



# Boys & Girls Club of Fredericton

A good place to be

## Parent Manual

For Licensed After-School

**Effective: March 13, 2018**

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Boys & Girls Club  
of Fredericton

## History & Core Values

### Background Information

The Boys & Girls Club of Fredericton is a charitable, community supported organization founded in 1968.

We are committed to transforming the lives of children, youth and their families including those most vulnerable. We do this by providing safe places and offering services and programs designed to meet the evolving needs of our community.

We want our children and youth to develop confidence, gain skills, and experience success so that they can reach their best potential in life. We believe that every single young person is important and they deserve the chance to succeed.

The Boys and Girls Club of Fredericton is a member of the Boys and Girls Clubs of Canada, a national network of Clubs each fulfilling a similar purpose. All of the Clubs across the country have a special concern for disadvantaged youth. Boys and Girls Clubs, with families, and other adults, offer children and youth opportunities to develop skills, knowledge and values they seek to become fulfilled individuals.

The Boys and Girls Club's goal is to provide a variety of services that are accessible to all, and that meet the specific needs of local youth. Our club's objective 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 Boys and Girls Club of Fredericton operates under the guidance of a volunteer Board of Directors, who determine the policies of the Club and appoint staff to oversee its general operations.

## 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

The Core Values we ascribe to in our dealings with children, youth, family and community define our reason for being and are the standard against which all Boys' and Girls' Club's services will be measured.

### Belong

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

### Respect

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

### Encourage and Support

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

### Work Together

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

### Speak Out

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

### Inquiries, Questions, Concerns

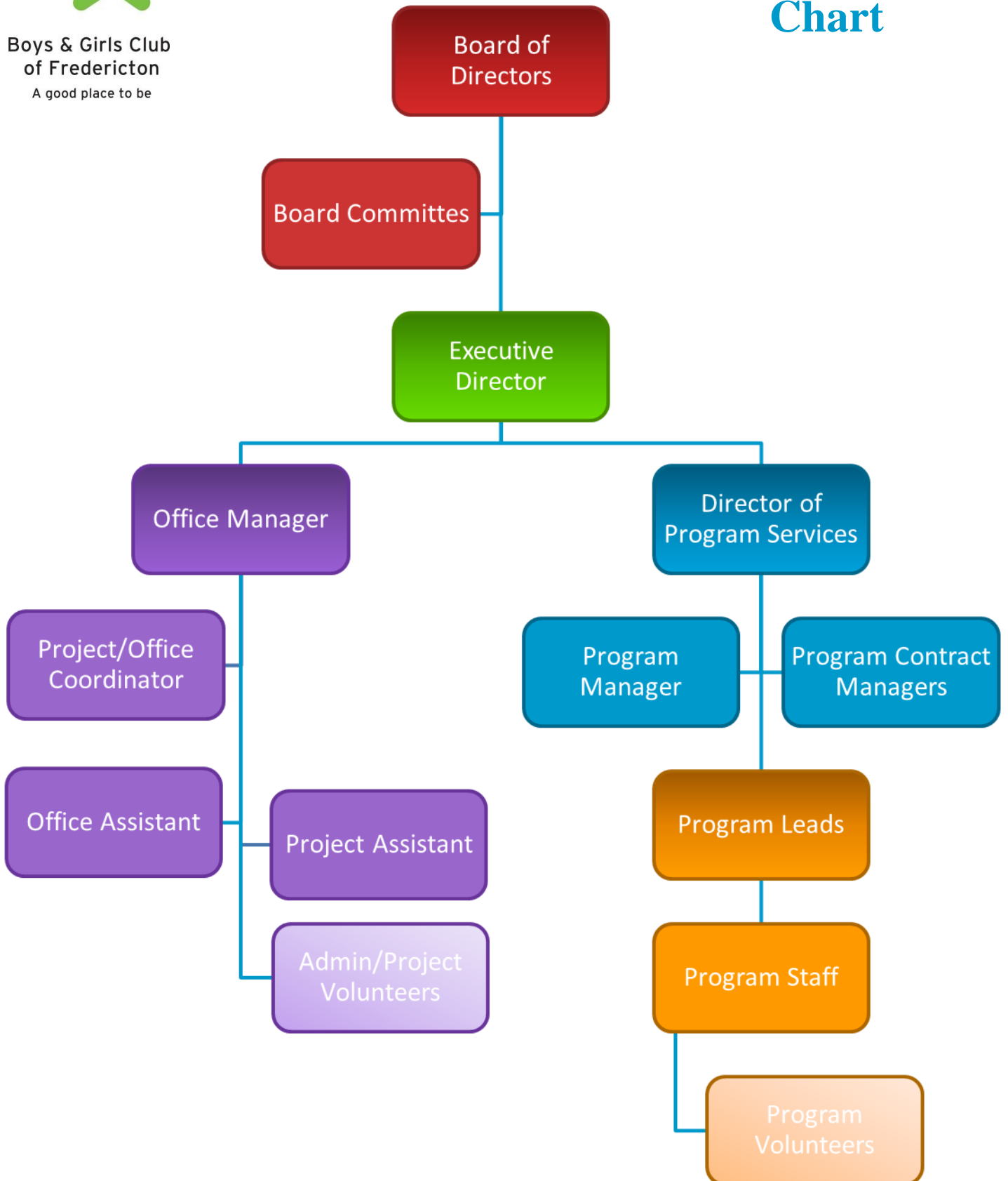
Parent inquires; questions and concerns should be first brought to the attention of the Program Manager. Inquiries, questions and concerns may also be discussed with the following:

Chelsea McWaid	Assistant Program Manager	472-4528
Amanda Audette	Program Manager	472-1784
Lisa Roy	Director of Program Services	472-1784
Karen MacAlpine	Executive Director	472-5112
Steve Vezeau	President of the Board	472-5112
Susan Dickeson	Early Childhood Services Coordinator	453-3174



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# Organizational Chart



## After-School Program

We offer quality, licensed after-school care for children ages 5-12. The children are divided into groups according to age, grade and maturity. Your child will engage in a number of fun activities with their peers. Some of these activities include gym games, crafts, community and culture, team challenges, homework help and much more. We have special guests from the community visit occasionally and share their time and talent (artists, musicians, dancers etc).

Our After-school activities support and promote our **Core Programming areas**:

**Physical Activity, Health & Safety, Leadership, Growth & Development, Learning & Career Development, Families & Communities.**

Below is a rough break down of our week:

**Physical activity** offered a minimum of 30 minutes per day and a minimum of 30% of time in one week, in keeping with the Canadian Physical Activity Guidelines.

**Healthy eating** – activities to promote healthy eating, nutrition, and food preparation skills provided a minimum of 20% of the time.

**School work/homework** kept at a maximum of 20% of the time, in keeping with the Canadian Sedentary Behaviours Guidelines.

**Community strengths** – recognizing the wide diversity of interests and abilities of program participants up to 30% of the time.

**Choice Theory** is incorporated into our programming. We aim to provide children with the necessary tools to self-regulate and problem solve by role modeling, teaching and asking reflective questions, as well as incorporating the 7 Caring & Connecting Habits

- Listening
- Supporting
- Encouraging
- Respecting
- Trusting
- Accepting
- Negotiating Differences

We want to empower our young people to make effective choices in their own lives. We incorporate Choice Theory into our daily interactions with the children. We will facilitate ongoing activities and mini workshops (ex. How to resolve conflicts with our friends).

We incorporate “Play It Fair” activities that promote Respect, Responsibility, Acceptance, Respect for Diversity, Inclusion, Fairness and Co-operation.

As a Registered **High Five** organization we are showing our commitment to ensuring every child in our programs have a positive sport and recreation experience, as well as helping children along the path of Healthy Child Development. Through enhanced training of our staff and volunteers, the 5 Principles (A Caring Adult, Friends, Play, Mastery, & Participation) and 3 Design Guidelines (Developmentally Appropriate, Safe, & Welcoming Diversity and Uniqueness) are ever present to ensure a quality program. In addition to the training, quality assurance is maintained through program evaluation using the national standard provided through High Five: Quest 2 (Quality Experience Scanning Tool).

### Professional Team

We offer an effective team that is highly trained, experienced and who offer expertise, enthusiasm and professionalism to our programs. First Aid/CPR and professional screening are required before they are employed with us. Staff members are at least 19 years old.

In addition to their personal education, experience and training we offer the following during our orientation: Team Building, Explanation of Club Policies and Procedures (including Daycare Standards and Public Health requirements), knowledge of the Principles of Healthy Child Development following the High Five Principles and Design Guidelines (a quality standard for children’s sport and recreation), Leadership and Activity workshops and Positive Child Guidance that is Choice Theory based.

### Sample After-School Schedule

#### Kindergarten-Grade Two

Time	Monday
2:00	Arrive & Welcome
2:30	Snack
3:00	Gym or Outside Sports/ Games
3:30	Enrichment / Homework time
4:00	Arts & Crafts / Discovery
4:30	Mystery Choices
5:00	End of Day Activities (Outside or In)

#### Grade Three-Six

Time	Monday
3:00	Arrive /Welcome /Snack
3:30	Gym Games & Sport / Outside
4:00	Enrichment / Homework time
4:30	Art & Craft / Group Games
5:00	End of Day Activities (Outside or In)

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

7:30-9:00	Arrive & Morning Activities
9:00	Group Huddle & Announcements - Team Building Activity
9:30	Wash hands / Snack
10:00	Crafts/ Drawing / Coloring / Science
11:00	Gym Games / Sport (outside)
12:00	Lunch
1:00	Group Games / Special Activity
2:00	Gym Games / Outside
3:00	Snack
3:30	Crafts/ Drawing / Coloring / Science
4:00	Mystery Choices
4:30	Gym Games / Outside
5:00	End of Day Activities

#### Sample snack menu for the After-school Program (posted on parent board)

Monday	Tuesday	Wednesday	Thursday	Friday
Apples / Pita & tzatziki	Cheese/pretzels/ carrots	Trail mix & orange slices	Apple sauce/ Granola bars	Melon / yogurt
Nachos/ salsa/ cheese	Banana / Crackers / yogurt	Bagel bites / orange slices	English muffin / cheese	Celery / cucumber / dip / crackers
Watermelon/ yogurt	Apple sauce/ Granola bars	Eggs / toast fingers	Cheese/pretzels/ carrots	Muffins/ berries
Banana / trail mix	applesauce / nutrigrain bar	Trail Mix & pineapple	Hummus & veggie sticks	Nachos/ salsa/cheese

#### After-school Important Reminders

##### Hours of operation / Statutory Holidays

Our hours of operation for the after-school program are 2:00- 5:30 pm with the exception of Wednesdays 12:00-5:30. This program will be closed for **statutory holidays** (reminders will be posted). Regular weekly rates will be charged.

##### INDOOR SHOES

Indoor shoes are necessary (winter and spring months are 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**

Music devices, electronics, cameras, cell phones etc. from home as they are not permitted. We do not want these items to get lost, stolen or broken. On special occasions your child may be invited to bring: toys, trading cards, cars, stuffed animals from home if they like, please see Program Manager for specific details. We will not assume any responsibility for these items.

### **Snacks and lunches**

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). On school closures please send snacks for morning in addition to lunch and drinks as well as an afternoon snack. Afternoon snacks are provided during regular program days (minus school closures). You may wish to send extra nutritious snacks in case they do not like what is offered at snack time. Menu is posted on parent board.

**Parental involvement** is appreciated and encouraged. Let us know if you are interested.

### **Storm Day programming and PD Day programming**

On **full day-storm days, school professional development days and Winter Break and March Break Camps** we are open from 7:30-5:30. Children are pre-registered during the registration process and need to bring lunch, snacks and drinks. Please call your Program Manager to inform if your child will be absent or arriving after 9:30, and as always with any questions.

Please note: when schools are closed for PD Days and Storm days, Gibson Neill After-school program is offered at the Devon location. There is no additional charge for these PD or Storm days

### **SCHOOL 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 programs to accommodate the school 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.***

### **Pick up**

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) and provide and able to show proper identification. We also prefer the person picking up the child to be of the age of 14. Please keep us informed of any changes to the 'allowed to pick up' list.

### **Homework**

Time for homework is provided but not mandatory. Please discuss this with your child. The staff will not be responsible for the homework completion, but will help them in any way they can.

### **Sunscreen / Water bottles**

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.

***Registration for Summer and Fall Program takes place in the Spring. Please contact us for dates. These are separate registrations.***

Registration for these programs open to current members first, with a deadline to secure then open to the public or new members in a first-come first-serve basis.

### **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 to parents will 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). **All parents must have this plan in place.**

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 will investigate to get more information from those involved. Program Leaders provide explanation to the member about the inappropriateness of the behavior and reminds them what is expected of them. Positive direction / re-direction is important. Problem solving process is implemented. Program Leaders look into all factors contributing to the behavior/makes necessary changes. (Program Leader)
- Step 2:** If misbehavior continues, Program Leader reminds the member what is expected of them and that it is important to have their co-operation. Program Leader asks again what different choices the child can make that are respectful of the club rules. Staff will share positive comments/encouragement to build upon. (Program Leader)
- Step 3:** If misbehavior continues, child should have time to reflect (time of sitting should depend on infraction and age of child) followed up by further problem solving discussion. (Program Leader and possibly Program Manager/Program Lead)
- Step 4:** If misbehavior continues, child should be spoken to in office – **FINAL WARNING** (Program Lead, Program Manager, Director of Program Services or Executive Director).
- Step 5:** Call to parents (Program Lead, Program Manager, Director of Program Services or Executive Director).
- Step 6:** Suspension from club Program Manager, Director of Program Services or Executive Director).
- Step 7:** Record suspension by filing an incident report to be signed by Program Manager, Director of Program Services or Executive Director.

## Incident Reports

All incident reports involving behavior or injury are kept confidential and will not be discussed with other families.

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. Incident Report Form being completed and filed in the child's file. 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 Director of Program Services, 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.

## Dismissal Due to Severe Behavior

We do our best to work with the family and other professionals. However, when a member displays severe physical / disruptive / unsafe behavior towards others or to themselves it may lead to the child's dismissal from our program.

## 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 Devon Christian Academy, for Gibson Neill Memorial is the parking lot or Willie Oree. 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. 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.

### **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 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. We are a scent free facility – please note this applies to anyone entering the building.

Children must be self-sufficient in using the washroom as our facilities are not equipped for additional assistance.

### **Medication**

Should your child require **medication** of any kind, parents 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 it is a prescribed medication, the original label must be on the medication with the child's name and the dosage prescribed.

### **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.

### **Vehicular Transportation**

In the event of an emergency where 911 will be called attempts will be made immediately to notify the parents as soon as possible. Should the child be required to be transported to the hospital by ambulance a staff will accompany them until a parent or guardian can arrive.

When a child is to arrive or leave by taxi, the parent or guardian must notify the Program Manager or senior most staff of the anticipated arrival time and the name of the Taxi Company. Travel by taxi must be arranged **by the parent** and include that the driver accompany the child into the facility or to come in and identify themselves when picking them up. If the taxi does not arrive contact will be made to the parent to notify.

For field trips children are only permitted to travel via bus; we travel by Trius bus and by Public transit. These busses are the same as the school busses and they do not have safety restraints. Should you wish to make alternate arrangements for travel please let us know.

### **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 Manager **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 14** 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.

### **Daycare closure due to a power outage**

In this situation, families will be notified after the power has been out for an hour and after contacting NB Power regarding the length of power outage, for immediate pick up. There would be no change in fees, etc.

### **Program Withdrawal (updated information)**

In any situation, 2 weeks' notice is required and must be communicated to the Program Manager so a withdrawal form may be completed.

### **Attendance**

If your child will not be attending on any registered day, phone notification must be given to the Club staff prior to the scheduled arrival time. When dropping off a child, we require parents to accompany their child and must check in with a staff member before leaving their child.

### **Registration Fees**

A one-time non-refundable \$30 registration fee is required upon registration. As of April 2015 all payments must be via pre-authorized payments on a monthly or semi-monthly basis through our Administration office at 472-5112.

## Provincial Subsidy Information

At the time of registration those families that are receiving provincial subsidies for the program must bring in a copy of subsidy approval from the Department of Social Development (1-866-444-8838). If you are unable to get conformation in time for registration you must provide pre-authorization payment information. Subsidy approval will only go back to the date that you originally apply. Subsidy confirmation must be confirmed within 7 days of application or charges will be made on your account. When you receive confirmation, please bring in a copy of your subsidy approval.

## New Brunswick Child Day Care Facility Exclusion Reference Guide (Parents must notify the child day care operator of diagnosis within 24 hours of confirmed physician diagnosis)

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. <b>Proof of negative cultures must be provided to Public Health. Public Health will then notify daycare of re-admittance permission</b>	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. <b>Proof of negative cultures must be provided to Public Health. Public Health will then notify daycare of re-admittance permission.</b>	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

## 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.**