



Rachelle Adamchuk, Owner

# Little Bugz Daycare

Creativity Explored and Nurtured

604-534-1790

## **Identity Statement**

Little Bugz Daycare is dedicated to making a difference through exploring the child's creativity and nurturing their imagination and growth.

## **Mission Statement**

Little Bugz Daycare is a child care facility which is committed to providing a positive and stimulating environment that is warm and inviting for children to develop at their own pace. We offer a daycare that really makes a difference. Little Bugz Daycare is your child's home away from home for only a portion of their day and we'll make it a warm, nurturing, fun and exciting place to be. We will focus on laughing, learning, play and discovery. Your child will enjoy enhancing their social, emotional, intellectual, cognitive, and motor skills while building confidence and self-esteem. We have an open door policy and welcome parents visits anytime as we find this to be very helpful in keeping communication open between staff and parents.

## **Philosophy**

Our philosophy is that children learn through interaction, play and socializing. Children learn about themselves, others and the world around them through play. Play is a child's fundamental, natural response to his/her environment. We believe that children should be children and should enjoy developing and practicing their skills while socializing and playing with others. Our program makes use of many play and learning materials that help the child gain confidence in their abilities to do and make things. Guided by a responsible adult who is nurturing, giving, caring and a positive influence, a child will flourish in our positive, clean and friendly environment.

## **Statement of Intent**

It is the intent of Little Bugz Daycare to provide a strong social foundation through social education and interaction. We provide a balance of teach and learn activities as well as activities that provide for individual choice, independent work and learning with peers. The children will be exposed to a variety of educational and constructive games, toys and reading material to assist in their life skills development. We will ensure that the child/ren engage in fun physical activity to develop muscle coordination. The children will learn to love books, rhymes, music, recognize shapes, letters and numbers. The children will learn arts and crafts, with recognition of colors, textures and various mediums.

The children will keep a scrapbook of all their achievements while in our care so parents can share in their child's accomplishments. Through encouragement and care your child will be a very happy little bug during his/her time in Little Bugz Daycare.

## **Enrollment**

Enrollment for Little Bugz Daycare is on a first come first serve basis. Little Bugz Daycare is designed and licensed for a maximum of seven children at one given time as set out by the licensing board. We provide care for infants and toddlers ages zero through five years. Entering a daycare is a major step for most children and parents and we would like to make this first one a happy one. Gradual entry can be arranged for those who prefer it in order to help your child become familiar with the surroundings and the other children.

## **Withdrawal**

Little Bugz Daycare requires **30 days notice** in the event you wish to withdraw your child from the daycare or one month's fee in lieu of notice.

## **Dismissal**

We reserve the right to dismiss your child from the daycare due to any of the following:

- 1) Late payment of fees
- 2) Non compliance with Little Bugz Policies and Procedures
- 3) Inappropriate placement of a child

Because Little Bugz Daycare is dedicated to providing only quality care, and because we care deeply for all children, there may be times, unfortunately, when the care we provide is not suitable for certain children or families at which time we will decline from providing that care.

## **Illness**

In the event of a serious accident or illness, the parent will be contacted immediately. If the parent is not available we will notify the emergency contact person provided of the problem. Parents **must fill out** a Child Medical Report and an Emergency Medical Care Permission Form, which will allow Little Bugz Daycare to seek emergency care for their child.

We are under strict guidelines with regards to illnesses, hence there will be times when we are either forced to send an ill child home, or not accept an ill child into Little Bugz Daycare. You will be asked to make alternate arrangements for your child if they are ill. If this should occur during childcare, the parent will be notified and asked to have the child picked up by the parent or emergency contact person. We will do everything possible to ensure that the child is comforted and comfortable. The child will have to rest in isolation from the other children in a comfortable, quiet resting area under close supervision.

Examples that preclude a child from attending are:

- Fever over 100 degrees Fahrenheit
- Vomiting
- Diarrhea
- Headaches
- Unusual spots or rashes
- Chills
- Runny nose
- Sore throat
- Coughing
- Aches, sore neck

A child with a communicable disease (chicken pox, measles, impetigo, etc) will not be readmitted into care until the period of contagion has passed or until the child has fully recovered from his/her illness.

## **Medication**

We prefer not to give medications while attending Little Bugz Daycare, however, when it is necessary for your child to be administered a medication while attending, a parent **must** fill out, sign and date Permission to Administer Medication Form. Though staff will do their best to administer medication according to instructions, Little Bugz Daycare will not be held liable.

## **Medical Attention**

In the event of serious or sudden serious illness, the staff will call an ambulance (911). Where the parent or guardian cannot be reached, efforts will be made to contact the parent or guardian as soon as possible. Always be sure to provide Little Bugz Daycare with accurate up-to-date information. It is the parent's responsibility to notify us of any changes in registration information on file. Should an ambulance be required, any such costs will be the responsibility of the parent or guardian.

Any child who receives a minor cut or bruise will be tended to by first aid certified personnel. A report of such incidents will be filled out by the attending staff member, and one copy of the report will go to the parent and the second will be placed in the injured child's file.

## **Signs of Abuse**

As a child care provider we play an important role in the care and protection of the children at Little Bugz Daycare and have a legal responsibility to report child abuse and neglect. If a child is suspected of being a victim of abuse or neglect, whether it has occurred at the facility or outside the facility, Child Care Licensing and/or the Ministry of Children and Family Development will be informed.

## **Guidance and Discipline**

We believe at Little Bugz Daycare, that children need guidance, understanding, and a few easy to follow rules in order to learn appropriate behavior. Stopping the inappropriate behavior before it becomes an issue is the best form of discipline. It is our policy to help children learn appropriate behavior by establishing clear limits, explaining those limits in a positive and clear way. These limits or rules must be fair and consistent. Children will be encouraged to be responsible for their actions. For example, if a child throws a toy across the floor, the toy would be taken away from the child and we would discuss why this is being done. If this approach does not have the desired affect, we may use the time out method to calm a child when necessary. We believe the child will calm in a quiet area close by, still in view, for one minute per child's age as a sufficient time out. We would then ask the child for an apology for their inappropriate behavior to ensure they understand why they were taking a time out.

Little Bugz Daycare's posted simple rules encompass our philosophy:

Rules for Little Bugz:

- 1) Little Bugz will not hurt themselves
- 2) Little Bugz will not hurt others
- 3) Little Bugz will not hurt things, furniture, toys, etc.

Under no circumstances are children subject to corporal punishment, restraint, deprivation or degrading treatment.

## **Emergency Preparedness**

Little Bugz Daycare has a plan in place in case of an emergency or disaster, such as fire, flooding or earthquakes that may result in the provisions of care for a prolonged period of time. This plan includes: Storage of necessary supplies (food, water, first aid kit, blankets, flashlights, diapers etc). The children will take part in monthly drills so they are familiar with the exits and can feel confident with the planned evacuations for fire, emergency, and severe weather. The emergency exits are posted next to the main entry door and the telephone.

Emergency telephone numbers are present next to the telephone, as are our emergency evacuation plans. Parents are asked to review these plans.

- In case of fire the children will use one of the five emergency exits from the daycare and will then proceed to the nearest safe place in the neighborhood: R.C. Garnett Demonstration Elementary School located at 7096 201 Street in Langley, BC, located just one block from Little Bugz Daycare. The children will be identifiable by the light green Little Bugz Daycare t-shirts that each child and child care provider will be wearing. The appropriate first aid and emergency care information for emergency contacts will be taken with us.
- In case of severe weather the safe meeting place will still remain R.C. Garnett Demonstration Elementary School located at 7096 201 Street in Langley, BC, located just one block from Little Bugz Daycare, unless instructed otherwise by the local authorities. If instructed to gather elsewhere, we will leave contact information with our out of region contact Mrs. Elaine Jobin at (250) 804- 4717. At the safe meeting place the children will be identifiable by the light green Little Bugz Daycare t-shirts that each child and child care provider will be wearing. The appropriate first aid and emergency care information for emergency contacts will be taken with us.

## **Unscheduled Closure**

If for any reason the center must close for safety reasons, such as a power outage, etc. no credit will be given for the time lost unless the closure exceeds five consecutive working days wherein credit will be pro-rated according to the time lost.

## **Releasing a Child**

Unless we are instructed in writing to do otherwise, Little Bugz Daycare will only release a child to the following persons:

- 1) the child's parent(s)
- 2) the child's custodial parent (when applicable)
- 3) the emergency contact person
- 4) any other guardian to whom the parent, by way of written consent, authorizes us to release the child.

The staff at Little Bugz Daycare will verify identification of the person who has come to pick up the child to ensure we have that person on record as the approved person authorized by the parent to pick up the child from daycare. The person may be asked to wait while we verify their status with the parent or guardian. We will contact the parent immediately if we are uncertain of the person in the event that identification can not be provided. For the safety of the child, we will not release a child to a parent/guardian whose behavior could potentially be harmful to the child (such as intoxication) or who does not have the proper child restraint seats in their vehicle. Little Bugz Daycare will then notify another person authorized by the parent/guardian for release, to come and pick up the child immediately. We will not release a child to a person who has a custody or court order on file which restricts the person's access to the child.

For the health and safety of the child, 911 may be notified in the event that the daycare and the parent or guardian cannot come to an agreement on release.

If a child is not picked up from daycare we will contact all available authorized contact persons, including emergency contacts, until we locate someone who is able to pick up the child. If a parent or emergency contact cannot be reached, we will then notify Ministry of Children and Family Development and/or the police.

### **Daycare Registration Information**

Days of Operations: Monday to Friday

Hours of Operation: 7:00am to 6:00pm

Little Bugz Daycare will be closed on the days listed below. These days are included in your monthly fee and will not be deducted from the fee. Part time customers who are scheduled for care on any statutory holiday will pay their standard rate.

- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- BC Day
- Thanksgiving
- Remembrance Day
- **The last two weeks of December to include Christmas Day, Boxing Day, New Years Eve opening the first working day after New Years Day.**
- **The last two weeks of August until the day after Labor Day**

### **Deposit**

A deposit of \$100.00 per child is required at the time of registration and will be credited to the first month's fee. Fees will be pro-rated for registration if child is enrolled after the first day of the month. All monthly fees are paid in advance and may be paid on the 1<sup>st</sup> of each month. Bi-monthly payments made on the 1<sup>st</sup> and 15<sup>th</sup> of each month for parents without subsidy. Post dated cheques for six months are required (Made payable to Rachelle Adamchuk). Subsidies are the responsibility of the client. The Government requires renewal every six months. We will remind you of renewals one month prior to expiry. When we have received confirmation from the Government we will inform you of your payments for the remaining childcare fees.

### **Special Outings**

From time to time we like to take the children to the nearby school in order for them to have free outdoor play time in the school ground/park 1 block from the daycare at 7096 201 street R.C. Garnett Demonstration Elementary School. Each child will wear the Little Bugz Daycare T-shirt for easy identification when taken out in a group.

### **Fees and Fee Policy (plus GST)**

\$800.00 – full time care up to 11 hours as well as 5 days a week 4 hours a day

\$50.00 a day – part time care 4-11 hrs 2 days minimum per week

Special rates can be arranged for families with more than one child attending Little Bugz Daycare.

One full month of childcare fees are payable in advance. This is due on the first day of care for your child with following payments to be paid, either by cash or by cheque, (made payable to Rachelle Adamchuk) on the 1<sup>st</sup> day of each month. Fees include breakfast, snacks, beverages, and lunch, drop off and pick up from the nearby school 7096 201 Street R.C. Garnett Demonstration Elementary School, Langley, BC for pre-school age children. Fees do not include the provisions of diapers, formula, baby food, and special diet foods or special beverages (soy milk etc) that the daycare cannot prepare. These are the parents' responsibility. Each parent must provide a toothbrush for their child and replace it every 3 months as well as provide a pair of indoor shoes/slippers that will remain at the daycare. Parents' must also provide a weather appropriate change of clothing and a sweater during the cooler months.

Little Bugz Daycare does not accept children less than 2 days per week as we feel that a child cannot develop social stability with others without prolonged social interaction and personal contact. Special accommodations may be arranged for certain circumstances.

It is very important to note that you pay for your child's care whether or not your child/ren attends. You are paying to hold this spot for your child. We would appreciate notification if your child is not able to attend daycare for a day, etc. because if the child is absent without notice for more than 5 business days, we will assume the child will not be coming back and therefore their spot must be given to another child. Any fees paid will be forfeited in lieu of proper notice.

We require 30 days notice upon termination of childcare.

### **Annual Increases**

Annual increases will be made, if necessary, on the first of September. Parents will be notified in writing one month prior to this day of any increase in their normal rate.

### **Overtime Fees**

Parents will be granted a grace period of 15 minutes after their scheduled pick-up time, after which the following overtime rate applies: \$1 per minute the parent is late. Overtime fees are to be paid when the parent arrives to pick up their child. Little Bugz Daycare closes at 6:00pm sharp. The 15 minute grace period does not apply after the daycare closing time.

### **Clothing**

Please dress your children in durable clothing that is easy for them to manage in the bathroom. It is recommended that you provide a spare set of clothes in case of any accidents as some of our play can become really messy. We will call you to pick up your child if there are no spare clothes and they become wet or dirty.

### **Personal Toys**

Children are encouraged to bring a toy for show and tell only. All others toys must be left at home.

### **Parents Signatures**

Your signature is required on your child's registration form, confirming that you have read and agree to adhere to the policies and procedures stated in the information handout. The information form must be completed and approved by Little Bugz Daycare before your child/ren can stay at the daycare.

## **Little Bugz Daycare Daily Schedule**

<u>Time (Approximate)</u>	<u>Activity</u>
7:00 – 7:15 am	Arrival. Free play. Breakfast prep and table setting.
7:15 – 7:30 am	Cleanup and hand washing
7:30 – 8:00 am	Breakfast
8:00 – 8:15 am	Clean up, wash, brush teeth, diaper change
8:15 – 9:15 am	Arts, crafts, manipulative activities
9:15 – 9:30 am	Clean up
9:30 – 10:30 am	Group activities: stretching, dancing, music, story time, circle games, puppets, chatting sessions, show and tell, songs and games (shapes, colors, letters, numbers)
10:30 – 10:45 am	Snack
10:45 – 11:45 pm	Outside play or outside group activity (Gardening, communal large planter garden) (indoor play if weather poor)
11:45 -12:00 pm	Change from outdoor clothing, wash up for lunch
12:00 – 12:30 pm	Lunch
12:30 – 12:45 pm	Clean up
12:45 – 1:45 pm	Rest and nap time (infants nap to 2:15)
1:45 – 2:00 pm	Wake up cuddles, toilet time, diaper change
2:00 – 3:00 pm	Free play
3:00 – 3:15 pm	Clean up for a snack
3:15 – 3:30 pm	Snacks
3:30 – 4:15 pm	Outside play (weather permitting)
4:15 – 4:30 pm	Wash hands, potty, diaper change
4:30 – 5:00 pm	Learning Activities (workbooks, and worksheets, shapes, colors, numbers and letters)
5:00 – 6:00pm	Free Play (reading, drawing, painting, play, movie time)

**Sample Menu**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>BREAKFAST</b>	Oatmeal with Raisins and Cinnamon Fruit Cup Milk	Toast with Peanut Butter Banana Slices Milk	Oatmeal Muffin Orange Juice Milk	French Toast Apple Sauce Milk	Dry Cereal Fruit Juice Milk
<b>LUNCH</b>	Beef Patty Pasta in Marinara Sauce Fruit Salad Milk	Veggies Fish Sticks Potatoes Toast Milk	Chicken Noodle Soup Cheese Sandwich Fruit Milk	Macaroni and Cheese Ham Cubed Veggies Milk	Tuna Sandwich Veggies Apple Slices Muffin Milk
<b>SNACKS</b>					
<b>AM</b>	Cheese Cubes Ritz Crackers Apple Juice	Veggies Crackers Milk	Peanut Butter and Honey Balls Milk	Muffin Yogurt Juice	Luncheon Meat Toast Milk
<b>PM</b>	Veggies Bread Milk	Graham Wafers Peanut Butter Milk	Veggie Tray Crackers Milk	Cheese Cubes Veggies Milk	Graham Crackers Fruit Milk

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>BREAKFAST</b>	Cream of Wheat Fruit Cup Milk	Muffin Juice Scrambled Eggs Milk	French Toast Applesauce Milk	English Muffin Egg Ham Fruit Milk	Dry Cereal Fruit Juice Milk
<b>LUNCH</b>	Chicken Sandwich Veggies Apple Slices Milk	Veggie Soup and Noodles Cheese Sandwich Orange Juice Milk	Hot Dog and Bun Beans in Tomato Sauce Fruit Salad Milk	Beef Patty Rice Peas Fruit Salad Milk	Ham and Cheese Sandwich Veggies Fruit Muffin Milk
<b>SNACKS</b>					
<b>AM</b>	Raisins Vanilla Wafers Milk	Yogurt Fruit Milk	Cheese Cubes Veggies Milk	Luncheon Meat Toast Milk	Muffin Applesauce Milk
<b>PM</b>	Fruit Tray Wafers Milk	Graham Wafers Peanut Butter Milk	Veggie Tray Crackers Milk	Peanut Butter and Honey Balls Milk	Cheese Cubes Apple Slices Milk