



# City Hall Child Care Society

A NON-PROFIT CENTRE FOR EARLY LEARNING & DEVELOPMENT

[www.cityhallchildcare.org](http://www.cityhallchildcare.org)

[cityhallchildcare@telus.net](mailto:cityhallchildcare@telus.net)

## **HEALTH, SAFETY and WELL BEING POLICIES & GUIDELINES**

## CHCCS IMMUNIZATION POLICY

All children attending City Hall Child Care are to be fully immunized based on the schedule developed by the British Columbia Ministry of Health as summarized in this link: <http://www.healthlinkbc.ca/tools/videos/immunization>.  
A copy of each child's immunization record must be provided to the Executive Director and kept up to date by parents in accordance with the HealthLinkBC schedule linked above.

**Parents choosing to not vaccinate their child must notify the Executive Director immediately and one month's notice will be given to the parents so that they can find alternate childcare arrangements.**

### PROMOTING HEALTH

- Practice a Healthy Lifestyle
- Establish routines that include excellent nutrition, adequate sleep and exercise
- Teach your child how to manage stress
- Your child requires an adequate amount of sleep. Children require 11-14 hours of sleep in a 24 hour period
- Teach your child when and how to wash their hands. (Especially before eating and after toileting). The Health Department advises washing hands under running water for 10 to 15 seconds.
- Remind your child to cover coughs and sneezes with their elbow not their hands.
- Provide your child with a nourishing lunch which contains the 4 food groups.

### PREVENTING ILLNESS

- All children enrolled must be immunized
- Provide important information about your child's health history
- Ensure childcare staff always have up to date information for Emergency
- Communicate to childcare staff when your child is exhibiting probable signs of illness
- Keep your child at home if he/she seems unwell.
- Inform staff if your child has been exposed to a communicable disease such as: hand Food & Mouth Chicken Pox, Whooping Cough, Pink Eye, Mumps etc.
- Provide contact numbers where you can be reached at all times

### Preparing for Illness...

- Have alternate care arranged
- Always be accessible by phone/provide alternate numbers when necessary
- Designate an alternate emergency contact. (Staff will phone this person if you are unable to be reached)

### Should I keep my child at home?

For the Health and Well Being of all children and staff, sick children are not accepted into the Centre. To safeguard the health of all children, staff has the right to exclude a child from Daycare. If your child develops symptoms and/or is not coping within the group setting, requires one to one care, or does not appear to be acting themselves staff will call you to pick up your child immediately.

Please keep in mind that many illnesses are most contagious before onset of obvious symptoms. Knowing your child is the best indicator of how he/she may be feeling. If you are suspicious that your child may be coming down with something please keep them home. Being aware and conscientious can prevent infecting other children or worse an outbreak throughout the Daycare. Children who spend their day in Group Care feel the same as parents in the workplace, if you would not be able to cope in your workplace with an illness similar to your child's it is unlikely your child will cope at Daycare.

### When your Child becomes ill at daycare?

If your child is showing signs that he/she may be developing an illness throughout the day, staff will call parents to give an early warning that your child may need to be picked up. We will monitor the child closely and should he/she develop further symptoms or symptoms as outlined in the Health Policy then parents will be called to pick up their child, it is required that you come immediately.

**Please note at any time if the parents are unable to be contacted then staff will call the Emergency Contact person(s) to pick up your child. Please ensure you provide the Staff with alternate numbers if you will be unable to be reached at your original contact number.**

### VISITING THE DOCTOR

- Let them know your child is in Group Care and is exposed to many children and/or give them the illness notification letter.
- Obtain information about treatment and recovery time
- Obtain a doctor's note verifying your child is not contagious, diagnosis and treatment.

**It is a HOME DAY WHEN YOUR CHILD...**

- Has not been given non prescription medication to treat fever , pain, teething, cold symptoms etc. within 24 hours prior to coming to daycare
- Your child is too ill to participate in normal activities he/she should be kept at home. (eg. If your child is too ill to play outside he/she is too ill to be at Daycare)
- Temperature of 38 degrees C or 100.4 degrees F. or higher
- Pink or reddish eyes and/or white or yellow discharge
- Scratching or Rash which have not been diagnosed by a physician.
- Hand Foot & Mouth (when blisters and open sores are visible)
- Diarrhea (watery or greenish bowel movement) that look and smell different and are more often than usual
- Stomach Pain \* Vomiting \* Acute Cold with fever, sneezing, runny nose, eyes or sore throat \* Open or Oozing Sores
- Communicable Diseases such as: Chicken Pox, Mumps, Roseola, Red or German measles, etc.
- Discharge or Pain in ears
- If your child looks and/or acts differently, unusually pale or flushed, irritability, unusual tiredness or lack of interest/listless.

If you have any questions or concerns regarding the above information, please contact the centre staff to ensure your child is able to fully participate in the program. Please keep in mind that all diagnosis of Illnesses must come from a doctor.

**GUIDANCE FOR COMMON ILLNESSES****Colds**

Children with mild symptoms can attend child care if they see well enough to participate and their symptoms are manageable.

Children with severe cold or flu symptoms may become cranky, sleepy, or listless, have an undiagnosed cough that won't go away, and/or green or yellow nasal discharge. If your child shows these symptoms, keep them at home until symptoms improve to permit a speedy recovery.

**Diarrhea**

Children with diarrhea may not attend daycare. If diarrhea occurs while at daycare, you will be notified to pick up your child. Diarrhea may or may not be accompanied by other symptoms of your child not being well i.e. tired, irritable, tummy pain etc. Your child may attend daycare once he/she has been symptom free for 1 full day not including the day they became symptomatic.

**Fever**

Your child must stay at home if they have a fever over 38 degrees C. (100.4 degrees F).  
If your child has a fever and requires medication to control their fever, please keep your child at home to prevent the spread of possible illness. Your child may return to daycare once they are fever free without medication for 1 full day not including the day they became symptomatic.

Children enrolled in the Infant Program or with a history of febrile seizures may have fever meds administered once verbal consent has been received by either parent and only if the child will be picked up shortly after medication has been administered.

**Other Communicable Diseases**

Chicken Pox, Mumps, 5th Disease, Roseola, Hand, Foot & Mouth Etc. Staff will refer to Internal Policies and the Sneezes & Diseases Handbook for guidelines regarding treatment

**Pinkeye/Conjunctivitis**

Children exhibiting symptoms of pinkeye/conjunctivitis such as: pink or blood shot eyes, eyes pain or scratchy feeling, ongoing yellow discharge must be examined by a physician.

Pinkeye or conjunctivitis is extremely contagious and the child must be on optic antibiotics for 1 full day not including the day they became symptomatic before returning to the centre. If your child is examined by a physician and it is confirmed the form of Pinkeye is viral and therefore antibiotics are not necessary the child may return with a note from the doctor stating they are not contagious.

**Rash**

A rash is considered to be a series of the same marks on the skin or a red blotchiness in any area of the body.

A child with an undiagnosed rash may not attend daycare.

Children with viral or bacterial rashes may return to daycare with a note from the doctor identifying the rash as not contagious and your child is well enough to participate in daycare activities.

**HFM**

Children with suspected or confirmed Hand Foot & Mouth may return to daycare once all HFM symptoms including blisters are no longer present and they are well enough to participate in daycare activities and

**Vomiting**

If your child has vomited please keep your child home until he/she is able to keep liquids and solids down for 1 full day not including the day they are picked up from daycare. If a child vomits at the centre, parents will be contacted immediately to remove your child from childcare.

**Immunizations**

**CHCCS requires all children and staff to be fully immunized.**

We recommend that when your child is being immunized, Fridays are ideal so that your child has 1-2 days recovery time before returning them to daycare in case of any reactions.

**Parents are required to keep immunizations current and provide Info to childcare staff regarding new immunizations**

ADMINISTERING MEDICATION	NON PRESCRIPTION MEDICATION	CREAMS & OINTMENTS
<p>All prescription medication must be in its original container with accurate name, date, instruction and measurement. Additionally an explanation of why it is needed is also helpful. A prescription medication form must be filled out by the parent and the doctor's note may be accompanied with this form.</p> <p><b>Please Note: Medication will not be administered if diluted in milk/juice or food,</b></p>	<p>All over the counter medication which does not require a prescription must be in its original container and labeled with child's name. Non Prescription medication must be accompanied with a doctor's note relevant to the specific time and dates in which it is required, these dates and times must be relevant to the specific illness for which it is needed. Additionally an explanation of why it is needed is also required. A non prescription medication form must be filled out by the parent and the doctor's note must be accompanied with this form.</p> <p><b>Please Note: Medication will not be administered if diluted in milk/juice or food,</b></p>	<p>Non prescription creams and ointments such as lip balm, Chap Stick, diaper cream (penatin, zincovax), Vaseline, hand creams, and other non medicinal ointment require a hand written letter from the Parent indicating reason for use and for the duration of use.</p>
<p><b>FEVER MEDICATION</b></p> <p><b>Staff will administer Fever Medication when all criteria have been met</b></p> <p><b>Permission to Administer Fever Medication will only be used in the case of fever onset. We will not administer Fever Medication to treat an ongoing fever, teething, pain etc.</b></p>	<p>Due to the risk of febrile seizures in young children CHCCS will administer Fever Medication for children enrolled in the Infant Program or for children with a history of febrile seizures if they develop a fever of (100.4 F or 38 C) or higher while at daycare</p> <ul style="list-style-type: none"> <li>• City Hall Child Care Society requires a note from your doctor providing clear instructions, name of medication and dosage.</li> <li>• Verbal permission must be given by the parent via telephone.</li> <li>• If parents are unable to be contacted unfortunately we are unable to administer Fever Medication.</li> <li>• Staff require verbal contact to verify dosage being given</li> <li>• Parent must pick up their child immediately and no later than 1 hour after medication has been administered.</li> <li>• Parent is required to sign off on the medication form verifying administration of meds,</li> </ul> <p><b>Please Note: Please do not send medication diluted in milk/juice or food.</b></p> <p><b>Program Staff will only administer medication as described on the label.</b></p>	

# SAFETY & WELL BEING

## ALLERGIES

**CHCCS is a PEANUT & PEANUT PRODUCT free zones!!**

We do not serve foods that cause anaphylaxis reactions in individual children.

**Pease notify child care staff if your child has a food allergy or intolerance**

**If your child has an anaphylaxis reaction to a food or other item please ensure we have the following:**

- Complete list of allergens
- Care Plan with specific instructions from a physician
- 2 epi pens on site (required by CCFL)

**Please see the Restricted Food List to ensure you do not mistakenly send these items with your child.**

## EMERGENCIES

**All staff at CHCCS have their First Aid Training however In the event of an EMERGENCY that requires more than we are trained for we will call 911. Your child will be accompanied by a staff and transported by ambulance to.**

**B.C.'s CHILDREN'S HOSPITAL**

4480 Oak Street  
Vancouver, B.C.  
Tel: 604-875-2345

**Parent will be notified to meet us at BC Children's Hospital.**

## CHOKING PREVENTION

**Food which are deemed chokable and will not be served at CHCCS include:**

- **Dried fruit**
- **Popcorn**
- **Marshmallows**
- **Large dollops of nut butters**
- **Rounds of hotdogs, carrots, sausages or whole grapes, please cut length ways and/or in small pieces,**
- **Nuts or seeds (children younger than 3)**

## WELL BEING

- Please clearly label all food items, lids and containers, personal items, bottles (Infants), and any other items which will be put in a public space.
- Please send an ice pak with all food items needing to be cooled with the exception of prepared bottles for children enrolled in the Infant Program. Bottles will be sorted in the proper baskets.
- **PLEASE DO NOT SEND GLASS CONTAINERS!!!**
- Children in the Infant Program will only be served their milk or formula from Plastic Bottles.
- If you would like a warm lunch for your child please send a Thermos.
- Please send your child's lunch as you would like it to be served...peeling, slicing and cutting to be done at home

## PREPARING LUNCH & SNACK

The children begin their nap right after lunch so having an extra jolt with sugar and/or food dye is not a great way for little bodies to prepare to settle down for a rest!

**Please DO NOT send fruit bars/veggie bars, fruit roll ups, fruit gummies, fast food, processed food, candy, chips, chocolate or pop.**

- Foods low in sugars and salt
- Vegetables which are steam cooked for Infants & Toddlers, 3 to 5 year olds can manage raw vegetables
- Please do not provide food in non-reusable containers, such as lunchables, instant Pastas, yoghurt tubes or containers, sauces etc.
- Please provide at least one item from each food group.
- Adult portions are overwhelming for little kids

Set your child up for food success and send items you know they will enjoy. Kids will eat when they are hungry and learn from making choices regarding their intake. Asking your child if they ate all their lunch today or requiring meals to be finished can create stress and anxiety around meal times.

Creating healthy relationships with food and meal times is valuable as your child grows and matures.

Please visit [http://www.healthcastle.com/fruit\\_snacks.shtml](http://www.healthcastle.com/fruit_snacks.shtml) for snack and lunch ideas



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**CHCCS Notice Re: Sick Child**

DATE \_\_\_\_\_

Dear Parents;

We understand picking up your sick child may be stressful, we hope this letter helps to provide you with information that may not be communicated during pick up.

**Your child is being sent home from daycare with the symptoms checked below.**

\_\_\_\_\_ **Your child is exhibiting COVID -19 symptoms described in the COVID -19 Daily Health Check.**

- Please call Public Health at 811 and follow instructions or advice for next steps.
- Please email [cityhallchildcare@telus.net](mailto:cityhallchildcare@telus.net) & [chccs@outlook.com](mailto:chccs@outlook.com) to inform us when we can expect your child to return to daycare.
- Parents are not required to email test results to the daycare.
- If you are not required to complete COVID -19 health protocols your child may return to daycare once they are no longer symptomatic and/or meet protocols outlined in **CHCCS's Health, Safety & Well Being Policies & Guidelines.**

**Your child must be free of symptoms for a minimum of one full day (not including the day illness occurred). They may return to daycare once normal function has returned and have not received medication for a minimum of 24 hours.**

\_\_\_\_\_ **Fever** 38 degrees C or 100.4 F or higher

\_\_\_\_\_ **Diarrhea** (watery or foul smelling) may be accompanied by other symptoms of your child not being well i.e. tired, irritable.

\_\_\_\_\_ **Vomiting** (more than the usual spitting up).

\_\_\_\_\_ **Acute Cold** with fever, sneezing and runny nose and/or eyes, sore throat. He/she is not coping.

\_\_\_\_\_ **Lice** (Please provide parents with [CHCCS Head Lice Policy & Protocol](#)).

\_\_\_\_\_ **Unconfirmed Rash** Children with viral or bacterial rashes may return to daycare with a note from the doctor identifying the rash as not contagious and your child is well enough to participate in daycare activities.

\_\_\_\_\_ **Suspected Hand Foot & Mouth** –Children with confirmed or suspected Hand Foot & Mouth may return to daycare once all HFM symptoms including blisters are no longer present and they are well enough to participate in daycare activities.

**Due to the communicable nature of your child's symptoms they must see a Doctor before returning to daycare. Please inform the Doctor that your child attends group daycare. Your child may return to daycare if they are able to cope in the daycare environment and have a Doctor's note confirming they are not contagious.**

**Please Note: If your child is prescribed medication, please administer for a minimum 24hrs before returning to daycare. If your child requires medication while at daycare please contact [chccs@outlook.com](mailto:chccs@outlook.com) and a staff will provide a Medication Permission Form to be completed.**

\_\_\_\_\_ Communicable Diseases such as: Chicken Pox, Mumps, Roseola, Red or German Measles, etc.

\_\_\_\_\_ Pink or reddish eyes and/or white or yellow discharge.

\_\_\_\_\_ Rashes in which have not been diagnosed by a physician

\_\_\_\_\_ Open or Oozing Sores

\_\_\_\_\_ Discharge or Pain in ears

\_\_\_\_\_ Scratching (more than usual)

**Currently we have children displaying similar or identical symptoms and/or confirmed cases of \_\_\_\_\_**



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## **Re: Hand Foot & Mouth Disease**

### **Dear Parents:**

We currently have cases of Hand, Foot, and Mouth disease at the Daycare. In an effort to avoid a cycle contamination if you notice your child is unwell, feverish and/or has developed a rash or blisters please do not bring them to daycare.

### **Please Note:**

CHCCS's Health Policy regarding Rashes & HFM

"Children with confirmed or suspected Hand Foot & Mouth may return to daycare once HFM symptoms including blisters are no longer present and they are well enough to participate in daycare activities."

If you are consulting with your physician, please remember to let your doctor know your child attends daycare and if there are other cases of contagious rashes posted.

For more information visit the Health Link BC information for more information.

<https://www.healthlinkbc.ca/healthlinkbc-files/hand-foot-and-mouth-disease>



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**HEAD LICE POLICY & PROTOCOL**

City Hall Child Care is sympathetic to the frustration that Head Lice causes. While we understand that Head Lice do not spread illnesses we want to stop the spread and isolate the outbreak. This childcare policy is intended to outline the responsibilities and expectations of both parents and Child Care Program.

**Responsibility of City Hall Child Care;**

- To notify child's family as soon as nits or head lice have been confirmed
- To post a notice of a Head Lice outbreak in all programs as soon as there is a confirmed case. To update this list as new cases are also confirmed.
- To provide families with a Head Lice information sheet.
- To remove all dramatic play clothing, hats, pillows, blankets etc
- To clean, vacuum, launder as necessary to contain the outbreak
- To provide resources to parents
- To be sympathetic and supportive to the child and family.

**Responsibility of Parents**

- To notify the daycare if nits or Head Lice are found while child is at home even if the child has been treated
- To treat their child with a recommended treatment.
- To routinely check child's hair for nits or lice
- During an outbreak children with long hair will wear their hair tied back

**To prevent the spread of Head Lice children with nits and/or Head Lice will be sent home for treatment. Your child may return to daycare once they do not have any nits or lice. Staff & Parents will check children each morning to ensure children are nit and lice free. If children are found to have head lice they will be sent home.**

**Please Note: While the lice removal products may work for many cases of lice and should be the first product used to treat lice, other remedies have also proven to be effective especially apple cider vinegar left on hair until dry and then a coating of coconut oil overnight. Nits will have to be manually picked out of the hair which is a time consuming task but the only guaranteed way to ensure they do not hatch after any treatment.**

**HEAD LICE**

Head Lice are tiny insect that live on the scalp. These insects lay eggs called nits. The nits stick to the hair, very close to the scalp. Nits vary in color and are about 1/3 the size of a sesame seed.

Head Lice spread very easily among children who are together in one place. They are often found in children attending school and daycare.

If you notice your child has Head lice/nits please follow the procedure below to prevent the spread of Head Lice.

**What to Look for**

- One of the first signs is itching and scratching the head.
- Adult lice are very hard to see, they are very small, look for them moving in the hair.
- Nits are firmly attached to the hair, close to the scalp.
- Nits may look like dandruff but they cannot be flicked or pushed off with a finger.

**Where to Look**

- Close to the scalp
- Behind ears
- Along the hairline
- Top of the head

**What to Do**

- **Your child must be treated with lice shampoo; this shampoo kills lice but does not get rid of nits.**
- **All nits must be removed prior to their return to daycare.**
- **Your child must be retreated in the recommended time frame.**
- **Remove all nits after shampoo treatment.**
- **It is suggested to minimally shampoo hair between treatments and in the week following the second treatment. This may allow the treatment to work more effectively.**



### **Ridding the Hair of Nits/What to do after shampooing**

- After shampooing. Cover hair with conditioner put on enough to cover the whole scalp.
- Use a wide tooth comb to untangle the hair.
- Once untangled, use a fine tooth comb to comb through the hair close to the scalp. Doing this under a bright light is helpful.
- After each stroke, wipe the comb on a paper towel.
- Remove all nits to prevent re hatching....

In General it is a good idea to routinely check your child's hair for Head Lice & especially when there is an outbreak at Daycare or in a sibling's daycare or school. If your child has nits or Head Lice please notify the daycare immediately so we can alert other families to check their child.

**To prevent the spread of Head Lice children with nits and/or Head Lice will be sent home for treatment and may return when there are no lice or nits present in the individuals hair.**

**For more information on this topic please refer to:**

[www.vch.ca/media/SneezesDiseases.pdf](http://www.vch.ca/media/SneezesDiseases.pdf)

[www.HeadLice.org](http://www.HeadLice.org)