

Glowing Hearts Daycare

Parent Information Package This package will include following items:

- 1. Letter to the parents
- 2. Philosophy
- 3. Parent Agreement
- 4. A Child Guidance and Discipline Policy
- 5. Health and Illness policy
- 6. Child Abuse policy
- 7. Child Releasing policy
- 8. Lost Child policy
- 9. Field trip policy
- 10. Fire Safety plan
- 11. Emergency preparedness plan
- 12. No smoking policy
- 13. No pet's policy
- 14. Hygiene, food, nutrition policy
- 15. Medication Administration policy
- 16. Termination and Repayment agreement
- 17. Fee's and Payments
- 18. Gradual Entry
- 19. Emergency preparedness kit
- 20. Items to bring
- 21. Daily Schedule
- 22. Emergency Closure

Glowing Hearts Child Care Dear Parents,

Thank you for considering Glowing Hearts Daycare as a care provider for your child. At Glowing Hearts daycare, we believe that quality childcare facilitates for the healthy growth and development of the 'whole 'child. We believe that all children are unique in their own special way. To provide the best care for your child, there must be a partnership between you, the parent/guardian and us, the caregiver.

Glowing hearts daycare is formed keeping in mind the needs of families searching for a quality childcare program that provides a learning environment which supports academic, social, emotional and physical development of their children.

Glowing Hearts is a daycare offering early childhood education for children between the age 2-5 years. We believe in creating a warm and loving environment where young children can express creativity, build confidence and foster good social skills while engaging in age appropriate educational curriculum.

Working together with parents to nurture your child's growth!!

PHILOSOPHY OF THE CHILDCARE CENTER

We believe it is essential to provide a nurturing environment for children and a support system for families. We will provide a loving and supportive atmosphere in a caring and enriching environment.

Our environment accepts and encourages children to express their full potential in all aspects of their development. Activities are planned based on the child interests and varied to meet his or her development needs. Through children's natural curiosity to explore their environment, we create a setting that first engages and then stimulates physical, social, emotional and cognitive development to maximize their potential.

We believe that our program offers each child a balance of challenging, stimulating experiences and experiences that are warm and secure. At GHD we believe that every child must experience that they are loved, valued and cared for and we thrive to provide them the same.

We also believe that for a child to feel accepted and loved, our program must blend to enhance the child family experiences with their experiences at the center. Thus, family participation is encouraged to ensure quality experiences for the child, at the center. We embrace multiculturalism and encourage acceptance that we are all different but the same.

Working together with parents to nurture your child's growth!!

PARENTAL AGREEMENT

Please read through and sign agreement. If you have any questions, feel free to discuss them with the staff.

- ➤ Glowing hearts Daycare requires a deposit that will be deducted from the **last month's fee**. There is also a non-refundable \$250 registration fee to be paid upon registration.
- For any reason if your child is not adjusted or the program is not the right fit and the child is asked/needs to leave, the fee is nonrefundable.
- > I understand that there will be fee changes from time to time.
- ➤ I agree to pay my child's fee on the first day of each month (if not giving post-dated cheques). If fees have not been handed in by the 5th of the month (without contact of the daycare as to why); we reserve the right to refuse the service.
- It is my responsibility to know when fees are needed to be paid, and subsidy forms renewed.

- I am aware that, if my child is unable to attend the Centre due to illness, stat holidays, vacations or any other absences, I am still responsible for full payment of fees for the month.
- ➤ I agree to give two-month notice in writing in case of withdrawing my child from the Centre.

 Otherwise, I am responsible for full payment of fees for the month. Notice has to be given on the 1st day of the month.
- ➤ I agree to abide by the NO SMOKING restriction that is required by all person(s) to not smoke on, near and/or in the building itself and all surrounding property.
- ➤ I will notify the staff of the Centre of any circumstances at home, which may affect my child behavior at the Centre.
- ➤ I agree to keep the Centre informed of current changes in address, phone number or any emergency information concerning my child.
- ➤ I have listed all names of persons who are legally restricted in access/contact with my child due to Court Order/ Separation Agreement.
 - *A copy of most recent Court Order or Separation Agreement must be attached and any changes filed with Glowing Hearts Daycare immediately.
- I understand that my child will not be dismissed to **ANYONE** other than the person(s) who have been made known to the staff previously.
- ➤ I will notify staff by phone or in writing if someone other than those persons authorized by me on the emergency consent form will be picking up my child. That person needs to show his/her ID proof.
- My child must be well enough to participate in all aspects of the program including outdoor play.
- ➤ I agree to accompany and sign my child into the program and alert the staff on his/her arrival.

 On departure I will check with the teacher before leaving and sign my child out.
- ➤ I will not send my child to the DAYCARE if there is any question of illness.
- There will be an immediate dismissal if your child poses any health and safety issues in accordance with child care licensing, to his/her self, the staff or any other child.

- ➤ I understand that if my child has been absent due to communicable disease, readmission will only be permitted with authorized note (letter) from the doctor or the Public Health Practitioner.
- > I will phone and notify staff when my child will be absent from the facility.
- If my child cannot adjust to the Centre or his/her behavior is such that the Centre feels a better placement should be made, then I understand that I will be informed to make alternate arrangements on one-month notice.
- > Unacceptable behavior at Glowing Hearts Daycare to yell at or degrade the staff for any reason. If any parent or family member of a child enrolled does this, it will result in immediate dismissal from Glowing Hearts and there will be no refund given.
- > The staff will only administer the medication only when I have completed a "Permission to Administer Medication" form and provided this form to the Glowing Hearts Daycare Staff. Provided medication should be in its original package with full instructions and precautions.
- ➤ I understand that interesting field trips are planned periodically. If I do not want my child to attend these trips, I will make alternate arrangements. I give consent for my child to be taken for short field trips within walking distance.
- Photos and video recordings may be taken of my child as they take part in field trips and events at the **daycare** throughout the year.

Extras

- ➤ I will abide by the Daycare's hours of operation and if I exceed the hours, I will pay an overtime fine of \$10.00 for first 10 minutes and a \$1.00 for every minute following. This amount is due that night and payable to the staff person who is on duty.
- ➤ Daycare tuition fees are based on contracted days and hours of care. Our fees are based on the average of 8 hours per day and extended hours will hold an additional fee. Glowing Hearts Daycare is open for 10 hours each day so that parents have some flexibility with dropping and picking up their child, according to their work schedule.

Sign	ıatu	re	 	
0.			 	

- ➤ If after an hour from the Daycare's closing time, the staff has not been able to reach the parent or the designated emergency contacts; in accordance with licensing regulations, the Ministry of Children and Families will be notified. They will deal with the situation accordingly.
- Closed ------ Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labor Day, Thanksgiving Day, Remembrance Day, and 2 weeks of winter break followed by School district 43

"Discipline involves a continuous process of guiding behavior and is offered while acceptable behavior is occurring, as well as before, during and after unacceptable behavior may be displayed. While there are a variety or theories and approaches related to guiding children behavior, the goal remains constant: to assist children in developing self-control, self-confidence, and ultimately, self-discipline and sensitivity in their interactions with others." (taken from the B.C. Ministry of Health and Ministry Responsible for Senior's booklet "Guidance and Discipline with Young Children")

Here at Glowing Hearts, safety, well-being of children in care must have paramount considerations. We use a variety of methods to help guide children. We believe that each child is an individual and should be treated as such, there for discipline will also be individual. The rules remain the same for all the children but how they are applied will vary with each child's development growth, experience, health and learning. Children's behavior is also influenced by their overall development, their family, health, stress and as well as sleep. So, keeping all the children's philosophies in mind we have created our Guidance and Discipline policy.

Parents can expect that we will at Glowing Hearts Daycare

Use only age-appropriate positive forms of discipline that help children develop self-discipline, self-responsibility and self-esteem. These would include diversion, discussing different choices, natural consequences, positive reinforcement, encouragement, acknowledgment, consistent limit setting, modeling, communication, praise, rewards, provide alternatives, give choices, treat the children with respect to their needs-desires and feelings.

<u>We will not</u> use any form of physical, emotional and psychological punishment (as withholding of food, isolation for a long period of time in dark and/or locked room). No child will be left unsupervised indoors or outdoors at any time.

**Conferences will be scheduled with parents if any disciplinary problems occur. Documentation of behavior and interventions will be presented. If a child's behavior consistently endangers the safety of themselves or the other children around him/her, then the Director has the right to, terminate child care services for that child.

Health and Illness Policy

All the parents are required to provide the facility at the time of registration with the record of child's immunizations, including if their child is not immunized as required by Section 57(2)(a) of the Child Care Licensing Regulation.

Your family Doctor's name and telephone number and if your child has any kind of allergies.

Parents are required to inform the facility within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in their child or the exposure of their child to a serious illness or communicable disease in any other member of the family.

Please do not bring a sick child to the Center as it is unfair to him/her and to the other children and staff. The care giver can refuse to accept a child deemed too ill to attend Daycare. General guidelines as to when a child should be kept home would be when he/she is not well enough to take part in the regular program, indoor or outdoor, or when a child is infectious to others. Diarrhea, vomiting, fever (38 Degrees Celsius), nausea, difficulty in breathing, sore throat, infected skin or eyes, headache and undiagnosed rash are some of the diseases.

If your child becomes ill during the day, the Care giver will be responsible for making the decision to request that you arrange for him/her to be taken home. Should an emergency arise, we will contact you immediately. For this reason, it is essential that you keep up informed of the numbers where you/can be reached. We are also required to have on file the name, address and telephone number of your family doctor, and an alternative person who can called if the Care giver in unable to reach you. During this time care giver will keep the sick child away from the other children.

In case of any emergency, we will contact parents and the alternative and if both of you are not available, we will contact your family doctor or call 911 if need arises. In both the cases parents will take care of any monetary charges that will take place during the incidence.

Care giver will not give any medicine unless and until parents have brought their own named medicine and has signed the consent for releasing the care giver from any consequences arising by giving the medicine.

When a child is returning after sickness, Care giver will require a doctor's note stating that that child is fit to return to the Child care setting. We will inform the Medical Health Officer within 24 hours if the at our Daycare has reportable communicable disease.

Child Abuse Policy

Parents should be aware that it is a responsibility of the care giver to report any kind of suspected abuse or neglect of a child.

At Glowing Hearts Daycare, a criminal record search must be completed through the Ministry of Attorney General pursuant to the Criminal Record Review Act prior to all staff, students, volunteers and individuals 12 years of age older being on site. This is required by law.

At Glowing Hearts, we are very strict in the case of any child abuse and we take necessary steps to control that right away. There is no tolerance for any kind of physical, emotional, sexual and neglect abuse and in the case of any suspected abuse or neglect of a child, a written report will be submitted to the local Health Authorities.

If the caregiver suspects that the child has been abused or neglected at child's home, relative or any other location we will report the incident to the intake worker at the Ministry of Children and Family Development. A documentation of the incident or observation, reporting who, when and where etc. will also be submitted.

If the care giver suspects that the abuse may have occurred at the child care facility by staff, volunteer's member or any other person, she will report the incident to the Community Care Facilities Licensing Office.

This policy has been developed according to the guidelines provided by South Fraser Health Region.

Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited, or needs protections due to the specific circumstances outlined in the Child, Family and community Service Act, is legally responsible under the act to report the matter to a child protection social worker, in B.C., a child is anyone under the age of 19.

Child Abuse is classified under four categories and these are: -

- a. physical abuse
- b. emotional abuse
- c. sexual abuse
- d. neglect

The form of abuse may be a single form of abuse, or any combination of the above.

Child Releasing Policy

Our Daycare will require each parent to fill up a Child Releasing Form at the time of registration clearly mentioning the names for each person who will be dropping and picking up the child.

At Glowing Hearts parents would have to call in advance telling us all the information about the person who is coming to pick up the child, and we will require that person to produce picture ID.

Glowing Hearts, will not immediately release the child with the parent or any other person named on the registration form if she feels that person is intoxicated or for any other reasons that cannot provide safe care to the child, and will suggest them to take a taxi or make some other arrangements. If the parent or any other person s who is picking up the child insists on removing them child, we will release the child and immediately call the police, these measures are for your child's own safety and well-being.

In the event of late pick up late fees will be implemented. If no one arrives to pick up the child and if calling the emergency contact proves unsuccessful and reasonable time has elapsed. The Care giver at Glowing Hearts Day Care will contact the Ministry of Social Services and Housing Emergency Service and ask them to pick up the child.

Lastly if there is custody involved Glowing Hearts Daycare will require the copy of custody order.

Lost Child Policy

We at Glowing Hearts Daycare are aware of our roles and responsibilities prior to a child becoming lost.

Children are always supervised by the Care giver and the Exit doors are to remain locked at all times.

When we are going on field trips, Care Giver always make children wear daycare t- shirt / smocks with Day Care's Name and telephone number. Care Giver always take each child's picture and their parents/alternate's telephone number with them.

Children will be educated what to do if they get lost or are approached by an unfamiliar adult or a child who ask them to leave the facility.

Children are carefully explained their play area boundaries and are not allowed to wander off alone. They are also explained to remain calm and stay where they are in case, they are lost.

In case the child goes missing, Care Giver will make sure that all the remaining children are safe, then search for all known play areas of the child, if not found then right away inform the **Police** and the child's parents and will keep ready a description of the child along with picture. Care Giver will then call a back-up support person to stay with the other children while she is searching for the lost child.

Field Trip Policy

Walking field trips such as walks to nearby park is a part of the program at Glowing Hearts. We ask the parents to sign a permission form at the time of registration allowing the child to participate. Major excursion is pre-planned adequately, supervised, and announced well in advance before taking the place.

When we go to the field trips, we always make sure that each child must wear same color smocks with all the important information printed on it.

Care giver will always keep handy all the information for each individual child along with their pictures.

Safety Procedures

In our Daycare we try to practice the best possible safety procedures. We try to make sure that our Daycare has a safe environment and injury free to our best possible way.

We post telephone numbers of the various emergency services such as police, nearest hospital, fire department, poison control, each child's parents/physician's telephone numbers and emergency person's name and telephone number for each child.

We maintain an up-to-date first aid certificate including infant CPR.

We clearly mark the emergency exit and keep that area always clean to permit easy exit in the event of necessary evacuation.

We make sure that all the equipment like smoke detectors, fire extinguishers, electric outlet covers, gates, etc. are in the right spot and perfect working conditions.

We make sure that in the washroom there are nothing else other than the hand washing soap and individual paper towel. There is toilet seat available for small children.

We make sure that the floor is kept clean and all the cupboards should be locked all the time, T.V. and telephone is kept on a height so that the children cannot reach them.

We make sure that the plants in our garden are child friendly and the sand box is always covered when not in use.

We always keep the thermometer in the fridge to make sure that it is working all the time on the right temperature.

We always practice the fire, earthquake and emergency procedure drill.

We try and keep in the mind each child's abilities and always use soft/safe toys.

We always keep the medicine in the safe and appropriate place and locked.

We keep our first aid supplies complete and readily available.

We always keep track for any special diets for any child.

We try and make sure that whatever food we are using will be nut free.

We always try and practice simple and clear safety rules.

We try and obtain information about safety in the community and share it with parents.

We always document and notify parents of any occurrence and treatment of any illness, injury, or accident.

We clearly defame off limit areas for both indoor and outdoor plays.

We use safe pedestrian, automobile and the bus practices when traveling with children.

We provide supervision both indoors and outdoors which is appropriate to the child's developmental level.

A Fire Safety Plan

We at Glowing Heart hold regular fire drills once a month at the Day Care.

The fire escape route is posted on the walls by the both exit doors in the Day Care (front and back doors). We have fire extinguishers next to the exit doors. In case of fire, children will be taken out side to the safe area and the parents will be notified and the fire station will be called. We will meet with the parents outside on the corner of the lane. All safety measures will be taken.

An Emergency Preparedness Plan

We at Glowing Hearts have an emergency plan backup available at all the time.

We know that we could be on our own for up to 72 hours.

We have trained everyone in the Daycare how to use the fire extinguisher and are aware of the location of emergency supplies.

We have on file the numbers for the emergency support in our community.

We will take children to the safe place in case of the emergency and that is at the Church in our locality/block. All Emergency and safety measures will be taken.

We always practice emergency drill so that the children are familiar with the process.

No Smoking Policy

Our Premises is smoke free. Please do not come inside the day care if anyone just had a smoke. Also, it is the law now that all the work place should be smoke free, and one cannot smoke within three meters of the building.

Pet's Policy

We do not have any pet in our Daycare and we do not allow any child to bring any kind of pet to the day care.

If you have pets like dogs and cats, then please make sure that the child is wearing smell free wash clothing and no pet hairs are clinging to them clothes to the best of your knowledge as other children could be allergic to this.

Hygiene, Food and Nutrition

Hygiene

At Glowing hearts daycare, we to learn and practice a good hygiene routine appropriate to their age, and

learn to become independent in their toileting needs.

- We provide liquid hand soap and single use paper towels that will be used for hand washing.
- Children will wash their hands, before and after eating, after toileting, nose wiping/sneezing and outside play.
- Paper towels and soap will be kept near the sink to be easily accessible to the children
- Diapering will be done in the bathroom on a change mat, parents are required to supply diapers/pull-ups and wipes. (when potty training, parents need to supply more change of clothes)
- Diapers and gloves will be disposed in a plastic bag, in a bag-lined garbage can.
- After diaper change, the mat must be wiped clean with a bleach solution (1 tsp (5 ml) of bleach to 495 ml of water).

Food and Nutrition

We are a Peanut Free Zone!

Glowing Hearts Daycare encourages parents to provide healthy snack for morning snack time.

Medication Administration Policy

Medication will be administered to children only, when necessary, with the following guidelines:

- Parents must fill out the medication form before any medication can be administered to the child.
- The form includes; date, child's name, Dr. name and phone number, dosage and information about the medication.
- Be in original vial or bottle with original pharmacy label;
- Have no hand-written changes on vial;
- Be kept in a locked medication container inaccessible to the children.
- In regards to inhalers, they will be kept in a clear Ziploc Bag (labelled with the child's name) on the Staff Board.
- All inhalers must be prescribed by a doctor and a medical form must be filled out; inhalers must be handed directly to staff in a Ziploc Bag with the child's name on it.

PLEASE DO NOT GIVE ANY MEDICATIONS (over the counter or prescribed) IN YOUR CHILD'S BACKPACK OR LUNCH KIT!!

The center will not accept children with allergy plans without a valid puffer and EPI PEN.

Termination and Repayment Agreement

Termination

If the care giver decides to terminate without notice for breach of the terms and conditions of this contract or if, in the provider's opinion, the continuation of the child or parent as part of the daycare group is detrimental to the well-being of the other children in care. Any false accusations or threats made to our staff by parents/legal guardians will lead to immediate termination. To avoid this kind of situation from occurring, parents are required to thoroughly read the entire child care contracts as well

as sign on the written warnings of any incident their child is a part of.

Repayment Agreement

Two month written notice is required in case the parent/legal guardian chooses to terminate the child care for any reason. The parent/legal guardian will be responsible for all final payments through the end of the notice period regardless of whether the child is attending the facility. Also, the parents/legal guardian will surrender the deposit fee as it is only refundable to the client in the last month of registration.

Fee's & Payments (Effective from JULY 2025 to MARCH 2026)

Toddlers Full Time (5 days per week)			\$619/ month
Group Care for 3-5 years old Full time (5 days per week)		3-5 years	\$618/ month
Part time (3 days per week)		3-5 years	\$440 / month
Part time (2 days per week)		3-5 years	\$343/ month
Drop in fee/day (If available)	\$65		

^{*}We have opted-in to the CCFRI Program and above fee is after adjusting those reductions

Registration and Subsidy

There would be non-refundable registration fees of \$200 payable by each child and we will be accepting government subsidy for families that qualify. For information about eligibility and procedure for applying please visit www.mcf.gov.bc.ca. Parents are required to pay fees until the receipt of subsidy allowance.

Gradual Entry

Toddler (2-3)

First Day: One hour with parents Second Day: One hour without parents Third Day: Two hours without parents

Fourth Day: Stay for lunch time until 12:30pm

Fifth Day: Stay for nap time until 2:30pm or child wakes up

*Following week will be Full Days

Group Daycare (3-5)

First Day: One hour with parents

Second Day: One hour without parents
Third Day: Two hours without parents
Fourth Day: Stay for lunch time until 1:00pm

Fifth Day: Stay for nap time and snack time until 3:20pm

*Following week will be Full Days

Emergency Preparedness Kit

Parents and Families;

As a safety measure at Daycare, we are asking to have a home-made earthquake/emergency kit to be sent and left at daycare.

In a large Ziploc bag with your child's name on it, please fill the kit with the following items:

- A family photo with your home phone number/work numbers, emergency contact number and any other important information written on the back
- A reassuring letter from Mom/Dad and or guardians
- A vinyl rain poncho or cape (can be found at Walmart or dollar stores)
- A silver emergency blanket (can be found at Walmart or dollar stores)
- Wet Wipes
- Kleenex packet
- Mini flashlight with batteries on the side or glow stick
- A small comfort toy such as a car or small stuffed animal or book

This list is just a guideline; please feel free to enclose anything extra you feel would be useful for your child.

We also ask that you bring in a non-perishable food item (such as canned soup/vegetable/or fruit, tuna, granola bars, crackers, jam, or etc.) that we will store with our emergency water supply. Daycare will provide a 72-hour water supply.

Please be advised, if there is an earthquake, our emergency procedure will be to head to our "Safe Spot" and will remain there until it is safe to return to the daycare or all the children have been picked up.

Any questions or concerns please feel free to ask. Thank you!

Items to bring to Daycare

All children must bring:

- A recent photo of your child (used for emergency cards)
- Complete change of clothes (season appropriate)
- Pants/shorts
- Shirt
- Socks/Underwear (if potty trained)
- Inside shoes
- Boots
- Jacket
- Refillable water bottle to be left here daily
- Lunch & Morning Snack
- Heat ups are fine to bring. Please NO NUTS or nut products. Please also pack extra as the children get hungry throughout the day and having choices makes it easier for your child.
- Earthquake Comfort Kit

If your child is in Group daycare or is a toddler

- Diapers/pull ups (if needed)
- Baby wipes (if needed)
- Muddy Buddies (rain pants)
- Crib sheet, Blanket, small pillow or stuffed animal for nap time
- Comfort item to help adjust to a new setting (if needed)

*Please Label EVERYTHING

Daily Schedule

For Toddlers

```
7:30 – 9:15 am: - Arrival/ free play time, clean up and toilet routine 9:15 am. Snacks 10:00 am. Inside activities 10:45 am. Outdoor play 11:30 am Lunch, Clean up, and toilet routine 12:00- 12:30 p.m.: - Toddler Story time
```

12:30 – 2:30 pm.: - Toddler nap time or quiet time

2:30 – 3:00 pm.: - Wake up, hand washing and toilet routine

3:00 pm.: - Snacks.

3:30-5:00 pm.: - Outside/inside activities.

5:00- 5:20 pm.: - Clean up.

3 - 5 years

AM

7:30 – 8:30 Greeting children and open play.

8:30 – 9:30 Art Time

9:30 – 10:00 Short circle/ hand washing.

10:00 - 10:20 Snack time.

10:20 - 10:30 - Bathroom time.

10:30 – 11:30 Outside time.

11:30 - 12:00 Theme based circle.

PM

12:00-12:10 - Washing hands

12:10 – 12:35 Lunch Time.

12:35 – 12:45 Hand wash and bathroom time.

12:45 – 02:30 Nap time.

2:30 - 3:00 short circle

3:00 - 3:30 Snack time.

3:30 - 5:00 Outside activities.

5:00 – 5:20 Clean up.

5:20 - 5:30 Closing time

Parent/Family Handbook and Fee Agreement - Parents Copy

Group Daycare (3-5)	Multi-Age (2-12)
	Type of Care (please circle one)
, , , , , ,	
Child(ren)'s Name(s):	

Part-Time Care Full-Time Care

Days Desired (for part-time):

Monday/Tuesday/Wednesday/Thursday/Friday

Monthly Child Care Fees: _____

I have read the parent handbook for Glowing Hearts Daycare Facility and understand all the

information, policies and procedures outlined in the handbook. I have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement I consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, I acknowledge that the information supplied in the registration form regarding our child and the information supplied below is true and accurate to the best of my knowledge.

Parent/Guardian Signature	Date
Owner/Operator's Signature	Date

Emergency Closure Policy

Glowing Hearts Daycare is committed to having our programs open on all scheduled days. We recognize that emergencies beyond the Centre's control such as the breakdown of essential services (hydro, heat and/or water) or inclement weather days can occur. We must consider the safety of all students and staff when we make decisions regarding full day closures or early closures due to emergency conditions.

In the event that Glowing Hearts Daycare will need to close the Centre due to any emergency condition, the staff will call or email families for an early pick up. Should Glowing Hearts Daycare be unable to open our program in the morning, a message will be left on the Centre's voice mail. Parents are asked to call daycare on severe weather days to confirm if Glowing Hearts Daycare is open or not. **Daycare will close if school district calls a snow day and closes its schools in the area**

Closure due to Health & Safety or other circumstances:

• Due to unforeseen circumstances, the Centre may be required to close for health or safety reasons (i.e. Illness outbreak, fire, flood, etc.)