



Family Handbook

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The Big Playhouse

Dear Parents,

We welcome you and your child to our childcare center. This information package has been prepared to introduce you to our centre and share with you our philosophy, procedures, and policy. Please read it carefully and keep it for reference.

If you have any questions, please feel free to ask us.

Thank you for allowing us the opportunity to take care of your child.

Waqas Abdul Rauf

The Centre's Background

The Big Playhouse is the final product of a family-based childcare that has been taken over by children. Our playhouse is a childcare centre which offers full time and part time care to families in our community.

We have proudly served our community for the past 18 years as Maria Family Childcare, and in 2021 we transformed this center into a child's dream of house dedicated to playing, The Big Playhouse.

Our program is based on the philosophy that all children are equal and unique individuals. We accommodate each child to his/her own rate of development. We provide a warm, safe, and nurturing environment to cultivate children's optimal social and emotional growth as well as their physical and intellectual skills. In addition to promoting confidence and success, we also encourage children to learn to be creative and independent.

The teachers accompany the children on the exploration process rather than creating a distinct instructor/pupil relationship. The environment is created and organized as such that is visually appealing to the children and fosters curiosity and creativity. Our ultimate goal is for the children to express their learning, knowledge, and experience freely and uniquely.

Staff Profile

Our staff will consist of 2 ECEIT, 3 ECE and 1 ECEA. Our Class 1 is our Infant-Toddler program our teachers will consist of an ECEIT who is going to be the lead teacher of our IT program accompanied by ECE and ECEA teachers. Class 2 will consist of an ECEIT and ECE teacher. Class 3 will consist of an ECE teacher. We also have a Manger who is available during morning hours.

Registering and Enrolment into The Big Playhouse

We have a small group of children, and we try to make sure we enrol children that are the best match for our group. We welcome all families to come visit our centre; we will be reviewing all applications for registration into care and choosing a family that best suits current group of children in our care.

Introducing your child into care

The introduction into long day care can be difficult for children and parents. Children's welfare and happiness are the priority for staff when welcoming new children to The Big Playhouse and when assisting the family to settle into the centre's environment. It is recognised that family's needs will vary greatly in the orientation process and individual needs will be met as best as possible.

The following outlines some helpful hints for parents on introducing their child into care:

- Make sure you familiarise your child with the environment and the people in the environment (children and adults) by coming in for visits before commencing care.
- Ease your child into care with short stays to begin with.
- Provide a favourite toy, blanket, or comforter to support your child when they are separating from you or settling to sleep. This can help your child feel more secure.
- If your child is unsettled, short visits help your child to gain trust with an unfamiliar environment.
- Interactions between staff and parents or staff and other children can produce positive role models and be reassuring. This experience can help to establish trust in an unfamiliar setting.
- Try to talk at home about childcare. Mention the names of the staff and other children. Talk about the things the child will be able to do at childcare that are fun and enjoyable.
- Talk to the staff about your child, for example, what they like to do; successful ways of settling them to sleep; foods they like and dislike and so on. This helps staff to get to know your child.
- When leaving your child, it is best to make sure you say goodbye and then leave. Hesitating and not going after you have said your goodbyes, if a child is upset, only confuses them. Reassure your child that everything is alright, and you will return later, this can help them to settle.
- It sometimes helps to establish a routine when leaving. For example, giving your

child a cuddle and giving them to a staff member or sitting down with them for a short play or reading a book together then leaving.

- At first some children protest strongly while others may take a day or two to realise that you are leaving them and begin to protest after several days. Children soon learn that you do return, and, in the meantime, they are well cared for.

Daily routines

Each room in The Big Playhouse has a set routine which covers approximate times for activities such as meals, nappy changes, sleep and so on. Routines will vary from time to time according to the needs of the group and individual children. For further information about your child's routines please see the team in your child's room.

Program planning

The manager in association with the other team members, is responsible for planning an early childhood program which reflects child centred, anti-bias and multi-cultural experiences; is developmentally appropriate and which emerges from the children's observed interests. Staff observes the children across the day, recording these observations and using them to develop the program for the following day. The program emerges from the observed interests of the children and the group – Emergent Curriculum. A wide variety of developmental areas and interest areas are provided for within the indoor and outdoor play environments. These include cognitive, physical (gross and fine motor), social and emotional development, language and

literature, art and craft, music, science, maths and number, drama, movement and dance and construction.

Parents are welcome to discuss their child's development and view their child's portfolio at any time by making an appointment with the Team Leader who plans for their child. Parent interviews are also organised at the commencement of the year and in the middle of each year and portfolios showing the child's development will be handed to parents at the end of the year.

Care and Supervision

We created The Big Playhouse with children's care and supervision as a foundation. The outdoor and indoor areas are both designed to always allow active supervision. Our staff will be positively supervising children and guiding them with meaning interaction to allowing each child to express their learning, knowledge, and experience freely and uniquely.

As each child is different, we will be conforming with their needs and requirements; but we will try to follow a routine to make the child's day as efficiently as possible. As children are thriving and growing in the first five years of life, we make sure to provide them with all the necessary needs and requirements to keep them flourishing. Babies and children use a lot of calories, so we make sure to replenish these calories with nutritious food and water or bottle-feeding milk on a regular basis. And we make sure to have diaper changes or remind children to use the potty on a regular basis. We will make sure to actively watch children for when a feed or diaper change is required and attend to the child's needs.

As all our staff are trying to make each child's day as positive and efficient as possible, we have set a daily schedule that we try to adhere to.

Daily Schedule

8:00 - 9:00 A.M	Arrival
	Free Play/Breakfast
	Washroom routine
9:00 - 10:10 A.M	Story time / arts and craft (Outdoor time for class sharing outside area)
	Circle time (calendar, weather, colors, letters, alphabets & shapes)
10:00 - 11:00 A.M	Outdoor and Active play (Indoor time for class sharing outside area)
11:30 - 12:00 Noon	Lunch Time
12:00 - 12:30 P.M	Clean up and getting ready for nap / washroom routine
12:30 - 2:30 P.M	Nap Time/ Quiet Time
2:30 - 3:15 P.M	Washroom routine / Snack Time

3:15 - 4: 15 P.M	Indoor free play time (Outdoor time for class sharing outside area)
4:15 - 5:30 P.M	Outdoor free play (Indoor time for class sharing outside area)
5:30 P.M	Closing Times

Philosophy of Childcare

Guiding Children's Behavior

1. Treat each child as I like to be treated myself.
2. Allow them to make mistake and encourage them to correct them self.
3. Foster independence in settling disputes.
4. Do not interfere unless necessary.
5. Help problem- solve.
6. Remove from the situation.
7. Distract or divert.
8. Give information and explain consequences.

9. Praise when a child behaves appropriately.
10. Describe what I see, and the child describes what should be done.
11. Use as few words as possible.
12. Make a positive statement about their actions.
13. Comment on behaviour not the Child.
14. Have clear, consistent, and simple rules.
15. Give a reason for the rule.
16. Use a calm, controlled voice, and eye level contact.
17. Acknowledge the child's feelings before guiding a corrective action.
18. Offer appropriate alternatives if a behaviour is unacceptable.
19. Limit use of equipment and toys.
20. No physical or verbal abuse should be used to discipline a child.
21. All the furniture and toys used in our daycare will be approved by Community Care Facilities Licensing.
22. We have open space in both indoor and outdoor play areas. Toys are easily accessible and evenly distributed, for easy approach.

23. We have a very balanced schedule for daily activities, which provide children with ample time to play learn and rest.

Release of a Child

At the time of child's registration following information is required:

1. Parents/Legal guardian Name, Phone number and addresses.
2. Name(s) of the person(s) who will pick up child, if different from parents/guardian.
3. In case parents are separated, then the name of legal custodian and the copy of the legal custody papers from court.
4. If the child is in the custody of Ministry of Child and Family Development, the child's social worker must provide authorization.
5. A child will not be released to any person(s) whose name is not on the information list.
6. Emergency contact person name and number.
7. Family doctor and dentist name and phone number.
8. Immunization record.

Above information must be provided before a child starts in daycare. In case of failure to comply with this policy, I reserve the right to refuse to admit a child in my childcare centre.

All the above information will be kept in a separate folder with child's name on it.

We will not release a child to a person who seems under the influence of drugs or alcohol, or

who does not seem fit to take him/herself and the child home safely. We will offer to call a taxi or the other person on the information list. In case the person insists on taking the child with them we will call police and child protection worker.

If a parent does not arrive to pick up on time without prior calling to us, then after 15 minutes we will call the alternate name or the emergency contact on the list. A fine will be charged for late pick up.

Arrival

At 9 A.M. we start our Childcare learning program. To avoid disturbance to other children please arrive latest by this time, unless otherwise arranged.

We will not be able to accept any child before 7:30 A.M.

Vacation and Holidays

- All statutory Holidays, Easter Monday and Boxing Day, daycare will be closed with pay.
- If a child is away on vacation parents will be responsible for paying monthly fees to hold the child's spot.
- If a child is at home due to a sickness parents are responsible for paying monthly fees (if a lengthy illness should occur, other arrangements will be made).

For 15 working days our annual vacation with pay will occur, and dates are posted 3 months in advance or in the beginning in the year. If this vacation does not coincide with your vacation, then you will be responsible for finding alternate facility for your child. Please advise me in advance the dates you are taking your vacation. Your child's space in my daycare will be reserved for this period, unless otherwise notified.

Departure

Daycare's closing time is 5:30pm, any pickup later than 5.30pm will be subject to a fine of \$20.00/10minute or portion. For other details of child pick up please refer to the child release policy above.

Children's Health / Sick child policy:

A child is too sick to attend The Big Playhouse if they are experiencing vomiting, diarrhea, rashes, bad cough, swollen eyes, and high fever. Other reasons / symptoms including:

1. Fever of 100.4 degrees Fahrenheit (38 degrees C) or higher.
2. Pain or complaints of unexplained or undiagnosed pain.
3. Consecutive bouts of diarrhea.
4. Suspected or known measles, mumps, or chickenpox.

5. Severe itching of body or scalp.
6. Skin infection, undiagnosed rash, sore infected eyes or sign of any contagious disease.
7. Difficulty in breathing – wheezing or a persistent cough.
8. Sore throat or trouble swallowing.
9. Any parasite-related condition (impetigo, scabies, etc.
10. Headache or stiff neck.
11. Acute cold with coughing, runny nose or eyes, sore throat.
12. Vomited in past 24 hours.

Parents need to keep the child home under these circumstances or pick the child up from care if these symptoms are noticed while the child is in care.

Sickness: Since I must safeguard the health of all the other children in my daycare, I have the right to refuse to accept your child in my daycare, if he/she is ill. It will be then your responsibility to find alternate care. Please let me know if your child contracts a communicable disease so that I may inform the other parents in daycare. Children who are not feeling well enough to be part of center's program (including outdoor play and walks) need to stay at home. The staff person in charge can refuse to accept a child deemed too ill to attend.

Please never bring your child to the daycare with FEVER.

Please keep me informed about any change of routine, phone numbers, or address. If your child

is attending school, please provide the school with my phone number and vice versa.

Medication:

An authorized form is required from the parent for prescribed medication to be given to the child, if there is no prescription and the child needs medication, we request that the child's doctor sign an authorization form.

Signature of Parent(s)/Guardian

Children immunization records are required at the time of registration. They will be required to update immunization record every year.

Children are required to wash hands when they come to daycare in the morning, before eating and after using washroom.

Each child will be assigned a mat. Parents will be required to send bedding (crib bed sheet, blanket, and pillow (if required) from home). Children will learn how to make their own beds.

If a child is running high temperature.

1. Parents will be called to take child home and to see a doctor.
2. Ask child to rest.
3. Give child lots of liquid.

If parents or other persons on child's contact list are not reached and we believe the child needs medical care right away, we will call 911 for assistance and an incident report will be send to

licencing.

It is important to monitor child with high temperature, because high temperature is caused by internal infections and can cause a child to lose consciousness. It can also affect the brain.

There are also other reasons to call ambulance, for example.

1. A child is unconscious.
2. Heavy bleeding.
3. Not breathing.
4. Choking after swallowing some small object.

Administration of Medication

Whenever possible, parents are asked to dispense non-prescription drugs to their child themselves. If any such drugs are to be given at their request, directions for administering medication must be provided in writing and will be kept as part of each child's permanent records. Time and amount will also be recorded and kept, if requested a copy will be given to parents.

No medication, including non-prescription drugs, will be given without a parent and doctor's written permission. Parents must also complete a permission to administer medication form. Please ensure the medication is in its original bottle.

First Aid

All staff caring for children have completed basic courses in CPR and First Aid and a First Aid kit will be provided on site.

Reportable Incidents

The daycare will notify the medical health officer within 24 hours after a child is seriously injured while under care or if the child has a reportable communicable disease. In case of injury, requiring medical treatment, an incident report will be completed and submitted to childcare licencing within 24 hours.

All expenses relating to the injured child will be the sole responsibility of the parents.

Safety and Emergency Policy

We give high preference to safety of children and staff in our daycare. As a procedure Fire drill are conducted on regular intervals, usually the first Monday of every month and Earthquake drills will be held on at least once a year. All emergency procedures and phone numbers are posted in the centre. Daycare provides first aid kits and fire extinguishers. In case of emergency, parents or emergency contact person will be notified to pick up the child.

Child Abuse and Neglect Reporting and Prevention

Any suspected child abuse will be reported to Provincial Centralized Screening team (PCS).

Phone: 1-800-663-9122 or 604-660-4927 (Lower Mainland & outside BC).

Child Abuse Definition

There are four types of abuse:

Physical abuse is when physical force is used by an individual which results in any injury to the child.

Emotional abuse is when negative feelings of an individual are acted out and results in some degree of emotional damage to the child.

Sexual abuse is when someone with authority over a child misuse that authority for personal sexual gratification.

Neglect is withholding of necessary care and support.

Smoking

No person can smoke within the premises of daycare, inside or outside.

Field trips and Daily Outings

Weather permitting children will be taken time to time for daily outing to the neighbourhood community park. Children will walk under the supervision of daycare staff.

Parents' Responsibilities

1. Supply food, clothing, and supplies (a list will be provided).
2. Please inform us of any illnesses.
3. Respect the privacy of other children and their parents.
4. Provide us with an emergency contact person, who can pick up child, if the parents are not available, for any reason child may need to go earlier than the regular pick-up time.
5. Provide us with authorization to get emergency medical care for your child, in case parents or emergency contact person cannot be reached.
6. Please make sure that your child is brought to the daycare well rested, healthy, clean and fed (if they have not eaten then kindly let us know).
7. Provide two-month notice before removing a child from our daycare.
8. Please inform us of any changes in the following:
 - ☐ Address
 - ☐ Phone numbers of home and work/Cell.
 - ☐ Employment
 - ☐ Emergency information
 - ☐ Custody
 - ☐ Access of Parents.
 - ☐ Care hours and number of days needed.

☒ Drop off and pick up time.

- Immunization records changes

Caregiver's Responsibilities

1. Provide a home with safe environment and promote safe practice for child's well being.
2. Offer adequate space for play, and age-appropriate equipment.
3. Ensure that watchful supervision is provided for all indoor and outdoor activities.
4. Develop a collaborative partnership with parents and work together on common goals for the child.
5. Communicate with parents about their child's daily experiences in positive and respectful manner.
6. Maintain necessary confidential record concerning children in care.
7. Obtain and maintain liability insurance for the children and the home.

Fee and Deposit

Parents are required to give half month's tuition as deposit for registration. This deposit will be refunded back to the parent at the last month of enrollment if the two months notice of withdrawal is provided to the caregiver.

Six postdated cheques should be provided once the child starts care in the center.

The fees are due in the beginning of the month. Parents will not be refunded any fee for the remainder of the month if they choose to withdraw the child from center without a proper monthly notice.

Snacks and Lunch

Daily nutritious sharing snacks are prepared by our staff member and provided. Sharing snack is included in the monthly fee (these are finger sharing snacks that allow children to share and eat same type of food together). **Lunch and supplement snack are to be provided by parents.**

Snacks include healthy food items. Examples are as follows:

- Fruits (apple, orange, berries, grapes, etc.)
- Cheese or yogurt.
- Mild biscuits or crackers.
- Cheerios or cornflakes.

Active Play

There is at least one hour of active play and outdoor play provided to children daily.

Screen Time

There is completely no screen time allowed in our program. We do not use any form of screen time in our program like iPods, Phone, Laptop or TV.

Days and hours of operation:

Monday to Friday: 7:30 am to 5:30 pm

The childcare will also be closed on these days:

New Year's Day

Easter Monday

Family day

Good Friday

Victoria Day

Canada Day

Civic Holiday

Labor Day

National Day for Truth and Reconciliation

Thanksgiving Day

Remembrance Day

Christmas

Boxing Day

Attendance:

The parents are responsible for informing the caregiver early in the day of the child will not be attending the care that day.

Fees:

Fee is applicable as per age and duration of days.

Deposit:

A deposit of half month tuition is required to hold the child's space between the registration date and the date when care is started. The amount will be deducted from the last fee payment. The deposit fee is non-refundable in case the contact is terminated before care is started or if enrollment is less than six consecutive months.

Confirmation of the processing of subsidy papers is required. The caregiver will contact the financial worker to confirm the eligibility of subsidy. If the fee is subsidized, the parents care responsible for taking the gray checklist to the worker soon after parent agreement is signed so that subsidized papers are promptly processed.

Withdrawal:

Two months' notice is required for withdrawal; otherwise, the parents are responsible for paying the fee for the month.

Substitutes:

In case of my sickness, a substitute will help me to provide care. I will be in the premises.

Food:

Parents are responsible for bringing the child's lunch and supplement snack. The caregiver will provide sharing finger food snacks twice a day, example below:

Monday – cheese, milk cookies, apples, banana,

Tuesday – Banana, apples, cheese

Wednesday – Strawberries, banana, yogurt

Thursday – Grapes, cheese crackers, apple

Friday – Pears, milk cookies, cheese

Clothing:

Parents are required to bring an extra change for the child and child's bedding.

Toys:

We have enough toys to provide the maximum enjoyment the children. If the children bring their own toys, the caregiver is not responsible for damage or loss of their toys. If parents would like to donate any toys, please speak to your home teacher first.

Forms to be signed and returned before starting care.

Medical Consent

I believe that my child to be in fit condition to participate in all the phases and activities. I give the care giver the permission to have a physician attend to my child should it be considered necessary. It is understood that the daycare center is not responsible for medical care cost. My child has the following medical problem(s) that the caregiver should be aware of _____

Signature of Parent(s)/Guardian

Date

Field Trip Consent

I, hereby, give THE CAREGIVER AND OR STAFF OF THE BIG PLAYHOUSE my consent to take my child for walks, and or short trips away from the Daycare **without prior notification**, as in facility the caregiver or staff's discretion are appropriate, desirable, or necessary.

Signature of Parent(s)/Guardian

Date

Emergency Contact Consent

It is the policy of this center to notify a parent or guardian when a child falls ill or needs medical attention while at the daycare. Occasionally we cannot contact parents or guardian, or emergency contact person and we need to get immediate help for the child. Our procedure is call 911.

Paramedics may attend the child on side or take him/her to a hospital emergency room.

Please complete and sign the consent below:

I, hereby, give my consent for my child _____, when ill, to be taken to the nearest emergency by The Big Playhouse staff, I further consent to an ambulance being called (and agree to pay for it) to transport my child, and receive medical treatment if necessary.

Signature of Parent(s)/Guardian

Date

Vacation:

The childcare will be closed 15 working days per year for childcare provider's vacations; a three

months' notice will be provided to the parents prior to vacation.

If child goes on vacation when the childcare is open, fees will be applied for the month.

Signature of Parent(s)/Guardian

Date

Zero Harassment Tolerance Policy

The Big Playhouse has zero room for harassment for all parties: children, parents, and staff. If there are any complains please let the Manager know and we promise, we will follow up and investigate every complaint. The daycare has the right to terminate care contract without notice if it seems necessary; remaining fees for the month will be returned, deposit and registration fee will not be returned.

Signature of Parent(s)/Guardian

Date

Emergency Consent

The Big Playhouse agrees to provide the facilities to your child, for the hours between ____ A.M and ____ P.M, ____ days per week, between Mondays to Fridays only, both days inclusive. If you return later than the agreed time on a regular basis, then a fine of \$20.00 per 10minutes or portion may be charged. If you are consistently late, then I reserve the right to terminate my

services for providing daycare to your child(ren).

Fees: It is hereby agreed by both the caregiver and the parent or guardian, that the payments for this family daycare service shall be made in cash or cheque, payable on the 1ST of every month in advance for the amount of \$_____ per month, whether or not the child attends. Six-months postdated cheques are required at a time.

Deposits: I will require the amount of half month's tuition in advance as a deposit, which is refundable upon leaving daycare with two-month notice and enrolment of minimum six months. If no notice is given by the parent or guardian, the sum of the deposit and the remaining balance will be charged as notice month's fee.

Any N.S.F cheque will result in \$20.00 service charge.

It is understood and agreed that the caregiver will receive compensation for the following:

1. All statutory Holidays, Easter Monday, daycare will be closed with pay.
2. Five-day sick leave with pay per year.
3. Vacation time taken by the child's parents/guardian during the time daycare is open.
4. Number of days the child was ill (if a lengthy illness should occur, other arrangements will be made).
5. **15 working day annual vacation with pay during which the daycare will be closed.** If this vacation does not coincide with your vacation, then you'll be responsible for finding alternate facility for your child. Please advise me in advance the dates you are taking your vacation. Your child's space in my daycare will be reserved for this period, unless otherwise notified.
6. If you leave before July the above vacation leave will be charged prorated.

7. After and before care:

- i) Full day fees to be paid on professional days or if the child does not attend school.
- ii) Full monthly fees to be paid during summer days and winter holidays or other days when the school is closed, and the daycare is open.

This contract agreement is drawn for the mutual benefit of both parent or guardians and the caregiver and who have both provided their signatures to this document in good faith.

Signature of Parent(s)/Guardian

Date

List of things to send to the daycare.

List of things to send to the daycare:

1. Extra cloths
2. Socks
3. Pants
4. Shirts
5. Underwear or Diapers and wipes
6. Lunch

Please note: Daycare and daycare staff are not responsible for any lost, broken, or damaged items brought into daycare. We will do our best to provide safety to all children while playing, learning and making memories. **We are not responsible for lost or broken items like clothing, lunch box items, bedding, or other personal belongings. Please send these items at your own risk.** We recommend all items be labeled including socks and gloves.

We do not want to have a fixed uniform for children; because we believe parents and children should make that choice. We do highly recommend using clothing/items that are not of high value both price and personal sentimental value. As all belongings need to be labeled, we highly recommend labels or using a black sharpie. Items that are hand downs or purchased from thrift shop are best as we get a chance to recycle and teach children about recycling; they are also cheaper, and we can enjoy getting them dirty as we have fun.

Signature of Parent(s)/Guardian

Date

Return of Deposit

Return of Deposit:

I hereby acknowledge the return of the deposit policy from The Big Playhouse in the amount of \$_____. This deposit will be returned after giving two months with drawl notice to caregiver from 1st t of the month.

Name of Child(ren): _____

Name of Parent that has paid deposit: _____

Date Deposit was paid: _____

Method used for payment: _____

Signature of Parent(s)/Guardian

Date

Name of Facility:

CHILD'S START DATE: ____/____/____ SEX: M____F____ DATE OF BIRTH: ____/____/____
YY MM DD YY MM DD

NAME OF CHILD: _____
(Surname) (Given Names) (Also Known As)

Name the child responds to: _____

Address: _____

Postal code: _____ Phone: _____

Person(s) with whom the child lives (adults and children): _____

Child's first language: _____ Other languages: _____

Parent(s) / guardian(s):

Name: _____ Home phone: _____ Cell phone: _____

Work phone: _____ Days/hours of work: _____ E-mail: _____

Name: _____ Home phone: _____ Cell phone: _____

Work phone: _____ Days/hours of work: _____ E-mail: _____

Person(s) authorized to pick up the child and be contacted in case of emergency. These people should be available during hours of care. (include mother / father / guardian):

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

If appropriate, list an English speaking contact:

Name: _____ Phone: _____

Has the child previously attended davcare/preschool?

YES NO Comments: _____

Comments/instructions to help us care for your child. (Please feel free to add additional pages.):

Toileting/Diapering (special words): _____

Rest time (special comfort –toy/blanket): _____

Eating/Mealtime (include food likes/dislikes): _____

Immunization Information for Child Care

Section 57(2) (a) of the Child Care Licensing Regulation requires licensed child care programs to have a record of each child's immunization status.

The completion of this form meets the requirement to maintain a record of children's immunization status and will assist in identifying those that may require exclusion in the event of an outbreak of a communicable disease because they are not immunized.

To be completed by Parent/Guardian of:

Child's Name

Date of Birth

Complete Immunization:

- Record of vaccinations attached
- Record of vaccinations unavailable

Incomplete Immunization:

- My child has had some vaccinations
- My child has had no vaccinations
- I do not know

If available, please attach a photocopy of your child's vaccination record to this form.

For example: BC Child Health Passport OR immunization record either in English or any language. Ensure your child's name and date of birth are written on each page.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature