















If aggressive or challenging behaviours persists, Happy Trails staff will proceed according to our Guidance and Discipline Procedures. In support of redirecting the child's behaviour the child may be removed from the group and brought to a quieter setting but will always be supervised by a staff person.

In the best interest of the child, if the behaviour continues, parents/guardians or approved alternate pick-up person will be contacted to immediately pick up the child. A care plan may be required.

Please feel free to talk to the Manager if you have any questions or concerns about the handling of any incident.

### Care Plans/Referrals

Happy Trails staff will communicate with parents, any significant guidance and/or discipline challenges. If the challenging behaviour persists, or if the behaviour poses a risk to themselves or others, including other children, the Manager will suggest meeting with the parents/guardians to explore next steps for supporting the child. Possible next steps may include the development of a care plan or referral to other support agencies.

#### What is a CARE PLAN?

*"The Child Care Licensing Regulation defines a child requiring extra support as a child who, for physical, intellectual, emotional, communicative or other reasons, requires support or services that are additional to, or distinct from, those provided to other children."*

Child Care Licensing Regulations require a licensee to have a current care plan for each child requiring extra support. Please refer to <http://www.bclaws.ca/civix/document/id/c> for more information.

If required, a plan will be developed in collaboration with the staff, parents/guardians and support personnel, such as Supported Child Development consultants or other therapists. New care plans will be reviewed within the first 3 months of implementation and then at a minimum of once per year, to assess if it is working or needs to be changed. Should there be any extraordinary cost with this process (such as consultants fees), it will be the responsibility of the child's parents/guardians. If it is determined that a support worker is required to accompany your child while attending Happy Trails, your child's attendance may depend upon the support workers availability.

If all reasonable interventions or attempts to improve the situation have been exhausted and little to no improvement in the situation has occurred, the Manager will inform the parent/guardian that childcare services may be terminated. In the event that services are terminated, parents/guardians will be provided with 2 weeks' notice. There may be



circumstances that require immediate termination of service, although this would not be standard practice.

## Registration and Enrollment Policy

Enrollment at the Centre is open year-round. We cannot guarantee or provide childcare until ALL completed forms and required documentation have been received, as follows:

- Completed and Signed Registration Package
- Completed and Signed Contract/Consent Forms
- Signature Page of Parent Handbook
- Immunization Records or Waiver Form
- Required fees are paid in full

**Spaces for any HTC Programs will NOT be held by verbal agreement.**

If you are new to Happy Trails, we encourage parent/guardian, with child to visit our Centre—this allows children to become more familiar with the Centre and staff. Please arrange this with the Manager.

Every September parents/guardians will be required to update their child(s) information, to ensure that we have the most recent information.

Scheduling of childcare is done upon enrollment, and you must indicate the days of the week and times you require. These days/times *if available*, will become your child's schedule at the Centre. *There is a no cancellation policy and booked days will be billed regardless of attendance.* The Centre will do its best to accommodate all days to the best of their ability, but because of licensing ratios, some or all dates/times may not be available right away and families will be put on our waitlist (see waitlist policy) for any of the additional days until such time the dates come available.

If you make changes to your child's schedule it will result in those days or times being made available to other families on the waitlist.

## Waitlist Policy

Happy Trails Childcare welcomes new applicants and does maintain a waitlist. When a full or part-time application is received, it is placed onto our waitlist. There is a non-refundable application fee of \$25, due at the time of submitting the application. Applications are managed by the date the application and fee were received, or by the date of enrollment for children already attending HTC, depending on the circumstances. The Manager and the Executive Director of NICSS reserve the right to manage the waitlist in the best interest of Happy Trails and North Island Community Services Society.

When a spot becomes available it is offered to those on our waitlist based on the following priorities, in order:

- Siblings of children currently enrolled in a program with HT
- Returning Parents (see section below; a child returning from an absence no more than 12 months due to a parent's maternity/paternal leave or serious family illness)
- Children of Staff at HT or NICSS
- Children from the community and area to which the above groups are not applicable

Space will be given as it comes available.

### **Wait Times**

At HTC we are unable to predict exactly when space may become available, so we are unable to offer an exact or approximate date for entry. Wait times can be anywhere from weeks to years, depending on the program. Please feel free to contact the Manager to inquire where you may be on the waitlist, noting that your position may fluctuate based on the priority factors above. It is the responsibility of the parent to inform HTC of any changes or schedule adjustments, from what was indicated on the original application.

### **When Space Becomes Available**

It is the responsibility of the parent/guardian to keep their contact information up to date with HTC. When a space becomes available, we will make every effort to contact you. If parents/families are away for holidays/vacation, it is also their responsibility to let HTC know, prior to your departure, in case we try to contact you while you are away.

Parents/guardians who do NOT return notification within 3 business days, will forfeit that available spot and it will be offered to the next person on the waitlist. You will not be required to reapply or pay another application fee, but you will be subject to waitlist priority assignment. If you choose to decline the offered space, but choose to remain on the waitlist, you will remain in your place for the next available spot.

A spot that becomes available will be offered NO earlier than 2 months in advance of the parent's requested start date. Parents who accept an offer of an available space, in advance of their requested start date, but whose child is NOT ready to attend at the date it is available, will be required to do the following, in order to hold the spot for them (up to a maximum of 2 months):

- Promptly reconfirm the start date and schedule
- Pay a holding fee to cover administration costs at a rate of \$50/week, to a max of 2 months
- Accept that HTC reserves the right to offer the spot to other families during the time it is unused, or until the child is ready to attend

## **Childcare Programs**

The childcare program at Happy Trails Childcare has been designed to provide a fun, safe, child-Centred early learning environment for young children. The program structure and

staffing help to promote social, cognitive, physical, and emotional development of children. This is accomplished through a balanced routine of activities that will encourage children to be more confident in their abilities and more independent with self-help skills such as toileting, dressing, eating and becoming responsible for their belongings. Daily activities include, free play arts and crafts, science, tactile activities, puzzles, games, calendar, circle and story time, outdoor play and much more.

### **Daycare Program**

- 30 months – 5 years (Kindergarten)
- Half day/Full day
- Monday to Friday
- Drop in (pending availability)

### **Daycare Program**

Our 3-5 program offers an active environment, where children are encouraged to expand their skills and knowledge, through exploring and discovering, practice, and play. We focus on kindergarten readiness through play-based learning, providing opportunities for children to explore and interact with their environment and their peers. This may involve outside time, special trips in our community, circle time, singing, sharing, discussion and other forms of play. We may focus on beginning reading and writing skills, math and science concepts, physical activity, social and emotional development and problem solving. Our activities will often focus on increasing independence, self-confidence, self-discipline (waiting their turn, raising a hand to talk/ask questions, sitting quietly to listen...)

### **Evaluation Period**

We want families who attend Happy Trails to be happy and content with their services. To ensure that everyone is happy with the childcare arrangements, a 2-week evaluation period exists prior to the finalization of care. If at any time during this 2-week period you feel that the daycare is not meeting your needs, then you may withdraw your child/ren and receive fees back based on a prorated amount of unused days.

Similarly, if during this 2-week evaluation period, or anytime during their care, HTC staff feel that they are unable to provide quality care to meet your child/ren's specific needs, then you will be informed and provided notice of discontinued service. At this time, you will be provided an additional week to find alternative care.

### **Withdrawal/Change of Schedule Policy**

Our Centre never likes to say goodbye to our families, and we wish them all the best when they leave. Happy Trails requires 1 month's written notice (notice should be at the beginning of the month whenever possible) when you decide to withdraw your child from any program in our Centre, OR if you are permanently reducing your child from full-time to

part-time enrollment, OR if you are permanently reducing the number of days of part-time enrollment.

Failure to provide the required notice, as indicated, will result in the full fee for the notice period still being due, as our staffing and scheduling projections have been calculated based on your child's attendance. We understand that unforeseen circumstances do happen (such as a sudden lay off or accident), and we will deal with these on an individual basis.

Happy Trails Childcare reserves the right to withdraw services for a child in one or more of the following circumstances:

1. If the child is deemed to be a health or safety risk to themselves, other children, or staff and/or all reasonable interventions or attempts to improve the situation have been exhausted (please review the Behaviour Guidance Policy for more information).
2. If an account is past due and no arrangement has been made with the NICSS Finance Officer or Happy Trails Manager to rectify the situation.
3. If a child has been absent for 10 consecutive working days without the parent/guardian providing written notice of the absence, including a date upon which the child will return to Happy Trails.
4. If it is deemed that the program/services do not meet the needs of the parent or child (such as, a child not being ready to be in a group care).
5. If a parent/guardian is abusive towards staff – this includes behaviour that results in staff feeling intimidated, threatened, uncomfortable or fearful in the parent's/guardian's presence. Abuse through the use of social media will also NOT be tolerated.

In the event that services are withdrawn by the service provider, a portion of remaining funds may be refunded at a prorated amount – this is at the discretion of Administration.

### Sick Policy

Children do get sick and infections are a common reality in all childcare settings. Sometimes children will need to stay home or may be sent home from our childcare programs. We ask that parents be prepared and plan for alternate care should your child become ill. Happy Trails has a 24 hour stay home policy. This means your child is welcome to return after they have been symptom free for a minimum of 24 hours.

Children often have runny noses and may cough from time to time. However, we ask parents to keep their child home under the following circumstances:

- A fever higher than 100.4 F or 38 degrees Celsius
- Vomiting
- Diarrhea
- Continuous wet cough
- Green/ yellow mucus
- Child is unable to participate in the program
- Skin infections, undiagnosed rash, sore/infected eyes, or signs of contagious infections
- Parasite related infections

***Staff of HTC are also expected to follow this sick policy***

If your child demonstrates any of the above symptoms, parents/guardians will be contacted and expected to pick up their child immediately.

If your child is sick and has to stay home, no refund or credit will be provided

<b>Medication Policy</b>
--------------------------

Administering of any medication to a child requires that a written **care plan** be developed with the parent/caregiver, whereby the following conditions apply:

- It has been prescribed by a qualified medical practitioner
- It is in its original and labelled package (including child's name, medication name, dosage and frequency of administration)
- Happy Trails Childcare has a signed consent form from the parent, with the directions
- It is oral medication with the exception of EpiPen for emergency purposes and insulin and asthma inhalers if staff have received specific training around their use and administration.
- A record is kept, tracking date/time of dosage, dosage amount, staff who administered medication, and staff person who witnessed the preparation and administering of medication.
- In the rare event that a parent may permit their child to self-administer medication, this would be made explicitly clear in the child's care plan and would only be allowed under the strict supervision of a qualified staff person. The same recording procedures would apply (tracking date/time of dosage, dosage amount, and staff person who witnessed the preparation and administering of medication).

All medication is kept by us in a **lock box** out of the reach of children. (Epi pens are kept accessible for staff in case of an emergency). Staff will not administer over the counter medication, such as Tylenol.

**No medication will be given to a child without written consent in the form of a care plan unless it is an emergency and administered by a paramedic. No medication can be authorized for administration over the phone.**

*Please NOTE: If the medication requires specific staff training and those staff members are away from work, Happy Trails may not be able to provide service to your child those days.*

## Communication

### **Open Door Policy**

During our hours of operation, we welcome you to come and visit the Centre, call to see how your child is doing, or to ask us questions or discuss concerns. In return, we ask that you please respect the care that we are providing to the children and remember that it can be difficult for some children when their parents leave and that we may not always be able to talk to parents at length, if we are providing care for multiple children.

We want to have an open line of communication with parents and will work to keep you informed of events that happened with your child during the day. Sometimes pick up and drop off times can be very busy times at the Centre, and it can be difficult to have a conversation. Please feel free to arrange another time with your child's educator, to discuss any issues or concerns you may have. Please speak first with the staff member. If you feel your concerns have not been addressed, or if you need to speak privately, please contact the Manager. We may need to set aside time, to ensure that we have adequate staff coverage, while we talk.

For general Happy Trails UPDATES, we have a bulletin board in the foyer. This is where sign up sheets, and other notices/announcement will be posted.

### **How we Communicate**

At HTC, we value professionalism and positive communication. Our staff are expected to communicate with parents/guardians, accordingly. In return, we ask that parents/guardians also communicate with our staff with the same level of courtesy and professionalism. We will not tolerate yelling, swearing/offensive language, or any behaviour that is discriminatory, or profane, via any platform of communication (email, social media, in person, text, etc.). Such behaviour may result in the withdrawal of our services.

If you feel that you or your child are not being treated respectfully or fairly, please contact the Manager.

### **Complaints Procedure**

Parents/guardians with a complaint are asked to follow the procedures outlined below.

Regarding the day to day care of your child:

- Please speak with your child's educator at an appropriate time (not busy drop off or pick up times)
- If you feel your complaint is not effectively addressed, please contact the Manager
- If you feel the Manager has not effectively addressed your complaint, please contact the Executive Director

- If you still are still not satisfied with how your complaint has been handled, it is your right to contact your local licensing office

Regarding staff, the facility, policies, or procedures:

- Please contact the Manager so a suitable time can be arranged to discuss your concern (every effort will be made to return parents' emails, phone calls, etc. in a timely manner)
- If you feel the Manager has not effectively addressed your complaint, please contact the Executive Director
- If you are not satisfied after speaking with the Executive Director, you may forward your concern to the Chair of NICSS Board of Directors

Regarding the Manager:

- Please first address your complaint with the Manager personally. We encourage individuals to try and work things out first.
- If you are not satisfied with how your complaint is being addressed after speaking with the Manager, please contact the Executive Director

## Health and Safety

### Medical Emergency Procedures

- Assess the situation
- Administer First Aid/CPR
- Call 911, if necessary
- Contact Parents/Guardian/Emergency Contact
- Contact Physician if required
- Complete Critical/Incident Report

### Minor Incidents

Happy Trails staff are committed to providing a safe and healthy environment for all children, staff and any other participants of our programs. There may be times when injury occurs and minor first aid will be applied (assessment, band-aid, minor wound clean). In this event, an incident report is completed and in non-serious circumstances, parents will be notified at pick-up time.

### Critical Incidents

A critical/reportable (to licensing) incident is when a person in care has become ill or injured, has been adversely affected or has gone missing while under the care of Huckleberry House Childcare Centre (examples of reportable incidents - serious falls requiring medical attention by a medical practitioner, choking, aggressive or unusual behaviour, medication error). For a more complete list of critical incidents please refer to

Schedule H of BC Licensing Regulations found at [https://www.bclaws.ca/civix/document/id/complete/statreg/332\\_2007#section55](https://www.bclaws.ca/civix/document/id/complete/statreg/332_2007#section55))

In the event of an emergency, 911 will be called, as will the parent/guardian/emergency contact. A staff member will stay with your child until an authorized person arrives to care for your child.

### **Missing Child**

HTC staff take seriously their responsibility to keep each child in their care, as safe as possible. To keep children safe, no child will be left alone (with the exception of typical toileting procedures), and children are to be accounted for at all times. If a child becomes lost or bolts from care and is unable to be retrieved, staff will immediately alert all HTC staff as well as staff of Cheslakees Elementary. A search of the premises, both inside and out will be conducted immediately. If the child is not promptly found, 911 will be called, as will the child's parent/guardian/emergency contact. A critical incident form will be completed by staff.

### **Fire/Earthquake/Lockdown Drills**

HTC will conduct monthly fire drills with the children, as well as earthquake drills and lockdown drills that coincide with Cheslakees Elementary. We teach children about fire safety and hazards, as part of our programming.

#### Fire Drill (as per Cheslakees Elementary)

The procedure is as follows:

- The alarm will be activated
- All children/staff will be evacuated immediately to a pre-designated safe assembly area
- HTC staff determine if everyone is accounted for, and the drill ends
- Children re-enter the building

#### Earthquake Drill (as per Cheslakees Elementary)

The following are procedures used by students and educators:

- Take cover under desks or tables
- Face away from windows
- Assume "crash position" on knees, head down, hands clasped on back or neck or head covered with a book or jacket
- Count aloud to 60; earthquakes rarely last longer than 60 seconds and counting is calming
- Follow the worker/educator out of the building to the designated area

In the event of a severe earthquake, we do ask for your help in the following areas:

- Please do not call the school or staff cell phones: we must have the lines open for emergency calls



- Do not immediately drive to the school; the school access route and street entrances must remain clear for emergency vehicles
- When safe to travel, go to the school to collect your child, who will only be released to authorized persons.
- No child will be released from school following a severe quake unless a parent or guardian comes for him or her.
- HT has Emergency Kits, that include water/snacks (nut free granola bars)

### **Intruder/Lockdown Drill**

The procedure is as follows:

- An announcement is made stating we are having a practice intruder drill and children are to follow their educator's instructions
- In the event of a school lockdown, where the doors into the building are locked, a sign will be posted saying we are in lockdown
- The doors will not be opened until it is safe to do so
- The educator will shut the classroom door and slide the window cover closed
- The educator will call all the students together and will talk in a whisper to them
- An announcement will be made saying the drill practice is over

### **Temporary Closures**

HTC may find itself in a position to be temporarily closed (extreme weather/power outages). In this event, because we share space with Cheslakees Elementary, we will follow the same procedures as the local school district. Please visit their website for full details- <http://www.sd85.bc.ca/wordpress/health-safety/>

We will make every effort to notify parents as soon as possible, but due to the nature of emergency situations, this may not always be possible.

If a closure happens during HTC's operational hours, and you are contacted to pick up your child/ren, we ask that you do so immediately.

Please check our HTC Parents Facebook Page and NICCS website for updates, as we will keep these updated with the latest information.

## **General Daycare Policies**

### **What to Bring**

Parents are required to provide the following:

- A daily lunch/snacks
- Inside shoes or slippers (mandatory)
- Sturdy lunch kit
- Water bottle
- Spare clothes
- Rain pants or Muddy Buddy

- Weather appropriate gear (toques, gloves, boots)
- Sunscreen/Hat
- Diapers/wipes/creams (if applicable)
- Baby bottles (if formula have it premixed)
- Baby food/bibs

*\*Please label your child's belongings clearly. If items are not labelled HT will not be responsible to ensure that items are kept track of.*

### **Lunches and Snacks**

Lunches and snacks are to be provided by the parents. The only beverage provided is water, which is available at all times. We encourage parents to pack nutritious lunches that incorporate all food groups. On average, children tend to eat more while attending Daycare programs, as snack and lunch are very social times. Please pack a few extra items to make sure your child has enough. When choosing snacks, we encourage parents to include items that follow the Canadian Food Guide.

*Please note that pop, chips and chocolate bars are not permitted and will be returned home. However, we do allow a small treat on some special occasions.*

Food should be cut up into appropriate sizes for easy consumption and to reduce the risk of choking. Please cut grapes and hotdogs lengthwise, even if your child doesn't eat these foods cut up at home. This is for the safety of all children at the daycare. This rule applies to both IT and Daycare Programs.

### ***Happy Trails Childcare is a NUT FREE environment.***

#### **Mealtimes**

HTC provides designated meal/snack times, but if required, a child may be permitted to have a snack outside of that time, if the ECE feels it would be beneficial for the child. Children will be encouraged to eat their healthy snacks first.

- Eating areas are sanitized before and after eating
- Children must wash their hands prior to eating
- Children are taught to practice good table manners and to help clean up after themselves, as appropriate

All children are supervised while eating and all meals must be consumed while sitting down.

#### **Screen Time**

Happy Trails Childcare does not allow the use of technological devices, such as iPads, video games, phones, etc. We ask that these devices not be brought with your child to the Centre.

If an older child in our Before/After School Program brings a device, we ask that the device be kept in their backpack. Children will not be permitted to use it while at HTC. Contact with your child can be made through our phone. If the family does not wish to comply, it creates a situation that is difficult to manage and impacts the experience of other children

in our care. If such a situation occurs, Happy Trails Childcare reserves the right to withdraw services.

***Happy Trails staff is not responsible for the loss or damage of any device.***

In the rare instance that any movie is shown at the Centre, it will be communicated with families ahead of time and will be G rated. Children are never required to sit and watch a movie and other activities would be made available. Some program activities may have a video that accompanies them, and these would not be communicated.

### **Music**

Music is often a great way to get kids moving and it can be an important and fun part of programming. Staff will ensure that all songs are age appropriate and that the volume is set at an acceptable level.

### **Toys from Home**

Please do not bring toys from home, unless requested by a HTC staff person (may be a part of a care plan). Sharing toys can be stressful for children and we want your child to have a positive experience with us.

### **Potty Training**

Children who are in the process of toilet training need additional time and attention. We don't want children to feel rushed or pressured and we realize that all children develop differently. We know accidents are normal and will happen and we will practice a patient and supportive approach with each child.

When a child is ready for toilet training, the daycare encourages the following:

- Start potty training at home; continuity between home and the daycare setting is key
- Use consistent language between childcare and home when talking to the child about potty training
- Dress child in loose clothing that they are easily able to manage independently. Pants or shorts with all elastic waist are ideal.
- Diapers/pull ups can be used for naps

As potty training requires additional staff time and attention, it can sometimes be difficult to meet the needs of all the children in our care. We encourage that children be potty-trained/ working towards potty-training and developmentally ready to be with children in this age group. We realize that children all development at different stages and we welcome conversation with parents should you have any questions/concerns. We believe that working with families is what is best for the child.

### **Outdoor Play**

Outdoor play is a very important part of a child's early learning development and is mandated by the BC Child Care Regulations. Outdoor play is also strongly encouraged at our Centre and is a daily part of all our childcare programs. We have a beautiful playground with lots of room for a child's physical development and we will be outside as often as

weather permits. As we live in a rainy climate, outdoor time will still be a part of our programming, even on bad weather days.

Please ensure your child is properly dressed for the weather. Children will not be kept inside during these times as every child is expected to participate in the programs.

At times we may have use of Cheslakees school gym and age appropriate equipment on which the children can play.

### **Field Trips/Special Outings**

Programs at Happy Trails often include short outings to various locations in Port McNeill. These are often spontaneous walking excursions. All precautions will be taken to ensure that the safety of the children is the main priority.

When staff are on an outing with children, a note will be left on the door, with a contact number, and the Manager (if working that day), will be informed, as will other staff at the Centre. Upon registering your child at HTC, you will be asked to sign a “Daily Field Trip Consent Form” that will be used to acknowledge consent for your child to participate in daily outdoor activities (walks, visits to other playgrounds). If children are to be taken on a field trip outside the scope of “Daily Field Trips,” you will receive a “Special Field Trip” consent form.

### Procedure:

- Prior to leaving the Centre, staff will ensure that all children are dressed appropriately for the weather (this is why it is essential that your children have appropriate clothing for the weather).
- Attendance will be taken to ensure that all children registered for the day are present
- The sign in sheet will be reviewed to confirm that all children have been signed in by their parent/guardian (if not, your child will be added, and parents will be reminded to sign-in their child)
- Updated sign-in sheet will be taken, along with backpack of essential items (backpack contains: First Aid Kit, Sign in Sheet, Children’s Emergency Cards, an Emergency Whistle and a Cell Phone)

### Daycare 3-5 Program

Children will either walk in pairs holding hands or in a line holding on to a walking rope. One staff member will lead the group and the other will follow behind the last child.

### **Messy Activities**

Every program is designed for the maximum amount of fun for children. We will be doing activities such as painting, gluing, sparkles, shaving cream, finger painting, and more. Please make sure all clothing is suitable for all indoor/outdoor activities.

### **Pictures**

We are often taking pictures of the children in the Centre during play activities. The pictures are used within the Centre to display on bulletin boards and may be used for thank-you cards, art activities or promotional information displays. Other uses may include presentations for funding opportunities. We also have a Facebook group page where we display pictures and Centre activities. Parents are welcome to view any pictures that are taken. Media consent/non-consent forms must be signed. Only those children whose parents' consent will have their pictures taken/used.

### **Social Media Policy**

Happy Trails Childcare requires parental/guardian permission for any images or videos being shared on social media. We also have a clear policy for staff to follow regarding social media use. We also, expect families to use sound judgement when referring to Happy Trails Childcare in any of their personal social media platforms.

Our expectations are that confidentiality will be paramount. You can of course use any images or information about your own children. The confidentiality of any other children, families, staff and Board associated with Happy Trails must be respected and information can only be shared by the individual themselves. Any damaging or offensive comments will be addressed.

Parents are encouraged to join our private Facebook page. You can find us by searching Happy Trails Childcare (NICSS).

### **Bus Service**

Bus service is available in the mornings leaving Cheslakees School for school age children attending Sunset Elementary. The bus arrives at the school at approximately 8:25 am. Children are supervised at all times and taken out to the bus. **It will be the sole responsibility of each parent to take their child to school if they arrive late to the Centre.**

There may be days over the school year when bus service may be interrupted. It will be the parent's responsibility to take their child/children to school on those days. Happy Trails will make every effort to inform parents if there will be an interruption of bus service.

### **Practicum Students**

Quite often HTC is approached to provide practicum placements for individuals pursuing their ECE certification. All students who are placed with HTC, have undergone a criminal record check by the institution in which they are registered. One senior HTC staff person is charged with being responsible for the practicum student to supervise their activities and ensure they are fulfilling the requirements. If a practicum student is going to be in your child's room, parents will be informed.

### **Volunteers**

HTC welcomes volunteers into our Centre. On occasion we may have local partners (Mother Goose, RCMP) offer to come into the Centre. This might include reading stories to the children or playing music. All volunteers are required to complete a criminal record

check prior to volunteering at HTC- this includes parents. If parents would like to volunteer, please be in touch with the Manager to arrange for your criminal record check.

<b>Happy Trails Childcare Parent/Guardian Contract</b>
--

I, \_\_\_\_\_ acknowledge that I have read and fully understand the written policies set out in the Happy Trails Childcare handbook. Including but not limited to the following:

1. I agree to abide by all Fee and Payment policies set out in the Happy Trails handbook.  
Parent/Guardian Initial \_\_\_\_\_
  
2. I understand that the times and the days of the week I provided to the Centre are the days of service I have prearranged and required to pay regardless of attendance. Any changes to my child's schedule could result in my days being forfeited and returned to a waitlist.  
Parent/Guardian Initial \_\_\_\_\_
  
3. If my child(ren) does not come to childcare for any reason, I understand that I am still responsible for full payment.  
Parent/Guardian Initial \_\_\_\_\_
  
4. I agree to deliver my child directly to the appropriate program room, signing them in and out daily, while making verbal contact with a staff member to ensure that staff knows the child is arriving or departing for the day.  
Parent/Guardian Initial \_\_\_\_\_
  
5. I give permission for my child to go on spontaneous walks with the childcare provider. Any other outings will require a separate consent form.  
Parent/Guardian Initial \_\_\_\_\_
  
6. I agree to use sound judgement when referring to Happy Trails Childcare in any of my personal social media platforms, and to keep the confidentiality of any other children, families, staff and Board associated with Happy Trails on social media sites.  
Parent/Guardian Initial \_\_\_\_\_
  
7. I give permission for the Centre to apply sunscreen to my child.  
Parent/Guardian Initial \_\_\_\_\_

## Media Release Form

I give NICSS my consent to use my child's;

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Name                  | <input type="checkbox"/> Photo                                      | <input type="checkbox"/> Quote (something said) |
| <input type="checkbox"/> Artwork               | <input type="checkbox"/> in the NICSS newsletter                    | <input type="checkbox"/> on the NICSS website   |
| <input type="checkbox"/> in the NICSS brochure | <input type="checkbox"/> on a bulletin board                        |   |
| <input type="checkbox"/> in a newspaper        | <input type="checkbox"/> on the NICSS or Happy Trails Facebook Page |   |
| <input type="checkbox"/> Other                 |   |   |

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions or require more information on our Centre's programs, policies, billing, etc., please contact our Centre Manager or our main office at North Island Community Services Society.

By enrolling your child into Happy Trails Childcare, you are agreeing to the terms and conditions laid out in this handbook.

