



Doodle Bug Learning Center
Family Handbook
2025 / 2026



About Us

Doodle Bug Learning Centre provides a caring and enriching environment for children to learn and grow. We base our practice around the arts, nature, physical literacy and the overall well-being of the children in our care. We create opportunities for children to explore and grow as their individual skills emerge. Our goal is that each child will grow to become confident learners and responsible, caring contributors to the world.

Philosophy

We draw inspiration from Montessori, Reggio Emilia, and Waldorf philosophies. Elements from these approaches are thoughtfully integrated into our classrooms. We believe in a curriculum that is largely guided by the children's interests and tailored to be developmentally appropriate for their age. By bringing nature indoors and designing natural play spaces, we foster an environment where children can learn and grow harmoniously.

Hours of Operation

Our Center is open Monday to Friday from 8:00 a.m. to 4:30 p.m. Fees are calculated on an annual basis, considering statutory holidays and scheduled center closures, and are then evenly divided over 12 months. As a result, the fee remains consistent each month, regardless of any closures. We recommend that parents schedule their vacations in alignment with the center's closures, as no credits or refunds will be issued for vacations taken during open periods. Additionally, there will be no credits for statutory holidays, as these are included in the average fee calculation.



Please note that when a child turns three years old, government funding changes will apply. Consequently, there will be an increase of \$100 in fees effective from the month of the child's birthday.

Holidays & Closures

Throughout the calendar year, the Center has three major closures. We are closed for two weeks over Christmas and New Year's, and for two separate weeks during the spring and summer months. Additionally, we are closed on all statutory holidays.

- STAT: New Years
- STAT: Family Day
- STAT: Good Friday
- Easter Monday
- STAT: Victoria Day
- STAT: Canada Day
- STAT: B.C Day
- STAT: Labor Day
- STAT: National Day for Truth and Reconciliation
- STAT: Thanksgiving Day
- STAT: Remembrance Day
- STAT: Christmas Day
- Boxing Day

Childcare Fee Structure & Payments

To secure a placement at Doodle Bug, a one-time non-refundable registration fee of \$200.00 is required. Monthly fees of \$ 675.00 are due at the beginning of each month and can be submitted via post-dated cheques, dated from September 1st to August 1st, upon enrollment. Alternatively, you may pay by E-Transfer; in this case, please provide a cheque for one month's fees to keep on file.



Every family will benefit from the Parent Fee Reduction Initiative funding. If you are eligible for the Affordable Childcare Benefit, it will be deducted from the Parent Portion of your monthly fee.

To continue receiving this support, please ensure all required paperwork is submitted promptly. If there is a lapse in your funding due to missed submissions, you will be responsible for the full parent portion of the fees.

Please be aware that failure to provide payment by the first of the month will result in a suspension of care. If payment is not received by the end of the first week, care will be terminated. We are here to support you, so don't hesitate to reach out if you have any questions or need assistance.

Returned Payment Charge & Late Payment Fee

If a payment is returned due to non-sufficient funds (NSF), a \$50.00 administration fee will be applied to cover bank service charges. Additionally, a \$5.00 late payment charge will be incurred for each day the payment is delayed from the time you are notified of the NSF cheque.

All overdue accounts will incur a 5% late payment fee for each month the account remains overdue. This fee will be applied to the outstanding balance and is intended to encourage timely payments.

Notice of Withdrawal

To withdraw your child from our program, written notice must be provided on or before the first day of the month, as our fee schedule runs from the beginning of



one month to the next. The notice must be signed by both the parent or guardian and the owner.

Fees for the month in which the notice is given are due and must be paid, regardless of whether your child will be attending the center during that time. Refunds will not be issued for part of a month. For example, if notice is given on October 7th, the one-month notice period will start on the first day of the following month, November 1st. Your last day of care would be November 30th.

Payments for any subsequent months will be refunded after this notice period

Reimbursements

Fees are based on enrollment, not attendance. If your child does not attend Doodle Bug Learning Center for any reason, you are still responsible for full payment. Fees will not be prorated for vacations, illness, or closures due to weather or power outages.

The staff are entitled to five paid sick days per year. We will make every effort to arrange alternate care; however, if we cannot secure alternative arrangements, the center will be closed for the day. Any days beyond the agreed five sick days will be refunded.

In the event that the center needs to close for more than five days due to COVID-19, no refunds will be provided.

Evaluation Period

Your child's happiness is our top priority, as it is for all the children in our care. To ensure our childcare arrangements meet your expectations, we offer a two-



week evaluation period before finalizing care. During this period, if you feel that the Center is not meeting your needs, you may withdraw your child(ren) and receive a refund for any unused days.

Similarly, if during the two-week evaluation period or at any time during your child's care, our teachers determine they cannot provide the quality of care necessary to meet your child(ren)'s specific needs, they will inform you. You will then have an additional week to find alternative care. Any unused days will be refunded to you on your last day at the Center.

We are committed to providing a positive and fulfilling experience for your child. If you have any questions or need assistance, please feel free to contact us.

Open Door Communication

We are committed to fostering an open-door communication policy to build a positive partnership with parents. We value families as children's first teachers and recognize their crucial role in their children's lives.

- **Family Involvement:** We encourage families to share their talents and hobbies with the children, such as storytelling, singing, musical instruments, gardening, sewing, woodworking, pottery, painting, and dance. We also invite parents to share their professional expertise, such as careers in policing, firefighting, nursing, medicine, dentistry, culinary arts, and librarianship. This is particularly exciting during our "Community Heroes" curriculum.
- **Cultural Celebration:** We are excited to celebrate each child's cultural background. Families are invited to share special days, foods, activities,



and clothing. Please inform our Educators if you are able to contribute to these celebrations!

- **Communication:** We encourage ongoing communication through telephone, email, and parent/teacher meetings. Text messages are welcome for quick updates and brief questions, but for more significant issues or detailed discussions, we recommend arranging a phone call or a face-to-face meeting. This approach ensures that complex or sensitive topics are addressed thoroughly and effectively. Please coordinate with DBLC teachers to find mutually convenient times for more in-depth conversations.
- **Updates on Progress:** Parents can expect regular updates about their child's progress, program activities, and special events.
- **Parent Education:** We provide information about parent education opportunities and community resources to support your understanding of your child's early learning journey.
- **Family Handbook:** We ask parents to familiarize themselves with the Family Handbook, which outlines the policies and procedures of the Center.
- **Feedback:** We welcome feedback on any aspect of our program. If you have concerns about any incident or aspect at Doodle Bug Learning Center, please speak directly to the owner.
- **Required Participation:** There are two mandatory parent participation events during the school year. We will provide a minimum of one month's notice for these events so parents can plan accordingly. We also welcome and encourage parental help at other times throughout the year.
- **Respectful Communication:** Respectful communication is essential to maintaining a positive and supportive environment. There is zero tolerance for yelling, threatening, or using offensive language toward our staff or director. Such behavior will result in immediate expulsion from the



program, with no refund of fees. We are committed to ensuring a respectful and safe environment for everyone involved.

Curriculum

Our preschool curriculum is designed to foster the growth and development of the whole child, creating countless moments of wonder and exploration. We offer a carefully planned curriculum that combines structured themes with an emergent approach. This blend allows us to adapt to children's evolving interests and respond to the natural changes in their world, valuing their input and curiosity.

Our curriculum supports children's ever-evolving interests and provides opportunities to nurture their play and curiosity. We aim to spark their interest across all areas of development. Specific developmental areas are thoughtfully considered during both teacher-led, theme-based lessons and child-directed activities. These areas include physical, intellectual, language, and social/emotional development.

Physical Development: Physical skills are essential for future academic tasks such as reading, writing, scientific exploration, and math. Activities like stringing beads, lining up shells, and completing puzzles help refine eye-hand coordination, fine motor skills, sense of directionality, and strengthen the pincer grasp. Physical development also influences social and emotional growth. As children learn what their bodies can do, they gain self-confidence, which encourages them to take on new and challenging tasks. This positive attitude enhances their willingness to learn and explore across various domains.



Intellectual Development: Cognitive development involves learning to think and reason. Preschoolers are developing cognitive skills that lay the foundation for future learning. They become skilled observers and questioners, learning to organize and represent new information. Early childhood is a crucial time for acquiring knowledge and "learning to learn" skills that are important for future success. A strong foundation in language development is key to becoming successful learners. Rich language and literacy experiences in early childhood enhance listening, speaking, reading, and writing skills, which develop interdependently.

At Doodle Bug Learning Center, we support language development through a variety of experiences, including puppetry, flannel board stories, library books, songs, finger plays, and creative movement. Equally important is fostering respectful, kind, and warm communication between educators and children, as well as among peers.

Social/Emotional Development: The preschool years are a critical time for developing social and emotional skills essential for well-being and success in school and life. Our social/emotional objectives include:

- **Sense of Self:** Helping children feel accepted and valued by others.
- **Responsibility for Self and Others:** Encouraging independence, self-regulation, self-direction, and adherence to rules and routines.
- **Pro-Social Behavior:** Promoting traits such as sharing and taking turns to support positive interactions with others.

We are dedicated to promoting and reinforcing positive relationships among preschoolers. We empower each child to make positive choices, support constructive behavior, and help them understand the natural and logical consequences of their actions.



We are committed to creating a nurturing and engaging learning environment that supports your child's holistic development.

Daily Schedule

8:00 a.m.	Center Opens (All developmental areas are open in the classroom, and children move from one curriculum area to the next).
9:00 a.m.	Preschool Program begins. Circle Time
10:20 a.m.	Clean-Up bell rings. Children help in the clean-up process to keep their playschool tidy.
10:40 a.m.	Outdoor Play
11:30 a.m.	Lunch Time
12:15 p.m.	Quiet Time / Rest Time for full day friends. (Children read books with their blanket and a soft cuddly toy, and listen to quiet music)
2:00 p.m.	Wake Up / Snack time
2:30 p.m.	Choice Time (All developmental areas are open in the classroom and children move from one curriculum area to the next).
3:00 p.m.	Clean Up Time
3:15 p.m.	Circle Time
3:30 p.m.	Outdoor Play or Choice Time in the classroom (Some developmental areas are closed, as children begin to wind down from their day, to prepare for parent's arrival).
4:30 p.m.	Doodle Bug Learning Center closes....Please be on time.



Drop Offs & Notifying the Center

Drop-offs should occur each morning between 8:00 AM and 9:00 AM. If you anticipate being late, please call us to inform us, as our day's program begins promptly at 9:00 AM. We appreciate your cooperation in ensuring a smooth start to the day!

If your child will not be attending the Center due to illness or any other reason, please contact us by 9:00 AM. This helps us avoid delays in our activities and allows us to adjust our preparations based on the number of children present.

Late Pick-ups

We kindly ask that you arrive before 4:30 PM to respect the teachers' time. If you anticipate being late, please call us to inform us.

If we have not heard from a parent or guardian by 4:40 PM, we will contact the emergency contacts provided on the registration form. If neither the parents nor the emergency contacts can be reached, we will notify Child Protective Services after 5:00 PM.

A fee of \$1.00 per minute will be charged for late pick-ups after 4:30 PM. This fee is due on the next day of care before your child can participate in activities.

Authorized Release of Children

The Center closes at 4:30 PM, and all pickups must occur before then. Only individuals who have been previously authorized (as documented at the Center)



will be allowed to pick up children. Please inform us in advance of which authorized person will be picking up your child(ren) on any given day.

Authorized pick-up individuals may be required to show photo ID. If the person arriving to pick up your child is not on file as authorized, we will be unable to release the child to them.

If children are not picked up by the agreed-upon time, we will first attempt to contact you. If we cannot reach you, we will contact your emergency contact. If neither you nor your emergency contact can be reached within 30 minutes of closing, we will consider the children abandoned and contact the Ministry of Children and Family Development.

If an authorized person arrives to pick up a child and a teacher deems them incapable of providing safe care, the teacher will suggest calling an alternate pick-up person. If the individual insists on taking the child, and the health and safety of the rest of the group would be compromised. We will release the child into their care and notify the R.C.M.P. for further assistance.

Suspected Intoxication

The safety and well-being of the children in our care is our top priority. If a parent, guardian, or emergency contact arrives at the Center appearing to be intoxicated, we will take the following steps to ensure the child's safety:

- **Do Not Release the Child:** The teacher will not release the child to an intoxicated individual.
- **Offer Alternatives:**



- Offer to call a relative or friend who can pick up both the parent and the child.
 - Offer to arrange a taxi or ride service for the parent to ensure they do not drive under the influence.
- **Inform of Consequences:** Inform the parent or guardian that if they choose to drive with or without the child, the teacher will be obligated to notify the police immediately.
- **Contact Authorities if Necessary:** If there are concerns that the child may be in need of protection due to the parent's or guardian's state, the teacher will contact the Ministry of Children and Family Development.

Abuse and Neglect

We are committed to ensuring the safety and well-being of all children in our care. In accordance with British Columbia's legal requirements, we are obligated to report any suspicion of child abuse or neglect to the Ministry of Children and Family Development.

- **Reporting Responsibilities:** If we suspect, learn of, or receive a disclosure of child abuse or neglect from a child or a third party, we will report it to the Ministry immediately. This includes any suspected instances of physical, emotional, or sexual abuse, as well as neglect.
- **Investigation Protocol:** It is not our role to investigate or question the details of the suspected abuse. Our responsibility is solely to report the suspicion to the Ministry. We will not discuss our suspicions or the report with anyone outside the Ministry.
- **Confidentiality:** We will not inform the child's parents or guardians, or any other individuals, about our suspicions or the report made to the



Ministry. The Ministry is responsible for investigating the report and for communicating with the appropriate parties.

- **Support and Compliance:** We are committed to cooperating fully with the Ministry's investigation and providing any necessary support to ensure the child's safety and well-being. Our priority is always the protection and best interests of the children in our care.

This policy is in place to safeguard children and ensure that any concerns of abuse or neglect are addressed in accordance with legal and ethical standards.

Smoking

To maintain a healthy and safe environment, smoking of tobacco, marijuana, or any smokeless tobacco products is strictly prohibited on Doodle Bug Learning Center property. This includes all indoor and outdoor areas associated with the Center. Thank you for helping us ensure a smoke-free environment for all children, staff, and visitors.

Inclement Weather & Loss of Services

Our Center rarely closes, understanding that many parents and guardians depend on us to remain open. However, the safety of the children and families is our top priority. The purpose of this policy is to protect everyone when road conditions, weather, or other factors may pose a risk. Factors considered for closing the Center include, but are not limited to:

- Weather forecasts, current weather, and road conditions



- Power or water outages

In the event of snowfall, we follow the closure schedule of School District 79. Parents are encouraged to check the School District 79 Facebook page for updates on school and Center closures.

There may be situations where we can only offer care to a reduced number of children for a period of time. In such cases, we will prioritize children based on seniority in the program. We may also ask parents who work from home or have flexible schedules to keep their child(ren) at home.

If the Center experiences a loss of heat, water, or electricity during the day, the teacher will assess whether we can continue to provide care without compromising quality. If safe and quality care cannot be maintained, a teacher will notify each family. The Center will remain closed until we can ensure a safe and high-quality environment for the children.

Potential Health Risk

We are not trained medical professionals however, we are educated in recognizing symptoms of communicable diseases. To protect the health of all children in our care, we will alert parents or guardians at the first sign of any serious illness. If a child exhibits any of the following symptoms, we will call all available numbers to request that the child be picked up immediately:

- Fever of 38°C (100.4°F) or above
- Vomiting beyond typical infant spit-ups
- Diarrhea (more than 2 loose stools in one day)
- Conjunctivitis ("pink eye")



- Persistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Excessive greenish nasal discharge, indicating possible infection
- Head lice
- Rash
- Any contagious or communicable disease, such as flu, measles, mumps, rubella, or chickenpox

We will use our best judgment when assessing these symptoms. If it is determined that the child's presence is not in their best interest or the interest of others, the child must be removed from the program. Parents will be given 15 minutes to arrange for pickup. If no plan is made within this time, we will begin contacting emergency contacts after 30 minutes without parental response.

- If your child has vomited during the night or the evening before, please do not bring them to the Center until 36 hours after the last episode of vomiting.
- If your child is sent home with a fever, vomiting, or diarrhea, they must remain at home for the next 36 hours.
- If your child is sent home due to a suspected communicable disease or illness, a doctor's note stating that your child is not contagious and is healthy enough to return is required before they can come back. Please do not bring your child to Doodle Bug Learning Center if they are unable to participate in regular daily activities, even if they do not exhibit the above symptoms.
- If you need to give your child over-the-counter medication, it is an indication that they may not be healthy enough to participate in regular activities.



- Please promptly inform us of any serious illness or contagious disease in your household. This allows us to take appropriate actions to protect the health of other children and staff at the Center.

Given the close contact among children and teachers at the Center, and the presence of children with compromised immune systems, it is crucial that children are not seriously ill while attending. If your child appears ill upon drop-off, we will ask you to find alternative care, and they will not be permitted to stay at the Center that day.

Children must be well enough to participate in all daily activities at their normal ability. A child with a common cold (slight cough, sneezing, clear runny nose) may still attend if only one of these symptoms is present. If the child exhibits two or more of these symptoms, they should stay home. The child must be symptom-free for 36 hours before returning, unless a letter of health from a medical practitioner is provided.

Pandemic Policy

All pandemic policies take precedence over existing policies and will remain in effect until further notice.

- Upon arrival each day, parents and children are required to sanitize their hands before entering the facility.
- Children's lunches should be brought in hard plastic containers that can be easily sanitized.
- Both the child attending care and the parent/guardian dropping off or picking up will be screened for symptoms. Additionally, staff will inquire if



the parent/guardian or anyone in the household is exhibiting signs of a respiratory illness.

Guidance

Guidance refers to the teaching and learning process through which children develop socially acceptable and appropriate behavior as they mature. Guidance is something that adults do "with" and "for" children, rather than "to" them. Our goal is to help children establish inner control, make thoughtful decisions, and take responsibility for their own behavior. This approach is motivated by care and the desire to support positive behavior, not by punishing misbehavior.

Our aim is to nurture the gift of self-regulation.

Individualized Guidance

Recognizing the uniqueness of each child and their individual experiences, our teachers use personalized guidance strategies. These strategies focus on:

- **Prevention of Misbehavior:** Creating a positive climate where children feel loved, respected, secure, and accepted, which fosters self-confidence and self-esteem. Strategies include:
 - Establishing clear, consistent, and simple limits.
 - Providing straightforward verbal explanations for limits.
 - Stating limits positively, e.g., "Use walking feet" instead of "Don't run."
 - Focusing on the behavior, not the child.
 - Clearly stating expectations without posing questions.
 - Allowing time for children to respond to expectations.



- Observing play to anticipate potential problems.
- Positively reinforcing appropriate behavior with words and gestures.
- Encouraging children to seek guidance and use their words to solve problems.
- Reinforcing concepts like “Hands are for Helping” and “Sharing is Caring.”
- Utilizing choices to empower children.
- **Appropriate Intervention:** Ensuring that guidance is supportive rather than punitive when misbehavior occurs. Intervention strategies include:
 - Using breath work and meditation to help children calm down.
 - Reminding children of acceptable behavior to reinforce limits.
 - Acknowledging a child’s feelings before setting limits.
 - Redirecting children to appropriate activities that meet their needs.
 - Offering choices to clarify expectations or reinforce limits.
 - Applying natural and logical consequences.
 - Removing equipment from play if necessary for safety.

“Quiet Book/Cool Down” Procedure

When a child persistently refuses to follow safety, cooperation, or friendliness rules, they may be asked to spend a few minutes alone with the “Quiet Book” to reflect on their behavior. This time allows the child to consider how their actions affect their classmates and the importance of listening to the teacher. After the “Cool Down,” the teacher will discuss with the child what could be done differently next time and how problems could be solved more amicably.

Our approach combines prevention and intervention strategies to teach appropriate behavior, self-regulation, and personal responsibility in a warm, gentle, and supportive environment. This fosters a healthy, happy, and secure early childhood experience.



Active Play

Active play is essential for promoting healthy growth and development in children. It supports body control, movement, and the development of both gross and fine motor skills. Through active play, children build strong bones and muscles, improve balance and coordination, and enhance their confidence, concentration, and learning abilities. It also fosters social skills, such as creativity, conflict resolution, and resilience.

At Doodle Bug Learning Center, children will engage in a minimum of 60 minutes of light to vigorous physical activity each day. Active play is integrated into the daily routine, including activities with classroom materials, movement and music, and both outdoor and indoor play. Programs and activities include:

- Organized activities and child-led free play
- Outdoor games and sports
- Playground experiences
- Local park and forest walks
- Field trips

These activities are designed to ensure that children enjoy a diverse range of physical experiences, supporting their overall development and well-being.

Screen Time



We recognize that excessive screen time can interfere with active play, exploration, and social interaction, which are crucial for learning and healthy physical and social development. Therefore, screen time is not a regular part of our programming, with exceptions made only for special occasions. When screen time is offered, the following guidelines are in place:

- **Maximum Duration:** A total of up to 30 minutes per day of educational and age-appropriate screen time (including television, video, and DVD).
- **Meal Times:** Screen time will not be permitted during meals and snacks.
- **Age Restrictions:** No screen time (TV, video, or computer) is allowed for children under the age of two.

These measures ensure that screen time remains a limited and purposeful part of our program, allowing children to engage in more interactive and developmental activities.

Minor Incidents

Teachers are dedicated to maintaining a safe and healthy environment for all children, staff, and visitors. For any accident requiring first-aid treatment (e.g., bandages, ice packs), a Minor Incident Form will be completed. This form will be signed by the teacher who administered the treatment, shown to the parent for their signature, and then filed in the child's file. Parents will be informed of the injury at an appropriate time, depending on the severity, with confidentiality maintained for all parties involved.

Critical Incidents



A critical or reportable incident is one where a person in care is seriously ill or injured, adversely affected, or missing while under the supervision of Doodle Bug Learning Center.

In the event of a medical emergency:

- **Emergency Response:** We will call 9-1-1 and then contact you. If you are unavailable, we will reach out to the emergency contacts listed on your child's registration form. A teacher will stay with your child until an authorized person arrives.
- **Emergency Treatment:** Once an authorized person arrives, it is their responsibility to accompany the child for emergency treatment, either by private car or ambulance. If the situation is life-threatening and neither the parent/guardian nor emergency contacts can be reached, a teacher will accompany the child to the hospital by ambulance.
- **Non-Life Threatening Situations:** If the child requires emergency medical treatment but is not in a life-threatening condition, a taxi or the teacher personal vehicle may be used to transport the child and teacher to the hospital. The teacher will carry the child's emergency card containing medical information.
- **Hospital Procedures:** At the hospital, treatment will be administered upon parental consent. Hospital authorities will provide emergency treatment without parental permission only if the child's condition is life-threatening. If necessary, attempts will be made to contact a relative if the parent/guardian or emergency contact cannot be reached.
- **Post-Treatment:** After treatment, if the child is able to leave the hospital, they will either return to the Center with the teacher or leave with the parent/guardian/emergency contact. The child will only return to the Center if the parent/guardian/emergency contact could not be reached.



Parents or guardians are responsible for all treatment costs and ambulance expenses.

This protocol ensures that children receive prompt and appropriate care while maintaining clear communication with parents and guardians.

Non- Prescription & Prescription Medication

The administration of medications is regulated by Child Care Licensing to ensure the safety of all children, parents, and teachers. Our policy ensures that only medications prescribed by a doctor will be administered. Early Childhood Educators are not authorized to make judgment calls regarding the appropriateness of medication.

- **Medication Storage:** All medications are kept in a locked container in the upper teacher cabinet, out of reach of children.
- **Informing Staff:** Parents must inform teachers of any potential side effects or reactions that medication may cause (e.g., hives, drowsiness, diarrhea).
- **Authorization Forms:**
 - A completed "Authorization for the Administration of Prescription Medication" form is required from the parent.
 - For non-prescription and over-the-counter medications (e.g., Tylenol, Gravol, teething gel), doctor authorization must be provided. The "Authorization for the Administration of Non-Prescription Medication" form must be completed by both the parent and physician.
- **Medication Documentation:**



- A "Medical Consent" form must be filled out by the parent for each prescription medication.
- Medications must be brought to the Center in their original container with instructions from your doctor on how to administer them.
- The label must clearly display the following information:
 - Child's name
 - Name of medication
 - Dosage
 - Route (oral, nasal, rectal, eye, ear, or injection)
 - Physician's name
 - Special care instructions (e.g., shake well, refrigerate)
 - Date to end administration of medication
- **Medication Storage and Return:** All medications must be stored in a locked box within the upper teacher cabinet while at Doodle Bug Learning Center. Parents are responsible for requesting the return of medication at pick-up.

Emergency Drill Procedure

We conduct emergency drills on a monthly basis to ensure that all children are familiar with safety procedures and expectations. These drills are thoroughly documented and recorded. Our goal is to educate children about safety protocols and the importance of following instructions during emergencies and drills.

Procedure:



1. **Emergency Whistle:** When the emergency whistle sounds, children immediately stop what they are doing and walk calmly to a teacher.
2. **Teacher's Role:** The teacher retrieves the Daily Attendance form, First Aid Kit, and Emergency Records. The teacher then leads the children in a line to the designated safe spot, performs a head count, and calls out each child's name. Children respond with a loud "HERE!"
3. **Evacuation:** If the Doodle Bug Learning Center is deemed unsafe, all children will be evacuated to our alternate emergency location within the neighborhood. The address of this location is posted at both school exits. Please keep this address in an easily accessible place at home, as it may change from year to year.
4. **Indoor Shoes:** Ensure that your child wears a pair of indoor shoes or slippers every day. Emergencies and drills occur spontaneously, regardless of weather conditions.

Sunscreen

We request permission to apply sunscreen on your child throughout the day. During the summer months or when appropriate, your child should be sent with sunscreen of SPF 30 or higher. Please apply sunscreen before or during drop-off.

In addition:

- **Outdoor Activities:** Outdoor activities will be limited between 11 a.m. and 4 p.m. on hot days (temperatures over 30°C).
- **Shade and UV Index:** We will consider the availability of shade and the UV index when planning outdoor activities.
- **Application:** Sunscreen will be applied 15-30 minutes before going outside and reapplied every 2 hours, as well as after water activities.



- **Parent/Guardian Responsibilities:** Parents/guardians will be reminded to provide appropriate items for their children during warmer weather periods, such as unbreakable sunglasses, long-sleeved sun shirts, and at least knee-length shorts.

Pet Policy

We are fortunate to have a beloved dog named Dr. Watson. Watson is 10 years old and has spent most of his life in a childcare setting.

Having pets in a childcare environment is a wonderful way to help children develop their knowledge and understanding of the world. It also promotes personal, social, and emotional development. Interacting with pets can teach children to respect animals and build their confidence around them. To ensure the safety and well-being of both the children and Dr. Watson, we have established the following guidelines:

- Children will be encouraged to treat all animals with kindness and learn how to handle them appropriately.
- Children will be taught that not all animals are child-friendly and should always ask the owner before approaching, stroking, or handling any animal.
- Pet food will be stored securely, out of the reach of children.
- The yard and any shared spaces between Watson and the children will be inspected daily for cleanliness, and any pet waste will be promptly cleaned up.



We believe that Dr. Watson's presence at our center enriches the children's experience, and we are committed to ensuring a safe and positive environment for everyone involved.

Rest Time

We understand the importance of rest in a child's daily routine. All children under the age of 5 will be offered an afternoon nap shortly after lunch, typically between 12:15 pm and 2:30 pm. For younger children who may still require a morning nap, we will accommodate this based on their individual developmental needs. Each child will have a designated sleeping space on a mat, with bedding and linens brought from home. These will be laundered at the center weekly.

We require all children at DBLC to participate in a rest period during this time. Requests to exempt a child from this rest period will not be accommodated. We believe it is beneficial for all children to rest their minds and bodies, even if they do not fall asleep. This quiet time allows children to rest and process the day's learning.

Outings

All extracurricular activities, with the exception of community walks, will be planned in advance. Families will receive verbal notice, including details about the location and mode of transportation.



Nutrition & Meal Time

Children thrive when they are well-nourished. Parents are responsible for providing lunches and snacks each day. The only beverage provided by the center is water, which is available to the children at all times.

We use a **Sharing Basket** system for snacks, which is conveniently located by the sign-in sheet for morning arrivals. Parents are asked to contribute one child-sized portion from the following list of suggested snacks each day their child attends:

- Fresh fruit (e.g., apple, orange, banana)
- Crackers
- Low-sugar cookies (e.g., Arrowroot, Digestive)
- Craisins/raisins
- Vegetables
- Cheese
- Rice cakes
- Seaweed
- Low-sugar cereal

PLEASE NOTE: Our center is juice box-free.

For safety, food should be cut into appropriate sizes for your child to reduce choking risks. Please slice grapes and hot dogs lengthwise. Even if your child does not eat these foods cut up at home, these guidelines are in place for the safety of all children at the center.

Teachers allow children to eat snacks when they indicate hunger and encourage them to eat their chosen snacks first. Our meal procedures are designed to ensure a clean, safe, and enjoyable eating environment:



- Tables are sanitized before and after each mealtime.
- Children's hands are washed before and after meals.
- Children are taught table manners and are encouraged to clean up after themselves.

To prevent choking accidents:

- Children are closely supervised while eating.
- Children are required to sit down while eating.

Clothing and Possessions

As the children engage in a variety of indoor and outdoor play activities each day, it is helpful for your child to wear washable, comfortable clothing that is appropriate for the weather.

For infants, please provide:

- Two changes of clothes (feel free to send more)
- An adequate supply of diapers and wipes
- Warm outdoor clothing (mittens, hat, boots, muddy buddy, snowsuit) in the fall and winter
- Sun hats, boots, and rain gear in the spring and summer
- Sunscreen
- Bedding (crib sheet, blanket, pillow, stuffy, or comfort item) that can stay at DBLC
- Water bottle or sippy cup
- Milk or formula and bottles

For toddlers, please provide:



- Two changes of clothes
- An adequate supply of diapers and wipes, pull-ups, or underpants
- Skid-proof, non-marking indoor shoes or slippers
- Warm outdoor clothing (mittens, hat, boots, muddy buddy, snowsuit) in the fall and winter
- Sun hats, boots, and rain gear in the spring and summer
- Sunscreen
- Bedding (crib sheet, blanket, pillow, stuffy, or comfort item) that can stay at DBLC
- Water bottle or sippy cup

For preschoolers, please provide:

- Two changes of clothes
- Skid-proof, non-marking indoor shoes or slippers
- Warm outdoor clothing (mittens, hat, boots, muddy buddy, snowsuit) in the fall and winter
- Sun hats, boots, and rain gear in the spring and summer
- Sunscreen
- Bedding (crib sheet, blanket, pillow, stuffy, or comfort item) that can stay at DBLC
- Water bottle

Toys from Home

Toys from home are allowed at our center, but they are not encouraged. If a child brings a toy from home, it should be clearly labeled and understood that it will be shared with all the children at the center. If the toy becomes an issue, it will be placed in the child's bag for safekeeping until home time.



Confidentiality

Given the number of parents, teachers, volunteers, and guests who visit DBLC on any given day, it is crucial that everyone understands the importance of confidentiality. If you have any concerns regarding confidentiality, please bring them to the attention of a teacher.

It is the policy of DBLC that any information or records regarding your family and child will be kept confidential, with the following exceptions:

- During routine inspections by the Community Care Facility Licensing Officer, files may be reviewed to ensure that all required documentation has been completed.
- In the event of an outbreak of a communicable disease, a Public Health Nurse may review files to determine if any children are at risk.
- Information or records may be released without your permission if required by law (e.g., for a legal matter). Records kept by childcare facilities may be subject to the Freedom of Information and Protection of Privacy Act.



Parent Agreement

The undersigned acknowledges having read and understood the Center's Policies & Procedures and the accompanying registration forms of Doodle Bug Learning Center. Childcare cannot be provided until all forms are signed, schedules approved, fees paid, and required documents are on file at the Center, as per our policies and licensing regulations.

Parent Name: _____ Date: _____

Parent Signature: _____

Parent Name: _____ Date: _____

Parent Signature: _____

Managers Signature: Jessica Pirttikoski Date: _____



