mim
early learning




# Parent Handbook

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mimearlylearning.ca

# Welcome to mim early learning

Welcome to mim early learning. We are delighted to have your family as part of our community. At mim, we believe the early years are a very special time in a child's life—when curiosity grows, confidence begins, and meaningful connections are formed. Our program is guided by the values of **m**ilestones**, i**ndependence**,** and **m**astery, supporting children as they explore, learn through play, and develop important social and emotional skills in a safe, nurturing, and engaging environment.

# Our Philosophy

At mim early learning, we believe that every child has a natural desire to grow, explore, and reach their potential. When children feel safe—both physically and emotionally—they develop the confidence to discover the world around them. We are committed to creating a nurturing and secure environment where each child is respected as an individual with unique needs, interests, and abilities. By thoughtfully observing and responding to each child, we provide experiences and support that align with their developmental journey. Through this supportive and responsive approach, children are guided to build confidence, develop independence, and experience the joy of mastering new skills.

Our philosophy is grounded in the values of **m**ilestone**, i**ndependence**,** and **m**astery, supporting children as they progress through meaningful stages of growth in a caring and enriching environment.



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# Program Information

## Age Group

Mim early learning provides care for children between the ages of 10 months to 36 months. Our program is designed to support infants and toddlers during this important stage of early development, focusing on building secure relationships, encouraging exploration, and supporting each child's individual growth.

Monday to Friday: 7:30 AM - 5:30 PM

### Statutory Holidays

| | | |
|---|---|---|
| New Year's Day | Family Day | Good Friday |
| Easter Monday | Victoria Day | Canada Day |
| B.C. Day | Labour Day | National Day for Truth and Reconciliation |
| Thanksgiving Day | Remembrance Day | Christmas Day |
| Boxing Day | | |

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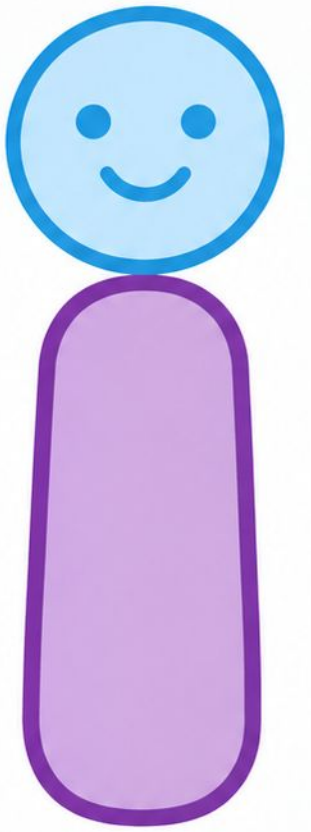
# Program Includes



- Staff Ratio 1:3
- Engaging Circle Times
- Outdoor Playground
- Rest or Nap Time
- Literacy and Language
- Music & Movement
- Art & Sensory Activities
- Daily Reports

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Parents/ Guardians are kindly asked to label all of their child's belongings clearly.

- Crib Sheet & Blanket
- Two changes of clothing (labelled ziploc bag)
- Indoor Shoes/ Non-slip Slippers
- Weather-appropriate Outdoor Clothing
- Soother (in a labelled container, if needed)
- Water Cup with Lid (to be taken home daily for cleaning)
- Diapers & Wipes (cream/lotions if required labelled)
- Sunscreen (please bring in April; returned in Fall)
- Formula or Expressed Breastmilk (if applicable)
- Prepared Bottles or Infant Cereal (if applicable)
- Healthy Lunch for the day

## Daily Routine

Our daily routine is designed to provide a balanced mix of play, exploration, rest, and care. A predictable schedule helps children feel safe and confident while allowing flexibility to support each child's individual needs.

## Pearl Room

| Time of Day | Activity |
|---|---|
| 7:30-8:30 | Arrival/ Diaper Check/ Early Morning Snack |
| 8:30-9:45 | Free Play |
| 9:45- 10:00 | Diaper Check |
| 10:00-10:15 | Morning Snack |
| 10:15-10:45 | Circle Time |
| 10:45-11:00 | Get Ready for Outside |
| 11:00-11:45 | Outdoor Play |
| 11:45-12:00 | Washing Hands |
| 12:00-12:30 | Lunch Time |
| 12:30-12:45 | Diaper Check |
| 12:45-2:45 | Nap/ Quiet Play |
| 2:45-3:00 | Diaper Check |
| 3:00-3:15 | Afternoon Snack |
| 3:15-3:45 | Outdoor Play |
| 3:45- 4:45 | Free Play/ Extra Activity |
| 4:45-5:00 | Diaper Check |
| 5:00-5:15 | Story Time |
| 5:15-5:30 | Pick-up Time |

# Coral Room

| Time of Day | Activity |
|---|---|
| 7:30-8:30 | Arrival/ Diaper Check/ Early Morning Snack |
| 8:30-9:45 | Free Play |
| 9:45- 10:00 | Diaper Check |
| 10:00-10:15 | Morning Snack |
| 10:15-10:45 | Circle Time |
| 10:45-11:00 | Get Ready for Outside |
| 11:00-11:45 | Outdoor Play |
| 11:45-12:00 | Washing Hands |
| 12:00-12:30 | Lunch Time |
| 12:30-12:45 | Diaper Check |
| 12:45-2:45 | Nap/ Quiet Play |
| 2:45-3:00 | Diaper Check |
| 3:00-3:15 | Afternoon Snack |
| 3:15-3:45 | Outdoor Play |
| 3:45- 4:45 | Free Play/ Extra Activity |
| 4:45-5:00 | Diaper Check |
| 5:00-5:15 | Story Time |
| 5:15-5:30 | Pick-up Time |

# Centre Closures and Holidays

The centre operates Monday to Friday during regular program hours and it will be closed on statutory holidays observed in British Columbia.The centre may also close due to professional development days, severe weather, emergencies, or other circumstances affecting safe operation. Families will be notified as early as possible in case of any closures.

# Curriculum & Learning Approach

Our Curriculum is guided by a play-based and child-centred approach that supports children's learning through exploration, interaction, and meaningful experiences. Educators observe each child's interests and developmental stage to plan activities that support social, emotional, physical and cognitive growth. Our approach reflects the values of **m**ilestones, **i**ndependence, and **m**astery, supporting children as they build confidence, develop skills, and engage actively in their learning. Our program is also informed by British Columbia Early Learning Framework, which guides our understanding of children's learning, development, and well-being.

## Optional Enrichment Programs

The centre may offer optional enrichment activities such as art, music, pottery, Zumba, and other fun experiences to further support children's creativity, movement, and self-expression. Participation in these activities will be optional and based on parent interest. If offered, these programs will take place during the child's regular attendance hours at the centre and will require separate registration and fees. Please note that enrichment programs are subject to availability and approval, and may be introduced when appropriate instructors and scheduling arrangements have been confirmed.

# Enrolment & Registration



Enrolment at mim early learning is offered to families who have completed the registration process and submitted all required documentation. Our goal is to ensure a smooth and supportive transition for both children and families as they join our community.

**Registration Process**

At mim early learning, our registration process is designed to ensure a safe, organized, and respectful experience for all families and children. Families who are interested in the program are first required to submit a request to visit the centre. Centre tours are offered by appointment only and take place at times when children are not present, in order to maintain the safety, privacy, and well-being of the children in care. Following the tour, families who wish to proceed may request to be placed on the waitlist. Placement on the waitlist does not guarantee enrolment. Families will be contacted when a space becomes available. When a space becomes available, families will be invited to complete the full registration process, including submitting all required documentation. Enrolment will be confirmed once all forms have been received and approved. A non-refundable registration fee is required at the time of enrolment to secure the child's space in the program.

**Required Documentation**

Before a child begins attending the centre, the following information must be provided:

- Completed registration forms
- Emergency contact information
- Authorized pick-up persons
- Medical information and allergies
- Immunization records (if applicable)

**Waitlist**

If the program is full, families may request to be placed on a waitlist. Spaces are offered as they become available. Placement on the waitlist does not guarantee enrolment.



# Confidentiality Policy

mim early learning respects and protects the privacy and confidentiality of all children, families, and staff. All personal information, records, medical information, incident reports, assessments, and family information are kept confidential and are accessed only by authorized staff when required for the care, safety, and well-being of the child or as required by licensing regulations and applicable privacy legislation. Children's records are securely stored and maintained in accordance with BC Child Care Licensing Regulations. Information regarding children and families will not be shared with other families or outside agencies without written parent/guardian consent unless required by law, licensing authorities, or child protection regulations




# Transition to the Program

We understand that starting childcare is an important transition for both children and families. To support a positive and comfortable adjustment, mim early learning offers a gradual entry process when needed. Depending on each child's individual needs, the transition may begin with shorter visits and gradually increase as the child becomes more comfortable in the new environment. Our goal is to help each child build trust, feel secure, and enter the program with confidence and a sense of belonging.

# Fees & Payment Policies

mim early learning participates in the Child Care Fee Reduction Initiative (CCFRI) program offered by the Government of British Columbia. Through this program, eligible families receive a reduction in childcare fees. The approved reduction amount is applied directly to the program's monthly tuition. Families are responsible for paying the remaining balance of the childcare fees after the CCFRI reduction has been applied.

**Monthly Tuition**

Childcare fees are charged on a monthly basis. Payment is required at the beginning of each month to secure the child's space in the program. Payments must be made through the payment methods. Detailed payment instructions will be provided to families upon enrolment.

**Registration Fee & Deposit**

The parent must pay a non-refundable registration fee of **$150** and a deposit equal to 1/2 month's fee upon registration.This deposit is not refundable in the event of cancellation of this space and it will be applied to the last month's fee, when proper notice is given to withdraw the child from the childcare program.

Families are required to provide a minimum of one month written notice if they wish to withdraw their child from the program.If proper written notice is not provided, the deposit may not be applied toward the final month's fees.

**Subsidy Programs**

Families who qualify for additional government childcare subsidy programs are responsible for ensuring that all required documentation is submitted to the appropriate agencies. Any portion of the childcare fees not covered by subsidies remains the responsibility of the parent or guardian.

**Late Payments**

Timely payment of childcare fees is essential for the operation of the centre. If payments are not received on time, families may be contacted to make arrangements. Continued late payments may affect a child's enrolment in the program.

**Withdrawal Notice**

Families are required to provide written notice of at least one month if they wish to withdraw their child from the program. If sufficient notice is not provided, the deposit or equivalent tuition may be forfeited.

# Arrival and Departure Procedures

To ensure the safety and well-being of all children, families are asked to follow the centre's arrival and departure procedures.

**Drop-Off**

Parents or guardians must accompany their child into the centre and ensure that the child is safely handed over to an educator before leaving. This helps support a smooth and secure transition for the child at the beginning of the day.

**Sign In and Sign Out**

For the safety and accurate record keeping of all children, parents or guardians are required to sign their child in at drop-off and sign their child out at pick-up each day. This ensures that educators have an accurate record of attendance and know which children are present in the program at all times.

**Pick-Up**

Children must be picked up by a parent, guardian, or an authorized person listed on the child's registration form. For safety reasons, children will only be released to individuals who have been previously authorized by the parent or guardian.

**Authorized Pick-Up Persons**

If someone other than the parent or guardian will be picking up the child, their name must be included on the authorized pick-up list. Educators may request identification to confirm the person's identity before releasing the child.

**Late Pick-Up**

Our program closes promptly at 5:30 pm. We kindly ask all families to arrive on time for pick-up. A charge of $20 will be added to their account for the first 5 minutes and then $1 for every minute afterwards. Repeated late pick-ups will be addressed as follows:

- First occurrence: Verbal reminder
- Second occurrence: Written warning
- Third occurrence: Meeting with parents
- Continued lateness may result in termination of care

We appreciate your cooperation, as staff are required to remain on-site beyond their working hours.

# Health, Illness, and Medication Policy

**Illness Exclusion Guidelines**

As required by Child Care Licensing Regulations, mim early learning follows the guidelines of the Vancouver Coast Health (VCH) resource 'Quick Guide to Common Childhood Diseases'. This document provides information for families and childcare providers about prevention, symptoms and treatment of common illnesses, communicable diseases and infestations. A copy of this document can be obtained through Vancouver Coastal Health.

We are required by Child Care Licensing Regulations, as well as our own health and safety policies to send children home when they are sick. Our goal is to minimize illness from spreading among children and educators.

**What happens if my child becomes sick at the Centre?**

- Educators will call you.
- If you are not available, educators will contact your emergency contact person(s).
- Children often become very ill very quickly. Please be accessible by telephone during childcare hours, and/or designate an alternate emergency contact.
- If a child has symptoms of illness that require the child to be excluded from the program, parents must arrange to pick up their child (or send an authorized alternate person) immediately.

**When should my child stay home?**

If your child is unable to fully participate in all indoor and outdoor program activities, and/or requires one-to-one care, due to illness or injury, they are unable to attend childcare.Please contact your program to notify us of your child's symptoms, injuries and of any diagnosis made by a medical doctor.

**Your Child should NOT attend the program if they have:**

**Fever**

- Your child may return 24 hours after the fever breaks and no fever medication is required. Fever medications such as Tylenol, Tempera, and Advil only temporarily relieve symptoms but will not cure a virus or illness.



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**Gastro-Intestinal Symptoms - Vomiting, and/or Diarrhea**

- Your child may return 24 hours after the last incidence of vomiting or diarrhea. If the Environmental Health Officer has declared the program in a Gastro-Intestinal Outbreak, your child may return 48 hours after the last incidence of vomiting or diarrhea.

**Eye Or Ear Discharge**

- Your child may return with a note from the doctor, nurse practitioner or pharmacist, as per the BC Government website, stating the symptoms are not contagious or the condition clears.
- If your child is prescribed antibiotics, they may return to the program after 24 hours of first dosage/as indicated by the doctor.

**Undiagnosed Rash or Skin Infection**

- Any unidentified rashes or skin infections must be diagnosed by your child's doctor before they come to the centre.
- Your child may return when they have a note from the doctor identifying the rash and confirming it is not contagious.

**Known or suspected communicable diseases**

- Please refer to resource (e.g. measles, chicken pox, etc.)

**Questions?**

Children need to be well enough to participate in all aspects of our daily program, including playing outside in the rain, snow or sun. If you have questions or concerns, please contact the Program Supervisor

## Parent Responsibilities

Parents/guardians must inform the centre of any known allergies (food, environmental, or medical) at the time of registration and update the centre of any changes immediately.For children with severe or life-threatening allergies (e.g., anaphylaxis), parents are required to:

- Provide an up-to-date Anaphylaxis Emergency Plan signed by a physician
- Provide required medication (e.g., EpiPen) clearly labeled with the child's name
- Ensure medication is not expired and replaced as needed

## Centre Responsibilities

Staff will take reasonable precautions to reduce exposure to allergens, including:

- Supervising children during meals and snacks
- Promoting handwashing before and after eating
- Avoiding known allergens in the classroom where possible

*However, mim early learning cannot guarantee an allergen-free environment.

**Emergency Response**

In the event of an allergic reaction, staff will follow the child's emergency plan, administer medication if required, and call emergency services (911) if necessary. Parents/guardians will be notified immediately.

**Food and Sharing Policy**

To reduce the risk of exposure, food sharing among children is strictly prohibited.

**General**

The centre reserves the right to determine whether it can safely accommodate a child's specific allergy needs based on available resources and staff training.



# Nutrition and Food Policy

At mim early learning, we believe that healthy nutrition plays an important role in children's growth, development, and overall well-being. We encourage families to provide fresh, healthy, and balanced food for their children each day.



## Food

Each classroom is equipped with a refrigerator. Families are responsible for providing prepared lunches. Please note:

- Food must be cut into appropriate sizes(e.g., no bones in meat).
- All hot food must be sent in a thermos.
- Families will be notified in advance if any dietary restrictions are implemented.

**Snack Program**

For families who are interested, the centre offers an optional snack program.Children will be provided with snacks during the day. Snacks are provided by the centre and are subject to a separate snack fee to families.

The Centre will prepare a snack menu for children based on the recommendations of the BC Health Guide to support children's daily nutritional needs and promote healthy growth and development.

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**Utensils**

If a child requires spoons, forks, or other utensils, families are encouraged to send them from home. These items will be returned at the end of the day.

***To avoid confusion, it is recommended that all utensils and food containers be clearly labeled with the child's name.

**Infant Feeding (Formula & Breastmilk)**

Our centre follows safe and hygienic infant feeding practices in accordance with the Child Care Licensing Regulation and public health guidelines.

**What families need to provide:**

- All formula, breastmilk, and any specialized milk must be provided by families, along with written feeding instructions (schedule and amount).
- All bottles must be clearly labeled with the child's name and date, as required under Child Care Licensing Regulation.

**Storage & handling:**

- All milk is stored in the refrigerator at or below 4°C following safe food practices recommended by BC Centre for Disease Control.
- Breastmilk may be provided fresh or frozen; frozen milk is thawed in the refrigerator and used within 24 hours, as recommended by Health Canada.

**Warming & feeding:**

- Bottles are warmed using warm water only; microwaves are not used, following Health Canada guidelines.
- Infants are always held during feeding; bottle propping is not permitted to ensure safety and proper supervision under Child Care Licensing Regulation.

**Safety & hygiene:**

- Staff follow strict handwashing and sanitation procedures before and after feeding.
- Any leftover milk is discarded after feeding in accordance with food safety guidelines from BC Centre for Disease Control.

**Communication:**

- Feeding times and amounts are recorded daily and shared with families, as required under Child Care Licensing Regulation.

# What to Bring to the Centre

To help ensure children are comfortable and prepared throughout the day, families are asked to provide the following items for their child.

**1:Extra Clothing**

Please provide at least two full sets of extra clothing appropriate for the current season. Children may need to change clothes due to play, spills, or outdoor activities.

**2:Outdoor Clothing**

Outdoor play is an important part of our daily routine. We go outside in most weather conditions, so children should come prepared with appropriate outdoor clothing for the season. This may include items such as jackets, rain gear, hats, or other weather-appropriate clothing.

**3:Diapers and Creams**

Families are asked to provide an adequate supply of diapers and any necessary creams or ointments for their child. Please ensure these items are clearly labeled with your child's name.

**4:Bottles (if applicable)**

For children who drink milk or formula, please provide clean bottles according to your child's daily needs. Bottles should be placed in the child's bag each day.

**5:Bedding**

Each child should have a fitted sheet for their mattress and a small blanket for rest time. These items will remain at the centre during the week and will be sent home at the end of each week for washing. Families are asked to return the clean bedding at the beginning of the following week.

***Labeling**

To prevent items from being misplaced, we strongly recommend that all personal belongings be clearly labeled with the child's name.



# Communication with Families

At mim early learning, we believe that strong communication between families and educators is essential for supporting children's well-being and development. We value open, respectful, and ongoing communication with parents and guardians.

**Daily Communication**

Educators will provide regular updates about your child's day, including information about activities, meals, rest, and general well-being. These updates help families stay connected with their child's daily experiences at the centre.

**Parent Communication**

Families are always welcome to speak with educators regarding their child's development, routines, or any concerns they may have. We encourage open dialogue to ensure that we are working together to support each child's needs.

**Meetings with Educators**

If families would like to discuss their child's progress or development in more detail, meetings with educators can be arranged upon request.

**Important Updates**

Important announcements, program updates, and centre information will be shared with families through the centre's communication channels.

Our goal is to build a strong partnership with families, creating a supportive and collaborative environment where children can thrive.



# Supervision of Children

mim early learning ensures that children are supervised at all times in accordance with the BC Child Care Licensing Regulation. Educators use active and positive supervision practices to support children's safety, well-being, learning, and engagement throughout the day.

**Supervision includes:**

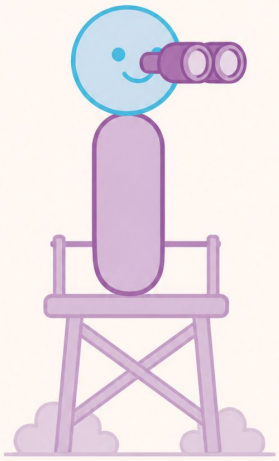
- Maintaining required staff-to-child ratios at all times
- Continuous visual and auditory awareness of children
- Regular head counts during transitions and outdoor play
- Active monitoring of all indoor and outdoor environments
- Positioning staff strategically to ensure visibility of all children
- Providing additional support when necessary to ensure children's safety
- Ensuring screens or personal devices are never used in place of supervision

The learning environment is arranged to promote safe exploration while minimizing potential hazards. Staff continuously assess indoor and outdoor spaces to ensure children can safely participate in activities and routines.

**In accordance with Section 39 of the Child Care Licensing Regulation:**

- Children must be supervised at all times by a responsible adult, educator, or assistant
- A second adult must be immediately available in case replacement supervision is required due to unforeseen circumstances

mim early learning is committed to providing a safe, responsive, and developmentally appropriate environment that supports both learning and protection for all children.



# Behaviour Guidance Policy

At mim early learning Centre, we believe children thrive in an environment that is safe, nurturing, respectful, and predictable. Our goal is to support children in developing self-regulation, emotional awareness, empathy, problem-solving skills, and positive social relationships.
Behavioural guidance is approached in a positive and supportive manner that respects each child's age, developmental stage, individual needs, and emotional well-being.

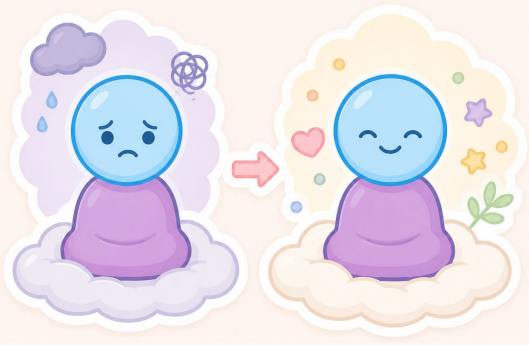
**Educators use positive guidance strategies including:**

- Redirection to appropriate activities
- Modelling respectful communication and behaviour
- Supporting children in identifying and expressing emotions
- Encouraging problem-solving and conflict resolution
- Offering choices to promote independence and self-regulation
- Positive reinforcement and encouragement
- Maintaining consistent and developmentally appropriate expectations
- Supporting calm and safe transitions throughout the day

Children are encouraged to develop self-confidence, cooperation, kindness, and respect for themselves, others, and the environment.

**mim early learning Centre does not use:**

- Physical punishment or corporal punishment
- Harsh, humiliating, threatening, or degrading language
- Emotional punishment or intimidation
- Food, rest, toileting, or active play as punishment
- Time-out, isolation, or confinement as punishment
- Any form of shaming or public humiliation



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If a child's behaviour presents an immediate safety concern to themselves or others, educators will first use verbal guidance, redirection, co-regulation, and calming strategies. If additional support is required, the child may be supported in moving to a quiet calming area under continuous supervision until they are ready to safely rejoin the group. Physical restraint is not used except when necessary to prevent immediate harm to the child or others and only in accordance with licensing regulations.

Any intervention used for immediate safety purposes will follow BC Child Care Licensing Regulations and documented incident procedures. Families will be informed of significant incidents involving unsafe behaviour.

Parents/guardians are encouraged to communicate openly with educators regarding their child's emotional, behavioural, or developmental needs to ensure consistency and support between home and the centre.

**Licensing Reference**

This Behavioural Guidance Policy complies with the British Columbia Child Care Licensing Regulation, including:

**Section 51 – Behavioural Guidance**

A licensee must:

- ensure that behavioural guidance is appropriate to the age and development of the child; and
- provide employees and parents with a written statement of the licensee's policy on behavioural guidance.

**Section 52 – Prohibited Discipline**

A child must not be subjected to:

- shoving, hitting, or shaking;
- harsh, belittling, or degrading treatment;
- corporal punishment;
- separation or isolation without supervision;
- deprivation of meals, snacks, rest, or toileting as punishment.

(Community Care and Assisted Living Act – Child Care Licensing Regulation, Sections 51 & 52)

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At mim, we support children's social and emotional development through respectful, consistent, and developmentally appropriate guidance.
Our educators use the following approaches to guide children's behaviour:

- Model respectful and appropriate behaviours
- Build trusting, positive relationships with each child
- Set clear and consistent expectations
- Use both verbal and non-verbal cues
- Offer age-appropriate choices to support self-regulation
- Observe and respond thoughtfully to the underlying needs behind behaviours

**When Challenging Behaviour Occurs**

Educators respond using calm, supportive, and age-appropriate strategies, including:

- Providing gentle verbal or non-verbal reminders
- Restating expectations and limits
- Redirecting the child to another activity or space
- Supporting problem-solving and acknowledging feelings
- Allowing natural and logical consequences when appropriate
- Ensuring safety by guiding children to a calm, supervised area if needed
- Supporting children in repairing relationships and making amends

**Prohibited Practices**

In accordance with licensing regulations, the following practices are not permitted at mim:

- Any form of corporal punishment
- Denying or withholding basic needs such as food, rest, or washroom access
- Use of degrading, humiliating, or harsh language or actions
- Confining a child in a locked or isolated space
- Use of physical restraint, except where outlined in an approved individual care plan

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# General Operations

## Active Play & Physical Activity

Our program provides daily opportunities for active play to support children's physical, emotional, and cognitive development, in alignment with best practices outlined by **BC health guidelines and licensing** expectations.

**Active Play by Age Group**

- **Infants (under 12 months):**

Infants are provided with daily supervised, interactive, floor-based play, including tummy time, reaching, rolling, and crawling. These experiences support early motor development and sensory exploration.

- **Toddlers (1–3 years):**

Toddlers are offered at least 180 minutes of physical activity daily, consisting of a variety of light, moderate, and energetic movements, spread throughout the day.

**Types of Active Play**

Our program includes both:

- **Structured (educator-led) activities:**

Planned movement experiences such as music and movement, guided games, and simple group activities.

- **Unstructured (child-led) play:**

Free play opportunities that allow children to explore, move, and develop independence at their own pace.

All activities support the development of fundamental movement skills, including:

- Running
- Jumping
- Climbing
- Balancing
- Coordination



## Outdoor Play and Weather Policy

Outdoor play is an important part of children's health and development. At mim early learning, children are provided with opportunities for daily outdoor play whenever possible.

Outdoor play is provided daily, with a minimum of 60 minutes and extended whenever possible, weather permitting. Outdoor experience support children's physical health, well-being , and connection to the natural environment.

**Screen Time**

In accordance with BC Active Play and Screen Time Guidelines, screen time is:

- Not part of the regular program

**Clothing & Readiness for Active Play**

To support full participation, families must provide appropriate clothing:

- **Fall & Winter:** Waterproof outerwear, boots, mittens
- **Spring & Summer:** Hat, proper footwear, light jacket

For safety and independence:

- Flip-flops and unsafe footwear are not permitted
- Clothing should be easy for children to manage independently

Children are encouraged to develop self-help skills through dressing and participation in daily routines.



# Rest / Nap Time Policy

Our program provides daily opportunities for rest and sleep in accordance with the Child Care Licensing Regulation, including Sections 39 (Program of Activities) and 40 (Care and Supervision). In accordance with Child Care Licensing Regulations, children are provided with a daily rest period appropriate to their age and developmental needs.

**Daily Rest Period**

Each child is offered a daily rest or nap period as part of the program. Consistent with Section 39, the daily schedule includes a balance of active play, quiet play, and rest/sleep, supporting children's overall development and well-being. Rest periods are:

- Age-appropriate and flexible, based on individual needs
- Provided in a calm, comfortable, and supervised environment
- Designed to support self-regulation, emotional well-being, and energy restoration

**Children Who Do Not Sleep**

Children who do not sleep are offered quiet rest opportunities, such as books or quiet activities, while remaining under supervision. This approach aligns with Section 39, ensuring all children have access to appropriate rest or quiet time.

**Supervision During Rest**

In accordance with Section 40 (Care and Supervision),all children are continuously supervised during rest and nap periods to ensure their safety and well-being.

**Infant Sleep Practices**

For infants, sleep practices follow additional health and safety requirements under the Child Care Licensing Regulation (Sections 46–47). Infants are provided with safe, individual sleep arrangements and are monitored regularly.



**Bedding Requirements**

Families are required to provide a labeled blanket and a fitted sheet.

***All bedding is used individually and maintained in a clean and sanitary manner, consistent with health and safety practices.

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### Transportation & Community Walks

We value community connection and regularly include neighbourhood walks as part of our program.

- Infants will be transported in strollers.
- Children 18 months and older may participate in supervised walks and park visits.
- Licensing staff-to-child ratios are always maintained.
- A first aid kit is carried at all times.

Parents will be informed of:

- The outing location
- Estimated return time

# Emergency Procedures

The safety of children and staff is a top priority at mim early learning. The centre follows emergency procedures in accordance with British Columbia Child Care Licensing requirements.

Staff are trained to respond to emergency situations such as fire, earthquake, evacuation, or other unexpected events. Emergency plans are posted in the centre and practiced regularly through safety drills.

In the event of an emergency that requires evacuation or temporary closure of the centre, families will be notified as soon as possible using the contact information provided in the child's registration file.

Parents and guardians are asked to ensure that their emergency contact information is always up to date so that the centre can reach them quickly if necessary.

**Emergency Preparedness – 72-Hour Kits**

In accordance with emergency preparedness guidelines for child care facilities in British Columbia, the centre maintains emergency supplies to support children in

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the event of an earthquake or other emergency requiring extended care. Each child is required to have an individual 72-hour emergency kit. Emergency kits are maintained for up to five years. Since the emergency kit is purchased by the family, it remains the family's property and will be returned when the child leaves the program.

- A one-time fee will be collected from families to prepare or purchase this kit.
- The kit will be labeled and stored at the centre for emergency use.
- If a family withdraws from the program, the kit will be returned to the family.

**Each 72-hour kit may include:**

- Emergency drinking water
- Non-perishable food items
- Emergency blanket
- First aid supplies
- Flashlight and basic safety items
- Comfort items (if appropriate for the child)

**Fire and Earthquake Drills**

To ensure the safety and preparedness of all children and staff, the centre conducts regular emergency drills in accordance with licensing requirements.

- Fire drills are conducted monthly
- Earthquake drills are conducted at least annually
- All drills are documented and reviewed with staff
- Children are guided through drills in a calm, supportive, and age-appropriate manner

These practices help children and staff become familiar with emergency procedures and ensure a safe and efficient response in the event of an actual emergency.



# Staff Requirements

At mim, all staff meet or exceed the standards outlined by the Vancouver Coastal Health Child Care Licensing.

Each educator is required to have:

- A valid First Aid Certification
- A current Criminal Record Check
- Up-to-date Immunization Record
- One of the following qualifications:
  - -Early Childhood Educator (Infant and Toddler)
  - -Early Childhood Educator (ECE)
  - -Early Childhood Educator Assistant (ECEA)

Our team is committed to providing a safe, nurturing, and high-quality learning environment. All staff implement programs in accordance with provincial regulations and best practices in early childhood education.

Educators at mim consistently uphold the Early Childhood Educators of British Columbia (ECEBC) Code of Ethics, demonstrating professionalism, respect, and inclusive care in all interactions with children and families.

**Reporting Suspected Child Abuse**

Under the Child, Family and Community Service Act, all staff are legally obligated to report any suspected child abuse, neglect, or protection concerns. mim early learning Centre staff are required by law to report concerns directly to the appropriate child protection authorities. Staff are not responsible for determining whether abuse has occurred. All reports are handled confidentially and in accordance with applicable legislation and child protection procedures.

# Parent Handbook Agreement

This Parent Handbook has been created to provide families with important information about the policies and procedures of mim early Learning.

As part of the registration process, families will receive a Parent Handbook Acknowledgement Form along with the enrolment forms. Parents or guardians are required to read the handbook and sign the acknowledgement form to confirm that they have received and understood the centre's policies.

By signing this form, parents or guardians agree to follow the policies and procedures outlined in this handbook while their child is enrolled in the program.

mim early learning may update policies when necessary to remain consistent with British Columbia Child Care Licensing regulations. Families will be informed of any important updates.

We value our partnership with families and look forward to working together to support each child's growth and development.

Parent/Guardian Name:

Child's Name:

Signature:

Date: