



PARENT HANDBOOK

Cottage Program

• AGES 3-5 •

POLICIES, PROCEDURES & FAMILY INFORMATION

2026-2027

 1785 Hovey Rd Saanichton, BC V8M 1V8

 justpeachychildcare@gmail.com •  [justpeachy.childcare](https://www.instagram.com/justpeachy.childcare) •  [justpeachychildcare.ca](https://www.justpeachychildcare.ca)

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OUR PHILOSOPHY

At Just Peachy Child Care, we believe that children learn best through play. We follow an open-ended, play-based curriculum that allows children to discover the world around them through different experiences.

We are inspired by the children’s interests, curiosities and strengths and believe that it is an honour to help facilitate these experiences each day. A variety of indoor and outdoor activities will be offered to stimulate, inspire and challenge each child on a daily basis.

Our role is also to provide a welcoming, safe and nurturing setting as we offer daily opportunities for early learning in all areas. We respect that each child is an individual and entitled to equal opportunities to develop as a whole in their own unique way; physically, emotionally and socially, building life-long curiosities, self-help skills, self-confidence, communication and empathy for others.

HOURS OF OPERATION

Just Peachy Child Care is open Monday - Friday, 7:30 am - 5:00 pm

IMPORTANT:

Due to licensing regulations and insurance policies, all children must be picked up by 4:50 pm and out of the building by 5:00 pm

CLOSURES

We are closed during all Statutory Holidays and the following vacations. Exact dates will be determined at the beginning of each calendar year.

Statutory Holidays	Vacation	Pro-D Days
• New Year’s Day • Family Day • Good Friday • Easter Monday • Victoria Day • Canada Day • BC Day • Labour Day • National Day for Truth and Reconciliation	• Spring Break: 1 Week • Summer Break: 1 Week • Winter Break: Our winter closure will follow the School District 63 winter break schedule.	• We offer our staff up to 3 professional development days per year. Notice will be given as soon as possible but no less than 15 days notice.

Staff Meetings

We will conduct monthly staff meetings on the first Monday of each month that we are open and in session. If the first Monday falls on a holiday, closure, or other non-session day, the staff meeting will be held on the next Monday that we are open and in session.

IMPORTANT:

Early pick-up will be required on these days at 3:30 pm.

There will be no reduction in fees for these closures.

PICK-UP & DROP-OFF

Just Peachy Child Care is committed to the safety and well-being of every child in our care. To ensure consistency, security, and clear communication, please review the following pick-up and drop-off procedures.

IMPORTANT:

For the safety of all children, we will not release a child to anyone who is not authorized or who is believed to be impaired.

Authorized Pick-Up

Children will be released only to parents and individuals over the age of 18 who are listed on your child's registration form.

If a parent/guardian needs to authorize someone who is not currently listed as an approved pick-up person, the parent/guardian must complete and sign an Authorized Pick-Up Form before the child can be released to that individual.

At pick-up, the authorized individual must present valid photo identification to an educator. The identification must match the information provided on the Authorized Pick-Up Form. If valid photo identification cannot be provided, the child will not be released into their care.

Un-Authorized Pick-Up

If an individual who is not authorized to pick up a child arrives at the centre, the child will not be released into their care. Educators will contact the child's parent/guardian to advise them of the situation and determine appropriate next steps.

If the individual refuses to leave, becomes confrontational, or attempts to remove the child without authorization, educators will prioritize the safety of everyone in the program and contact the appropriate authorities if necessary.

Alleged Impaired Pick-Up

The educators at Just Peachy Childcare are obligated to take appropriate measures to prevent individuals incapable of providing care from gaining access to a child.

Children will not be handed over to parents or alternate pickup individuals who are under the influence of alcohol or drugs, and an alternate person will have to be arranged.

As required by law and licensing requirements, educators may call the authorities if impaired individuals attempt to remove a child from the premises. If a parent/guardian opts to drive while impaired, it will be reported to the authorities.

Custody Agreements

Upon registration, we require all legal documents pertaining to custody and custody orders. The parent/guardian is responsible for providing accurate and current information regarding the child's legal guardianship.

Just Peachy educators are not authorized to withhold a child or mediate in custody matters. If the non-enrolling parent is absent from the authorized pick-up list, our policy on unauthorized individuals will be enforced.

If a parent or other individual is not authorized to pick up the child, our Unauthorized Pick-Up Policy will be followed.

For shared custody or parenting arrangements, families are responsible for providing all required documentation and clearly communicating information necessary for the child's care, schedule, and authorized pick-up arrangements.

If a custody or access concern arises that cannot be safely resolved, or if an individual attempts to act contrary to the legal documentation provided to the centre, Just Peachy Child Care may contact the police, Ministry of Children and Family Development, and/or Licensing, as appropriate.

Changes of Enrolment

For split families where parents wish to withdraw from or make changes to a registration, we will first confirm with the parent who initially enrolled and signed the registration paperwork. This ensures that any updates or withdrawals are made with the knowledge and consent of the parent who completed the original enrolment process.

COMMUNICATION

Brightwheel

Brightwheel is our primary communication platform for all families. Families are required to download the Brightwheel app, enable notifications, and ensure emails from Brightwheel are not being directed to their junk or spam folder.

Brightwheel will be used for important centre communication, including:	
• Newsletters and program updates • Reminders and announcements • Illness and health notifications	• Incident and accident reports • Billing, invoices, and receipts • Individual messages regarding your child

Families will receive an invitation to join Brightwheel upon registration. It is the parent/guardian's responsibility to regularly review messages, notifications, and documents sent through the platform.

Educators are also available by phone throughout the day when a conversation is better suited to a phone call than a Brightwheel message. Families are welcome to call the centre during operating hours as needed.

Effective and transparent communication is a top priority at Just Peachy Child Care. We encourage you to engage with your child’s educators during drop-off and pick-up, as this is when they will share important updates about your child’s day.

For urgent or time-sensitive information affecting your child's care that day, families should ensure the centre is contacted promptly rather than waiting until drop-off or pick-up.

Parent-Educator Meetings

Just Peachy Child Care will offer Parent-Educator Meetings once per year. These meetings provide families with dedicated time to sit down with their child’s educators to discuss their child’s learning, development, interests, strengths, relationships, and overall experience within the program.

Families will have an opportunity to ask questions, share observations from home, and work collaboratively with educators to support their child’s continued growth and development.

Additional meetings may be requested or scheduled at any time throughout the year when educators or families feel further discussion would be beneficial to support a child’s development, well-being, or individual needs. Open communication is encouraged throughout the year and families do not need to wait for a scheduled Parent-Educator Meeting to discuss questions or concerns regarding their child.

FEES

Program Fees

Full Time	Part Time
\$1358.00	\$70.25

IMPORTANT: Part-time fees are based on a daily rate and will fluctuate each month depending on the number of days enrolled.

Payment & Invoicing

Invoices are sent out mid-month prior to enrolment, and all fees are due by or on the 1st of every month.

Payments can be made by e-transfer to Justpeachychildcare@gmail.com, in cash, or by post-dated cheques payable to Just Peachy Child Care. Brightwheel also offers payment options via automatic withdrawal or credit card. Please be aware that any convenience fees or interest rates associated with Brightwheel payments are the payer's responsibility.

Annual Fee Increase

A 3% annual fee increase will be applied in September of each subsequent year. Part-time rates are subject to a higher increase.

Program Deposit

A \$500 deposit is required to secure a space for your child. This is due prior to the start date and will be applied to the last month of your child's enrollment at Just Peachy Child Care.

Late Payment

All fees must be paid by 11:59 PM on the 1st of each month. A late fee of \$15.00 per day will be charged for overdue payments. If fees are not paid in full by 11:59 PM on the 3rd of the month (or three days after the invoice due date), your child's care services will be suspended until payment is received. Just Peachy Child Care reserves the right to terminate care due to non-payment or repeated late payments.

If you require alternate payment arrangements, please connect with Claire Meadmore prior to the due date. Any returned (NSF) cheques will incur a \$50.00 service charge.

Late Pick-up

If a child is not picked up by the required pickup time (4:50 pm), there will be a \$25.00 late fee for the first 1-15 minutes with an additional \$1.00 per minute afterward.

Child Care Fee Reduction Initiative (CCFRI)

At this point, we have been approved for the Child Care Fee Reduction Initiative. This is a yearly application and the fees stated above are subject to change.

Affordable Child Care Benefit (ACCB)

We are happy to accept the Affordable Child Care Benefit (formerly Child Care Subsidy). Approval for ACCB must be in place prior to your child's start date. If not, full fees will be required until approval is received, after which fees will be adjusted accordingly. We are happy to assist families with the application process—please feel free to ask for help.

Parents/guardians are responsible for all program fees:

- Parents are responsible for full payment until ACCB authorization is confirmed by Just Peachy.
- Any parent portion remaining after ACCB deductions must be paid by the parent/guardian.
- Parents are responsible for renewing their ACCB each year to ensure uninterrupted coverage.

Split Family Payments

For families with joint custody, the parent listed first on the registration form will be considered the primary account holder responsible for fee payments and any late penalties. If payment responsibilities are to be shared, this information must be provided at the time of registration or as soon as available. If payment is not made and care is suspended, both parents will be notified.

Missed Days and Closures

Fees are not reduced for days missed due to a child's absence, including illness, vacation, or home days.

In cases of severe weather or natural disasters, staff will assess whether Just Peachy Child Care will remain open or require early pick-up. While we will do our best to maintain regular operations and communicate with families, the safety of the children and staff will always be the priority.

ENROLLMENT & UN-ENROLLMENT

Forms

BrightWheel registration packages must be completed a minimum of 48 hours prior to your child's start date; failure to do so may result in a forfeit of space.

Gradual Entry & Pre-Start Visits

To support a smooth and positive transition into care, we encourage a gradual entry process that allows each child time to become familiar with their new environment, educators, routines, and peers.

Families are welcome to arrange an optional visit prior to their child's official start date. This provides an opportunity for your child to explore the space, meet their educators, and become familiar with the environment alongside a parent or guardian. It also gives families an opportunity to share information about their child's routines, interests, comfort strategies, and individual needs.

Once care begins, a gradual transition may be used based on the individual child's needs and comfort level. Some children settle quickly, while others may benefit from shorter days or a slower transition as they adjust.

Our goal is to create a positive transition and give each child the time and support they need to build secure, trusting relationships with their educators and feel comfortable in their new environment.

Probationary Period

We offer a three-month probationary period to ensure a smooth transition for both the child and family. During this time, we will monitor the child's social, emotional, and physical well-being, while maintaining open communication with families. Regular check-ins will allow us to address any concerns and make adjustments as needed. At the end of the probationary period, a collaborative decision will be made regarding continued enrolment, based on the child's comfort, family feedback, and any necessary accommodations. A successful probation period will lead to full enrolment, with ongoing support plans to foster your child's well-being and development.

Withdrawal Notice

Parents must provide one full calendar month's written notice when withdrawing from full-time or part-time care. Notice must be given on or before the 1st of the month, with the child's final day of care being the last contracted day of that month.

- *Example: Notice is given on or before August 1st — the child's last day will be August 31st, or the final contracted day of that month for part-time enrolment.*

IMPORTANT:

Mid-month withdrawals are not permitted.

Repayment Agreement

If one month's written notice is not provided, Just Peachy Child Care will implement the Repayment Agreement, requiring payment of the full month's fees in lieu of notice. All families are required to sign this agreement upon registration.

IMPORTANT:

The deposit will not be refunded if the child does not start and notice is not provided within **three months** of the start date.

Termination of Care

Just Peachy Child Care reserves the right to terminate care arrangements at any time. Reasons for termination may include, but are not limited to:

- Repeated policy violations
- Mistreatment of educators or other children
- Aggressive or unsafe behaviours from a child

While we strive to provide adequate notice, the safety and well-being of all children and staff is our highest priority.

PROFESSIONAL PRACTICE & RESPONSIBILITIES

Confidentiality

All educators at Just Peachy Child Care sign a confidentiality agreement upon employment, ensuring that any information you share remains within the centre. We encourage open communication and invite you to share any personal information that will help us better understand and support your child and family.

In return, we respectfully ask families to maintain the confidentiality of information concerning other children, families, and staff members within our program.

Duty to Report

As early childhood educators, we hold a moral and legal obligation to prioritize the safety and well-being of the children in our care. If, at any time, we suspect or witness suspicion and/or disclosure of abuse or neglect towards a child, we are bound to report such concerns immediately. We will not investigate these matters ourselves but promptly notify the Ministry of Children and Family Development and Island Health.

PROGRAM POLICIES

Pets

Just Peachy Child Care welcomes pets and animals as an integral part of our program and learning environment. We believe that positive interactions with animals can provide meaningful opportunities for children to develop empathy, confidence, responsibility, and respect for living things.

We recognize that every child has a different level of experience and comfort around animals. Educators will support children in feeling safe and comfortable, respect their individual boundaries, and allow them to engage with animals at their own pace. Children will never be required or pressured to interact with an animal.

Interactions between children and animals will be closely monitored to support the safety and well-being of everyone involved. While animals are a regular and valued part of our program, any safety concerns or incidents will be addressed promptly and assessed on a case-by-case basis.

Families are encouraged to let us know about any allergies, fears, or concerns related to animals so that we can best support their child while maintaining the animal-inclusive environment that is part of the Just Peachy program.

Outdoors

Children will have outdoor playtime twice daily, for a minimum of 60 minutes, regardless of weather conditions. Please ensure your child arrives dressed appropriately for the weather and equipped with suitable outdoor attire. We embrace active, messy play! Please dress your child in clothes suitable for dirt, paint, mud, and other fun adventures. Heavily soiled items will be sent home for washing.

Screen Time

We are a screen-free centre. There is no access to televisions, iPads, tablets, phones, or computers during programming. Exceptions may be made on a case-by-case basis for specific educational purposes or individual needs. Please keep personal devices, including interactive watches, at home.

Food

Please ensure your child arrives with enough food for the entire day, including two snacks and a lunch, with a variety of healthy choices that align with the Canadian Food Guide. We follow an open snack policy to encourage children to listen to their body's cues. We encourage waste-free and plastic-free lunch packing as part of our environmental mindfulness.

IMPORTANT:

All food must be cut into appropriate, manageable-sized servings before packing into your child's lunch.

What NOT to Pack

- Candy (gum, hard candies, suckers)
- Chocolate Bars
- Juice boxes or sugary drinks

Heated Lunches

Our kitchen is equipped with a microwave for reheating lunches. Please place items to be reheated in a separate, labelled, microwave-safe container.

Ice Packs

As we do not have refrigerator storage available, all lunches and snacks requiring refrigeration must be packed with an appropriate ice pack to ensure food remains safely chilled throughout the day.

Allergies

Allergies and food sensitivities are handled on an individual basis. In cases of severe allergies, families will be informed to ensure preventive measures are in place.

Celebrations

We embrace and celebrate diversity, cultural events, and special occasions at our centre. Parents are encouraged to send special treats for their child's birthday or other culturally significant celebrations. If your child has an allergy, dietary restriction, or is otherwise unable to eat treats provided by other families, we ask that you provide the centre with a small supply of appropriate alternative treats for your child. These will be offered when special treats are shared so that every child can participate and feel included.

IMPORTANT:

Please check with us regarding allergies or sensitivities before sending specific foods.

Rest Time

At Just Peachy Childcare, we implement rest time for no more than 60 minutes each day. Our goal during this time is to ensure children are comfortable and experience a quiet environment. Children are welcome to bring a small stuffed animal, blanket, and a small pillow to the centre for their rest time.

Nap

Children who nap have a dedicated space within the centre. The nap area will be dimly lit, and a sound machine will be used. If your child requires a time limit for their nap, please ensure our educators have been informed. See list provided in your registration package.

Please ensure that all your child's nap items are clearly labelled.

Nap & Rest Flexibility

While we aim to maintain consistent nap routines, we recognize that some children may require longer rest periods based on their individual needs. If educators observe that waking a child early negatively affects their emotional regulation, behaviour, or overall well-being, we may allow the child to continue sleeping. This approach supports the child's development and helps maintain a positive, balanced group environment. Any recurring changes to nap length will be communicated to families and, if needed, included in the child's individual care plan.

Toileting

We are happy to collaborate with families during the toilet learning process. Our approach focuses on the child's developmental readiness rather than age. We recommend starting potty training at home over an extended weekend (minimum 3 days), after which we will continue to support the process at the centre.

Initiating toilet learning before a child shows readiness can lead to stress and prolong the process. We aim to make this transition positive and child-led. Ask educators for a copy of Signs of Toilet Readiness.

For children wearing pull-ups or similar training pants, tabbed or tear-away sides are required. This ensures timely, hygienic changes and allows educators to maintain appropriate supervision ratios within the washroom

IMPORTANT:

Tabbed Diapers/Pullups are required

Out Trips

At Just Peachy, educational outings and field trips are vital to our classroom learning, offering children opportunities to explore, understand, and enrich their development. To ensure these trips are safe and effective, we follow these guidelines:

Planning & Approval

Out-trips are scheduled in advance as well as spontaneous, focusing on educational value and safety, often utilizing local forests, beaches and playgrounds. Each trip away from the centre will have a detailed plan covering the destination, objectives, and itinerary. Parents will receive all pertinent information about upcoming trips. Parents are responsible for packing a small backpack suitable for their child to carry a lunch kit, water bottle and spare clothing.

Supervision & Safety

Staff-to-Child Ratio: We will maintain a staff-to-child ratio that meets or exceeds local regulations. Extra support will be provided as needed on trip days.

Safety Procedures: Staff will be trained in safety and emergency protocols. First aid kits and necessary medical supplies will be on hand. Staff will be aware of any special medical needs and carry relevant medications. Children will be briefed on safety rules and closely monitored. Since trips may occur in unfenced areas, children must be able to follow safety instructions, stay within designated areas, and adhere to verbal directions. A safety plan will be reviewed with educators before each trip.

IMPORTANT:

An individual safety plan may be required if a child demonstrates repeated attempts to leave designated areas, run away from educators, or is unable to consistently follow essential safety boundaries.

Sunscreen

During warmer months, sunscreen must be applied before drop-off. Educators will reapply in the afternoon. It is the responsibility of parents to provide labelled sunscreen. Please inform us of any skin sensitivities so we can accommodate accordingly.

IMPORTANT: Sunscreen must be handed to an educator and not left in cubbies or backpacks.

Guidance & Discipline

At Just Peachy Child Care, we approach behaviour with the understanding that children are still learning how to communicate, regulate emotions, solve problems, and navigate relationships with others. Our goal is to help children develop confidence, empathy, independence, and respect for themselves and those around them.

Educators support children through clear and consistent expectations, positive redirection, modelling, appropriate choices, natural and logical consequences, and opportunities to problem-solve and make amends. When children need additional support, educators may provide space and time to regulate while remaining supported and connected.

We focus on the behaviour rather than the child and recognize that each child's development, temperament, experiences, and individual needs influence how they respond to situations.

Guidance will always be respectful and appropriate to the child's age and development.

PROCEDURES

The following procedures are in place to support the health, safety, and well-being of all children, families, and educators at Just Peachy Child Care. We ask that all families become familiar with and follow these procedures to help us maintain a safe, healthy, and consistent environment for everyone.

Late Pick-up

Children must be picked up by 4:50 pm. If you anticipate being late, please contact the centre as soon as possible so educators are aware and arrangements can be discussed.

If a child has not been picked up by closing time and we have not heard from a parent/guardian, educators will:

1. Attempt to contact the child's parent(s)/guardian(s).
2. If we are unable to reach them, begin contacting the child's emergency contacts and authorized pick-up persons.
3. Continue attempting to reach an authorized adult until safe pick-up arrangements have been confirmed.

4. If we are unable to reach a parent/guardian or authorized contact and the child remains in our care by 6:00 p.m., the centre will contact the Ministry of Children and Family Development (MCFD) and follow their direction regarding the child's care and safety.

Educators will remain with the child and ensure they are safe and supported until they are released to an authorized individual or further direction is provided by MCFD.

IMPORTANT:

Late pick-up fees will apply in accordance with the centre's fee policy.

Intruder

In the event of an intruder, educators will assess the situation and respond accordingly. If safe, children will be evacuated, and 9-1-1 will be called. If evacuation is not possible, children will be secured in a safe room away from the intruder.

Missing or Runaway Child

If a child goes missing or runs away, a thorough search of the centre and surrounding area will be conducted immediately. If the child is not located promptly, emergency services and the parents/guardians will be contacted.

The following steps will be followed:

- Alert other educators immediately
- An educator will pursue and attempt to safely retrieve the child
- If retrieval is not possible:
 - One educator will take the emergency bag and phone to continue pursuing the child
 - Remaining educators will contact parents/guardians
 - If necessary, police will be contacted

Children Who Frequently Attempt to Leave Supervision

At Just Peachy Child Care, the safety and well-being of all children is our top priority. As part of our regular programming, we leave the daycare property daily for outdoor exploration and community walks.

Children must be able to follow essential safety expectations and remain within the supervision of educators. We recognize that children are still developing these skills and may occasionally test boundaries; however, repeatedly running from the group, leaving designated areas, or attempting to leave educator supervision presents a serious safety risk to the child and the group.

If a pattern of leaving supervision or elopement develops:

- An Individual Safety Plan will be created, reviewed, and updated as needed in collaboration with the family.
- Additional strategies and supports will be put in place to help the child safely participate in the program.

- A Care Plan may be required if additional or ongoing support is needed.
- Families will be expected to work collaboratively with the centre and follow agreed-upon safety strategies.
- If the child continues to be unable to safely remain with the group despite reasonable support and interventions, care may be terminated.

We are committed to working with families to implement proactive, supportive measures, but we must also ensure we can safely supervise and care for all children in our programs.

Emergency/Natural Disaster

In the event of an emergency (fire, earthquake, flood, power outage, or extreme weather), the safety of the children is our top priority. All educators are trained to respond effectively. If evacuation is necessary, we will relocate to:

****Shelter #2 at 1809 Hovey Road****

Once relocated, parents/guardians will be contacted for pick-up. We practice fire and earthquake drills monthly to familiarize children with these procedures.

Snow Days

We will remain open during snowy weather unless it is unsafe. Just Peachy follows SD63 School District closures. If SD63 is not in session (Pro-D days, spring/winter break), we follow BC Transit advisories for road closures.

HEALTH & WELLNESS POLICIES (Updated September 2026)

Our ability to remain open relies on maintaining the health and safety of both educators and children. Illness can quickly affect staffing levels and our required educator-to-child ratios. To prevent outbreaks and avoid unexpected closures, we ask families to follow the guidelines below.

These procedures align with licensing requirements and public health best practices to protect all children, families, and staff. All wellness decisions — including whether a child may attend or must be sent home — are made at the discretion of the Educators and Leadership Team. Each situation is unique, and staff will assess based on symptoms, energy level, behaviour, and overall risk to the classroom. Staff decisions are final. Some illnesses may require a longer exclusion period depending on severity, level of contagion, or public health guidance. The centre reserves the right to exclude any child who poses a risk of illness transmission, even if symptoms are not specifically listed below.

Mandatory Notification

Families must notify the centre immediately of any illness, symptoms, infection, virus, or medication use involving their child, either prior to attending care or as soon as the family becomes aware of it.

Notification is required for all symptoms and illnesses, including common or mild illnesses such as colds, regardless of whether the condition is believed to be contagious. Families must also inform the centre of:

- Any signs or symptoms of illness, even if mild;
- Any diagnosed or suspected infection, whether contagious or non-contagious;
- Any diagnosed or suspected virus;
- Any use of prescription or over-the-counter medication related to an illness or symptoms, including antibiotics; and
- Any changes in symptoms, diagnosis, or treatment that may be relevant while the child is attending care.

The centre maintains symptom tracking to help identify patterns of illness, monitor potential transmission, and support the health and safety of children and staff. Complete and timely information from families is essential for accurate symptom tracking and allows the centre to make appropriate decisions regarding health precautions, staffing, and required child-to-staff ratios.

Notification does not automatically mean that a child must remain home. Attendance will be determined in accordance with the centre’s illness and exclusion policies based on the child’s symptoms, condition, and ability to participate safely in the program.

IMPORTANT: Failure to report symptoms may result in a warning or termination of care, depending on the severity or repeated failure to report symptoms.

Prompt Pick-Ups

For any of the circumstances outlined below that require a child to be sent home, prompt pick-up is required within 30 minutes of parent/guardian notification.

If a parent/guardian is unable to arrive within 30 minutes, they are responsible for arranging for an authorized alternate pick-up person to collect the child within that timeframe.

Families must ensure that their contact information and authorized pick-up persons are kept current so that timely arrangements can be made when needed.

Illness & Exclusion Requirements

Children should remain home if they display any of the following symptoms:

Illness	Symptoms	Return-to-care
1. Respiratory / Cold	• Runny nose • Watery eyes • New or worsening coloured mucus	• 24 hours Symptom-free and clearly improving, without the use of medication to suppress, mask, or manage symptoms

	- Wet, dry, or chest cough occurring 3–5 times per hour or that is persistent, disruptive to the group, or interferes with the child's ability to comfortably participate in regular activities. - Sore throat - Fatigue or unusual tiredness	- Able to participate fully in regular activities - Able to manage their own nasal hygiene independently (wipe/blow nose, wash hands, and avoid spreading mucus on clothing or surfaces)
2. Gastrointestinal	- Vomiting - Diarrhea or loose stools - Children will be sent home if they have: - Vomited while in care, or 2 or more loose stools while in care	Symptom-free for 48 hours since the last episode
3. Fever	38°C / 100.4°F or higher	- Fever-free for 24 hours without medication - Child has returned to normal energy level - Children who appear feverish, unwell, or require fever-reducing medication to attend may not remain in care.
4. Fever with Rash	A generalized rash accompanied by a fever requires assessment by a healthcare provider before returning.	Written clearance may be required prior to your child's return to care.

IMPORTANT:

Inability to Participate: If a child is too unwell to join normal activities or requires one-on-one care beyond typical classroom support, they must remain home until they can participate fully, comfortably, and safely.

Allergies

If symptoms (runny nose, watery eyes, mild cough) stem from a known allergy such as hay fever or asthma, the child is not considered contagious. A care plan will be required to outline the child's known

allergies, typical symptoms, and any necessary accommodations or response procedures while in care. Documentation from a healthcare provider may be requested.

Care plans and supporting documentation must be reviewed and updated annually, or sooner if the child's condition, symptoms, medication, or treatment needs change. Documentation from a healthcare provider may be requested and must be updated annually.

Illnesses Requiring Antibiotics

If a child has an illness requiring antibiotics (such as strep throat, certain ear infections, bacterial conjunctivitis, impetigo, etc.):

Return-to-care:

- After 24 hours on antibiotics
- Symptoms must be improving
- Child must be able to comfortably participate

Educators will determine whether returning is appropriate for the safety of the group.

IMPORTANT:

Medication must be administered at home for the first 24 hours

Siblings

Siblings may attend care as long as:

- They are symptom-free
- They can participate normally
- The illness in the household is not highly contagious

Parents must inform the centre of any diagnosed contagious illness within the household (e.g., gastrointestinal illness, influenza, strep throat, Hand-Foot-Mouth, etc.).

If symptoms develop while in care, immediate pickup will be required. Educators may request siblings to remain home if there is a high likelihood of spread.

General Household Illness

Families are strongly encouraged to keep children home when someone in the household is sick, especially with contagious symptoms. This helps prevent the spread of illness within the centre. Attendance may be reassessed if the child becomes symptomatic.

Medications Affecting Digestion (Restoralax/Laxitives)

Parents/guardians must notify educators if their child is taking RestoraLAX, laxatives, stool softeners, or any other medication or product that may affect bowel movements or digestion. This includes regular, temporary, or as-needed use. Educators need this information so they can appropriately monitor the child's bowel movements, comfort, toileting needs, and any significant changes while in care.

Children receiving laxatives or stool softeners must have a stable and established dose before attending care. For the purposes of group care, a stable dose means the child:

- Has a reasonably regular and predictable bowel movement/toileting pattern;
- Is passing soft or formed stool, not liquid or diarrhea-like stool;
- Is able to make it to the toilet or be changed within their usual toileting routine without frequent or significant accidents;
- Is not experiencing urgent, excessive, or unpredictable bowel movements; and
- Is comfortable and able to participate fully in regular activities.

A child may be sent home if they experience a significant bowel movement accident, repeated bowel movement accidents, liquid/diarrhea-like stools, or bowel movements that are unusually frequent or difficult to contain. Multiple or significant accidents may indicate that the child's dosage or digestive routine has not yet stabilized and may create hygiene and sanitation concerns within a group-care environment.

If a child's dosage is started, increased, decreased, or otherwise changed and results in unpredictable, frequent, or liquid bowel movements, the child may need to remain home until their bowel movements have returned to a stable and manageable pattern.

RestoraLAX or similar products must not be added to water bottles or other drinks sent to the centre. Staff will not administer, measure, or mix these products into beverages unless administration is specifically permitted under the centre's Medication Administration Policy and all required documentation and procedures are in place.

These requirements are intended to ensure that children are comfortable and able to participate successfully in the program while maintaining appropriate toileting, hygiene, and sanitation practices within the classroom.

Medications

Only prescribed medications authorized by a doctor will be administered. Parents must submit a fully completed Medication Administering Form specifying dosage and schedule, signed by a doctor or accompanied by the prescription packaging. Medications will be securely stored in a locked cabinet.

For over-the-counter medications like acetaminophen or ibuprofen, educators can administer them with a completed Medication Administering Form. Medications must be handed directly to an educator and cannot be left in backpacks, lunch kits, or cubbies.

IMPORTANT: Illnesses Requiring Antibiotics Policy Applies.

Summary of Exclusion Times	Exclusion times are outlined within each section above. Unknown illnesses may require longer exclusion periods based on severity, incubation periods, or public health direction. Additional disease-specific guidelines (e.g., <i>Pink Eye</i> , <i>Lice</i> , <i>Hand-Foot-Mouth</i> , etc.) are outlined in the sections below and may require different exclusion periods or procedures.
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Pink Eye/Conjunctivitis

Bacterial: If your child has bacterial pink eye and antibiotics have been prescribed, they must remain home until they have received at least 24 hours of antibiotic treatment and symptoms are clearly improving (discharge is minimal, and the child is well enough to participate), or until they have been symptom-free for at least 24 hours.

Viral: Antibiotics are not effective for viral pink eye. Children with viral or suspected viral pink-eye must remain home until they have been symptom-free for at least 24 hours, and the child is well enough to participate.

Lice & Nit

If your child or anyone in your household has lice, they must remain at home until the household is completely lice and nit-free. If lice or nits are detected while in care, parents will be contacted for immediate pickup.

Pin Worms

Families must notify the centre immediately of any suspected or confirmed case of pinworms in their child or household.

Children with suspected or confirmed pinworms must remain home and receive appropriate treatment. As part of the centre’s health and illness policy, children may return to care 24 hours after the first pinworm treatment has been administered, provided they are otherwise well and able to participate fully in regular activities. Families are responsible for completing all treatment as directed, including any recommended second treatment,

If symptoms persist or pinworms repeatedly reoccur, the centre may require additional treatment and/or healthcare-provider guidance before the child returns to care.

Hand, Foot & Mouth Disease (HFM)

Confirmed or Suspected HFM: Children diagnosed with HFM or displaying symptoms consistent with HFM must remain home for a minimum of 10 days from symptom onset and until they are clearly improving. Any blisters must be dry/healing, no new blisters may be developing, and the child must be well enough to participate fully in regular activities.

Household Exposure: Families must immediately notify the centre if HFM is diagnosed or suspected in a sibling or household member. Because symptoms and severity can differ from child to child, including asymptomatic infection, siblings may also be excluded from care during an active household case or centre outbreak, even if they are not displaying the same symptoms.

72-Hour Monitoring: When HFM is known or suspected within the centre, children who develop new or questionable symptoms consistent with HFM may be required to remain home for a minimum 72-hour monitoring period. Symptoms may include fever, sore throat, reduced appetite, unusual fatigue, mouth sores, unexplained rash, or spots/blisters on the hands, feet, mouth, buttocks, or diaper area.

IMPORTANT:

Hand, Foot & Mouth Disease can vary significantly in severity. Children can have very mild symptoms or no noticeable symptoms at all (asymptomatic). Children may therefore be carrying the virus even when they appear well.

If additional symptoms develop or HFM is diagnosed during the monitoring period, the 10-day exclusion period will be calculated from the child's original symptom onset.

Thank you!

We know there is a lot of information to take in! These guidelines help us create a safe, consistent, welcoming, and supportive environment for every child in our care.

We truly value the relationships we build with our families and appreciate your communication, cooperation, and trust throughout your child's time with us.

We're so happy to have you as part of our Just Peachy family.