



Boys & Girls Club of Fredericton

A good place to be

Parent Manual

Effective: March 15 , 2010

Table of Contents

Table of Contents	Page 2
Club Information	Page 3
Reporting a Grievance	Page 3
Mission and Core Values	Page 4
Organizational Structure	Page 5
Program Information	Page 6 & 7
Guidance & Procedures for Misbehavior	Page 7 & 8
Incident Reports	Page 8
Possible Dismissal due to Severe Behavior	Page 8
Child Abuse and Neglect Policy	Page 8 & 9
Allergies, Illness, Injury and Contact Information	Page 9
Closure due to Illness, Pandemic & Outbreak Response	Page 10
Medication Administration	Page 10
Vehicular Transportation	Page 11
Enrolment and Discharge Procedures	Page 11
Fee Payments	Page 11
Emergencies / Evacuations	Page 11
Program Goals	Page 12
After-School Program Information	Page 12-15
Summer Camp	Page 15
Pre-School Program	Page 15-16
NB Provincial Day Care - Exclusion Reference Guide	Page 17
NB Provincial Day Care – Managing Illness, a Parent’s Role	Page 18

Club Information

Since 1968, the Fredericton Boys' and Girls' Club has been offering a variety of educational, recreational, nutritional, and counseling programs for local youth. We are a non-profit organization that strives to provide a series of services to meet the needs of all children and youth in Fredericton. The Fredericton Boys' and Girls' Club provides service out of the Henry Park Recreation Centre, the Skyline Acres Recreation Centre, the Estey's Bridge Community Centre, and the Youth Choices office. We provide children and youth with "a good place to be".

The Club's goal is to promote equal opportunity, the fulfillment of individual potential, and to provide learning experiences enabling members to achieve personal growth leading to active and responsible membership in the community.

The Fredericton Boys' and Girls' Club is part of a national network of clubs each fulfilling a similar purpose. All of the Clubs across the Country have a special concern for ALL children and youth. Membership and program fees have been set accordingly.

The Fredericton Boys' and Girls' Club works under the guidance of a volunteer board of directors who determine the priorities of the Club and appoint staff to oversee its general operations.

The Executive Director, Karen MacAlpine, oversees the operations of our 4 facilities of the Boys' and Girls' Clubs and liaises with the Program Directors and Managers as well as the Board of Directors. The Senior Program Director in co-operation with the Program Directors and Managers develop and oversee the various programs offered at the Devon, Skyline and Estey's Bridge locations and liaise with the Executive Director, the Board of Directors and the programming staff and volunteers.

Grievances

Any parent grievances can be discussed with any of the following:

Christine Currie	Estey's Bridge Program Director	453-1388
Carrie Dymond	Skyline Program Manager	454-9237
Deanna McHugh	Devon Program Manager	472-4528
Lisa Roy	Senior Program Director	472-1784
Karen MacAlpine	Executive Director	472-5112
Stephen Colwell	President of the Board	472-5112

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 Statement

Inclusion & Opportunity

We strive to offer children and youth from all economic, cultural and social backgrounds access to the resources, supports and opportunities that will enable them to overcome barriers and achieve their positive potential in life.

Respect & Belonging

We provide a safe, supportive place, where every child is listened to, treated with respect and valued in an environment of inclusion and acceptance. Our staff and volunteers model honesty, fair play, positive attitude, cooperation and respect for self and others.

Empowerment

We believe all young people can grow into responsible, contributing and self-reliant members of society. Children and youth are at the centre of everything we do. Through adventure, play and discovery, we encourage and empower them to develop healthy lifestyles, a life-long passion for learning, leadership and life skills and a sense of social responsibility.

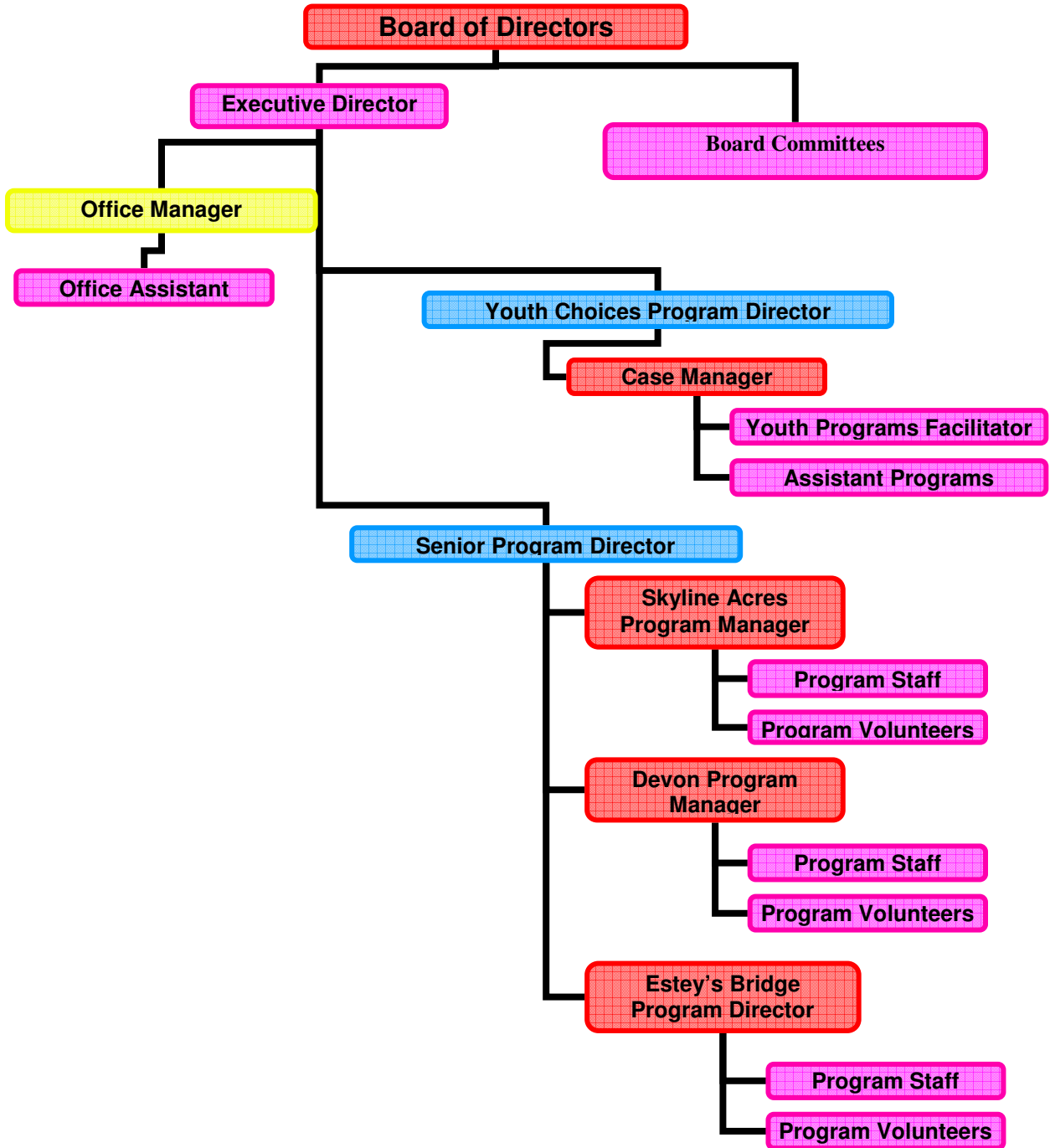
Collaboration

We work together with families and volunteers in each community, in partnership with government and other organization, to create healthy community solutions to providing children and youth with what they need to optimal development.

Speaking Out

We speak out on behalf of children, youth and their families to reduce disadvantage, enhance their lives and enable their voices and ideas to be heard.

Organizational Structure



Current Club Programs

The Fredericton Boys' and Girls' Club offer a variety of services to local youth out of four different facilities that may change throughout the year:

1. **Devon:** After-school programs, summer day camps, nutrition services, sport and recreation, academic assistance, creative programs, and leadership programs.
2. **Skyline:** After-school programs, summer day camps, sport and recreation, academic assistance, creative programs, pre-school and leadership programs.
3. **Estey's Bridge:** After-school programs, pre-school and leadership programs.
4. **King Street:** Youth Choices, Counseling and Alternative education program.

Program Information

Nutritional Services – In Devon breakfast is available to children before school starts. As well, through the support of volunteers, Devon offers a free hot lunch service to local children every Wednesday. We educate our members about proper food choices and preparation.

After-School – Each afternoon the Club runs after-school programs for children who may not have adult supervision at home. This program includes a number of creative and recreational activities such as: arts & crafts, sports, games, homework helpers, drama, computers etc.

Summer Camps – During the summer months we provide exciting camps from 7:30-5:30. This program includes a number of creative and recreational activities such as: arts & crafts, sports, games, drama, computers, field trips, special guests, swimming, etc.

Sports and Recreational Activities – The Club runs supervised activities such as: soccer, basketball, and floor hockey to name a few. Recreational programs promote fun and participation for all with various gym games and activities.

Special Events – The Club takes local children on special field trips to activities such as: sporting events, theatre productions, parks, museums, galleries, etc.

Leadership – This program attempts to provide local youth with self-esteem, a sense of accomplishment, life-skills, and a sense of community. This program encourages local youth to take part in: personal development activities, physical activities, community service and outdoor adventures.

Pre-School – Weekday mornings, parents can register their pre-school aged children to take part in this school readiness program that follows the New Brunswick Curriculum and a great variety of activities to choose from such as arts & crafts, sing-a-longs, and educational games.

Creative Programs - The Club offers children the opportunity to develop creatively through programs such as dance classes, art classes, and drama programs.

Youth Choices - This program is a partnership between the Fredericton Boys and Girls Club and Human Resources and Development. The Youth Choices counselors provide intervention and guidance services to at-risk youth.

C.A.L.P. – The Club provides an alternative educational service to at-risk students to develop their literacy and mathematics skills.

I.S.P. – Youth Choices in partnership with Probation Services offers services to you and their families who are involved with the Criminal Justice system.

Career Link- Youth Choices offers career development and Life Skills to teens and young adults who are outside of the regular school system through a program called career link.

Effective guidance skills used at the Fredericton Boys' and Girls' Club

- Use simple language that the children can easily understand
- Speak in a calm, quiet, relaxed voice
- Be positive
- Offer choices with care
- Encourage independence and co-operation
- Be firm and consistent
- Consider feelings and SELF-ESTEEM of all involved
- Intervene when necessary

Procedures for Misbehavior

It is our regular practice to treat children with the respect and dignity they deserve. All actions must be positive with the goal of teaching, not humiliating or shaming. The outcome should leave both staff and child feeling positive. Time outs may happen on occasion followed by the opportunity to resolve the situation while given proper and age appropriate guidance. The ultimate goal is to reach resolution and to transition the child back within the group. We refrain from group time outs but may have group discussions. Children will not be on lengthy timeouts and will always be supervised.

PLEASE NOTE Phone calls home may be made when the child's behavior is extreme / physical / dangerous and someone must be present for pick up within a half hour (when safety is a huge concern immediate pick up may be required).

Incident reports will be completed to inform parents of behavior and require parent signatures.

Our responses will vary based on the severity of the behavior. The general responses available include:

- Step 1:** Addressing / looking into the behavior – Program Leaders explain to the member the inappropriateness of the behavior and what is expected of them. Positive direction / re-direction is important. Program Leaders look into all factors contributing to the behavior and make necessary changes. (Program Leader)
- Step 2:** If misbehavior continues, Program Leader reminds the member again what is expected of them and that it is important to have their co-operation. Program Leader inserts a positive comment to build upon. (Program Leader)
- Step 3:** If misbehaviour continues, child should have a time out (time of sitting should depend on infraction and age of child) followed up by further problem solving discussion. (Program Leader and possibly Program Director / Manager)
- Step 4:** If misbehaviour continues, child should be spoken to in office – **FINAL WARNING** (Program Director/ Manager or Executive Director).
- Step 5:** Call to parents (by Program Director/ Manager or Executive Director).
- Step 6:** Suspension from club (by Program Director/ Manager or Executive Director).
- Step 7:** Record suspension by filing an incident report to be signed by Program Director / Manager, Program Leader and parent.

Incident Reports

In the event of a person attending the Club being asked to leave or a person attending the Club receiving an injury requiring attention, an incident report shall be made. Reference to the incident will be made in the daily attendance log with an Incident Report Form being completed and filed in chronological order. In regards to injury or illness, appropriate forms required by Public Health or the Department of Social Development will be completed.

In the case of a potential suspension of a member from the club, the Program Director, Program Manager or the Executive Director, shall be informed of the incident by the staff and a decision will be made in regards to a suspension.

Possible Dismissal Due to Severe Behavior

When a member displays severe physical behavior towards others or to themselves on an on-going basis, it may lead to the child's dismissal from our program. We do our best to work with the family and other professionals.

Child Abuse and Neglect

Reporting requirements for a childcare facility as set out in the Child Victims of Abuse Protocols

1. **Suspicion of physical, emotional or sexual abuse.**
2. **A member indicates that they have been physically or sexually abused at home.**
(NOTE: do not let them return home)

Under these conditions, the following procedures must be followed:

- Immediately record the details of the child's disclosure or other information which has been seen or heard.
- Do not attempt to investigate the issue further or ask for further disclosures – this is the job of the authorities.
- Consultation with the Executive Director or Program Director to review the situation.

NOTE:

- In the event of a disclosure about sexual abuse, the child must NOT be asked to repeat the story for anyone but the investigating officials from child protection services and the police.
- The Executive Director must report the incident immediately by telephone to the child protection services and the police. However, if the Executive Director cannot be contacted to report the situation, the person suspecting the abuse is bound by law to report the suspicion/finding.
- Written documentation of the incident must be completed and given to the investigating officials. One copy should be kept and maintained in a secure place. In the case of a supervisor making the report, he/she must inform in writing the Executive Director that an incident has occurred which has led to a file being opened in the name of that child.
- The youth organization should **NOT** advise the parents of the report unless this has been cleared by the child protection officials and the police.

3. **You notice suspicious or frequent bruising on a club member, but have no knowledge or can see no reasonable explanation for its presence.**

- A written description must be dated and placed in the child's file.

Allergy Alert!

Due to severe allergies, we may not allow the following in our facility: shellfish, eggs and nuts of any kinds. Please check with the Program Director / Manager to verify **before** sending the above food types. We appreciate your co-operation as you are helping us ensure the safety of all children.

Illness, injury and contact information

It is IMPERATIVE that we have up to date phone numbers for parents and emergency contacts (other than parents) to reach in the event of **illness, injury, absenteeism** or concern. **Parents must call** the Program Directors/ Managers **each time your child will not be attending to report the nature of the absence.** If a child feels sick while in our care, they will be brought into the office and parents will be notified. Children must be picked up immediately within the hour. In accordance to the "Management of Illness in Staff and Children in New Brunswick Child Day Cares", parents must also complete the **Return After Exclusion** sheet when necessary (**Exclusion Reference Guide on Page 16** and the actual Return After Exclusion form must be obtained from your Program Manager). Please help us

comply with the Provincial Day Care Standards and Regulations. It is necessary to have alternate arrangements for care when your child is sick. When a child is too sick to attend school or participate in our daily activities then they will not be permitted to attend our program. All persons entering the building must wash their hands to prevent the spread of illness.

Facility Closure Due to Spread of Illness

Under the direction of Public Health or the Department of Social Development Officials we would close our facilities due to potential spread of illness to immediately begin emergency enhanced cleaning and disinfecting. All parents/guardians would be notified by phone.

Pandemic and Outbreak Response Plan:

Although we have been fortunate to have never experienced any of the following, please be advised of our plans for how we will deal with the following situations should they occur:

Widespread Daycare closure due to Government quarantine situation: (for example, a one week closure of all schools and daycares and a recommendation to keep children home)

In this type of situation we would protect your child's space at the daycare, fees would remain in place and children would return as soon as the quarantine is lifted.

Daycare closure due to an incident affecting our daycare only (for example the entire facility needs to be disinfected due to an outbreak before children can return)

In this situation, an alternate location would be secured to prevent any significant disruption in service. Families will be notified immediately and there would be no change in fees, etc.

Daycare closure/partial closure due to a staff shortage resulting from widespread illness or exclusion (for example, a number of staff out with either H1N1 or excluded because of symptoms, etc)

Parents will be notified immediately. Emergency care, when possible, will be given to those who self identify that they have no other options (this information will be collected at that time). In this situation, if there is an interruption in service to some of our children, fees will be adjusted accordingly.

Please remember that because your children are being cared for in a daycare setting, we have a number of resources to draw from that will hopefully prevent an interruption in the care of your child. We do, however, follow Public Health directives and therefore will be following the above plan to ensure the safety and well being of your children.

Medication

Should your child require **medication** of any kind, you must come in and fill out the appropriate medication administration form or we will be unable to do administer. The medication must be in its original package and cannot be sent in a baggie or other type of container. If a prescription medication, the original label must be on the medication with the child's name and the dosage prescribed.

Vehicular Transportation

Under no circumstance should a child be transported in the vehicle of a leader for external outings as the children are only permitted to travel via bus. In the event of an emergency 911 will be called and the child may be transported to the hospital by ambulance.

When a child is to arrive or leave by taxi, the parent or guardian must notify by phone the Program Director / Manager or senior most staff of the anticipated arrival time and the name of the Taxi Company. It must be arranged **by the parent** that the driver must accompany the child into the facility or to come in and identify themselves when picking them up. If the taxi does not arrive the Program Director/ Manager or senior most staff must call the parent or guardian to let them know. At pick up, It is the child's responsibility to collect their personal items when the driver arrives and staff will see that they safely board the vehicle.

Enrollment and Discharge Procedures

Registration is conditional upon the following:

1. Children must be between the ages of 5 and 12 for after-school / summer camp and ages 3-5 for pre-school
2. Registration forms must be signed and completed in full.
3. Copies of Immunization records must be provided and kept on file.
4. A deposit consisting of 1 week's fees must be paid at time of registration.
5. Registration fees must be paid 2 weeks in advance.

Upon withdrawal from programs two weeks' notice is required to insure the return of any pre-paid funds.

Notes to Fee Payment

Registration fees are based upon weekly rates. Provincial Subsidization is available and special consideration may be granted if provincial funding is unavailable. Payments may be made by cash, post dated cheques, debit or visa. Please call our administration office to set up automatic payment option. Nominal fees may be imposed for special outings or activities, etc. A late pick-up charge of \$5.00 for every 5 minutes will be required and must be paid to the staff directly upon pick up. Lateness is taken seriously as many staff members have other employment, educational courses and families of their own.

Emergency / Evacuation Situations

The alternate location for Skyline Acres is the front of Liverpool Elementary School, for Devon is the Field or the Front of South Devon Elementary, for Estey's Bridge is the School House or the Field. When we need to move to our alternate locations a staff will be in the front of the line of children and one at the back with remaining staff keeping watch of those in between. Attendance is also taken before and after evacuations. Parents will be notified if pick up is required. Posters are up around the facilities stating our procedure.

Our Program Goals

The Boys and Girls Club of Fredericton offers programs and opportunities that support healthy child and youth development. We provide activities and opportunities that support and promote the following: PHYSICAL ACTIVITY, HEALTH & SAFETY, LEADERSHIP, PERSONAL GROWTH & EMPOWERMENT, LEARNING & CAREER DEVELOPMENT, and COMMUNITY INVOLVEMENT. We also incorporate the Developmental Assets. This is a framework of action that is being used by those working with children and youth in the Fredericton area. "The assets are spread across eight broad areas of human development. They paint a picture of the positive things all young people need to grow up healthy and responsible". When a community is committed to nurturing and strengthening its children and youth, it is building a wonderful future.

There are 8 categories of Developmental Assets

- Support
- Empowerment
- Boundaries & Expectations
- Constructive Use of Time
- Commitment to Learning
- Positive Values
- Social Competencies
- Positive Identity

After-School Program

We offer after-school care for children ages 5-12 and they will be divided into groups according to age, grade and maturity. Our after-school program is a wonderful way to enhance your child's social, emotional, intellectual and physical development. Your child will engage in a number of fun and creative activities with their peers. Some of these activities will include gym games, crafts, community and culture, team challenges, homework help and much more. We will have special guests from the community visit occasionally and share their time and talent. Parental involvement is appreciated and encouraged. Let us know if you are interested.

Our after-school program includes fun creative learning, aims to boost self-esteem and promote involvement. We make certain effort to encourage and support your child as they strive to reach their full potential. We are sensitive to the fact that all children have unique personalities and that developmental stages may differ. We are certain that you will be pleased with the quality care they will receive from our caring, enthusiastic staff. Your child is an important part of the Boys' and Girls' Club family and we want this to be a place where they belong, feel safe, and valued. If you have helpful comments, positive and/or negative, please share them with us so we can continue to better our services.

Registration for Summer and Fall Program takes place in the month of April. Please contact us in March for dates.

After-school Important Reminders

- Our hours of operation for the after-school program are 2:00- 5:30 pm with the exception of Wednesdays 12:00-5:30.
- INDOOR SHOES NEEDED (winter and spring months as snowy, muddy and wet). We practice monthly fire drills. Children are required to have something more than socks on their feet at all times. Please label all clothing and check the lost and found for missing items.
- Please do not send toys, Discman's, trading cards, cars, electronics etc from home unless otherwise informed by Program Managers. We do not want these items to get lost, stolen or broken. We will not assume any responsibility for these items.
- Please send lunch and a drink for your child on Wednesdays (With the exception of Devon as they receive hot lunch from a local church). For school closures please send snacks for both morning and after-noon in addition to lunch and drinks. After-School snacks are provided, however, you may wish to send extra nutritious snacks in case they do not like what is offered at snack time. Menu is posted in entrance.

On **storm days, school professional development days and Winter Break and March Break Camps** we are open from 7:30-5:30. Children must be registered and bring lunch, snacks and drinks. We are pleased to provide you with information regarding registration for Storm Days, Professional Development (PD) Days and Winter Break during the first week of after-school. (March Break registration takes place in January)

Storm Day programming and PD Day programming is only available based on District 18 closures. It is our intention to have programming available at all three club locations, however if registered numbers are low for Storm Days or Winter Break we will need to make modifications and will work this out with individual families. We continue to do our best to meet the needs of as many families as possible.

There is no additional charge for PD days, however, children must be registered to attend. Children also must be registered to attend on storm days and a \$10 fee will be applied to each registered child's account when schools are closed due to weather.

Full day Winter Break programming will be available for the first week of school closure, December 20 – 24th (closing at noon on Dec. 24th). The Club will be closed the week of Dec. 27th – Dec 31st. Notices with updates will go home the first week of school in September.

MIDDAY CLOSURES

On a day that schools decide to close in the middle of the day, whether due to storm or other reasons out of their control such as plumbing etc, after-school children can only attend the FBGC during **regular program hours**. To clarify – children in kindergarten through to grade two may attend at 2:00pm and children in grades three and up may come in for 3:00pm. On Wednesdays all children may attend at 12:00 as normal.

We do have other programs, such as pre-school that operate during the mornings. We close these such programs to accommodate the District 18 scheduled full day closures and storm days for our after-school program. **It is absolutely priority that you notify your child's school of your family's plan for midday closures so they do not mistakenly send them to the Boys and Girls Club facilities. This is high priority and we appreciate full co-operation.**

- This program will be closed for statutory holidays. Regular weekly rates will be charged as no extra fees are charged for PD days.
- When picking up your child you must notify staff you are doing so. When someone shows up to pick up your child they will only be able to do so if designated on registration form or when we have parent confirmation (letter or phone call). Children walking / biking home must call when they arrive home.
- Homework time is provided but not mandatory. Please discuss this with your child as we do not force them to do so. The staff will not be responsible for the homework completion, but will help them in any way they can.
- All children must have their own bottle of labeled sunscreen and water bottle for the end of the after-school program and during the Summer Camp Program. Reminders will be sent home.

Sample After-School Schedule

Kindergarten-Grade Two

Time	Monday
2:00	Arrive & Snack
2:30	Free Play (Outside or In)
3:00	Walk in the neighborhood
3:30	Craft / Homework time
4:00	Sport / Gym Games
4:30	Mystery Choices
5:00	Free Play (Outside or In)

Grade Three-Six

Time	Monday
3:00	Arrive & Snack
3:30	Free play (Outside or In)
4:00	Gym Games / Craft or homework
4:30	Mystery Choices
5:00	Free Play (Outside or In)

Sample PD Day/ Storm Day / Summer Camp / March Break or Winter Camp

7:30-9:00	Arrive & Free play
9:00	Team Building Activity
9:45	Wash hands / Snack / Wash hands
10:00	Crafts/ Drawing / Coloring
10:45	Gym Games / Sport
11:30	Lunch
12:00	Choice of Movie, Crafts, Board games, Build
2:30	Free Play
3:00	Snack
3:30	Computer & Board games
4:00	Special Guest
4:30	Field Games
5:00	Free play

For all of our Programs – we are outside as much as we can!

Update Sample snack menu for the After-school Program (posted in entryway)

Monday	Tuesday	Wednesday	Thursday	Friday
Apples/oranges/ teddy crackers/water	Pickles/pretzels/ water	Popcorn/ Orange Juice	Apple sauce/ water/ Nutrigrain bars	Trail mix with raisins/ water
Nachos/ salsa/water	Carrot slices/ranch dip/Pretzels/water	Popcorn/ Apple juice	Cheese/mini pitas/water	Nutrigrain bars/ apple juice
Watermelon/ yogurt dip/ water	Celery / cucumber /ranch dip/ soda crackers / water	Rice cakes /Apple juice	Apple/ Cheese/ water	Muffins/ Orange Juice
Frozen Banana / trail mix/water	applesauce / animal crackers /water	Popcorn/ Orange Juice	Soda crackers / cheese/water	Nachos/ salsa/water

Summer Camp

Our Devon and Skyline facilities offer exciting Summer Day Camps. Hours of operation are 7:30am-5:30 pm. We offer fantastic theme weeks for your child to choose from or they can attend all summer long. **Required every day:** Lunch, snacks, ice pack, drinks, labeled water bottle, labeled sunscreen & labeled bug spray, a hat, swim suit & towel. Additional information is available at the facilities. Summer registration takes place in the month of April. PLEASE NOTE: Members registered in the After-school Program must also register for this program as the registration is completely separate. All requirements, policies and procedures that apply to our After-school Program also apply to our Summer Camp.

Pre-School Program

Our fantastic pre-school program is a wonderful way to enhance your child's social, emotional, intellectual and physical development. Your child will engage in a number of fun and creative activities with their peers. Our program places large emphasis on fun creative learning, boosting self-esteem and promoting involvement. We make certain to encourage and support your child as they strive to reach their full potential. We are sensitive to the fact that all children have unique personalities and that developmental stages may differ. We are certain that you will be pleased with the broad range of activities the children will be doing and the quality care they will receive from our caring, enthusiastic staff.

Your child is an important part of the Boys' and Girls' Club family and we want this to be a place where they feel safe, valued and have a sense of belonging. Parental involvement is much appreciated and valued.

As a licensed daycare program we follow and adhere to Provincial Childcare Regulations and Standards. We include a variety of choices for your children as we follow the government mandated New Brunswick Curriculum.

Fall Pre-school registration takes place in the month of April.

Toilet Training

For our Pre-school program it is required that your child be toilet trained as our facility is not equipped to deal with toilet accidents. A call home would be made if an accident should occur.

Locations, Hours & Fees

- The Pre-School program is available at three Boys and Girls Club locations (Program closes when District 18 is closed and for storms days).
- Please contact the individual programs for registration information, fees, and hours of operation:

Estey's Bridge: 453-1388 (Christine Currie)
 Devon: 472-1784 (Deanna McHugh)
 Skyline Acres: 454-9237 (Carrie Dymond)

Pre-school Sample Schedule

TIME	ACTIVITY
9:00 am	Arrival and variety of activity choices and stations
10:00 am	Snack
10:30 am	Group sharing time
11:00 am	Outside – walk, play-climber
11:30 am	Pick Up Time

Sample Snack Schedule for Pre-school (4 day week)

Banana muffins Apple juice	Vanilla yogurt & melon Orange juice	Orange slices, graham crackers Ice water	Celery sticks, dip & soda crackers Ice water
Cheese and crackers & apple slices Ice water	Carrot sticks, dip & soda crackers Orange juice	Cucumber, dip & soda crackers Apple juice	Graham crackers & apple slices Ice water
Pretzel, goldfish mix, celery & dip Ice water	Cheese and crackers & orange slices Orange juice	Graham crackers and apple slices Ice water	Banana muffins Orange juice
Carrots dip & soda crackers Ice water	Cucumber, dip & pretzels Apple juice	Vanilla yogurt & melon Orange juice	Cinnamon raisin bagel chunks, light cream cheese & apple slices Ice water

New Brunswick Child Day Care Facility Exclusion Reference Guide

CONDITION	EXCLUSION CRITERIA	RETURN AFTER EXCLUSION FORM REQUIRED
Campylobacter	Exclude until diarrhea is gone	YES
Cryptosporidium	Exclude until diarrhea is gone, No swimming for 2 weeks	YES
Escherichia coli* (E. coli 0157 H7)	Exclude until diarrhea is gone and two stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health. Public Health will then notify daycare of re-admittance permission	YES Public Health signature required
Giardia	Exclude until diarrhoea is gone	YES
Head Lice	Exclude until first treatment is complete and there is no evidence of live lice.	YES
Hepatitis A	Exclude for 1 week after onset of jaundice.	YES
Impetigo	Exclude until antibiotic treatment has been taken for 1 full day.	YES
Measles	Exclude all cases until at least 4 days after onset of rash. Exclude all children who lack proof of immunization until vaccinated or until 2 weeks after last case in the daycare.	YES
Meningitis	Exclude until well enough to return and at least 24-48 hours after starting appropriate antibiotics.	YES
Mumps	Exclude child with mumps for 9 days after onset of swelling. Exclude susceptible contacts from days 12-25 following exposure if other susceptible people are present (consult Public Health).	YES
Norwalk virus	Exclude until diarrhoea and/or vomiting are gone.	YES
Pinkeye (Conjunctivitis)	Exclude until 24 hours after treatment has begun.	YES
Rotavirus	Exclude until diarrhoea is gone.	YES
Rubella (German Measles)	Exclude for 7 days after onset of rash. If child has congenital rubella and is less than 1 year old consult Public Health. Risk of severe damage to fetus if pregnant woman gets rubella in first trimester, therefore all staff should prove immunity (vaccination or blood test, prior to employment, if possible).	YES
Salmonella	Exclude until diarrhoea is gone.	YES
Scabies	Exclude until 24 hours after treatment. Treatment of household contacts usually recommended.	YES
Scarlet Fever	Exclude until 24 hours after treatment has begun.	YES
Shigella*	Exclude until diarrhoea is gone and two stool cultures taken 24 hours apart are negative. If antibiotics administered, stool specimens to be taken at least 48 hours after completion of antibiotics. Proof of negative cultures must be provided to Public Health. Public Health will then notify daycare of re-admittance permission.	YES Public Health signature required
Strept Throat	Exclude until 24 hours after treatment has begun.	YES
Whooping Cough (Pertussis)	If infants under age 1 year or pregnant women are present, exclude child with whooping cough for 5 days after start of antibiotics or 3 weeks after start of cough and culture negative if no antibiotic treatment given (consult with Public Health).	YES
Chickenpox (Varicella Zoster)	If mild and the child is able to take part in activities, no exclusion is required.	NO
Common cold	Do not exclude unless too ill to take part in activities	NO
Ear infections (Otitis media)	Do not exclude unless too ill to take part in the activities.	NO
Fifth Disease (Parovirus B19 Erythema infection)	No exclusion required	NO
Hepatitis B	No exclusion required. Open wounds should be covered.	NO
Herpes Simplex (non-genital)	Exclude children who do not have control of oral secretions (droolers) and have infection for the first time. Exclusion not indicated for recurrent cold sores.	NO
Influenza	Do not exclude unless too ill to take part in activities	NO
Meningitis (Viral)	No exclusion required	NO
Mononucleosis (Infectious)	No exclusion required	NO
Pinworms	No exclusion required	NO
Ringworm	No exclusion required	NO
Roseola	No exclusion required	NO
Shingles	If mild and the child is able to take part in activities, no exclusion is required. Lesions should be covered if possible.	NO

Parents must notify the child day care operator of diagnosis within 24 hours of confirmed physician diagnosis
Managing illness in Child Day Care Facilities – Parent’s Role

Your involvement as a parent is important! You can take the following steps to help make sure that child day care 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 child day care operator. If you choose not to immunize your child, you must sign a waiver from the child day care facility.

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 day care.

You must keep your child at home or make alternative child care arrangements if your child has any 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 behaviour changes or other signs of illness).
- b. Diarrhoea 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 behaviour 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 day care due to illness, you must let the day care know your child’s illness symptoms.

Step 4:

If your child gets ill at the child day care 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 day care 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 your child’s symptoms do not improve within 24 hours after leaving the child day care facility.

Step 6:

For some illnesses, there is a required time period where your child cannot attend a child day care facility. These rules have been developed by health care professionals across Canada to make sure that your child is fully recovered and to prevent the spread of infectious diseases in day cares. These illnesses are listed in a document called the “Exclusion Reference Guide” which is available from your day care operator. If your child has been diagnosed with any of the illnesses in this Guide, you **must** follow the requirements in order for the day care operator to allow your child to be re-admitted into the child day care facility.

Step 7:

When you take your child back to the day care after having been sick with an infectious illness, you must complete a form to certify that you have followed necessary rules for re-entry to the child day care.

We thank you in advance for taking these steps to make child day cares a safe and healthy place for all children in New Brunswick.