



# LITTLE MOVERS DAYCARE PROGRAM



## POLICIES & PROGRAM REQUIREMENTS

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THE STUDIO  
DANCE & WELLNESS

## Detailed Description of Care Program

Welcome to THE STUDIO Dance & Wellness' Little Movers daycare program! The following is a summarized description of the care we'll be offering within this program.

At THE STUDIO, we can provide care to a maximum of 8 children from the ages of birth to 12 years old from Monday through Friday, 8:30am – 4:30pm. Within the multi-age care license, we can have a maximum of 3 children under the age of 3, with no more than 1 child under the age of 12 months.

The program will run year-round with 2 weeks off at Christmas, 2 weeks off for March Spring Break, 2 weeks off for summer holidays in August and closed for all statutory holidays. THE STUDIO Dance & Wellness has staffed a caregiver with their Early Childhood Education certification along with their First Aid certification.

The average daily schedule will cover many activities including movement, music, art activities, outdoor play, reading and educational games. An example of our daily schedule is as follows:

8:30-9:00am – Drop off  
9:00-10:00am – Outdoor play  
10:00-10:45am – Scheduled activity  
10:45-11:15am – Snack break  
11:15am-12:00pm – Story, circle time, singing & music  
12:00-1:00pm – Packed lunch  
1:00-1:30pm – Educational games & free play  
1:30-2:30pm – Arts & crafts  
2:30-3:00pm – Snack break  
3:00-4:00pm – Outdoor play  
4:00-4:30pm – Play time and pick up

Within our community, there are many scheduled programs that the daycare children can participate in. This gives them an opportunity to venture outside the studio and build new relationships by playing with other children from different daycares. Some of the programs we'll engage in as a daycare which can include extra fees are as follows: *(any additional cost to any activity will be communicated to parents in advance)*

- Scheduled daycare dance and tumbling classes at THE STUDIO
- Community groups (Strong Start & Leap Land)
- Revelstoke Acrobats gymnastics
- Library
- Railway Museum
- Tour of the Fire Hall
- Nature and river walks
- Visits to coffee shops
- Exploration & play at community parks
- Splash Park

Our program will include developmental support for your child(ren) in the following ways:

**Social** – One of THE STUDIO's greatest values is our community. Getting the children involved in classes with other children from our community is the best way to further build their social skills. This will teach them healthy conflict resolution and boundary setting through group play while building confidence. Our program facilitator will model cooperation and empathy while offering individualized support when it is needed.

**Physical** – This realm will naturally develop with the planned classes we are offering and will be attending, including building gross motor movements through play, obstacles and balance challenges. We will also develop fine motor skills through arts & crafts, musical instruments and writing practice.

**Intellectual** – We will spend time each day with free play and outdoor play focusing on the cognitive development of the children in our care. We will include counting & math skills, making & identifying shapes, organization through keeping play spaces tidy, and use of imagination & creative thinking.

**Language** – Through reading and singing with repetition, our youngest children will learn to further develop their language skills. We will encourage story telling of their own within movement classes and free play to engage all preschool aged kids. We will engage all children in conversation asking open ended questions to further build their vocabulary. Story time will be a regular part of our programming where children will be engaged in questions to demonstrate their understanding and imagination.

**Emotional** – An emotional connection with each of our program participants is built by identifying, processing and expressing feelings. This will happen naturally through mindfulness practices and further encouraged with story time and discussion of the character emotions and reactions.

### **Off-Site Play Areas**

The most used off-site play area that will be travelled to is Beruschi Park located at 319 2<sup>nd</sup> St E, Revelstoke, BC. The park is 30m x 40m, has a grassy area, large trees for shade, is fenced in and contains an updated play structure along with benches and a picnic table.

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We plan to visit Queen Elizabeth Park that is farther away from our facility. The park is located on Robson Ave & 9<sup>th</sup> St, Revelstoke, BC. It is a large park spanning several city blocks with dimensions of approximately 200m X 130m. There are many large trees for shade, public washrooms, water fountains, an updated play structure, picnic tables, benches, pathways and sports fields. This park can be used to play on the playground, do crafts, science experiments and athletics.

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We plan to visit is the Farwell Splash Park, that has water features and a dry play structure. There are public washrooms, water fountains, benches, picnic tables and large trees for shade. The park is located at 1401 1<sup>st</sup> St W, Revelstoke, BC and is a straight walk from our facility crossing a few roads, most with crosswalks. We will travel a distance of 1.6kms taking approximately 30 minutes along 1<sup>st</sup> Street. The dimensions of the park are approximately 100m x 60m, and it is fenced in.

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For all off-site play trips, our caregiver will bring these essential items:

- Emergency contact information for all children
- Diapers and wipes if necessary for infants
- Water bottles for all children
- Snacks
- First aid kit
- Sunscreen & hats or warm winter clothing (weather dependent)
- Wagon to haul items

Non-essential items that can enhance the play experience can include:

- Simple crafts or colouring pages & pencils/crayons
- Athletic balls like soccer balls
- Toys such as buckets & bubbles

- Books & picnic blankets
- Jump ropes
- Kites
- Sidewalk chalk
- Scavenger hunts/nature bingo

### **Safety Plan for Regular or Daily Transportation**

In order to have an appropriate and safe place for children to play outdoors we will be taking them to Beruschi Park, that is 1 block from the facility. We will also be travelling to the Early Years Centre – 1001 Mackenzie Avenue and Queen Elizabeth Park – Robson Avenue & Ninth St E.

The children and care provider will be walking from THE STUDIO Dance & Wellness to any of the activities our children attend. To maintain safety when walking we will travel using sidewalks and cross streets at crosswalks. Kids in our program will be instructed and learn how to check for traffic at both controlled and uncontrolled intersections. Our care provider will be sure to keep the group close and everyone will wait at the corner of every street in order to cross together only when it is safe to do so.

Staff will be required to bring with them:

- Emergency information cards
- Small first aid kit
- Cell phone

Children will be asked to bring/wear:

- Water bottle
- Hat
- Sunscreen (if necessary)
- Proper outdoor clothing (ie: warm layers if cold, waterproof if wet etc.)

### **Active Play**

#### **Screen Time Policy**

Staff are not permitted the use of screens unless to take attendance, play music or make a phone call in an emergency. We feel it is important that our care provider models the same behaviour we expect of our participants and that they remain engaged with the children.

#### **Active Play**

We have scheduled free play where there are different activity stations set up and children are free to play as they desire in a controlled environment. When the weather allows for it, children will have time for outdoor play each day that will have a balance of facilitated and un-facilitated games and activities.

With our schedule and routine of activities, we work to promote physical literacy. Through movement, children build confidence and physical understanding of their own bodies and learn to value physical activities for life.

At THE STUDIO we take injury prevention seriously. All care providers must take safety considerations into all planned activities and understand how they will implement safe practices to prevent injuries before they happen. It is necessary for staff to identify any equipment that may not be suitable for young children and place it out of reach.

## **Payment Policy**

THE STUDIO has a no refund policy for absences, or the discontinuance of care initiated by the family. In special circumstances, we might be able to offer families a credit to their account. We require 1 months' notice to withdraw from the program. If the care provider is ill, we have several qualified substitutes on call. In a worst-case scenario, care may need to be cancelled; if this is the case, a credit will be applied to the account. If the child is ill, families will still be charged for their held spot in the program. If leaving for holidays, we'd like to be informed at least 1 month in advance. As a courtesy to our families wanting to maintain their spot in the program we can offer a 50% discount on tuition for 1 week and this discount can only be offered once per year. We encourage families to travel over the studio closed to dates to avoid paying tuition to hold their spot. For clarity we have included our official payment policy below. All patrons must agree to this policy before enrolling in any program at THE STUDIO through their portal.

### **PAYMENT PLAN FOR LITTLE MOVERS CARE PROGRAM:**

1. Families must always have a valid, up to date credit card on their account.
2. Families will be auto-charged on the 1st day of each month.
3. Tuition is calculated by the spot taken up by the child, not how many days they attended care that month. Attendance will not be taken into consideration for tuition.
4. Tuition will be calculated in advance based on the number of care days of the month. Payments made on the 1st of the month is for care during that month. (ie: payment on September 1st is for care through all of the month of September.)
5. Failed payments will be given a 7-day grace period with a warning of the declined payment. After 7 days, a \$35.00 plus GST late fee will be posted to the account. Following a declined payment, it is the client's responsibility to complete payment through their portal (account).
6. If a family requires more time to make a payment, prior notice and a discussion with THE STUDIO directors is required. Not all requests can be granted.
7. If families would like to arrange an alternate payment method (ie. e-transfer, debit or cash), THE STUDIO directors must be informed and payment must be made before the 1st of the month otherwise their credit card will be charged automatically.
8. Families are required to give a full month's written notice to drop out of childcare. Students can still attend care until their last paid day, if they'd like to.
9. A \$75.00 drop fee will be added to an account if a family chooses to discontinue care, prior to their child aging out of the program.
10. For every 15 minutes a family is late for pick-up (after 4:30pm) a fee will be added to their account.
11. A 2.4% surcharge is added to all credit card transactions made through our Jackrabbit software. By agreeing to this policy, you give permission to THE STUDIO Dance & Wellness to add this surcharge to all your transactions.

## **Safe Release of Children**

We require written consent from a parent prior to releasing a child to someone other than their parent. This can be done by e-mail or text to the studio. Parents have the option to have a short list of other caregivers who have permission to pick up their child, and similarly parents will have the opportunity to provide a list of who is not authorized to pick up their child. If the staff do not recognize who is picking up a child they may ask for ID to confirm their identity. If someone arrives to pick up a child who is not authorized, we will call the parents to receive verbal confirmation that it is okay to send the child with that adult. We will then ask them to follow up with an e-mail confirming. If we are unable to get in touch with the parents, the child will not be released. The children's safety is our number one priority. We will not release children into the care of someone without clear parental permission first.

If a person picking up a child appears to be unable to provide safe care, the parents will be called by the program manager or caregiver and a follow up conversation will be had. If a parent prefers to make other arrangements we

can coordinate to stay late and mind the child until another authorized person arrives. For every 15 minutes of after-hours care, the family will be charged a late pick-up fee.

## **Care and Supervision**

### **PLAY SPACE DESIGN**

To provide developmentally appropriate care for children in our program the first thing we look at is the play space. Our space offers many activities to help build gross motor skills, fine motor skills, cognitive understanding, community and more. We have several large props inside the dance studio that children can climb on, build with and get creative. In our playroom we have smaller toys, books, craft supplies and a cozy corner to help balance their energy levels. Our outdoor play space is a public park only 1 block away. The park has many trees for shade, and lots of different elements including a grassy area, a picnic table, benches and gravel beneath the play structures. The play structure caters to many developmental levels with small and big components as well as different zones with a variety of activities.

### **EDUCATION AND INJURY PREVENTION**

Through our program, children will learn best safety practices for play and injury prevention. This includes in our facility and at the park. Our caregiver will be sure to have children remove scarves, necklaces and loose clothing before playing on equipment. Children will be taught how to identify hazards and what to do when someone gets hurt. All staff members will be required to have their child care first aid course completed.

### **SUPERVISION ON PLAY SPACES**

Children will be actively supervised at all times; this includes maintaining close proximity, remaining attentive, watching and listening. Staff are required to be in the play space at all times and are expected to model appropriate play with the children. Staff are expected to place themselves within the range of being able to see and hear all the children. Staff will move around the area to ensure they always have the best view of where the children are and so that they can quickly intervene should a child come into harm's way. Our staff are required to stay alert and responsive, always know where every child is, stay within range of hearing and seeing each child and to be near enough to assist a child should they need it. Levels of supervision will range with varying age, needs, physical capabilities and certain activities.

### **MATERIALS AND EQUIPMENT**

Our staff is well educated on proper use of our facility equipment according to manufacturer's guidelines. It is important that the program manager is notified when equipment becomes damaged and needs repair. Only age-appropriate equipment will be accessible to the Little Movers program, all other equipment will be placed out of reach. The care provider will be instructed to ensure this expectation is maintained.

### **MAINTENANCE OF EQUIPMENT**

Care providers of our program will do daily checks when setting up equipment and can administer any quick repairs needed. If equipment cannot be fixed immediately the care provider will need to remove it and plan to use something else for the time being. Our facility uses check lists for opening duties and closing duties to maintain a clear understanding of requirements and expectations of staff members. In our shared space at the park we understand that we may be unable to fix some things but our care provider will inform the children of the hazard and actively supervise to ensure there is no increased risk in using the facility.

### **EMERGENCY TRAINING AND EQUIPMENT**

Our facility has 2 emergency exits that can be used. We will implement a fire drill system and emergency plans. Each employee must receive training of our fire drill and emergency plans. Fire drills will be practiced once a month and the emergency plan will be practiced once a year.

#### FIRST AID

An employee who holds valid certification for first aid and CPR will always be present. This employee will also understand if a child has a medical condition and can communicate with emergency first responders. Our facility has two first aid kits available; a first aid kit will always be brought when leaving the facility.

#### CONTINUOUS SUPERVISION

Children will be supervised at all times by an ECE or suitable substitute. In the unlikely event that the caregiver needs to leave, there are two Responsible Adults (business owners) with the appropriate certification who can get to the facility immediately and remain with the children until pick up can be arranged.

#### PROGRAM ACTIVITIES

As a licensee it is our responsibility to provide programming that is designed to benefit the development and care of children. All activities are age and developmentally appropriate for the children attending care. Outdoor play is an important part of our program and can be expected to surpass the daily minimum of 90 minutes. Through our programming, children will learn developmentally suitable activities that promote the development of large and small motor skills and self-help skills. Children will be encouraged to advance good health and safety habits with the direction and support of the caregiver. If a child who requires extra support is attending the program, activities will be modified to ensure the needs of the child are addressed and are in line with the child's care plan. How activities have been modified will be recorded in the care plan.

#### CLEANING AND SANITIZING

Our facility has a daily cleaning schedule to include disinfecting areas of high touch which include play areas, bathrooms and food consumption. Equipment, doorknobs, handrails, light switches, tables, chairs, books and toys will be disinfected regularly.

#### HEALTH AND HYGIENE

Children will be required to wash their hands thoroughly with soap, running water and paper towel or towelettes. The bathrooms will be cleaned regularly with disinfectant including the potty chairs and diapering surfaces. Soiled diapers will be disposed of in a Diaper Genie. Soap is available in multiple locations of the facility.

#### TOILETING

Staff will remain in proximity to help a child while using the bathroom and provide supervision. They will ensure the bathroom is safe to use without any visible hazards. Staff will respect the child's privacy but ensure they are within earshot of the child if they need help. Any group use of a bathroom will be supervised to prevent any inappropriate or hurtful behavior. Potty-training children will be encouraged to use the toilet with the potty chair independently but with assistance from the caregiver when needed. Staff are encouraged to be patient and consistent when helping children learn how to potty-train. Positive reinforcement will be provided to continue and encourage potty skills.

#### ILLNESS/SICK CHILDREN

Children will be required to return home if they are exhibiting signs of illness that include but may not be limited to lethargy, vomiting, diarrhea and fever (on or above 38 degrees Celsius) and invited to return back to care when without symptoms for 48 hours. If the child is not able to participate in regular activities or whose symptoms may be easily communicated to other children or inhibit the staff member's ability to care of the other children, they will need to return home.

#### MEDICATION

If a child is required to take medication while in care, prescriptions must have the following: the child's first and last name labelled on the container, be in the original container, must be in a childproof container, the label must include the filled date and expiration date along with any instructions on how to properly store, administer and dispose of the medication. Staff will follow the 7 steps of medication administration: 1. Right person, 2. Right medication, 3. Right dose, 4. Right time, 5. Right route, 6. Right reason and 7. Right documentation.



## ACCIDENTS AND INJURIES

Should a child become injured while in care, the caregiver will notify the parent or emergency contact person after the child has been treated and is safe. An incident report will be completed by the caregiver and communicated to the manager and the parents. Serious cases will result in the caregiver calling 9-1-1 to ensure the child receives immediate care in an emergency situation. All caregivers will be required to have up to date First Aid certification to ensure they can respond appropriately to an injury.

## Food and Drink Provision

At THE STUDIO, health and wellness is at the forefront of all our programming including daycare. We will ensure each child is consuming healthy food and drink that meets the nutritional needs of children. We will encourage parents to send healthy snacks and meals for their children.

Children are not provided any food as part of our program. Parents are required to send their children with a minimum of 3 healthy snacks, 1 meal and a water bottle each day their child attends daycare. If a child is sent with unhealthy snacks or not enough food for the day, our program manager will contact the parent to help guide them to send more appropriate snacks with their child. Through our detailed intake forms, parents will provide information about allergies or food preferences for our staff to be aware of. It is a requirement of our staff that these wishes are respected. Children will not be forced to eat anything they don't want to.

THE STUDIO has a large fridge and freezer in the basement to keep food stored at a cold temperature. The caregiver will collect everyone's food at the beginning of the day and store it appropriately. Children will sit and eat together to create a healthy social environment for consuming food. The caregiver is responsible to ensure the space is calm and relaxed. All snacks and meals will be consumed at the same times each day so that the caregiver can ensure the children's hands are washed before eating, have the opportunity to socialize, aren't distracted by toys and forget to eat and/or eat snacks too close to meal time and cannot eat their meal.

Our structured day allows for 2-3 snack times throughout the day with a lunch consumed at 12pm. Snacks and meals will be scheduled 2-3 hours apart. All snack breaks are actively supervised by our staff. If a child wishes not to have a snack, they will not be forced to eat. The tap water in our building is potable so children have access to safe drinking water in many places. We have two water coolers (1 downstairs in the care area, and 1 upstairs next to the dance studio) making it easy for children to stay hydrated. Under no circumstance is a staff member allowed to use food as a reward or punishment. Cultivating a positive relationship with health and nutrition starts at even the earliest of ages and it is our goal to support that. THE STUDIO will follow The Division of Responsibility Model to execute safe and healthy eating habits.

DIVISION OF RESPONSIBILITY		
Area of Responsibility	Caregiver Decides	Child Decides
Where food is served?	Caregiver	
When food is served?	Caregiver	
What food is served?	Parent & Caregiver	
How much to eat and whether or not to eat?		Child

### STUDIO FOOD POLICIES:

1. Children decide how much or how little they eat.
2. Children decide whether or not they want to eat a snack or meal or a specific food.
3. Children are allowed to eat any food provided by their parent as long as it's safe for the child to consume.
4. The caregiver will not make negative comments about the food a child is eating or how much a child is or is not eating.
5. The caregiver will help educate parents and encourage them to send healthy foods.

6. The caregiver will provide a structured eating schedule which allows children to consume snacks and meals at the same time each day, 2-3 hours apart.
7. The caregiver will inform the program manager if there is a pattern of a child not eating meals.

## **Emergency Plan**

### **PREPARATION:**

- All staff and care providers will be trained and informed in all emergency planning and fire drills and have completed their First Aid training. Fire drills will be practiced once a month and an emergency plan practiced annually.
- Children are able to exit the building without an adult if necessary. The doors are never locked while children are inside.
- All staff have a phone while working and the business has a land line accessible to kids and mobile phone in the office.
- In the event of an evacuation, children will be taken to the following places for safe pick up by their family. Both locations are open during program hours and have bathrooms for public use. Attendance will be taken using our online software to ensure all children are accounted for. Both evacuation options are within walking distance. If vehicle transportation of children is required, parents will first be contacted.
  - o Building Evacuation = Regent Hotel
  - o Neighbourhood Evacuation = Southside Grocery
  - o Community Evacuation = Families will be contacted immediately for pick up
- Children are expected to be sent with any medications needed during program hours.
- We will have a 72-hour emergency kit on site with a supply of potable drinking water and food for all children and staff. This will be kept within easy access of all staff.
- We will also have a "Grab & Go" bag prepared with supplies to offer continuous care for children, to help keep them calm and comfortable. This will be stored in the front desk for quick access when leaving the building.
  - o Books, paper and crayons for coloring, non-perishable snacks, phone charger & battery bank, flashlights and batteries, first aid kit, copies of children's intake forms, emergency blankets, cash, whistle.
- Our facility has a cell phone and it will be taken by the staff in the event of an evacuation so that parents can continue to reach us and communicate with our program manager and business owners.
- Staff will wait to return to the facility until it has been cleared by emergency responders and the program manager.
- All repairs and clean up necessary will be determined once we are able to return to the facility. We will encourage our families to seek out professional help to aid their children to cope with the effects of an emergency scenario.

### **Communication During An Emergency:**

- Once all children are safe and gathered, the care provider will begin calling parents and emergency contacts to ensure everyone is aware of the emergency.
- The care provider will inform parents of the pick-up plan if it is safe to do so.
- If the care provider is unable to make phone calls they will contact the program manager and calls will be made to families by the manager.
- Parents are welcome to call or text THE STUDIO Dance & Wellness business phone number (250-683-9040) but need to understand that in an emergency situation it may take some time before someone can respond.