



Kelly's Kids Home Daycare

Policies and Procedures

COMMUNICATION

Drop off and pick up times are often the busiest times of the day; as such I have set up a HiMama account for Kelly's Kids Home Daycare. This app allows me to send you daily reports through your e-mail with information on how and what your child ate, nap times, activities they participated in during the day, diaper changes and potty training, as well as videos and photos of your child. You may also log onto the HiMama app to view menus and activity planning as well as your child's daily reports.

I encourage parents to reach out to me with any questions or concerns via phone, text, or messaging. However, please do not call between the hours of 8:00pm and 6:00am unless it is an emergency. Please text or message me during these hours and I will get back to you as soon as I'm able.

Parents are always welcome to visit during daycare hours and have access to all areas in my home where my daycare is run.

CHILD ACCESS

Children will only be released to people listed on the child's registration form. Anyone unfamiliar to the provider *must* supply government issued photo identification. If either parent has any restrictions to accessing their child, a court order must be provided to ensure it can be enforced if the police need to be called.

PHOTOGRAPH CONSENT

I will only photograph your child with your written consent. Consent is individualized to the HiMama App, our secret Facebook page, Kelly's Kids Home Daycare website (with NO identifying information), and photographs displayed in the daycare space. You can agree to all, some, or none of these options.

BEHAVIOUR MANAGEMENT

Children learn best with an affirming model of behaviour management that encourages positive interactions with clear and consistent expectations. Rules are kept simple with the safety and well-being of the children in mind. Consequences for managing unwanted behaviours are natural and kept appropriate to the child's developmental level. For example, if a child is jumping on the couch after the behaviour has already been explained as unsafe, that child will not be allowed on the couch for a set period of time.

We have a 'Chill Chair' that is used sparingly for aggressive or destructive behaviour when a child needs some time to calm down. We always talk together before re-entering our play area to discuss why the child needed to take time to calm down and ways to handle the situation more effectively. This may sound rather complicated, but we try our best to keep things quick and simple.

It is always ideal to keep on top of behaviours in the play area and redirect the children to positive approaches to solve any issues. Redirection with younger children is often the most effective approach. Any type of corporal or punitive measures are never used.

ILLNESS

If your child has a fever over 100F, is vomiting, or has diarrhea, they should not be in care. The idea behind keeping your child home when they are sick is to allow them proper time to rest and recover from their illness and to prevent this illness from spreading to the other children in care. Please use common sense when deciding whether to send your child to daycare when they are unwell. If you are unsure, do not hesitate to contact me.

I use the Middlesex-London Health Unit's "Guide to Common Infections" to determine when to exclude children from care. Their 'Quick Reference' chart is attached to my Parent Information Package for your reference as well.

I am willing to give your child medication should they require. Prescription medication needs to be in its original container with clear dosage instructions. Over the counter medications require written dosing instructions from your family physician. Administration of all medication is recorded.

You MUST tell me if you have given your child medication prior to arrival at daycare to control their symptoms. This allows me to be alert to any changes that may occur in their health (for example, if they spike a fever when the medication wears off).

SANITARY PRACTICES

Handwashing is the single most important thing we can all do to prevent the spread of infection. All children in care will wash their hands before eating or drinking, after toileting or diapering, after contact with animals, when coming in from playing outdoors, and after contact with nasal or oral secretions. I will, of course, lead by example and do the same.

Toys and play areas are cleaned daily and sanitized weekly, or more frequently as needed. Individual change pads are sanitized after every use. Personal bedding (sheets, pillows, blankets, stuffies) are washed bi-weekly, or more frequently if required.

MEALTIMES

Breakfast, lunch, dinner and two snacks are served throughout the day. Should your child arrive later than our meals are served, you are responsible for feeding your child before dropping them off. Feeding a child at times other than scheduled meal times creates a disruption in our programming and the children will generally not eat properly, or sometimes at all, with the other children playing around them.

We encourage you *not* to bring food for your child to daycare unless they require a special diet (e.g. infants, allergies) or you have made special arrangements with me ahead of time.

POTTY TRAINING

Potty training is always a unique experience with each child. The key to success is consistency in expectations so communication between parents and caregivers is essential to the process. Most children are ready around 2-1/2 years of age, but this can vary greatly from child to child. When potty training begins, accidents will happen and supplying extra clothing is essential.

FIELD TRIPS

We enjoy getting out in the community to special places to engage in fun and educational activities. Some of our favourite places include: London Children's Museum, Apple Land Station, Clovermead Adventure Farm, Fanshawe-Kinsmen Sugar Bush, Fanshawe Conservation Area, and Parkwood Hospital to visit with the veterans.

I always employ a 2:1 ratio on field trips, so depending on the number of children in care that day I will have another adult and sometimes a student helper with us. Parents are always welcome to join us for our field trips 😊

TOYS

I discourage the practice of bringing toys to daycare. I have a policy that all toys that enter the playroom must be shared and this can be especially challenging when that item is a special toy. In cases where children do not want to share their special toy, I encourage them to bring it to circle time and tell their friends about it, then return it to their backpacks.

Children are welcome to bring special stuffies and blankets for their personal use at quiet time.

PARENT'S RESPONSIBILITIES

Parents are required to provide a backpack with extra clothes and any other items requested by the provider. Such items include sunscreen and a sunhat in the summer; swimsuit, towel, and water shoes for water days; extra hats and mittens in the winter. Outdoor clothing appropriate for the weather is to be provided daily.

Parents are also required to provide a change pad, diapers, wet wipes, and diaper cream for their child.

All contact information for parents and emergency contacts will be kept up-to-date.

YOU BECOME EXTENDED FAMILY

Providing care for children is a heartfelt and very personal vocation for me and it is impossible not to become attached to the children and families I provide care for. To encourage a deeper connection with our families and keep in touch with past clients, we hold bi-annual get togethers during the summer around the winter holidays. These also allow children who have been in care previously to reconnect with old friends and for current families to get to know the children that their child spends their days with, as well as those children’s families.

Raising children can be an extremely rewarding yet challenging endeavour and there are many times when it may feel overwhelming. You are always welcome to call and arrange to visit. My grandmother always said that there was nothing that a cup of tea wouldn’t help; a listening ear may not fix all your problems, but it can ease your burdens and I will always maintain full confidentiality.

We also host occasional complimentary care for date nights Friday evenings after regular daycare hours. It is important to take time for yourself so you that you don’t burn out! These are on a first-come, first-served basis and will be advertised two-weeks in advance.

We have read the above statements of Policies and Procedures for Kelly’s Kids Home Daycare and understand and agree with the statements contained therein.

Signature of Parent/Guardian

Date

Signature of Parent Guardian

Date