Welcome to SFU Childcare Society

SFU Child Care Society values children as the heart of our respectful, collaborative and reflective community by providing them with an environment to develop their potential through freedom to explore and engage the world around them.

Westside and Office:
8888 University Drive
Burnaby, BC
V5A 1S6

Eastside:
9075 Highland Court
Burnaby, BC
V5A 0B1

Verdant:
9191 University Crescent
Burnaby, BC
V5A 0A1

Leading excellence in Early Care and Learning in a sustainable way.
We warmly welcome you to SFU Childcare. We are extremely proud of our renowned reputation on Campus and in the broader community for "leading excellence in Early Care and Learning in a sustainable way."

It is our goal to ensure that your family receives the best possible care for your child. Therefore it is important that we hear from you if you have any questions, concerns or suggestions in order to help us maintain our excellent reputation. (see SFU Childcare Society Communication Pathways)

This parent booklet is an overview of SFU Childcare Society. It outlines key information: information on policies, procedures and information on where to direct specific issues.

Do you realize that you are now a member of a non-profit society with the full privileges of membership? SFU Childcare Society formed in 1982/83 after fourteen years as eight separate legal and financial entities.

The main west side facility was built in 1978 (buildings 1, 2, & 3), and in 1995 (building 4). In 2007 the Verdant Early Learning Toddler Centre and in 2012 UniverCity Childcare Centre opened on the east side of campus. Both Verdant and UniverCity Childcare are located in the UniverCity residential community.

We offer early care and learning from 3 months to 12 years of age in fifteen separate programs. We have come a long way from our roots as a family cooperative on campus to the reputable organization of today. Be sure to read how you can become involved as a member of SFU Childcare Society!

We encourage you to keep this booklet handy for continued reference. We welcome your comments and suggestions.
SFUCCS Communication Pathway
-Parent Members-

Where do I go to have my questions answered?

This document can help you to find the right person to assist you when you are looking for information about SFUCCS or if you have a specific question that applies to our operations.

Operational considerations fall under the oversight of the Society’s Executive Director Pat Frouws but other members of the SFUCCS staff will likely be able to assist you.

Operational considerations are divided into three broad categories:

1) Enrollment (waitlist, schedule changes, space offers, timelines)
2) Fees (payment options, billing)
3) Programming (activities, staffing, lunch program)

Depending on which category your question falls into you should follow the pathway of communication as outlined:

May 2014
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INTRODUCTION TO SFU CHILDCARE

Mission
Leading excellence in Early Care and Learning in a sustainable way.

Vision
SFU Child Care Society values children with as the heart of our respectful, collaborative and reflective community by providing the an environment to develop their potential through freedom.

Core Values
- Relationships
- Joy
- Communication
- Accountability and Integrity
- Exploration and Experience
- Respect
- Responsibility
- Freedom
- Ongoing commitment to a holistic engagement with children, families and our learning community
- Excellent early care learning with integrated health and environmentally responsible programming
- Ongoing commitment to Educator’s personal and professional growth
- Financial accountability and integrity
- ED/Board support and succession planning
- Establish community building fundraising projects
- Responsibility to foster a respectful and joyful Early Care and Learning community
- Relationships with stakeholders built upon respectful, responsive communication
- Collaborative relationships with SFU, UniverCity communities and the Burnaby School District
- Connect the Society to the broader professional community
Core Values

Joy

- We celebrate the wonder of childhood.
- Our childcare community emanates joy and hope through our work and relationships.
- We care about the whole health of our childcare community.
- We understand that optimal well-being and joy includes work and family life balance that also ensures attention to psychological, physical, emotional, environmental and spiritual health.

Relationships

Our early learning and care community works together in an effort to acknowledge and celebrate each other’s role and expertise.

- We believe in the importance of developing good relationships.
- We believe that trust is the foundation of every relationship. Building trust takes time and mutual respect.
- Open and effective communication that values diversity and beliefs is the key to building trust in our relationships.
- When we honor children through loving, respectful and nurturing relationships, children will explore their capacities as friends, problem solvers and critical thinkers and become kind, compassionate members of society.

Freedom

- We support children by providing opportunities where they can try, make mistakes, succeed and be proud of their achievements.
- We empower children through the opportunity to be heard, seen and believed. They have the freedom to safely express, explore, combine and extend what they have learned and engaged in to develop individual interests, talents and ongoing abilities.

Exploration and Experience

- We believe that children are active, curious, and capable individuals and that they learn best through play. Play provides children with opportunities to explore, to have various experiences and to be creative. Play allows children to build and expand on their developing skills and knowledge.
- We recognize that our natural surroundings are great resources for learning. We see nature as a great place for all to explore, to satisfy natural curiosity about ourselves and the world we live in. Finally we want all to understand that we have an important role in caring for our world.

Communication

We believe in the value of effective communicators who:

- Recognize the value of personal opinions and those of others.
• Appreciates the importance of the decision making process in achieving sound decisions.
• Encourages open communication evaluating input and giving feedback in a respectful manner.
• Provides choices to enhance collaborative decision making.
• Are to be proactive, assertive and action-orientated.
• Have realistic expectations.
• Communicate in a direct, honest manner with diplomacy and tact.
• Work to achieve goals without compromising others.

Responsibility

In light of the opportunity that we have been given to work with the children, families and colleagues at SFUCCS, we take responsibility to commit to excellence in Early Learning and Care.

• We achieve this by promoting and nurturing the growth and development of each child and by embracing innovation and change.
• On an ongoing basis we are responsible for continued personal and professional growth with full engagement in the SFUCCS community.
• We are responsible to advocate for families and children in the broader community.

Accountability and Integrity

• We adhere to the Early Childhood Educators of BC code of ethics.
• We are professional and compassionate in the understanding that the children of SFUCCS represent our hope for the future.
• In all our interactions we display accountability and integrity with the best interests of the children as our guide. Therefore we strive for an ethical, open, direct and honest community.
• We encourage each other in building trust and receiving and giving respectful and constructive feedback.

Respect

• We see children as competent and capable individuals deserving of respect. We acknowledge their feelings, see things from their perspective and provide settings that are nurturing and supportive.
• We work together as staff, parents, and families for the best interest of our children.
• We respect the diversity of beliefs, cultural practices and draw on families’ strengths and knowledge.
• We see the invaluable role and experiences that staff brings to the Society.
• We respect staff by encouraging collaboration and participation in discussions.
• We see staff as professionals who make decisions that are ethical, responsible and always in the best interest of the children.
**Who We Are**
SFU Childcare Society is an independent, legally incorporated non-profit society with registered charitable organization status.

Our Board of Directors is composed of:

- 10 Parent Representatives
- 2 University Representatives
- 2 Community-at-large Representatives
- 2 Childcare Staff Representatives (who are non-voting members)
- The Executive Director (*who is non-voting*)

The Executive Director is an ex-officio, non-voting member of the Board. The Executive Director is hired by the University (with direction from the SFU Childcare Society Board) and acts as a liaison between the SFU Childcare Society and the University.

**Programs**
The fifteen programs within the SFU Childcare Society provide full and part time care to approximately 325 children (283 available spaces), ranging in age from 3 months to 12 years, representing about 300 families.

The Programs are:
Each Program is licensed by the Provincial Child Care Facilities Licensing Board and is required to meet the Provincial Child Care Licensing Regulations at all times.

These regulations determine staff/child ratios, facility safety and group size.

A Licensing Officer from the Simon Fraser Health Region is responsible for inspecting each program annually and provides the SFU Childcare Society with a written report. (current Licensing inspection reports are on our website in the Members Only section)
Meal Program
Each week a menu is prepared and posted in each program and our website under “Members Only” section. There will also be a copy pasted just outside of the kitchen area of the website. A hard copy is available in your child’s program as well.

All of our programs provide a morning and afternoon snack, and our Infant/Toddler, 3-5
programs are provided with a hot lunch. Licensing regulations require that nutritious food be served. In SFU Childcare, we have a Food and Nutrition Policy to align with SFUCCS vision. There is the interest in promoting healthy relationships with food and with each other as a means for building a respectful, collaborative and reflective community. Please keep candy, gum, and other junk food items at home.

**Hours of Operation**
- SFU Childcare programs are open Monday to Friday from 8:00 a.m. to 5:30 p.m.
- The School Age programs are open from 7:30 a.m. to 6:00 p.m. Monday to Friday
- The Main Office is open Monday to Friday from 8:00 a.m. to 5:00 p.m.

At times of lower attendance, i.e., Christmas Break, programs may amalgamate their services. You will be informed well in advance of any such change.

**Non Profit Society**
One of the strengths of the SFU Childcare Society as a non-profit organization is the active involvement of parents. All parents with a child in a program are members of the SFU Childcare Society. As members, you are entitled to one vote per family at our Annual General Meeting in September and to attend the SFU Childcare Society's monthly Board meetings. Membership on the Board of Directors is by a nomination process that is held one month prior to the Annual General Meeting. At that time the Board will inform parents of the skill sets required for new Board members. All parents are eligible to be nominated/nominate oneself to a two-year renewable term.

Your skills may be valuable also for the communication and engagement/governance and nominating committees of the Board. Please let the Executive Director know if you are interested or have any questions.

The SFU Childcare Society serves both SFU and the larger community. We host tours and provide the setting for practice and research. We also receive visits from politicians, the media, and other interested members of the public. All visitors receive permission prior to entering our program to ensure the safety of your child.
We are funded primarily through parent user fees, provincial government grants and fund raising efforts. These funds are used for staff salaries and benefits, food costs, program related expenses, equipment purchase and upkeep, playgrounds, administrative costs and utilities.

SFU supports SFU Childcare via a Licensing Agreement which provides for repairs and maintenance service for the outside and structural part of our buildings. We have the added benefits from SFU of rent-free facilities, insurance and the salary and benefits for the Executive Director and Office Assistant.

Another important aspect of SFU Childcare Society is our involvement in advocating for a universal, affordable, quality and accessible childcare system for all parents beyond the immediate SFU community. SFU Childcare Society endorses the $10/day childcare campaign sponsored by the Early Childhood Educators of BC and Coalition of Childcare Advocates of BC.

SFU Childcare Society's Research Information

SFU Childcare Society programs are part of many unique educational and research partnerships with Simon Fraser University’s faculty of Education, Burnaby School District 41’s Early Childhood Care and Education program, The Vancouver Reggio Consortium and The Child and Youth Care department of the University of Victoria.

As such, the educators and interested children in our programs work closely with mentors, faculty and graduate students on inquiry based projects. Our projects have included looking closely at children’s understandings of what it means to be in a “living building”; investigations into the indoor and outdoor play environments; educator’s explorations of pedagogical practices and curricular examinations, investigations of the children’s learning materials; as well as the children’s developing language, literacy, numeracy and social development.

These inquiry projects take place naturalistically and respectfully through participant observation, and selected audio or video recordings of the children. This will be done to document the children’s lived moments and to create records of the children’s thinking, theories, language and growth that can lead to further discussion, curriculum planning and documentation of learning. This documentation is always made available to parents and the learning community.

Any sharing of documentation in conference presentations or for purposes of publication will always be done with informed consent from all families.
Importantly, all students/researchers will be subject to a criminal record check prior to entering into any of our SFUCCS facilities.

All research projects, as described above, are not mandatory and the children and their families participate only if they wish to. Alternative experiences will always be available for children in our programs. Please contact your program directors if you would like any more information on current research projects or if you have any questions or concerns.

PAPER, PAPER AND YET MORE PAPER

Childcare Parent Agreement
The Parent Agreement is the legal contract between you, as the service user, and the SFU Childcare Society, as the service provider. Please read your Childcare Agreement carefully. Its terms and conditions are legally binding. Make sure you have a copy. (contact info@childcare.ca if you require a copy)

Withdrawal Form
When it comes time for you to leave SFU Childcare, completion of a withdrawal form at least 45 days in advance is required. The form is available on the website in the members only section.

Enrollment Change Request
If you want to makes changes to your current enrollment, e.g. from part-time to full-time or vice versa you will need to submit an Enrollment Change Request form. The form is available on the website (members only section). Please remember that this is not automatic as it depends on space availability and if it works for the program. You request will remain on file for up to six months. Your contact information needs to be maintained so that you can be contacted in case of emergency. These forms are to be filled out in your child’s program.
Next Age Group Waitlist
Your child’s name will be put on the next waitlist automatically. Please note that there is no guarantee of a space for any child; however we do our best to ensure seamless transitions from one age group to the next.

Health Forms
These forms provide staff with information vital to your child’s well-being. Any special instructions to staff regarding the care of your child (e.g., allergies, health concerns, particular interests) should be recorded here. (Under the Provincial Child Care Facilities Licensing Board regulations, the Community Health Nurse has access to these forms.)

Field Trip/Special Event Permission Form
Permission for walks around campus is included on the Emergency/Permission card. However, if your child is going off campus or participating in a special event, e.g., swimming, you will be asked to sign a separate Permission Form. This form will clearly identify destination, costs (if any), names of staff accompanying the children and any other pertinent details.

Custody Documentation
Staff do not have the legal right to deny a parent access to his/her child unless a copy of the relevant Court Order restricting access is in your child’s file. If you have such documentation, please ensure that you give it to staff prior to your child’s entry into care. If such documentation is drawn up while your child is at the SFU Childcare Centre, please inform staff and bring in photocopies immediately.

Please remember to let your program know if you are not going to be in your usual work/class place in case we must reach you in an emergency.

NOTE: It is extremely important that all your forms be kept up to date.

Parking Information
Parking spaces for drop-off and pick-up are available in the Visitor’s Parkade. When dropping off or picking up your child, please ensure that your childcare parking pass is visible. The childcare parking pass permits you to park free of charge for twenty minutes. You may be expected to pay if you this time allotment.

Please note: Only four spaces are available in the Residence Parking Lot adjacent to Childcare Centre. Do not park in any of the other spots as your car will be treated as an illegally parked car. Illegally parked cars will be subject to a fine or risk being towed by SFU Security or Residence Security. These spaces are reserved for over height vehicles only.

The Fire Lane is NOT available for drop-off or pick-up. Parking in the fire lane (adjacent to the tennis courts or adjacent to the parkade) jeopardizes children’s safety. It is necessary to restrict access so that the fire lane is clear of traffic and the area is safe for children and parents walking to and from their cars.

For University Childcare centres, parking spaces are available in front of/adjacent to the
Financial Information

Fees
Fees are set by the SFU Childcare Society Board of Directors. As stated in your Childcare Parent Agreement, fees are due on the first of the month (Post-dated cheques may be given to the Accountant in the child care office). We also offer a pre-authorized payment plan; please see the Accountant for more information. Currently we do not accept Credit or Debit cards.

To avoid a late payment fine, advise the child care office if you know that your fee payment is going to be late, e.g., student loan, subsidy delays. If you are experiencing financial difficulties and need to arrange an alternate payment schedule, please contact the Executive Director.

Official receipts for child care fees will be issued in February of each year for the preceding year. All Fees will need to be paid up to December 31st for you to get a receipt in a timely manner. Late payments at the end of the calendar year will result in your receipt being delayed. Please retain this receipt for income tax purposes as there will be a charge of $25.00 for duplicate receipts.

Arrears
If outstanding fees have not been paid and if a payment schedule acceptable to the Society has not been made and adhered to, the Society may withdraw childcare services and commence legal proceedings. Arrears notices are usually given out approximately the third week of each month to people who have outstanding accounts. If after the “second notice” deadline an account is still outstanding, the Executive Director of Childcare Services may take further action.
Provincial Child Care Subsidy, Bursaries and

Emily Campbell Endowment Fund

The Provincial Child Care Subsidy is available for eligible working and studying families (For further information visit: http://www.gov.bc.ca/mcf). Student parents taking 9 credit hours, or the equivalent, may also qualify for the SFU Child Care Bursary.

The Emily Campbell Endowment Fund is available to assist eligible University employees with their SFU childcare costs. For more information regarding these bursaries, contact the Accountant. Please note these funds are limited.

Emily Campbell
Director of SFU Childcare 1974 to 1984

More Information about Us

Staffing
The regular SFU Childcare Society staff are fully qualified or in training to be Early Childhood Educators as specified by the Provincial Child Care Licensing regulations. Many of our staff continue their professional development by taking courses at the local colleges and by attending workshops and conferences sponsored by SFU Childcare Society and child care organizations in the Lower Mainland. The Childcare staff is unionized with the BC Government and Service Employees Union (BCGEU) and has a Collective Agreement describing their rights and benefits.

SFU Childcare Society gives staff four weeks of vacation annually, 18 sick days and 10 special leaves days to each regular full-time employee.(pro-rated for part-time staff) Casual employees are hired to cover staff who are on leave.

Office Logistics
Since SFU Childcare Society is a large and expanding non-profit organization, we have a separate office for administrative purposes and support for all programs. Office hours are 8AM to 5PM from Monday to Friday.
Communicating With Staff in Your Program

We consider open and effective communication a vital part of a positive experience within and outside your child’s program and we encourage you to use the established channels for communicating your concerns. On a day-to-day basis, you will have opportunities to talk with program staff informally. Please be sure to read your program newsletters and to check the parent information board frequently. Both will provide you with lots of ‘need-to-know’ information. We also encourage you to join our e-mail lists as another communication tool. This can be done through the office.

If your concern or question involves the running of the program, your question can be directed to Program Directors in charge.

- Jacqueline Ewonus, Infant/Toddler Program Director 778-782-5966
- Jacky Hughes, 3 – 5 Program Director 778-782-4758
- Karen Vaughan, UCC & Verdant Program Director 604-291-7366

Questions regarding enrollment can be directed to the Office Assistant

- Kathy Hart 778-782-4569
- Email: kathyh@sfu.ca

Financial issues can best be answered by the accountant

- Theresa Chang 778-782-5725
- Email: sfuccfin@sfu.ca

Questions regarding the overall SFU Childcare Society operations should be directed to the Executive Director.

Pat Frouws 778-782-3226
Email: pfrouws@sfu.ca
Sign-in/Sign-out
When you bring your child to your program each day, please be sure to sign him/her in on your program’s attendance sheet and note the time that you expect to pick up your child. It is also helpful if you indicate in the ‘comments’ column any events or circumstances that may affect your child (e.g., a late night the evening before, one parent away…). When you pick up your child, please draw a line through your child’s name, indicate in the ‘actual time out’ column the time that you leave, and add your initials. This is an important safety factor and officially transfers the care of your child from the Program staff to you just as the care of your child is transferred to the Program when you sign-in at the beginning of the day.

Safety
Transportation — Staff for the School Age programs are involved in transportation arrangements for your child to and from School. During this transition from child care to school and school to child care, both children and parents have responsibilities that help ensure your child’s safety and make the transition as smooth as possible.

Please check with your program staff for specific responsibilities and information.

Unscheduled Closures
Winter Driving Conditions/Snow Closure — Due to our “mountain top” location, winter conditions are often more severe than in the surrounding community - watch for black ice and fog as well as snow. We suggest that you allow extra driving time when coming to pick up (or drop off) your child. When it is snowing in the morning or starts during the day, it is critical that you listen to the radio or contact the Campus Road conditions ‘hot line’ (604-444-4929) for up-to-date information regarding possible University closure and/or poor road conditions. This is particularly important if you are going to be off campus for the day. Avoid phoning your program when it is snowing as the off-campus phone lines become congested quickly, making it difficult for staff to phone out. We strongly suggest that, if conditions are bad in your area, they are worse “up-the-hill” and that you should come and pick-up your child. Please read the snow day protocols for more information in the member’s section of our website sfuchildcare.ca

Fires, Earthquakes, Closures
Staff will take all reasonable precautions to ensure your child’s safety should a fire or an earthquake occur. Regular fire and earthquake drills are held with the children and ‘emergency bags’ are a part of each program’s equipment. Please familiarize yourself with the emergency plan posted in your program. Do not enter the the building/complex if you arrive during an emergency evacuation (drill or ‘for real’). Look for the nearest person in authority, who will be identified by a bright orange safety vest and they will direct you to your child’s group.
In the event of a fire or earthquake, please pick up your child as soon as possible. If we are unable to use the facility/childcare complex, it is likely we will be in the dining hall (west side programs). When you come to pick up your child, it is IMPERATIVE that you sign out your child. Also, please be aware that, in order to reduce confusion and anxiety during an emergency, lines of authority have been established amongst the programs and staff members. These lines of authority have been established after considerable thought and we ask that you recognize this authority.

Staff does not normally transport children off the campus unless there is an emergency. They will, however, provide care for your child until you arrive.

**Supervision of Children**

Government regulations require that your child be supervised and that age appropriate child/adult ratios be maintained at all times. If there is no one in your program when you arrive (the children and staff may be out on a walk/field trip) do not leave your child alone or with an unqualified person. Please come to the Office for assistance. We do ask that if you know that you will be dropping off your child after 10:00 a.m. that you phone your program in advance.

Parents are encouraged to support and contribute to their child’s program by going to meetings, and/or by volunteering.

**Remember, you are always welcome to join in the program’s activities.**
Health Policies and Procedures

These policies and procedures have been developed to provide the highest level of health protection for all the children as possible. We ask for your full co-operation with the following:

Diarrhea may be a symptom of a serious illness therefore we require that your child remain away from daycare for a minimum of 24 hours after the last bout of diarrhea.

Health policies state that if your child has been vomiting he/she must stay away from daycare for a minimum of 24 hours after the last bout of vomiting. Insufficient recuperation time can leave a child with very low immunity levels and increases his/her susceptibility to secondary infections.

If your child has had an infectious disease or is exhibiting any of the symptoms outlined above, the program staff may request that your child be examined by a Doctor and receives medical clearance before re-entering the program.

Please notify staff of any medications being given to your child outside of daycare hours. If your child must be taken for emergency treatment and you cannot be contacted, this information may be of critical importance.

Please ensure that staff is aware of the whereabouts of you or your alternate emergency contact person at all times. If your child becomes ill, it is a requirement of the Provincial Child Care Facilities Licensing Board that we contact you immediately so you can make alternate care arrangements. (Just a reminder, it is advisable for your emergency contact persons to have access to a car seat.)

For the safety of the other infants and toddlers, please do not put any medications or vitamins
into your child's bottles. Only medications, including over-the-counter e.g. Tylenol) officially prescribed by a Doctor can be administered by staff. Please ask staff for the required consent form. If your Doctor provides you with "samples" please obtain a letter of authorization so we can administer the medication.

Please make alternate care arrangements now for when your child is unable to attend childcare due to illness. Plan ahead.

**Immunization**

Prior to entering care, a child MUST have received those immunizations that are appropriate for the child’s age and that are recommended by Simon Fraser Health. A photocopy of the child's immunization record is required by the program prior to the child’s first day. Exceptions to this policy can only be made for medical reasons and must be documented by the child's physician. Please check with the Executive Director regarding this “exception to” policy.

**Children with Chronic Health Concerns**

If your child has a chronic medical condition he/she may be more at risk should he/she be exposed or contract a disease. Parents are reminded to inform staff members of any conditions that may adversely affect their child’s health. Staff members will try to keep you informed of diseases present in the centre.

**Emergency/Permission Card**

Please be aware that only those people identified under the “Permission to pick up child” section of this card will be permitted to remove your child from your child’s program.

If someone else is to pick up your child, you must advise the staff in writing (not by telephone) when you drop off your child. It is suggested that these new people bring picture identification with them.

Children Who Require Ongoing Medication (Emergency Evacuation Situation) For children who require medication for a chronic medical condition the Program staff must have a small amount of medication and a copy of your physician’s letter authorizing medication. This will be kept in the program’s emergency evacuation bag. Should you choose not to have this medication kept in the emergency bag, program staff will ask you to sign a letter stating that you are aware of this procedure and have chosen not to, or are unable to, keep medication in the emergency bag.
Readiness for the next age program

If you feel that your child is not ready to move on to the next age group – Please speak to staff in your program well ahead of the expected transition date.

Transition from Infant/Toddler to Three to Five Programs

Ratio

According to the British Columbia Childcare Licensing Regulation, the ratio of staff to child in an infant/toddler program is 1: 4, whereas in a Three to Five program the ratio increases to 1: 8. The increase in ratio brings with it a number of noticeable differences. In a Three to Five program parents and children will notice increased noise level, more stimulation, and new risks and challenges.

This new environment with higher staff to child ratios requires a strong partnership between the program staff and families. The pace is often faster and the educators are not always able to spend a lot of time in dialogue at pick up and drop off. A close relationship between the family and the educators is essential in a smooth transition for the child. We encourage our families to take some time to arrange a visit with the new program, share essential information about their child and family, and keep an open and ongoing communication with their child’s educators. We also encourage our toddler educators to visit our programs with the children during the day. Dropping by during 1:00 & 3:00 pm is a great time to get to speak with the educators as the children are resting during this time. In lieu of that, emailing ahead to make an appointment is another option so the educators can plan to have an extra staff person available. Visits can be arranged by directly calling the program or contacting the Program Directors via e-mail.

Jacky Hughes
jacky_hughes@sfu.ca
Morningside
778-782-4758
Nanitsh
778-782-4032
Skyfire
778-782-5372

Karen Vaughan
kbvaugha@sfu.ca
UCC South
604-291-7366
UCC North
604-291-7366

Toileting Routines

A faster pace and higher child to staff ratio may also equate to more independence on the child’s part. The children will be supported by their educators to enhance their self-care skills such as toileting, dressing, and independent eating. Our educators believe in individual differences hence each child entering the Three to Five programs is met at his/her
developmental level. For example, while some children might have already gained independence in their toileting skills in Toddler programs, some children enter the Three to Five programs while still working towards mastering independent toileting. Please be assured that educators will be fully supporting children in this process. Parents are encouraged to be prepared for accidents in the beginning of the process and are asked to send extra clothes/diapers to the program. Here the importance of peer scaffolding is crucial; children will learn quickly as they observe their peers using the toilet. Please note that diapering does not happen in the Three to Five programs as often as in the Infant/Toddler programs due to higher ratio of children to educators. However, the children will have their diapers changed once before nap and once in the afternoon, and as needed.

Rest Time
As in the Infant/Toddler programs, the children in the Three to Five Programs also have rest time. While each child’s need for rest time is individual (some nap for longer durations, some shorter, and some do not nap at all), all the children are encouraged to rest in the nap room. The educators share the nap room expectations with the children. These expectations are communicated to the children as:

- We all need rest for our bodies and brains to grow.
- We don’t have to sleep, but we do have to be quiet so our friends can sleep.
- We don’t have to close our eyes, but we have to keep our bodies still so that our friends can close their eyes.
- After we rest our bodies for a while, we can leave the nap room with a teacher.

Families can support the children and educators in their nap room routines by reminding their children that the nap room is a quiet place for everyone to rest their bodies.

Lunch and Snack
As in the Infant/Toddler program, snack and lunch is also provided in the Three to Five Programs at SFUCCS. The food is the same and is prepared by Brad, our red seal chef. Parents can find our weekly menus which is posted every Friday on our website http://www.sfuchildcare.ca. A copy of the menu is posted in each program as well. Please ask the educators where in the program to find the menu. The children are provided with one snack in the morning and one in the afternoon. The snack is provided in the form of “open snack” meaning the snack table is open for an extended amount of time (around 45 minutes to an hour)
for the children to join. The educators strongly encourage the children to join the snack. The children sit in small groups with their educators where they can socialize with peers, have some conversations about their day with their educators and learn about healthy eating habits.

**Gradual Entry Process in Three to Five Programs**

Similarly to the Infant/Toddler Programs, the children enter Three to Five Programs on a gradual entry basis. To ease the transition, a gradual entry schedule is provided to the parents prior to their start in the new program. Parents are encouraged to follow the schedule in an effort to support their child’s wellbeing throughout this transition. Our orientation policy is designed to give your child the chance to gradually get to know the educators, the other children, the facility, and the routine.

**Communication with Parents in Three to Five Programs**

One of the various ways of communicating with parents in Three to Five programs are monthly newsletters that are sent to the families electronically. These newsletters provide information on the program, new events, field trips, and some housekeeping information. The staff highlight the children’s learning process in “Pedagogical Narration” (PN) documents, electronically sent to families. These documents include some pictures of the ongoing work in the program, accompanied by some quotes from the children connected to our theoretical framework. You can find copies of this and links to pedagogical work on the SFUCCS website http://www.sfuchildcare.ca. The families are encouraged to provide the staff with their perspective on the ongoing pedagogical work, in an effort to be part of curriculum development in the programs. Respectful and open communication is a value that we find vital to the construction and maintenance of healthy and supportive relationships.