cold lunch and snacks such as a sandwich or cheese and crackers, etc. If you need some lunch bag ideas, please request our nutritional package from staff which has some great and easy ideas for cold lunches and snacks. Alternatively, you can send a thermos for warm food from September – June. No thermoses in the summer as we are out of the building on a daily basis. **An ice pack must be sent in your child’s lunch each day in order to maintain licensing requirements and food safe policies.**

No candy or pop is permitted.

### Peanut Butter/Nutella Restriction

Please do not send any peanut butter, Nutella or other nut butter products (ex. Almond butter) in snacks or lunches. We have several staff and children in the centre with allergies and find these products challenging to control. A great alternative is WOW Butter.

### Birthdays

We will celebrate your child’s birthday on their special day. You may send a purchased fruit or vegetable tray on their special day. Please do not send any other food products or other party favors. **Birthday parties are for “at home”.**

### Special Occasions

To celebrate other special occasions and holidays, the staff will post a “sign up” list of supplies needed. Products must be store bought and in the original packaging. **You must provide a dated receipt to verify the date of purchase. WE CANNOT ACCEPT HOME BAKED ITEMS OR VEGGIES AND FRUIT CUT AT HOME.**

### **Fire/Earthquake Drills**

Once a month we will practice a fire drill and every second month we will practice an earthquake drill. Although this can be alarming if it is your child's first experience, it is a necessary procedure which teaches your child what to do at our facility in the event of an emergency.

### **Volunteer Duties: Laundry or Recycle**

You will be assigned a laundry day for the centre laundry or a time to take our recycle to the depot. If you do not have access to laundry facilities, please let staff know and you will be assigned a different volunteer duty.

### **Toys**

Children may bring a toy to the daycare on designated toy days. We ask that the toy not be breakable or a weapon type. All children must share the toy they bring in. If the toy is not shared or becomes a concern, the staff may decide to put it away until the child goes home. Staff are not responsible for lost or broken toys.

Please see your Family Handbook for all other information regarding policies and procedures of The Port Coquitlam Daycare Society.

**Thank you for taking the time to read our Daycare Handbook.**

**Welcome to the Port Coquitlam Daycare Society!**