



by Zaaz Eatery & Play Inc.

Welcome to Buzy Bugz' Garden!

We are so happy that you've chosen our Garden to nourish the needs of your child. This parent guide has been written to describe our program, philosophy, policies, and all the other details that go into making each day filled with the work of children - Play! Please carefully read through this entire handbook and keep it for future reference. Our Buzy Bugz employees will be happy to address any of your concerns and answer any questions you may have. We're excited to have your Buzy Bugz buzzing around!

Za Philosophy

We harness children's natural curiosity to explore, experiment, problem solve, take safe risks, engage in meaningful activities (especially when doing so with others), grow, and flourish in our "Garden" as their authentic selves while learning through play. Our connected, engaged employees enrich each child's individualized learning environment by "Planting" activities, crafts, games, books, challenges, nutritious food, pretend play, experiments, exercise, rest, engagement with the Kamloops community, and connection with each other.

Children experience a spectrum of play every day, from solitary to cooperative, onlooker to parallel, literal to fantastic, mental to physical. We use structured games and activities alongside open-ended play as teaching practices that optimally facilitate a child's development and learning objectives. We believe that employees should guide children through their play-based learning to support specific learning goals in interactive, silly, fun, imaginative, connected, and flexible ways, and all employees will utilize their basic training of the neuroscience behind child development and play as a strong base to support age-appropriate learning goals.

At Buzy Bugz' Garden, children learn content through employee-led play with specific learning goals to meet age-appropriate development through an intentional enrichment component to playful learning. Employees play a crucial role in creating a "Garden" where children can engage with playful intentional learning, while also embracing a developmentally appropriate standard of practice. This approach advances our employees' ability to help children attain curricular goals as lifelong learners through active learning with topics that are important and culturally relevant to children, with specific attention to Tk'emlúps te Secwépemc and indigenous learning. It also means employees can better identify with the learning process, so learning can become more seamless.

High-quality education programs offer a range of learning experiences; although Buzy Bugz' Garden is play-based, our employees still possess professional knowledge of how to guide education through their experience with individual children, their understanding of social and cultural contexts, their ability to think strategically about how to enhance playful learning with content, and their knowledge of how children naturally learn while meeting age-appropriate learning objectives related to emotional, social, physical, intellectual, and language development through connected, engaged, and meaningful learning.

Parents/guardians of children attending Buzy Bugz' Garden must sign their child in upon arrival and sign their child out upon departure using our secure software: BrightWheel. Our employees will always provide effective supervision that ensures safety, well-being, and development of the children in our Garden. We believe that effective supervision is more than just watching the children, but also uses strategies to promote effective learning and exploring, and creates safe environments for the children. Our staff will conduct regular safety checks, maintain consistent headcounts, will always be educated on where emergency medications, contacts, and first aid kits are kept, and will always be aware of authorized individuals for pick up and follow all safe release procedures.

PARENT GUIDE



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Za Hourz

As an Occasional Child Care facility, Buzy Bugz' Garden can care for your Bugz for a maximum of 8 hours per day AND 40 hours per month for any individual child. This is a mandatory BC Child Care regulation for all Occasional Child Care facilities. We WILL NOT be able to allow anything over these limits, no exceptions.

- Our hours of operation are 7:45am-6:00pm Monday to Friday
- Please inquire for the following, or watch our social media pages and website for special events:
 - Specialty mornings from 6:45-7:45am
 - Specialty nights from 6:00-9:00pm
 - Specialty weekends from 6:45am-9:00pm

Children can be dropped off or picked up at any time during our hours of operation as long as time limits are not exceeded. Children must be dropped off and picked up within 5 minutes of the hour they've been booked in. Minimum attendance is 30 minutes. Care slots must be reserved and confirmed with Buzy Bugz' Garden a minimum of one week in advance to guarantee care, but drop-in care slots may be available on a first come, first served basis if staffing ratios allow. Care slots can be booked as far in advance as desired. The further in advance you book, the higher likelihood of ensuring your space on the required day.

If a child has been at Buzy Bugz' Garden up to their maximum 8 hours and hasn't been picked up, we must act immediately, and will call all available phone numbers including emergency contacts. If employees are unable to obtain a response from parents/guardians or other contacts, then the Manager or Prezident will immediately contact the Ministry of Children & Family Development. This is a requirement of BC Child Care Regulations.

Za Fees

Care pay rate is calculated hourly, and rounded up or down to the nearest half hour. Fees are due immediately upon booking or registration either in person or via e-transfer to info@zaazplay.ca.

Hourly Rates:

- \$12.50 per hour if booking online one week or more in advance
- \$14.50 per hour if dropping in or booking online less than one week in advance
- \$19.50 per hour for any bookings on federal statutory holidays

Za Mealz

Meal Costs and Times:

- Lunch (12:00-12:30pm daily): \$10
- Snacks (10:00 & 2:30 daily): \$4
- Drinks (juice or milk): \$2

All food will contain no peanuts or refined oils. Meals will either be completely gluten free, or will contain gluten but have a gluten free option available if desired (e.g. pizza and sandwiches).

Hydration and nutrition can be provided by Zaaz as needed depending on when the child will be in our care. Children will be provided with a nutritious meal and/or snack during each of the above assigned eating times that they are present. If desired, parents/guardians can pack a lunch and/or snack(s) for their bugz, but they must ensure that they pack enough food for all meals that they will be present for, and food MUST be peanut free. Children should come with their own tightly sealing water bottle for water breaks.



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Hydration & Nutrition

Zaaz's Kitchen ensures every snack and meal is fun! It will be something your children will want to eat, but we will also ensure they are getting all the nutrients they need through their food. Having us provide meals and snacks for your children is not only cost effective, but it is also one less thing you need to worry about in your day-to-day busy mornings! Most allergies and dietary restrictions can be addressed by the Zaaz Kitchen, and all such needs will be kept on record. Meals and snacks can be pre-ordered during booking or purchased during Sign In. During Sign In, the day's menu will be displayed, and food substitutions can be requested if needed.

Not only do we ensure the proper nutrition and hydration of all children in our care, but we enjoy educating our Buzy Bugz on making their own healthy choices. We emphasize nutrition, hydration, where food comes from, healthy habits, cooking, baking, decorating, fun with food, and so much more. Part of Zaaz's vision is to create healthy connections through food, and we take this to tasty new heights with our childcare experience!

Za Regularz

If you intend on using Buzy Bugz' Garden for 30-40 hours per month on a regular basis, you can become one of Za Regularz! By securing your spot with a fee of \$450 per month (due on the 1st of the month for the upcoming month), you are guaranteeing a spot for your bug for as many as 40 hours every month. The fee is the same regardless of how many hours you actually use in a given month, and the rate overrides all circumstances listed in the hourly rates above. You must send in your request each month for the days and times you'd like to book (using our BrightWheel form). They do not need to be the same days every month; these days can be used any time to fit with your schedule. Slots are restricted to a 2-hour minimum booking for Za Regularz. Slots are filled on a first come, first served basis, so the further in advance you can submit your schedule request, the more likely we will be able to accommodate your request. 30 days notice must be given to cancel your Regularz slot. Za Regularz also get first access to our specialty drop-off events, as long as it doesn't bring overall attendance over the 40-hour per month limit.

Za Environment

Buzy Bugz' Garden will be hosted exclusively in the back portion of the building (including the Sensory Room, the Eatery and adjoining bathroom, the central Barista area and adjoining bathroom, and half the back bay) during Zaaz's public drop-in hours, and throughout the indoor Play Village before and after public drop-in hours. All play areas have been set up strategically for enriched age-appropriate learning on various topics. Content includes toys, games, creations, materials, and experiments to help children explore within the subjects of community, self-expression, self-care, mindfulness, practical life, health, nutrition, movement, art, language, literature, science, nature, geography, culture, people, and senses.

When Zaaz is open to the public, our Buzy Bugz will have exclusive access to the back portion of the building as outlined above. Child Care children and their parents will use the Eatery door to enter and exit, and the Eatery will be closed to the public on weekdays. The back bay will be split in half with a large room divider, allowing access to Child Care children only on the North side, and public access on the South side. The public WILL NOT be allowed access to this back space at all on weekdays with no exceptions. Buzy Bugz will be allowed exclusive access to the Play Village outside of Zaaz's regular business hours.

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Za Daily Routine

Buzy Bugz' Garden employees follow daily “routines” instead of “schedules.” We plan for easy transition through the day to the next activity. All routines are worked around individual napping schedules as needed. Diaper changes and washroom use is completed on an as-needed basis for each individual child, and need is checked or reminded regularly, as well as during all transitions to new activities. During all transitions to new activities, children will – in accordance with their age and ability – be encouraged and shown how to clean up and/or prepare for the next activity, giving them the time and patience to presently engage with the next part of their day.

The following sample routine has been designed to accommodate flexibility in children’s arrival/departure times. All activities during the day including free play will be run in the Play Village (outside public drop-in hours) or the designated Child Care Space (CCS) as outlined below. All meals will be served in the Eatery. The day has been split into one 4.25-hour **morning** slot and one 4.25-hour **afternoon** slot to make it easier for parents/guardians who only want to have their children in care for half a day. If we have over 14 children in our care, the daily routine will be alternated in stations for optimal use of our space and to ensure all children can participate equally in all planned activities.

0745-0900: free play (Play Village)	1230-1345: free play (CCS)
0900-1000: <i>Music & Movement Time</i> (CCS)	1345-1430: <i>Story Time</i> (CCS)
1000-1015: wash hands and Snack 1	1430-1445: wash hands and Snack 2
1015-1100: <i>Story Time</i> (CCS)	1445-1545: <i>Music & Movement Time</i> (CCS)
1100-1200: <i>Creation Time</i> (CCS)	1545-1645: <i>Creation Time</i> (CCS)
1200-1230: wash hands and Lunch	1645-1800: <i>Community Time</i> or free play (CCS and/or Play Village)

- *Story Time*: a time to let their imaginations soar! Buzy Bugz will explore various forms of storytelling such as books, games, shows, songs, puppets, poetry, and more.
- *Creation Time*: a time to release their inner artist, scientist, and explorer! Buzy Bugz will be guided through unique crafts, experiments, building games, no-heat cooking, sensory exploration activities, and more. This is the perfect time for messy science experiments and active crafting.
- *Community Time*: a time to learn about our local community! Buzy Bugz will visit the assigned Façade of the day in Za Play Village (there are 17 different community Façades to explore). They will get to learn and engage with this Façade with an activity set out for them, and they may even get a surprise visit from a Special Visitor in their community!
- *Music & Movement Time*: a time to move and groove! Buzy Bugz will participate in daily games and/or activities to promote active play. They will be encouraged to sing, dance, act, play, run, balance, and explore their creative sides while moving and working their small and large muscles. They will participate in dance parties, exercise games, board games and toys that promote moving your body, active storytelling, balance, and gymnastics. Exercise routines like yoga, aerobics, and high-intensity interval training may be used to encourage healthy exercise that can be done at home too.

We will encourage active (but safe) play within our indoor space daily, as introducing the habit of active play early on in life helps create healthy lifestyle habits as children grow older. We don't use regular screen time at Buzy Bugz' Garden. The only exception will be UNDER 30 minutes per day during active play such as yoga or dancing.



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Za Employeeez

At any given time, Buzy Bugz' Garden will strictly impose the staffing guidelines as outlined by the BC Child Care Regulations Act for an Occasional Child Care facility:

- Up to three employees (one employee per eight children) if all children present are over 36 months, up to a maximum of 20 children, OR
- Up to four employees (one employee per four children) if any children under 36 months are present, up to a maximum of 16 children.

There will be no exceptions to these rules. If not enough staff are present, we will not accept drop-in or pre-registered children. All care will be conducted indoors in our secure facility; no outdoor transportation or outdoor play will occur while children are in our care. Children will not be transported outside property boundaries by our employees for any reason except those outlined in our emergency plan in the case of an emergency.

All Child Care employees are considered Responsible Adults by BC Child Care Regulations, which means they:

- Are at least 19 years of age and are able to provide care and mature guidance to children
- Have completed a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition
- Have relevant work experience
- Have a criminal record clearance on file

In addition, ALL Zaaz employees and volunteers who may come in contact with Child Care children have a criminal record clearance, immunization and tuberculosis control form, and character references on file

There is always an employee on shift with First Aid training. All food preparation is done through our restaurant, where everyone has food safe qualifications. Buzy Bugz Garden has many employees who are currently enrolled in the Master of Education program at Thompson Rivers University, as well as employees with work experience in various healthcare fields.

Za Napz

Buzy Bugz' Garden loves nap time! Employees will do their best to stick to your Buzy Bugz' sleep schedule, but they will not force naps. Because this is an Occasional program, routines can be easily disrupted, and your Bug may not want to miss any of the fun activities going on. That's okay! We will do our best and treat every scheduled nap or overtired child with care and consideration for your regular daily routines, but also ensure the easiest transition for the child with as much rest as possible between playing. The Garden has cots for napping Bugz, but you are responsible for bringing any additional napping gear (see section "What to Bring").

Communication

We will be using BrightWheel as our main form of communication between our employees and your families! There is a user-friendly app that you can download on your phone, and we will send you messages, photos, and updates on nutrition, hydration, and washroom use/diaper changes directly through the app. You can also view our menu, sign your child in and out for care hours, track total hours attended, and view the daily routines. Instructions for how to sign up for BrightWheel are available on our website at zaazplay.ca/za-daycare.



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Sickness

Buzy Bugz' Garden has a zero tolerance policy for sickness in both children and employees. If a child or employee is showing symptoms of a communicable disease (coughing, congestion, vomiting, diarrhea, or fever), they will not be allowed to stay in the Garden, and will not be allowed to return until they have been symptom free for 24 hours. If a child becomes sick while attending Buzy Bugz' Garden, employees will contact the child's parent/guardian and arrange a pick-up plan so the child can be picked up as soon as possible. If employees cannot get in contact with the primary parent/guardian, they will contact any additional approved pick-up individuals, and then emergency contacts if needed until they can arrange pick-up for the sick child. If employees cannot get in contact with anyone after 30 minutes of attempts and all phone numbers have been attempted, then the Manager or Prezident will immediately contact the Ministry of Children & Family Development.

Medications & Emergencies

Buzy Bugz' Garden considers medication administration and emergency situations to be top priorities in our care plan. All our policies and procedures were designed by Zaaz's Prezident, who is also a licensed and practising Primary Care Paramedic IV with BC Emergency Health Services. All Child Care employees are trained by the Buzy Bugz' Garden's General Manager and Administrative Manager prior to working in the Garden, and are kept up to date on current policies, best practices in medical care, and emergency procedures. Parent/guardians are required to disclose all their children's allergies, sensitivities, and medications during the registration process. They must also give emergency care consent, disclose immunization status, and give consent to administer medication if medication is needed while child is in our care. If your child will require us to administer medications while in our care, we will provide you with and ask you to review all medication Standard Operating Procedures (SOPs 01.09 and 07.09). Please review our Emergency Plan (SOP 07.08, available in the Parent Guide Appendix) to be aware of our procedures in the event of an emergency whether situational or medical.

How to Apply

Applying is as easy as 1-2-3! Simply go to zaazplay.ca/za-daycare to get started; there's no fee to register. You'll need to create free parent accounts with BrightWheel during the registration process. Then you'll have to fill out the initial registration form through BrightWheel for each child you require care for. Once we receive that form, we'll check over your registration to make sure your requests will fit in with our care program. At that point, we'll send you the rest of the documents through BrightWheel, including your very own digital copy of this Parent Guide and its Appendix! You can fill out and submit the additional forms digitally; however these forms CANNOT be signed digitally. We'll print copies of the submitted documents so you can sign them in person on your child's first day of care.

To sign up for specific days that you need care, you'll fill out a simple online form through BrightWheel. These forms are unique for each month and will always be available on our website. You can use the form as often as you need for any time period you need. We'll send you a message through BrightWheel letting you know if we can accommodate your request, and suggest changes if there are conflicts. Once your final schedule is decided, we'll let you know the total amount owed for that registration, which is due immediately. You can either pay in person with any payment method you like, or send an e-transfer to info@zaazplay.ca. You will always receive a receipt for your transactions via email.

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What to Bring

Please make sure all items are labelled with your Buzy Bugz' name so they don't get misplaced!

General Items:

- Backpack
- Tightly sealing water bottle
- Napping gear, which may include a playpen and/or mat, bedding and/or blankets, and comfort items

Clothing and Diapers:

- Socks, slippers, or indoor shoes
- Two spare changes of clothing for your potty-trained child (messes and accidents happen!)
- Four spare changes of clothing for your child who is currently potty training
- Enough diapers and wipes to get through the day for your diapered child

If a child is expected to be spending a lot of time at Buzy Bugz' Garden, we suggest you provide the following additional items so they can be added to the Zaaz Comfort Bag, a bag we keep in case of emergencies that may require extended care at our facility. Items will be kept separate from other children's items by keeping them in individual sealed and labelled Ziploc bags.

- A letter addressed to your child
- A picture of the child's family or other favourite people
- A small cuddle toy, blanket, or favourite book

Thank you for Buzzing in!

Thank You for your interest in having your child attend Buzy Bugz' Garden Occasional Child Care, serviced by Zaaz Eatery & Play Inc. We look forward to hopefully seeing your Bugz buzzing around za Garden and immersing themselves in play very soon!

Samantha O'Callaghan

Zaaz Prezident, Buzy Bugz' Garden General Manager
info@zaazplay.ca

Mikaela Wilson

Zaaz General Manager, Buzy Bugz' Garden Administrative Manager
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