



**Eastside Family Place  
Licensed Occasional Childcare Program Guidelines**

Dear Parent:

We hope that you find these guidelines helpful in navigating through the transition of your child entering into this childcare program. We encourage you and your child to have a relationship built with the Occasional Child Care staff so there can be fluid communication and make your child's time at ESFP as beneficial as possible. We really appreciate your efforts in following these guidelines to the best of your ability.

1. A reminder that you must have a current membership to use any of our programs. A membership costs \$30 per year. For more information please talk to a staff member.
2. There is a separate registration form to register for the Occasional Child Care Program. This will require: immunization records, a photo, care card number, doctor contact information.
3. For consistency, we encourage you to come to drop-in regularly.
4. You can use occasional care a maximum of three times a week and can book a maximum of one week in advance.
5. We ask you to pick up your child 15 min prior to the drop-in closing time (12pm), so please come no later than 11:45am. This helps provide time for collection payment and completing any necessary paperwork. In the situation that you are late due to an unavoidable circumstance, please call the office and leave a message at 604-255-9841.
6. Please be mindful about your child's readiness for separation anxiety. We can assist you in this process but we cannot currently provide one on one care.
7. As you begin the gradual entry process we encourage you to arrive nearest to our opening time as possible, as our drop-in will not be busy and can make the entry process less overwhelming. The first session will last approximately 20 min then progress to 40 min for the second. If there are any difficulties during these sessions we can discuss the best way to proceed. We ask you to stay near to our facility and if possible have a cell phone where you can be reached.
8. If the parent dropping off the child is not the one picking them up, please notify us of who will be. Please ensure they are on your approval for pick up list and have them prepared to show I.D.
9. If you wish to begin the registration process and the Child Care staff is unavailable, then please feel free to ask for a time to speak and we can arrange a time to discuss details.
10. Please do not take it personally, if your child is not ready now, try again after a little time and see the difference.

If you have any further questions, please feel free to contact the Child Care staff at 604-251-1018, leave a message and we will call back as soon as possible.

## **ESFP Licensed Occasional Childcare Program Guiding and Caring Policy**

Our goal is to assist children to learn self discipline, self confidence, self control and sensitivity towards others. We strive to assist this ongoing development in each child by creating many developmental opportunities and supporting positive behavior as well as identifying early intervention that is needed. We also introduce and model positive problem solving strategies and techniques to manage and resolve conflicts effectively. We set out clear, consistent and reasonable expectations and limits. This way, children learn to take part in creating a safe and comfortable environment.

The Early Childhood Educator will work in ways that enhance human dignity:

- ESFP works in partnership with parents, supporting them in meeting their responsibilities to their children.
- ESFP designs programs that provide children with opportunities to develop socially, spiritually, physically, intelligently, creatively, emotionally as well as in language and movement literacy.
- Refrain from in any way degrading, endangering, frightening or harming children.
- Act as an advocate on behalf of all children for public policies, programs and services that enhance their health and well-being.
- Consider multiculturalism in child development norms when assessing child's development.
- Support children as they experience different emotions and model acceptable ways of expressing emotions.
- Assist families in obtaining needed specialized services provided by other professionals.
- Plan programs that communicate respect for diversity regarding ability, culture, gender, socio-economic status, sexual orientation and family composition.

## **ESFP Licensed Occasional Childcare Program Care and Supervision Policy**

It is our goal here at Eastside Family Place to provide appropriate supervision for the children in our care during our Licensed Occasional Childcare Program. Supervision plays an essential role in the prevention of accidents or injuries within our facility. If there are any questions or concerns regarding supervision, please feel free to talk with the Childcare staff.

Parents Role:

1. To notify the Childcare staff personally when your child is being dropped off and picked up.
2. Inform the Childcare staff of any current or pending court orders relating to the child. A copy of any court orders will be needed and will be kept with their registration forms.

Childcare staff's Role:

1. Ensure to be within range of the children to intervene if any issues occur.
2. Children will not be left unattended in the drop-in or outdoor playground.
3. Ensure that the child is picked up by authorized persons only. Request I.D on first pick-up (if other than the parent/guardian).
4. Be conscious of younger children's safety in the mixed age playroom.

5. Regularly checking in on each child's current activity.
6. If an injury occurs, the accident/incident forms will be completed A.S.A.P and promptly reported to parents, call 911 if it's serious or a head injury and report to the Licensing Officer if needed,
7. Have consistency in enforcing limit setting using our "Guiding and Caring Policy".
8. Perform regular head counts within the drop-in or outdoor playground.
9. In the drop-in environment, the childcare staff will check the door each time the "doorbell" is heard.
10. Ensure that supervision with the children is active and interactive.
11. When child wishes to use the washroom, accompany the child and have other children supervised by another staff member.
12. Ensure all areas are visible, accessible and free of potential hazards.

### **ESFP Occasional Childcare Food and Drink Policy**

1. ESFP provides a basic snack (primarily fruits, vegetables, and crackers) each morning at approximately 10:30 am. If you prefer your child to have a snack brought from home, please inform the Childcare staff.
2. We are peanut free in the food we provide and we ask participants to refrain from bringing any items containing peanuts into the facility. However, we cannot guarantee a peanut free environment as we do not monitor everything that enters our facility. If your child has a peanut allergy, please let us know.
3. If your child has any food allergies, please inform us of any important details so we can do our best to accommodate.
4. We have a variety of food programs that occur during the drop-in hours, therefore, on occasion a meal more than our basic snack is provided. This would be offered to your child unless specified. If you would like to be aware of when these programs are happening and what food is being offered, please ask one of the staff and we will provide you with the information.
5. Filtered water is provided at snack time and whenever requested. Milk is also available upon request.
6. If you have any questions or concerns regarding food and drink, please speak with the Childcare staff.