



Supply List for Daycare for **all** students.

- Kleenex boxes (4)
- Wet wipes (3)
- Diapers/ pull ups for students using them.
- 1 Binder
- 2 sets of full clothes (Labelled)
- Muddy buddy or raincoats
- Rain boots
- **Closed toed inside shoes** (please **avoid** sending lace up shoes or fancy shoes/ **Velcrow or slip on only**)
- Crib sheet and blanket
- Updated Epipens for students with allergies
- Updated inhalers for students with Asthma

We do not administer any kind of medication in our Preschool without a note from the Doctor giving specific instructions of times when Medication needs to be administered and how often. Epipens are the only exception.

Please kindly label your items. Many times, children have similar items of clothing or shoes and to avoid mix up we strongly encourage you to label your child's belonging.

We also highly encourage parents to **not send toys from home**.

In our daycare we do not encourage

- Juice boxes
- Milk bottles
- Baby soothers
- Toys from home
- Little tiny toys that can be a choking hazard
- Lots of sweet treats.

Allergy information

Kindly send food and lunches that are allergy safe. We have children who have severe nut allergy and shellfish allergy.

So products that contain any type of nuts like peanuts, cashews, pistachios, almonds, Brazilian nuts, macadamia nuts. Example no peanut butter no granola bars with nuts etc. We do encourage seeds so please feel free to pack pumpkin seeds or sunflower seeds with yogurt or as a snack if you choose.



Snack/Lunch

We highly encourage parents to please send whole foods instead of packaged processed items. Usually for snack children get to choose between fruits, veggies or dairy. They usually eat 2 choices between the three groups listed for snack.

For lunch we also highly encourage hot and balanced healthy choices. We eat 2 times in a day, morning snack and lunch so please pack according to your child's need and appetite.

Please send a thermos if you are packing soups or hot lunches to avoid any spills inside the lunch kit.

Birthday Parties/treats/potluck

We love birthday celebration and celebrating our students is something we look forward too. If you are planning on sending special treats or food, kindly check in with the teachers ahead of time. We also love having pajama parties along with potlucks we will send sign up sheets ahead of time so parents can choose the items they can provide for the potluck.

We are trying to stay away from party foods such as McDonalds, KFC, Burger king etc.

Staff Sickness Policy In cases of Emergency / Short staffed

We are currently working on building a sub-staff list for our facility, for when regular staff are not available due to sickness. So far, we have not been having much progress with finding consistent sub-staff.

In speaking with our licensing officer, she mentioned that across the Island there is a shortage of daycare workers.

I have called Island Health to ask them a few questions on what other daycares do when they are short staffed or have no sub teachers available to fill in for the regular teachers, here are few things they informed me off.

1. Childcare facilities are required to update their staff sickness policy. Now in order follow the Schedule E within which we are required to maintain teacher to student ratios.
2. In case centers cannot find a sub staff to replace a regular staff member, we can only have 1 teacher in the center with 7 children.
3. In our center we currently have 15 families. I will be creating little groups, with 6 families per group, to maintain fairness for all. Usually, licensing suggests a first come first serve basis. However, each facility gets to choose how they would like to maintain the ratio while an employee is absent without an availability of a sub staff.
4. In the rare case when all staff members are sick, the daycare will shut down until one or both of the regular staff members are able to return to normal routine and the manager will file an incident report with Island Health as soon as the daycare closes and will inform Island Health once reopened.



The parents will give be give heads up the evening before this procedure takes place. Please do kindly note this will only happen in extreme case of illness for a staff and we are unable to fill the staff's position. The parents will be divided in two groups

All the parents in their respective groups will be informed the day before. This policy is only for staff sickness. It is not for personal day.

Our employee sickness policy is in accordance to VIHA. Please make sure you read this policy through.

There is also a parent handbook that will be emailed to you. It consists of all of our daycare policies. Especially the illness policy for children.

In case you have any questions or concerns please feel free to talk to either of the teachers on site or email or call.

Lastly Please sign this document that you have read and understood this information.

Thank you.

--