



2024-2025

BGC Greater Saint John - Seaside Park

Early Learning and Childcare Centre Parent/Guardian Handbook



Greater Saint John

## BGC GREATER SAINT JOHN

BGC Greater Saint John (formerly Boys & Girls Club) is a voluntary, non-profit, youth serving, recreation organization which has been in existence since 1900. The Club is the first recognized BGC Club in Canada and is just one of over 100 Clubs across the country. The Saint John Club has an annual membership of approximately 2100 youth between the ages of 4-17 years in a variety of programs and services.

## MISSION STATEMENT

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

## CORE VALUES

In our work with children, youth, families and communities, all BGC's are guided by the following Core Values. These Core Values are the standard by which all BGC services are measured.

### Belonging

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

### Respect

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

### Encouragement and Support

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

### Working Together

We work together with young people, families, volunteers, our communities and government.

### Speaking Out

We speak out with children, youth and families so that we can make our world better.

## PHILOSOPHY

The BGC Greater Saint John Part-time Early Learning & Childcare Centre (ELC) is legislated by the Early Childhood Services Act. Our philosophy is to provide an environment that is guided by the Government of New Brunswick and by BGC Canada's mission statement and core values.

## GOAL

Our goal is to provide the highest quality childcare services which are accessible to citizens of Saint John and surrounding areas.

## OBJECTIVES

- To promote healthy lifestyles through daily activity and encouraging healthy eating.
- To promote the learning, growth and development of program participants by allowing for the development of responsive, quality relationships with program staff.
- To provide a safe and caring environment where participant's well-being is secured.
- To provide an environment where participant's emotional health, physical health, positive self-identities and sense of belonging are nurtured and protected.
- To stimulate the development of communication, social and cognitive skills of each participant.
- To foster an environment which is socially inclusive, equitable and democratic practices are used and social responsibility is nurtured.
- To promote the involvement of parents in the development of their children within the childcare facility.

## PROGRAM CONTENT

BGC Greater Saint John – Early Learning and Childcare Centre (ELC) provides a wide variety of activities, keeping in mind each child's experiences, development, strengths and interests.

- **Schedules:** Daily/weekly scheduled activities will be posted on the parent information board and copies will be emailed out to parents/guardians weekly.
- **Environment:** The weekly program will be provided in an open and flexible environment where playful exploration, problem solving and creativity are encouraged. We strive for an environment where communication, literacy and respect for diversity is valued and supported.
- **Activities:** Activities will be organized by ages/grade level (i.e. K-1, 5+) with a child to staff ratio of 15:1.
- **Program:** Programming opportunities will provide for personal choices and allow for personal creativity through active and quiet play both indoors and outdoors. There will be a variety of group and individual activities that are both structured and open ended. Areas of programming will include:

Playground	Physical Literacy	Out Trips
Science	Drama	Cooking
Self-development	Arts & Crafts	Sensory Activities
Puzzles	Music	Learning Connections
Computers	Social-Emotional Learning	
Community projects	Special events	

## HOURS OF OPERATION

- **Regular After School Hours:** Monday to Friday from 1:30pm to 6:00pm
- **Summer Day Camp, Breaks & School Closure Days:** 7:30am to 6:00pm
- **Club Closure:** Every attempt will be made to offer childcare services on storm days when schools are closed. In the event of severe weather and the Club is forced to close, the cancellation announcement will be made no later than 6:45am, it will be posted on our Club Website and our Facebook page. To receive updates on Facebook like our page at [www.facebook.com/saintjohnclub](http://www.facebook.com/saintjohnclub)

## HOLIDAY SCHEDULE 2024-2025

Holiday	Date
Labour Day	Monday, September 2, 2024
National Day for Truth & Reconciliation	Monday, September 30, 2024
Thanksgiving	Monday, October 14, 2024
Remembrance Day	Monday, November 11, 2024
Christmas Day	Wednesday, December 25, 2024
Boxing Day	Thursday, December 26, 2024
New Year's Day	Wednesday, January 1, 2025
Family Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Easter Monday	Monday, April 21, 2025
Victoria Day	Monday, May 19, 2025
Canada Day	Tuesday, July 1, 2025
NB Day (Civic Holiday)	Monday, August 4, 2025
School Starts September 3, 2024	

### Club Closure

BGC reserves the right to close or modify program hours of service, as required. Sufficient notice will be provided to families of any impact to childcare services i.e. *Christmas week closure when multiple stat days falls back-to-back*.

## FEE STRUCTURE & PAYMENT SCHEDULE

Administration Fee:	\$25.00 per new registrant. ~ Due upon registration to confirm your child's spot
After School Full time fee:	<b>Fees are based on registration not attendance to secure spots on our buses</b> \$95.00 per child per week \$80.00 per additional child in the same family per week
After School Part Time fee:	<b>Fees are based on attendance</b> \$24.00/day for each part time child. No discount on part time rates.
Summer Childcare Full time fee:	<b>Fees are based on attendance</b> \$130.00 per child per week \$115.00 per additional child in the same family per week
Summer Childcare Part time fee:	<b>Fees are based on attendance</b> \$39.00/day for each part time child. No discount on part time rates.

**Childcare Full Days:** During after school regular weekly rate will still be charged even if your child does NOT attend these days. Our Licensed Summer Childcare is based on attendance.

Full Days	Amount	Weekly Fees
Closure/Snow Day/PD Days	Additional \$15 per school closure day. No family discount.	n/a
Summer Day Camp & Full Week	Summer, Christmas Vacation & March Break	\$130/week
	Additional children in the same family	\$115/additional child

## LATE PICK UP FEE

- The after school program finishes at 6:00 pm. Parents who pick up their children after 6:00pm will be charged a late pick up fee of \$5.00 and an additional \$5.00 for every ten minutes; this fee will be added to your weekly bill.

Ex. Pick up at 6:05pm = \$5.00 added to weekly bill, pick up at 6:15pm = \$10.00 added to weekly bill.

## ENROLLMENT & WITHDRAWAL PROCEDURES

- BGC Greater Saint John – Childcare is open to all school aged children. Registration is based on a first come first served. Registration may be denied due to some restrictions including , number of program participants (max. licensing capacity) and or payment history.
- Participation in the program may begin only upon proper completion of all required forms and payment of registration fee. This includes 2 emergency contacts, Medicare, Family Dr information, PAD information, waivers and any additional info that may impact child pick-ups.
- Two weeks paid notice is required should your child's enrollment need to be cancelled. Please ensure the registrar is notified.
- The Club reserves the right to cancel a part-time placement in lieu of a full time registration. The Club reserves the right to cancel a child's placement if deemed necessary. Two week notice will be given where possible.

## METHOD OF PAYMENT

In order to ensure your child is registered in our program, you must pay your fees on time. Full-time children enrolled in our after school program are charged the weekly rate regardless of their attendance to hold a spot in our program. Parents of children attending the After School Program will be required to pay the regular weekly rates during the Christmas Break, March Break or any other scheduled holiday. Summer Day Camp is based on attendance.

- A two week advanced payment is required before the start of the program.
- All payments going forward are automatically deducted from your bank account or credit card on a weekly or bi-weekly basis. Note there is no bi-weekly option for Summer Day Camp; weekly ONLY;
  - Payments made weekly are for the following week and begin immediately with your registration.
  - Payments made bi-weekly are for the following two weeks and begin immediately with your registration.
- You must provide a blank void cheque or pre-authorized form from your bank before entry in to the program. You must also fill out and return the pre-authorized debit form;
- Please advise our Child Registrar of any changes that would affect the processing of your payment (i.e.: name, address change or change of bank, branch or account).
- There will be an additional fee of \$40 for any NSF pre-authorized debit
- If payments are not received when due it could result in immediate suspension of services until fees are paid. In this event the parent will have to set up a convenient time to make payment arrangements with the Child Registrar. (Forms are attached for set up or pre-authorized bank and credit card debit.)

## PANDEMIC/EMERGENCY CLOSURE CHILDCARE PAYMENTS

- If BGC Greater Saint John Seaside After School Program is operating, then charges will remain for all childcare services.
- Families can choose to withdraw their child(ren) from the program if they do not wish to send their child in the case of a pandemic. This means their spot is no longer saved and open to be filled. **Two weeks' notice must be given.** If you are looking to save their spot, then childcare payments must be paid.

**Please be advised that interruption in childcare payment will only take place if BGC Greater Saint John experiences the following:**

- If the BGC location has exposure and Public Health directs us to close a particular bubble homeroom(s), then those that are affected by the closure will be exempt from paying childcare fees.
- If the BGC location has been directed by Public Health to close our doors for all services, then the Club will NOT charge any childcare fees during the closure period.

## SOCIAL DEVELOPMENT FUNDING – DAYCARE ASSISTANCE PROGRAM

- Parents are solely responsible for all child care fees until such time that notification is received from Social Development stating that the parent is to receive Daycare Assistance. After notification has been received, the parent's account will be credited for the amount of assistance. This policy also applies to renewals; **parents are solely responsible for reapplying for expired Daycare Assistance. Parents will be charged child care fees when Daycare Assistance has expired.** Services are suspended if payment is not received when due.

**RECEIPTS** - Receipts are issued annually for income tax purposes upon request.

## TRANSPORTATION

- Transportation to and from out-trips may include the use of the Club vehicles. All vehicles will have proper insurance coverage and drivers will hold appropriate licenses.

Parents must notify the Child Absence Reporting Line (CARL) if their child is not attending After School Program.

- Please email [CARL@sjclub.ca](mailto:CARL@sjclub.ca) before 1:00pm. Failing to notify the Club causes inconveniences for all children who are waiting.

**Booster Seats:** The law now states that every child **under the age of 9 or under 80 pounds or under 4 ft. 9 inches** tall requires a booster seat for transportation. The Club will ensure all children who require a booster seat will be provided with one.

## PARENTAL INVOLVEMENT

- BGC Greater Saint John recognizes that families have the right and the responsibility to make child care choices for their children. Parents are an essential source of expertise with the respect to their own children and are strongly encouraged to be actively involved in planning for the inclusion and development of their children in childcare.
- Parents and children are able to schedule a visit at the Club at least once prior to enrollment in the program. To book an appointment, please contact the Program Manager.
- If a situation arises where it is felt that a parent/guardian is harassing a staff member corrective action will be taken. Harassment, cursing at staff or other derogatory behaviors will not be tolerated.

## PARENT/GUARDIAN COMPLAINTS, SUGGESTIONS OR GRIEVANCE PROCEDURE

- Parents should feel free to discuss any situation with the staff. BGC is more than willing to assist with any concerns that may arise.
- In the case of a disagreement or unresolved concern, please discuss the matter with the Program Manager. If an agreeable solution cannot be reached, please talk to the Program Director. Any further issues must go to the Executive Director.
- Serious complaints or grievances should be put in writing and addressed to the Program Director. Early Learning & Childcare licensing staff numbers are available in the Parent Information Area in this handbook.

## OFF SITE ACTIVITIES/OUT TRIPS

- Our childcare programs provide out trip opportunities for participants. A schedule of out trips will be emailed and posted on the information board. Parents will be requested to sign an off-site consent form to allow children to participate in off-site activities such as daily walks or neighborhood playgrounds are considered part of the regular program. This is included in the registration package. (Due to COVID-19 restrictions, this provision is limited).

## PERSONAL BELONGINGS

- Please label any and all items brought to the Club with the child's name.
- It is requested that participants ***do NOT*** bring toys or valuables such as tablets, iPods, cell phone, or any other electronic devices. If these items are brought, they will be locked up until the child is picked up. Money and other valuables should be given to the child's leader upon arrival for safe keeping.
- **The Club is not responsible for any lost or stolen items.**
- For younger children, a change of clothes can be left at the Club in case of "accidents".

## OUTDOOR PLAY

- All children must come prepared for daily outdoor play regardless of the weather. Daily outdoor play will only be cancelled due to very wet or very cold conditions.

## SNACKS/LUNCHES & OTHER FOODS

- ***Nut Free:*** Our school/facility is nut free. Some participants have severe allergies to peanut butter and other nut products. These items are not allowed to be brought to the Club.
- A ***snack break*** will be offered daily for all participants. Please send enough snacks for your child each day as the Club does not provide snacks for participants. **We suggest a healthier alternative.**
- Although it is appreciated, we are not allowed to accept homemade baked goods such as cakes or muffins, etc. Any such items must come from an approved kitchen. Please talk to the Program Director for more information.
- ***Full Days:*** When schools are closed, participants must bring a prepared lunch and enough snacks for the day. **Kitchen and microwave services are not available and we do not provide lunch.** Parents/Guardians must provide lunches that your child does not have to prepare.

## CHILD PICK UP/SIGN OUT PROCEDURES

- Children will only be released to parents/ guardians or anyone who is listed as an alternate on the child's forms. Parents/Guardians are expected to notify the staff if any changes occur in this list.
- Identification will be requested from anyone who is unfamiliar to the staff. Parents/Guardians are asked to notify the child's leader if they are being picked up early or by someone other than those listed on the child's form (children will not be released without notification from a parent)!

- **It is the parents responsibility to drop off and pick up their child directly from BGC staff members.**
- In the event of parental separation and/or where visitation restrictions are in place, the custodial parent/guardian must notify the operator of the custody and access arrangements. A copy of the custody agreement or court orders will be provided for the child's records. A Denial of Access form located in the Operator Standards, Appendix 3, may be used. (Link below)

## ABSENTEEISM

- Providing reasons for absenteeism is a mandatory practice as stated in the Part Time Early Learning and Childcare Operating Standards. This practice is to help ensure the effective management of illnesses within the program.
- In the case of a child's absenteeism, parents must notify the Child Absence Reporting Line ([CARL@sjclub.ca](mailto:CARL@sjclub.ca)), with the reason for not attending (whether or not the absence is illness related).
- We may also need to ensure the completion of a "return After Exclusion Form".
- We do not intend to invade your privacy, but the safety and well - being of all participants is important. Your full co-operation is appreciated in this area.

## EQUITY, DIVERSITY & INCLUSION

- Our programs facilitate an environment that supports, reflects and promotes equitable and inclusive practices to ensure that we are responsive to the needs, values and cultural beliefs of all children and families. Our inclusive organization promotes access, meaningful participation and support of all children regardless of gender, cultures and ethnicity. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.
- We promote an environment that is inclusive and is supportive to families throughout enrolment. BGC has a Duty to Accommodate and must go through all steps/actions to maintain enrollment within BGC before reducing hours, suspending services or discharging.

This includes:

- The completion of all forms including a descriptive child profile, including all relevant information needed for Inclusion Support Program (ISP) and Daycare Assistance Program (DAP).
- Providing observation visits, conducting interviews and/or meetings with the family and the child to gather input and plan the support required.
- Collaborating with Quality Assurance Monitors, Early Learning Consultants and the Inclusion Support Program to ensure all supports and accommodations are in place, with parental consent.
- Ensuring all BGC Staff understand our Duty to Accommodate in relation to Human Rights in NB and our responsibility to maintain a child's enrolment through the following:
  - Educators have observed and documented the child;
  - Communicate regularly and meet with families to gather input and plan the support required;
  - Collaborate with school services (i.e. Educational Assistant, resource team) with consent;
  - Educators participate in professional learning/training specific to the situation, i.e. challenging behaviors;
  - Provide referrals to community resources and services, internal and external, with consent.
- It is best practice to ensure all involved i.e. family, resources, staff, child are willing to comply with recommendations and accommodations to support the child. After all steps have been taken, if it is not evident that the accommodation plan is working, BGC may discharge a child.



## CHILD GUIDANCE PRACTICES

- Early Learning & Childcare rules and regulations will be decided upon with input from the youth and will be clearly explained to all participants. All rules will be logical and comprehensive and will be administered in a consistent manner. Educators follow PBIS [www.pbis.org](http://www.pbis.org) (Positive Behavior Intervention & Supports) intervention techniques to eliminate potential problems. Positive reinforcement and encouragement will be used as well as redirection of negative energy. Children will be provided with the opportunity to discuss incidents with the staff and all staff are encouraged to have open discussions with parents regarding their child guidance practices. Parents must be provided with documentation (incident reports) informing them of concerns, situations and/or behaviors in hopes of finding a shared solution. All incident reports must be signed by the parent/guardian picking up the child.
- If any unacceptable behavior is ongoing, after several attempts at resolution, parents may be asked to make alternative childcare arrangements for their child. Every attempt will be made to resolve the situation with parental involvement.

## CHILD ABUSE & NEGLECT PROTOCOLS

- All childcare staff are educated as to the signs and symptoms of child abuse and neglect. Staff is trained in dealing with disclosures and is knowledgeable in the mandatory reporting requirements as set in the Child Victims of Abuse Protocols of the Province of New Brunswick.
- It is the legal responsibility of all Club personnel to document and immediately report any suspected case of abuse or neglect. Failure to report suspicion of abuse or neglect is a criminal offense under the Family Services Act. Every attempt will be made, where appropriate, to gather information from parents about suspicious marks on a child or suspicious circumstances.

## EMERGENCY & EVACUATION PROCEDURES

- All staff are certified with Workplace Standard First Aid and CPR and trained in emergency procedures;
- Parents are required to sign a consent form for emergency medical attention and transportation;
- Fire Drills are practiced once a month;
- In the case of building evacuation, children will be escorted to the nearest exit and attendance will be completed outside the building;
- In the event of the need for an alternate location, children will be walked to the Carleton Community Center. Phone 658-2920.

## HEALTH PRACTICES

### Hand washing

Public health has proven that hand washing significantly reduces the transmission of infections. It is important for staff and children to wash their hands as often as necessary, but always in these situations;

- upon arrival at the Club;
- before snack;
- after using the washroom;
- after outside play;
- after cleaning up after a sick child;
- after handling items soiled with blood or bodily fluids and before and after giving or taking medication.

## CHILD ILLNESS

- In the case of child illness, parents will be contacted. The child will be placed in a supervised, designated area separate from the other children. **The child must be picked up within one hour of notification of illness.** A potential illness report will be completed and must be signed by the staff and parent each time a child leaves early due to illness.
- Parents will be contacted to pick up their child from the program if:
  - a) The illness prevents the child from participating comfortably in activities;
  - b) The illness results in a greater care need than the staff can provide without compromising the health and safety of the other children;
  - c) The child has a temperature of 38.5 Celsius (101°F) or greater, along with other signs of illness including diarrhea, vomiting or blood in the stool;
  - d) The child has other signs and symptoms as outlined in the “Management of Illness in Children and Staff in New Brunswick Child Day Cares” (Flow chart is posted in lobby & see appendix).

## EXCLUSION CRITERIA

- Exclusion periods will be enforced as laid out in the “Management of Illness in Children and Staff in New Brunswick Child Care Facilities.” Reports will be made to Public Health where required. Exclusion periods are mandatory for diarrhea, hepatitis A, vomiting, pinkeye (until treated), scarlet fever and strep throat (until treated), head lice (until treated and no evidence of live lice), drooling with herpes simplex (non-genital), impetigo (until treated for one day), scabies (until treated for 24 hours), Measles (4 days), bacterial meningitis (24-48 hours after starting antibiotics), mumps (9 days), German Measles (7 days), chickenpox (depends on severity), other illnesses as warranted. **In the case of diarrhea, if a child has 2 or more episodes or one episode with fever, vomiting, or blood in the stool the child will not be allowed to remain in the program and medical attention is required.** A report to Public Health is also required in this case.
- Parents must complete the form “Return After Exclusion” before a child can reenter the program to verify that all exclusion requirements have been met. A sample of this form is included in this package (appendix 1). Please refer to appendix 2 for Managing Illness Parent/Guardian’s Role.

## COMMUNICABLE DISEASE

Parents will be notified of any communicable diseases, illnesses, infections or infestations in our childcare programs. Public Health will be notified as required using appendix 3 the Potential Illness Report Form.

### Guidelines for the Prevention and Control of Communicable Diseases

<https://www2.gnb.ca/content/gnb/en/departments/education.html>

Contact information for the RHA Public Health Office is listed below and is also available on the Office of the Chief Medical Officer of Health’s website.

#### South Region

Saint John (regular hours): Main Office (506) 658-3022  
Communicable Disease Line (506) 658-5188

#### Zone 2

Saint John (regular hours): Main Office (506) 658-2454  
Communicable Disease Line (506) 658-5188

## OUTBREAK MANAGEMENT PLAN – COVID-19

### What is considered an outbreak when dealing with a confirmed case or a suspected case of COVID-19?

- One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19); OR
- Two or more suspected cases of COVID-19.

A suspect case is defined as: a child/staff that has 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, vomiting, diarrhea or loss of taste or smell; or a child displaying purple fingers or toes even as the only symptom

**Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion would not be considered a suspect case.**

The Department of Health no longer requires Early Learning and Childcare Facilities to report COVID-19 outbreaks in childcare centres to regional public health. Though no longer reported, ELCF's will follow all measures as recommended for outbreak management of respiratory illnesses.

## MEDICATION

- Only medication brought to the facility by the parent/guardian, whether over the counter or prescribed will be given to the child.
- A consent form for administration of medication when required must be completed at the time of registration.
- Anytime that a child is in need of medication, the administration of medication record must be completed by the parent/guardian and signed by the staff member who administers the medication. See appendix 4.
- All medication that is brought to the Club must be in the original container with the original label, have child protective caps and be identified with the dosage, expiration date and the full name of the child. Prescribed medications must have the name of the physician, dosage instructions and the time period of use.
- At the time of registration, a consent form must be completed for the possible administration of acetaminophen when required. Under conditions, where it may be necessary to administer acetaminophen (provided by the parent), and the following procedures will be followed:
  1. Staff recognize symptoms that the parent/guardian has previously identified;
  2. Take the child's temperature and record;
  3. Contact the parent/guardian to discuss and receive verbal consent;
  4. Administer the medication;
  5. Parents/Guardians must sign the consent form upon arrival at the Club.

## SPECIAL MEDICAL CONDITIONS

- For those children who register in our childcare programs and require special medical care or precautions, written instructions are required from the parent to assist us in caring for your child. Examples of these conditions or care include asthma puffers or chambers, diabetic blood level testing/insulin pumps, severe migraine headaches, allergies, and the use of epipens, etc. Written instructions should include preventative measures, signs and symptoms to be aware of, what to do in the case of certain scenarios and emergency contact numbers.

## REPORTABLE/NON REPORTABLE INCIDENTS – SEE APPENDIX 5

- **Reportable incidents** in childcare include:
  - child wanders off and is missing;
  - a child is abducted;
  - a child is removed from the program by a non-custodial parent;
  - a child is left outside unattended;
  - a child is left on the school bus;
  - a motor vehicle accident;
  - unexpected illness or injury where a child requires immediate transfer to a hospital or seeks medical attention;
  - poisoning of a child;

- an error in the administration of medication;
  - death of a child; or
  - an allegation of physical, sexual, emotional abuse and/or neglect of a child by a staff member or volunteer.
- In the case of any of the above, the parent will be notified immediately. An incident report will be completed and forwarded to the Department of Education and Early Childhood Development. A copy will be given to the parent if requested.
- **Non-reportable incidents** are those that do not require emergency medical attention i.e. Cuts, bruises, and bumps. The child may need some minor first aid by a staff member.
- Daily Logs are kept by staff for the children in their care. Any notable incidents of injury, behavior, health or other situations will be noted in the log and parents will be requested to sign the log upon notification of the incident.

## PETS & ANIMALS

- Pets and other animals are not allowed on our property in areas used by the public or the children during our licensed programs i.e. pickup locations/doors, playgrounds.

## TRANSITION – FROM SCHOOL TO AFTER SCHOOL

- Children will walk down from their classes to the BGC program space.
- Our childcare services close at 6pm. Please make arrangements for your child(ren) to be picked up by 6:00pm.
- If you are unable to pick up your child, please contact the staff to let them know who will be doing so. Identification will be requested for the first time that an unknown person picks up your child. If this information changes, please notify staff.

All licensing information can be found in the Operator Manual: Full Time & Part Time Early Learning & Childcare Centres.

See link below for access to the manual:

<http://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/ELCC/OperatorManualFullTimePartTimeEarlyLearningChildcareCentres.pdf>

**Facility Instructions:** *Please ensure that this form is completed before any child is re-admitted to an early learning and childcare facility after being excluded due to an illness.*

**Section A – General Information**

Facility Name	Licence Number	Date
Address	Telephone Number	Fax Number

**Section B – Child Information**

Child's Name	Date of Birth	Name of Illness
Date of Illness Onset	Date of Diagnosis <i>(if applicable)</i>	Date Treatment Began <i>(if applicable)</i>

**If illness is E.coli, Shigella or Salmonella typhi (Typhoid Fever), please complete Section A and B and send to Public Health to complete Section D below.**

**Section C – Confirmation of Exclusion**

I have verified that \_\_\_\_\_ (name of child) has met the exclusion criteria as defined in the "Common Childhood Communicable Diseases and Exclusion Periods", is symptom free and is well enough to take part in regular childcare facility activities.

Signature of Facility Staff	Signature of Parent/Guardian
Date	Date

**Section D – Confirmation of Exclusion for E.coli, Shigella or Salmonella typhi (Typhoid Fever)**

This section is to be completed by Public Health for E.coli, Shigella or Salmonella typhi (Typhoid Fever) and the form returned to the early learning and childcare facility.

As per the exclusion criteria (refer to the Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities), I confirm that I have seen proof of:

- ☐ E. coli and Shigella - two negative stool cultures taken 24 hours apart
- ☐ Salmonella typhi (Typhoid Fever) - multiple negative stool cultures (number of cultures to be determined by Public Health)

This individual no longer needs to be excluded from childcare because of illness.

Signature of Public Health Official	Date
-------------------------------------	------

Your involvement as a parent is important! You can take the following steps to help ensure that early learning and childcare facilities are safe and healthy places for all children.

**Step 1:**

Make sure you provide up-to-date information about your child's immunization to the facility operator. If you choose not to immunize your child, you must sign a waiver available from the Department of Health.

**Step 2:**

In general, if your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child not attend childcare.

You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- a. Fever (oral temperature 38.5° C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater) accompanied by behavior changes or other signs of illness
- b. Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur
- c. Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups)
- d. Mouth sores associated with an inability of the child to control his/her saliva
- e. Rash with fever or behavior changes
- f. Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician
- g. Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product

**Step 3:**

If your child does not attend childcare due to illness, you must let the facility know your child's illness symptoms.

**Step 4:**

If your child gets ill at the facility, you will be notified and you will be asked to make arrangements to pick up your child within one hour of being notified by the facility staff. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

**Step 5:**

You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving the ELC facility.

**Step 6:**

For some illnesses, there is a required time period where your child cannot attend an ELC facility. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in Appendix B "New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities" of the "Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities". The guide is available from your facility operator or administrator.

If your child has been diagnosed with any of the illnesses in this guide, you **must** follow the requirements in order for the facility operator to allow your child to be re-admitted to the facility.

**Step 7:**

When you take your child back to the ELC facility after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to the ELC facility.

***We thank you in advance for taking these steps to make early learning and childcare facilities a safe and healthy place for all children in New Brunswick.***



## Early Learning and Childcare Facility Potential Illness Report Form

<b>Facility Instructions:</b>	<i>Please complete this form if an early departure is required due to illness in a child of any age. Provide the parent with a copy of this form and the New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities.</i>	
Facility Name	Licence Number	Date

Child's Name	Date of Birth
--------------	---------------

The above named child had the following indications of not feeling well today:

Check the main symptom below and use the space provided to add details.	
<div><div><div>Diarrhea</div><div>Fever</div><div>Cold Symptoms</div><div>Skin Problems</div><div>Vomiting</div><div>Other</div></div><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div></div>	Details:

Child's temperature (Celsius)	Time taken	Medication given <input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>yes</b> , indicate the medication and dose
-------------------------------	------------	--	--

Required to report illness to Public Health? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date contacted Public Health	Has there been another "Potential Illness Report Form" completed for this child within the last 24 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	------------------------------	---

Time parent notified	Departure time	Parent/Guardian signature
----------------------	----------------	---------------------------

Print reporting staff's name	Staff signature
------------------------------	-----------------

### Parent/Guardian Instructions

- Please see a medical practitioner for a diagnosis of a communicable disease or if the child's symptoms do not improve within 24 hours.
- Please notify the facility operator/administrator of details relating to your child's condition within 24 hours after a confirmed diagnosis for any of the conditions listed in the attached *New Brunswick Guide for Exclusion of Children in Early Learning and Childcares*.
- Please follow the exclusion instructions for any condition listed in the attached *New Brunswick Guide for Exclusion of Children in Early Learning and Childcare* in order to allow re-admittance to your childcare facility.

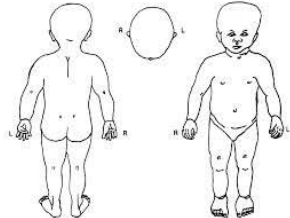


**FOR STAFF REVIEW PRIOR TO ADMINISTERING MEDICATION:**

[illegible]



**ORIGINAL TO BE SUBMITTED TO THE QUALITY ASSURANCE MONITOR WITHIN 24 HOURS OF INCIDENT**

Facility Name				Licence Number	
Name of Operator				<input type="checkbox"/> ELC Home <input type="checkbox"/> ELC Centre	
Address				Telephone Number	
If the incident involved a child		Name of Child		Date of Birth	
Location of Incident			Date of Incident		Time of Incident
<b>Type of Incident</b>					
<input type="checkbox"/> Injury <input type="checkbox"/> Serious Illness <input type="checkbox"/> Death <input type="checkbox"/> Poisoning <input type="checkbox"/> Unsupervised child <input type="checkbox"/> Missing/Lost/Abducted child					
<input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Outbreak <input type="checkbox"/> Unexpected facility closure <input type="checkbox"/> Other serious incident such as fire, flood, medication error Please specify the incident:					
<b>Details of Incident</b>					
What, where and when it happened? What actions were taken? Was any equipment involved? Current condition of injured person. Be specific.					
 <p>Show location of injury</p>					
Continue on another sheet if needed and attach to this one.					
<b>Persons Notified</b>					
<input type="checkbox"/> Parent/Guardian _____ <input type="checkbox"/> Emergency Contact _____ <input type="checkbox"/> QA Monitor _____		<input type="checkbox"/> Fire Dept. _____ <input type="checkbox"/> Police _____ <input type="checkbox"/> Medical Practitioner _____		<input type="checkbox"/> Ambulance _____ <input type="checkbox"/> Coroner _____ <input type="checkbox"/> Other _____	
<b>Witnessed By (if applicable)</b>					
Signature		Name		Position	
Signature		Name		Position	
<b>Report Completed By</b>					
Signature		Name		Position	
Signature of Operator/Administrator				Date	
Signature of Parent/Guardian				Date	

**MAINTAIN A COPY OF THIS REPORT FOR THE CHILD'S RECORD AND PROVIDE PARENTS/GUARDIANS A COPY**

## **Emergency Phone Numbers**

Police – Fire – Ambulance: 911

Address: 1 Paul Harris Street, Saint John, NB E2L 3V9

Telephone Number: 506-634-2011

Police Non-Emergency: 506-648-3333

Fire Service Assistance (24 Hour): 506-649-6030

ADT Monitoring Station: 506-658-0495

Poison Control: 506-648-6222

Power Commission: 506-658-5252

## **BGC Greater Saint John – Seaside Park Staff Structure**

Louise Dalcourt – Executive Director

Jill Farrar – Program Director

Rena Kasidonis McCarthy – Board of Directors President

## **Education & Early Childhood Development Department**

Early Learning & Childcare Inspector: Kiesha Cobbett

Phone #: 506-607-3852      Email: [kiesha.cobbett@gnb.ca](mailto:kiesha.cobbett@gnb.ca)

Quality Assurance Monitor: Robyn Nelson

Phone #: 506-636-1735      Email: [robyn.nelson@gnb.ca](mailto:robyn.nelson@gnb.ca)

Public Health: 506-658-2454

## **Alternative Evacuation Sites**

Carleton Community Centre – 120 Market Place, Saint John, NB E2M 0E1