



# Boys & Girls Club of Fredericton

A good place to be

**Parent Manual**

**For Licensed Summer Day-Camp**

**Effective: January 2, 2019**

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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

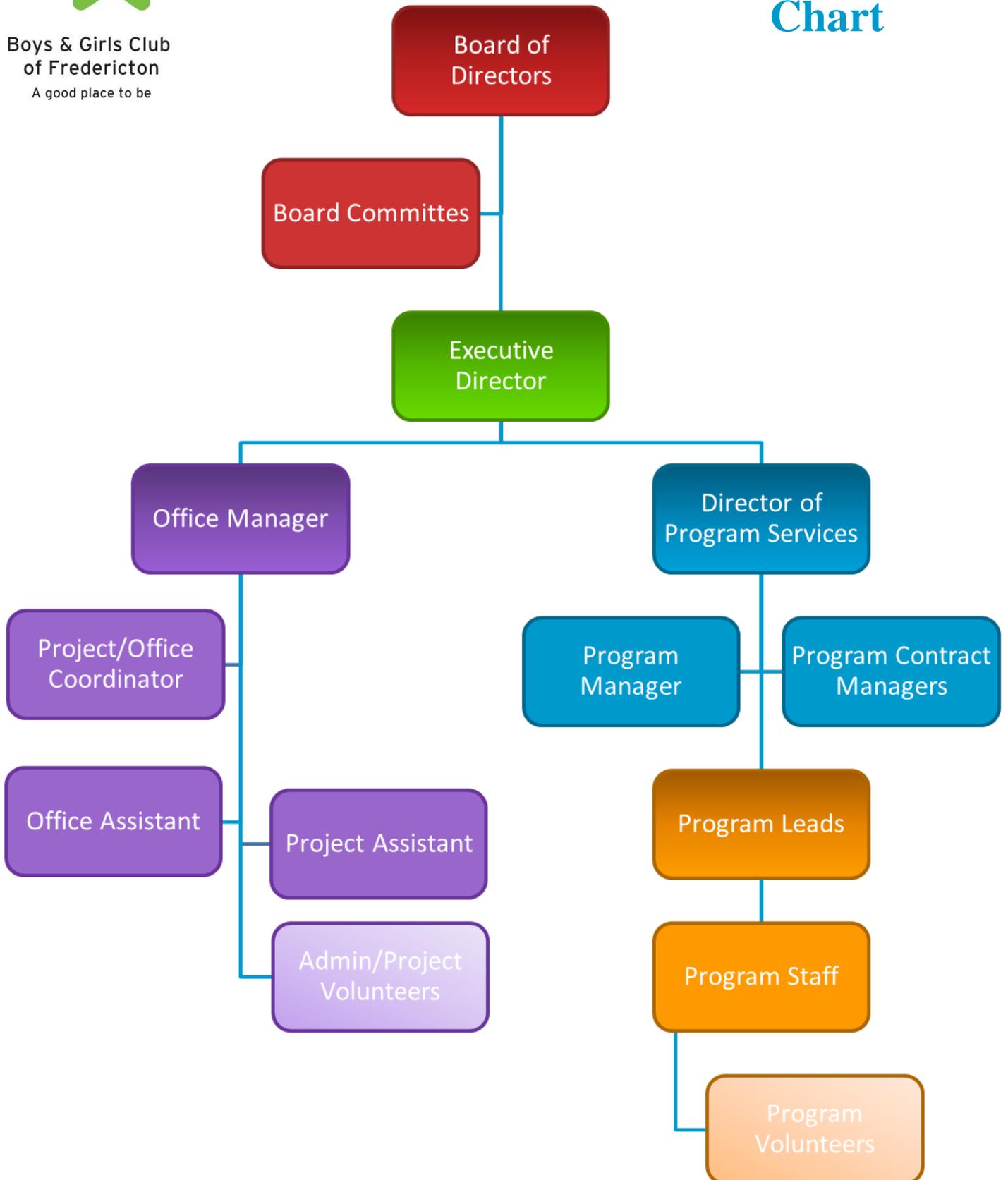
Parent inquires; questions and concerns should be first brought to the attention of the Program Manager. Inquiries, questions and concerns may also be discussed with the following:

Chelsea Estey	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
Mary Ramsay-Irving	Early Learning & Childcare Inspector	453-5795



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# Organizational Chart





Hello FBGC Summer Campers & Families☺

Get ready for a fantastic Summer Camp experience with the FBGC. We know your children will have a super time with us as we have a great line up of activities, a safe environment and let's not forget our professional and super fun staff!

In our club entryways you will find: a weekly schedule for your child's group, the trip of the week and if there are special guest's visiting (we will notify of changes). It is the responsibility of the parent to keep current with our notices. Please see your Program Manager with any questions.

It is required to thoroughly read your parent manual - there is a lot of important information that you are responsible to know. If you have misplaced your copy, please ask us for a new one or you can access it on our website [www.fbgc.ca](http://www.fbgc.ca).

**Each day your child needs** : a nutritious lunch with ice packs (***nothing requiring heating***), several snacks and drinks, labeled water bottle, labeled sunscreen, labeled bug spray (optional), a hat, sneakers, swim suit, towel and a full change of clothes. Even when we are not scheduled to swim, we may still get wet rain or shine. Each child needs their own sunscreen.

We are open 7:30-5:30 – children cannot be dropped off any earlier than this time. There is a late fee of \$5 for every 5 minutes late per child. Parents / taxi drivers must accompany the child in the building. ***Do not drop a child off at the door and leave*** – we need to connect with you to ensure the safety of the children. Thanks for your co-operation.

Please dress your children for fun, active, messy play. Our activities are wide ranged.

Please keep us informed:

- If your contact information changes
- When your child will be absent & why (especially when ill- we need to record details)
- Any changes as to who is picking up your child

In order to provide an environment that is emotionally and physically safe for all ***we will not tolerate aggressive/physical behavior, foul language and all forms of bullying*** by children or parents. We will include the children when setting our expectations for behavior and we will expect all children to help do their part to create an environment that feels safe and welcoming for all. Please familiarize yourselves with our Parent Manual for more information on this topic. We will always do our best to help children be successful in this area by positive role modeling, offering reminders and problem solving.

Absolutely no nuts or peanut butter. We will post updates for severe allergies at our facilities. Thanks so much for your co-operation in keeping our environments safe. As well, please remember we are a scent free facility this includes anyone coming into the building.

We are closed July 1st and August 5<sup>th</sup> for the holidays.

We are committed to providing an exceptional summer experience for your child/ren. We welcome you to share your feedback and concerns at any time! It's important to note that we welcome parental involvement, please see Program Manager to discuss opportunities.

Sincerely,

Lisa Roy, Amanda Audette, Chelsea Estey & our Summer Program Leaders ☺

## OUR LICENCED SUMMER DAY CAMP PROGRAM:

**Our Program is rooted in:** *(included but not limited too)*

Boys and Girls Clubs of Canada National Programs: providing services that support healthy child and youth development. Activities that support and promote our Core Programming areas:

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

Choice Theory: which 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).

Resources: We incorporate “Play It Fair” activities that promote Respect, Responsibility, Acceptance, Respect for Diversity, Inclusion, Fairness and Co-operation. “NB Plays” featuring positive mental health, physical activity, healthy eating, learning experiences, outdoor adventures and community connections as key elements of overall well-being

High Five: 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 Choice Theory
- Leadership and Activity workshops
- Principles of Healthy Child Development through High Five training
- Positive Child Guidance techniques and prevention
- How to create and maintain physical and emotionally safe environments.

### **Appealing Camps**

Our weekly camps are carefully planned by knowledgeable programming staff to reflect the various interests and needs of our children as well as being purposeful and fun! Your child/ren may choose to attend all exciting weeks or simply a number of their favorites.

### **Great Variety of Weekly Activities**

Expect a field trip, special guests, swimming and/or water games, recreation opportunities, social experiences and ice breakers, group huddles, sing- a- longs, arts and crafts, creative opportunities, team building, board games, self-exploration and more. Our goal is to provide a nice balance between structured and unstructured time while enjoying the season of summer in our safe and supportive environment. Our means of transportation is by bus with City Bus or by Trius bus, neither mode has seat belts.

## Opportunities for Swimming (weather permitting)

**Skyline Acres:** Each week the Skyline Facility will visit scheduled swim time and usually at Queen Square Pool. Also, during the week, they will visit the neighbourhood wading pool on hot days or play water games when they need to cool down.

**Devon:** Children at the Devon facility will also swim regularly at the pool attached to the building. They will also make trips to their wading pool and play water games as well

## Sample Summer Camp Schedule

Our detailed schedule will be posted in our entryways. This sample is to give you an idea of what the day could look like.

7:30-9:00	Arrive & Morning Activities
9:00	Group Huddle & Announcements - Team Building Activities
9:45	Snack
10:00	Arts & Crafts
10:45	Gym Games / Sport (outside)
12:00	Lunch
12:30	Outdoor free time (activities still offered)
1:00	Science activity
1:45	Co-operative games
2:30	Special activity
3:00	Snack
3:30	Water games
4:00	Special Guest
4:30	Field Games
5:00	End of Day activities offered inside or outside

**We provide a balance of indoor and outdoor activities.**

## CHILD GUIDANCE

### 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

We treat children with the respect and dignity. The ultimate goal is to gain understanding, problem solve with parties involved, reach a form of resolution and transition the child back into the group. Keeping in mind that each child is unique and that we use age appropriate tools and guidance to support their growth and develop their problem solving skills and to learn to self-regulate. Rather than group time outs we 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. Parent meetings may be scheduled to obtain more information and to see what supports may be or needed to be put in place.

#### **Dismissal Due to Ongoing or Concerning Severe Behavior**

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

#### **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.

#### **Emergency / Evacuation Situations**

In the event of an emergency situation 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. 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 / Leads 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.

#### **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 it is a prescribed medication, the original label must be on the medication with the child's name and the dosage prescribed.

### **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 Summer Day Camp 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.

### **Program Withdrawal**

From the time of registration until June 1<sup>st</sup> in the case of withdrawal of your child from the program entirely or for certain weeks we can extend a 50% refund. We may only do so during that time frame as we hire staff based on our program needs. After June 1<sup>st</sup> the

full amount will still be charged without the option of refunds. If you require switching weeks that your child will attend and if we can accommodate the switch we will without further charge.

### **Attendance**

If your child will not be attending on any registered day, phone notification must be given to the Club 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 at the Club. Please help us ensure safety of all children.

Skyline location: Do not pull up or stop your vehicle at or in front of the door for any reason.

### **Pick up**

When picking up your child you must notify staff. 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). In any case when a staff cannot identify the adult, photo identification will be required. For safety reasons.

### **Registration Fees**

**ALL** registration fees must be paid through our Administration office through pre-authorized payments, either: Visa / MC and Debit.

### **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 confirmation in time for registration you must provide pre-authorized 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.

### **Hours of Operation**

Our Summer Program runs for the 10 weeks of summer, from 7:30 am until 5:30 pm. Parents will be charged \$5 for every 5 minutes per child that they are late picking up a child after 5:30pm. Fees will be added to your account if not paid at the time of arrival.

### **Statutory Holidays**

This program will be closed for statutory holidays. Regular weekly rates will be charged.

### **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.

It is our legal obligation to follow these requirements, if parents have any questions or concerns, please speak to someone on our Management team.

**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 O157 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.**