BC CHRISTIAN ACADEMY

KIDS CLUB CHILD CARE CENTRE

Infant and Toddler Care | Group Daycare | Junior Kindergarten | Before and After School Care | Summer Camp

PARENT'S HANDBOOK

Member of:

ACSI – Association of Christian Schools International

TABLE OF CONTENTS

Introduction

WELCOME TO BCCA KIDS CLUB CENTRE 4

MISSION STATEMENT 5

OUR CURRICULUM 5

OUR STAFF 5

OUR PROGRAMS

PROGRAMS, HRS OF OPERATION & HOLIDAYS 5

INFANT AND TODDLER CARE 6

GROUP DAYCARE 7

JUNIOR KINDERGARTEN 9

OUT OF SCHOOL CARE 10

SUMMER CAMP PROGRAM 11

POLICIES AND PROCEDURES

ABUSE POLICY 20

ALLERGIES 15

ARRIVAL AND DEPARTURE 12

ATTENDANCE 12

BIRTHDAYS 13

COMMUNICATION, NOTICES & REMINDERS 14

CONCERNS PROCEDURES 18

EMERGENCY/DISASTER PLAN 17

EMERGENCY PACKAGES 17

BIRTHDAYS 13

FEE PAYMENT 21

FIELD TRIPS 13

FIRE, EARTHQUAKE & 'CODE RED' DRILL & POLICIES 17

FUNDRAISING AND ANNUAL WISH LIST 14

GRADUAL ENTRY 12

Policies & Procedures contd...

GUIDANCE AND DISCIPLINE 18

HYGIENE 15

ILLNESS 16

IMMUNIZATION 16

IMPORTANT DATES 24

INCLUSION POLICY 19

LATE FEE 22

LOST & FOUND 13

MEDICAL EMERGENCY 17

MEDICATION 17

MISSING CHILD POLICY 20

NEWSLETTERS 14

NUTRITION, SNACK AND LUNCH 15

PANDEMIC POLICY *UPDATED JUN2020* 23

PARKING 13

PHYSICAL ACTIVITY POLICY 22

PRO-D, EARLY DISMISSALS & OTHER NON-INSTRUCTIONAL DAYS 10

REGISTRATION, RE-REGISTRATION & DEPOSITS 21

RELEASE OF A CHILD FROM THE CENTRE 19

REST TIME POLICY 14

SUMMER FIELD TRIPS 22

SCREEN TIME & ELECTRONIC DEVICE POLICY 22

TOYS 13

TRANSPORTATION 10

UNEXPECTED CLOSURES 12

VOLUNTEERS 14

WITHDRAWAL 21

WELCOME TO BCCA KIDS CLUB CENTRE

We hope this year will be a happy and rewarding year for your child and the whole family. We are glad that you have chosen to spend this time with us. We have many exciting opportunities for your child to participate in and are continuing to enhance our programs to meet families' needs.

- We value each child as special and precious in God's eyes.
- We value children as unique, competent individuals.
- We value children's opinions.
- We value children learning through play.
- We value parent's feedback and participation.

Our childcare programs are committed to nurturing and guiding children. We provide an environment that fosters trust, security, and comfort. We strive to provide a balance of activities that help children to progress in spiritual, social, emotional, physical, and cognitive development.

Our programs respect and value differences; we recognize that children are individuals and that every child is unique.

Each program provides a safe, secure, and stimulating environment for all children. It provides time and opportunities for children to explore and investigate their world and to communicate with other children and adults. The environment promotes an accepting, tolerant and flexible attitude towards others and respect for the natural world.

During these formative years' children must learn how to get along in a group, to share, to problem solve in their relationship with peers and to have a positive self-image. By providing a play-based program, the children develop these skills in their creative play activities. Play is a child's work. It is their way of trying out rules and experimenting with life.

Our aim is to be respectful and caring, and to treat each child and parent as individuals. To provide a safe environment that will promote positive growth of the children and maintain the parent as the child's primary caregiver. We understand how parenting can be a difficult task, and we strive to work together with families to promote positive child-rearing principles and provide opportunities to improve parenting skills. We will value, and not judge or criticize parenting efforts and will work towards meeting the needs of children and parents through realistic expectations and ongoing communication.

We endeavor to maintain a daily routine that eventually eases all children into comfortable and familiar habits. This routine takes into account the dynamics of the children and their ages and stages of development. Our program is well balanced between structured activities and free play, social and quiet times, and ample opportunities for creative exploration and learning through play.

We appreciate that you have taken the time to go through this handbook, which we hope will answer most of your queries; however, should you have any questions, please feel free to contact us at:
604-942-3746 or **604-616-9740** or email us at **kcadminassistant@bccaschool.ca.**

MISSION STATEMENT

Our mission is to provide a safe, nurturing Christ-centered environment for children to learn and grow. Our goal is to provide children with activities and opportunities that will enhance their spiritual, physical, intellectual, creative, emotional and social development.

OUR CURRICULUM

The Kids Club curriculum supports the core principles of British Columbia's Early Learning Framework (2008). Our staff provides a continuum of play-based learning activities across the five areas of development: (1) aesthetic and artistic development, (2) emotional and social development, (3) intellectual development, (4) physical development and well-being and (5) the development of social responsibility. The classroom environment is set up to include a variety of developmentally appropriate and accessible materials and activities that encourage independence, stimulate curiosity, nurture creativity, and provide Christ-centered, Bible-based learning.

OUR STAFF

Christian organizations have a unique task and function which is based on a foundational understanding of Biblical implications for teaching and learning. Therefore, our teachers are not only certified Early Childhood Educators (ECE), Assistants (ECE/A) and Infant and Toddler Educators (ITE), as required by Childcare Licensing Authorities, but are also equipped to integrate faith and learning. They are dedicated and committed Christian educators who adhere to BCCA's statement of faith and strive to provide students with the best care, support, and education--- intellectually, socially, physically and spiritually. Each teacher also holds a valid first aid certificate and has undergone a criminal record check.

OUR PROGRAMS, HOURS OF OPERATION & HOLIDAYS

PROGRAMS	FOR CHILDREN	OPEN WEEKDAYS FROM-TO
Group Daycare Program* (All year)	3—5 years old	6:30am—6:30pm
Infant & Toddler Care* (All year)	Newborn—3 years old	**7:00am—6:00pm**
Junior Kindergarten** and **Extended Junior Kindergarten**** (September to June)	3—5 years old	**8:30am**—12:30pm **8:30am – 3:00pm M-TH** **8:30am – 12:30pm FR**
Out-of-School Care (September to June)	Kindergarten—12 years old	6:30am—6:30pm
Summer Camp (July and August)	Kindergarten—12 years old	6:30am—6:00pm

- The centre is closed on Statutory Holidays, Easter Monday, Christmas week, inclusive of December 25th and January 1st and the week before Labour Day.
- During the Summer Months of July and August, there is an additional charge to cover the cost of field trips.
- The centre will close at **5:30pm** on the 3rd Wednesdays of every second month i.e. October, February, April, June and August. We will close early at **3:00pm** on Christmas eve, December 24.

  ** The Junior Kindergarten and Extended Junior Kindergarten Calendar follows that of BC Christian Academy and will observe all their school closures, including Pro-D days, Spring, Winter, Summer Breaks, etc.

INFANT AND TODDLER CARE (ITC)

The Infant & Toddler Care program commits to nurturing and caring for children through the first years of life from newborn to 36 months. We provide activities that help children progress in spiritual, social, emotional, physical, and cognitive development. Play is a child's work. It is their way of trying out rules and experimenting with life, which we fully encourage. Our Infant and Toddler Care program maintains a ratio of 4:1 with a consistent Infant and Toddler Educator as their primary caregiver.

I. Things to Bring

Spills, paint, dirt, glue, and other related messes are a natural part of a child's life, and the process of getting messy can sometimes be the most fun and rewarding experience of your child's day. Please dress your child in practical and comfortable clothing. On the first day of school, please send along the following items with your child, **all labelled with the child's name or initials**:

1. *Two complete changes of clothing and indoor slippers*. Children are active participants in our program so proper clothing is important.
2. *Durable, weather appropriate outdoor clothes and footwear.* The children will have outdoor activities and excursions whenever the weather permits, so please make sure they are dressed for the weather on that day.
3. *A package of disposable diapers and wipes.* Children will go through the diapering/toileting routine at least 4-6 times a day depending on the length of time spent at the centre. You will be informed when the supply is low so that it can be replenished. ****Please note that we are not able to accommodate cloth diapers at our facility anymore****
4. *Diaper cream (if used).* Please supply the diaper rash cream if you would like it to be used on your child. Please note that you will need to fill out an **Authorization for Medication Administration** form for a doctor prescribed cream.
5. *A fitted crib sheet, blanket, and a comfort item (if used).* Children will have a place where they can rest/nap each day. These items will stay at the daycare during the week and will be sent home at the end of each week. They must be washed and returned to daycare the next day your child attends.
6. *Extra storable snacks and a sippy cup (or the kind of cup that your child uses).* These will be left at the daycare for your child's daily use.

II. A Typical Day at Infant and Toddler Care

FROM	TO	SCHEDULE AND ROUTINE
7:00	9:30	Children come in during this time and after ensuring all their things have been put away, they are helped with breakfast, if required. Children are offered various activities that can include a craft, painting, puzzles, play dough, etc.
9:30	9:45	Clean up call and children are invited to our morning circle.
9:45	10:15	Morning Circle time varies from 10 to 30 minutes depending on the group and includes songs, dancing, stories and also learning various sign-language words.
10:15	11:00	Children have a snack and get ready for outdoor/indoor physical activities (depending on weather)
11:00	12:00	Outside play/walk/gym/activities (depending on weather)
12:00	1:00	Lunch time
1:00	3:00	Nap / rest time
3:00	3:45	Children have a snack and get ready for outdoors
3:45	4:45	Outside play/walk/gym/activities (depending on weather)
4:45	6:00	Free Play until they are picked up

Note: Gym, library and buddy times are part of their weekly schedules. Times are approximate and may change to accommodate the group's interest in an activity.

GROUP DAYCARE (GDC)

At Group Daycare, your child will have the opportunity to interact with other children, learn to problem solve, explore their interests, and participate in many different activities. Group Daycare is available for children aged 3 to 5 years and maintains a ratio of 8:1 with a consistent Early Childhood Educator as their primary caregiver.

I. Things to Bring

Spills, paint, dirt, glue and other related messes are a natural part of a child's life, and the process of getting messy can sometimes be the most fun and rewarding experience of your child's day. Please dress your child in practical and comfortable clothing. On the first day of school, please send along the following items with your child, **all labelled with the child's name or initials**:

1. *A complete change of clothes.* Kept in a clear labelled bag at the daycare in case a change is required for any reason.
2. *A pair of rubber-soled slippers or shoes to leave at school.* Closed toe and back preferred. No distracting slippers, e.g. animals, super heroes, or squeaking noises. When choosing your child's clothing, slippers or shoes, please try to make them easy to put on and take off as we do encourage independence in this area.
3. *Durable, weather-appropriate outdoor clothes and footwear.* The children will have outdoor activities and excursions whenever the weather permits, so please make sure they are dressed for the weather on that day.
4. *A fitted crib-sheet.* Children will have a mat and a place where they can rest and nap each day. These items will stay at the daycare during the week and will be sent home at the end of each week. They must be washed and returned to daycare the next day your child attends.

II. A Typical Day at Group Daycare

FROM	TO	SCHEDULE AND ROUTINE
6:30	8:45	Art Projects, table activities, and free play – All areas open i.e. blocks, cars/trucks, dress-up, books, math manipulatives, puzzles, sensorial, etc. **Early students assisted with breakfast, if required**.
8:45	9:30	Clean up and Transition to Morning Circle, according to the monthly theme. Daily lesson includes calendar, weather, greetings, opening prayer, Bible devotions, etc. and will include stories, songs, open-ended discussions, etc. through the week. ***Show & Tell: Schedule once a month starting October – teacher will provide children's schedule***
9:30	10:00	Washroom break and Snack Time
10:00	10:30	Outdoor/indoor physical activities (depending on weather), library, or gym time (on weekly schedule).
10:30	10:45	Transition to indoors and Fun Family Phonics
10:45	11:15	Fun Family Phonics – songs, games and practice printing.
11:15	11:45	Table activities, including reinforcement of phonetics, arts and crafts, printing, other teacher directed activities and/or Free play
11.45	12:00	Clean up, washroom break and transition to lunch
12:00	12:30	Lunch time
12:30	1:00	Tidy up, washroom routine and quiet reading
1:00	2:30	Nap/Rest Time

2:30	3:15	The teacher plays fun interactive songs to wake the children up and help put their mats away. Washroom routine and ready for afternoon Snack
3:15	3:30	Afternoon Snack Time
3:30	4:00	Short Afternoon Circle with some repetition of morning learning.
4:00	4:45	Outdoor/indoor physical activities (depending on weather), or gym time (depending on availability).
4:45	5:00	Transitioning in and washroom break
5:00	6:30	Free Play until they are picked up

i. *We follow Karyn Henley's Bible-based curriculum and the Fun Family Phonics curriculum.*
ii. *We have weekly scheduled gym, library, music, French, and Mandarin classes as well.*
iii. *Please note that our schedule is not a strict regimen but instead an outline of each day that provides our children with the consistency and structure they need to feel secure and confident in their environment. Our daily schedule may change according to the needs of the children and teachers and allows us to accommodate for special events such as presentations, weather changes and seasonal activities. Field trips for this group is scheduled only during the summer months of July and August.*

JUNIOR KINDERGARTEN (JRK) & EXTENDED JUNIOR KINDERGARTEN (E-JRK)

In our preschool-based program, your child will have the opportunity to interact with other children, learn to problem-solve, explore their interests and participate in many different activities. Junior Kindergarten is offered for children aged 3 to 5 years and maintains a ratio of 8:1 with a consistent Early Childhood Educator as their primary caregiver.

I. Things to Bring

Spills, paint, dirt, glue and other related messes are a natural part of a child's life, and the process of getting messy can sometimes be the most fun and rewarding experience of your child's day. Please dress your child in practical and comfortable clothing. On the first day of school, please send along the following items with your child, **all labelled with the child's name or initials**:

1. *A complete change of clothes.* Kept in a clear labelled bag at the daycare in case a change is required for any reason.
2. *A pair of rubber-soled slippers or shoes to leave at school.* Closed toe and back preferred. No distracting slippers, e.g. animals, superheroes, or squeaking noises. When choosing your child's clothing, slippers, or shoes, please try to make them easy to put on and take off as we do encourage independence in this area.
3. *Durable, weather-appropriate outdoor clothes and footwear.* The children will have outdoor activities and excursions whenever the weather permits, so please make sure they are dressed for the weather on that day.

II. A Typical Day at Junior Kindergarten

FROM	TO	SCHEDULE AND ROUTINE			
8:30	8:45	Students are greeted as they enter and assisted/directed to put their belongings away. Morning activities at the tables and floor mats are placed for groups of up to four children each.			
8:45	9:15	Morning Circle according to the monthly theme. Daily lesson includes calendar, weather, greetings, opening prayer, etc. and will include stories, songs, open-ended discussions, etc. through the week. (**Show and tell once a week**)			
9:15	9:35	Table Centres and/or Art & Craft time			
9:35	10:00	Free Small Group Play time			
10:00	10:30	Snack time			
10:30	11:00	Fun Family Phonics – songs, games and practice printing.			
11:00	11:30	Outdoor/indoor physical activities (depending on weather), and/or gym time (depending on availability)			
11:30	12:00	French, Mandarin, Music, Library OR Buddy Program			
12:00	12:15	Free Small Group Play time			
12:15	12:30	Table Centres and/or practice printing.			
FOR EXTENDED JUNIOR KINDERGARTEN:					
12:30	1:15	Lunch Time	2:15	2:30	Free Small Group Play time
1:15	1:45	Rest time	2:30	2:55	One on one with students and/or Worksheets
1:45	2:15	Afternoon Circle	2:55	3:00	Tidy up and getting ready for pick up

i) Junior Kindergarten is a 4:00 hours program. For extended hours (spaces limited), please contact the Kids Club Director.

ii) Junior Kindergarten follows the same school days, holidays, and closures as BCCA.

iii) We follow Karyn Henley's Bible-based curriculum and the Fun Family Phonics curriculum.

iv) We have weekly scheduled gym, library, buddy-time, music, French, and Mandarin classes as well.

v) Please note that our schedule is not a strict regimen but instead an outline of each day that provides our children with the consistency and structure they need to feel secure and confident in their environment. Our daily schedule may change according to the needs of the children and teachers, and allows us to accommodate for special events such as presentations, field trips, weather changes and seasonal activities.

OUT-OF-SCHOOL CARE (OSC)

Your child will have the opportunity to interact with peers and participate in various activities. Some of those activities include crafts, puzzles, games, field-trips, outdoor time (sports/playground), devotions plus much more. Out-of-School Care is offered for children from Kindergarten to 12 years old. Our program maintains a 12:1 ratio for our Kindergarten and Grade 1 group, and a 15:1 ratio for our Grade 2 to 12-year-old group.

I. A Typical Day at Out-of-School Care

FROM	TO	MORNING SCHEDULE
06:30	08:30	Students can have their breakfast here before choosing an activity for themselves or join in any group activity. They are dropped off to their respective schools before school starts.
		AFTERNOON SCHEDULE
14:45	15:15	Students are picked up from their respective schools i.e. BCCA plus other local schools around this area. When they arrive at the daycare, they put their belongings away & wash up for snack.
15:15	15:45	Snack Time
15:30	16:00	Older students are provided quiet time to do their homework and younger children are offered some worksheets or books for quiet reading to occupy them for 15 – 30 minutes.
16:00	16:30	Devotions time. Teachers read out a scenario that is appropriate to their age and ask open-ended questions as to what they would do if they found themselves in such a situation. This gives them plenty of food for thought and discussion and also empowers them to handle situations that may arise later.
16:30	17:30	Teachers have some arts and crafts projects for students especially before events e.g. Easter, Mother's Day, Father's Day, etc. Each project may take a few days for completion. At times, they may visit our school gym, library, or participate in some interactive music/dancing games or go on nature hikes if the weather permits.
17:30	18:30	Choice of activities and/or free play indoors or outdoors. Or gym time may be extended until pick up or they may watch appropriate videos for the last half an hour.

Note: Times are approximate and may change to accommodate the group's interest in an activity.

II. Pro-D Days, Early Dismissals, Kindergarten Gradual Entry, Spring and Winter Breaks

Kids Club's Out-of-School Care program can accommodate children on these days with *prior confirmation*. **Extra charges will apply.**

III. Transportation

Transportation between the Centre and School and on field trips is done in the Centre's vans, buses and or School bus on contract with the Centre. Each vehicle and driver is adequately insured and each driver receives proper training. Pre-trip inspection is done on a per trip basis prior to transporting students. The driver and/or accompanying staff ensures that the proper ratio is maintained and that all children are properly seated in appropriate car seats as required. Each driver and/or staff will deliver children to their proper destination ensuring their safety at all times. Children will never be left alone in the vehicles. Drivers and/or staff will inspect the interior of the vehicle at the end of each trip to ensure that no child and/or belongings are left behind.

IV. Gradual Entry for Kindergarteners of SD43 Schools

There will be **NO** drop off and pick up facility of SD43 Kindergarten students during their gradual entry days/weeks, outside of the regular drop off and pick up times. However, our Centre will be open for children to attend for the extended hours during that period. **Extra charges will apply.**

SUMMER CAMP (OSC-SC)

Our summer camp continues encouraging children from Kindergarten to 12 years of age to overcome challenges, take on responsibilities, develop healthy lifestyles, and have FUN! There are field trips galore, indoor and outdoor sports activities, science experiments, baking days, arts, crafts, talent shows, and much more. Your child will have the opportunity to interact with peers and participate in an abundance of activities that will make the most of the summer months.
**Our summer camp calendars of activities are available in May and registration will be open at that time.

I. Things to Bring

Please ensure your child brings the following essentials so that he/she can have a safe and enjoyable time:

1. *Appropriate Footwear*
2. *Water Bottle*
3. *Change of clothing*
4. *Hat*
5. *Sunscreen*
6. *Bathing Suit*
7. *Towel*
8. *Backpack*

II. A Typical Day at Summer Camp

FROM	TO	DAILY ROUTINE (ACTIVITIES WILL VARY DEPENDENT ON THE WEATHER, FIELD TRIP &/OR NEEDS OF THE CHILDREN)
06:30	09:15	Indoor and/or outdoor free play – All areas open i.e. blocks, cars/trucks, dress-up, books, math manipulatives, puzzles, sensorial, etc. **Early students assisted with breakfast, if required**.
09:15	09:35	Devotions/Chapel
09:35	10:00	Morning Snack
10:00	11:00	Study-time activities to focus on English, Math or French (weekly rotation) in fun creative ways
11:00	12:00	Art Projects and table activities, Lunch (including food prep, setting and clearing tables)
12:00	13:00	Washroom Routine, Lunch Time and Tidy up
13:00	15:00	Field trip to various locations and events (timings may vary slightly, includes transport to and from)
15:00	15:30	Washroom and Afternoon Snack
15:30	16:30	Table activities, including arts and crafts, worksheets, other teacher directed activities and/or Free Play
16:30	17:30	Quiet Time (read, watch a video and/or table toys)
17:30	18:00	Playground/outdoor time and parent's pick-up till closing time

Note: Gym times are part of their weekly schedules as well. Times are approximate and may change to accommodate the group's interest in an activity.

GRADUAL ENTRY

The gradual entry process looks different for different age groups but generally, the first few weeks of the program are directed towards setting a positive tone and atmosphere of fun within the classroom. Time is spent going over the procedures and guidelines, introducing children to their new classroom and getting to know one another. We want to ensure that each child begins the school year positively.

The first few days can begin with a gradual entry of new children. This enables the teachers to spend time bonding with each child; any fear or anxieties a child may have are reduced when this special kind of attention is given.

This also includes transition to another program i.e. from Infant and Toddler Care (ITC) group 1 to group 2 and then to Group Daycare (GDC). The staff and/or director will inform you of the process if and when required.

ATTENDANCE

Parents are asked to notify the centre when a child will be absent. If your child has a communicable disease, please report it to the centre immediately.

UNEXPECTED CLOSURES

On snow days and/or other unexpected emergencies when BC Christian Academy is closed, BCCA Kids Club Centre may be closed as well. For information on snow days please check the BC Christian Academy homepage at **www.bcchristianacademy.ca**.

For verification you may also listen to CKNW radio station which begins announcing school closures as early as 7:00am. As well, school closures are listed on their website at **www.cknw.com**, and are updated every fifteen minutes.

We are sorry for any inconvenience. Please have alternative advance arrangements made for your child in preparation for snow days and/or other unexpected emergencies.

ARRIVAL AND DEPARTURE

When you arrive, it is important to sign in your child and whenever possible, take the opportunity to talk to the teachers about your child. Information that can be shared with the teacher includes unusual occurrences, stresses, bad days/nights etc. If there is any change in pick-up for the day, please notify the teacher upon arrival. When leaving your child, it is important to say good-bye to your child and indicate that you are leaving, and give reassurance that you or someone else will be back for them at the end of the day.

At departure, the teachers are available to briefly discuss your child's day or concerns. Please check your child's mailbox/cubby and take home any notices or art from the day. The teacher will not release your child to anyone not on the current pick-up list or anyone under the age of 16. Children will not be sent home in a taxi nor will the teachers drive them home. The teachers will not release your child to anyone under the influence of alcohol, drugs or if they are clearly incapable of providing safe care.

PARKING

PLEASE USE OAKDALE AVE TO COME UP TO THE FACILITY AND GO DOWN EVERGREEN ST TO LEAVE. Driving around the main school building is prohibited. Please drive slowly (10 km/h) on the school grounds as there are children entering and exiting their classrooms throughout the day, and ensure that you are parked in permitted spaces only. Please check the driving and parking instructions posted around the Centre.

Kids Club parents have designated parking area on the west side of the school building and there are three spaces in front of Portable 7000 for quick drop-offs and pick-ups only. During our school peak hours of **8:10am to 8:40am and 2:45pm to 3:30pm (12:15pm to 12:45pm on Fridays),** the west driveway will be cordoned off so Kids Club families will have to use the main parking lot or find street parking or schedule drop-off and pick-ups around these times.

LOST AND FOUND POLICY

Please label your children's belongings with a permanent marker. This helps a great deal in matching items to owners. There are lost and found bins for each program. Please ensure that you check through the items for things you/your child might be missing. Any items not claimed for a period of time will be forwarded to the lost and found cupboard at BC Christian Academy. Be aware that the school donates unclaimed items every few months.

BIRTHDAYS

It is the philosophy of the school to honour each child at school on the occasion of his/her birthday. You may send a healthy snack, cupcakes, cookies, napkins and a beverage if you would like. We ask that you do not send party favors, gifts, balloons, games, etc. You may also choose to send a special book, toy or music (CD) for the class. This is a way that your child can share with the class and honor his/her birthday. If you are planning a party for your child, please hand out invitations outside of the Centre. Teachers cannot be responsible for handing out invitations.

TOYS

Toys, books, and treasures sometimes come to visit us. They are better kept at home as they may be lost or damaged. However, please talk to the teacher about a special treasure or toy that your child would like to share with us on special occasions such as birthdays or show-and-tell days.

FIELD TRIPS

During the school year, the students of Junior Kindergarten and Extended Junior Kindergarten Program have an opportunity to go on a variety of field trips. Notices will be handed out in advance of the field trip to inform you of the date, time, destination, transportation arrangements, lunch provisions and specific information related to the outings. We request parents (or an alternative adult, e.g. grandparent) to participate in field trips so as to have maximum supervision in a fun group excursion. If you are not comfortable with you and your child attending a trip for any reason, other arrangements must be made for the care of your child that day. Walks around the neighborhood are not considered trips, but part of our daily activity and do not require written consent.

Students in our Group Daycare program will have their field trips scheduled only during the summer months of July and August.

VOLUNTEERS

Throughout the year, the teachers may need some assistance with a special activity (cultural celebrations and field trips). If any parents have some time to spare and would like to help us out, please let us know.

We also appreciate and encourage BCCA high school students to volunteer in our various programs. Practicum students and other volunteers may also come in from time to time to volunteer. All volunteers at Kids Club are screened and have their criminal record check in place before they can spend time with the students at the Centre.

COMMUNICATION, NOTICES & REMINDERS

The teachers at BCCA Kids Club believe that every child deserves a quality program. It is important to have open and ongoing communication with all parents/guardians. We are a licensed facility, and we follow all requirements and policies set by the BC Licensing Office. If you have a concern regarding your child or the program, please feel free to talk to the supervisor or teacher. The staff will use the utmost level of confidentiality in discussing your concerns.

Outside the entrance of the classroom is a bulletin board where notices of interest, upcoming events and the most recent newsletter will be posted throughout the year. Notices will be posted well in advance, so please refer to the bulletin board regularly.

WhatsApp CLASS CHAT GROUP PER PROGRAM:

Each group has a WhatsApp Chat Group for easy access and updates to our families especially in unexpected and/or emergency situations. You will also be able to message our staff individually or as a group, if and when needed. Please inform your child's teacher if you do not wish to be included to this group chat for any reason.

NEWSLETTERS

A monthly newsletter will be WhatsApp-ed to families by the 1st of each month with a calendar of events for the whole month. Please contact the program supervisor if you are not receiving your monthly newsletter. A hard copy will be posted on the bulletin board in front of your child's classrooms, along with other important notices and reminders. Please be sure to check for updates in your child's program regularly.

FUNDRAISING AND ANNUAL WISH LIST

The Centre fully supports and encourages families to organize and participate in fundraising activities. This is entirely voluntary, and all proceeds are used to buy new equipment for the programs. An annual wish list will also be emailed for families that would like to make a donation.

REST TIME POLICY

Due to the hours of operation for the **GROUP DAYCARE** and **INFANT & TODDLER CARE PROGRAMS**, all children will have a rest period between 1:00 and 2:30/3:00pm. Children are encouraged to rest and/or nap. A mat or cot is provided for each child and if necessary, teachers may rub their backs, read stories, or play soothing music. Parents are responsible for their children's blankets, sheet, and a soft toy, if desired. No child will be made to lie on their mats for more than 45-60 minutes, after trying to sleep or having slept and awakened. After the 45 – 60 minutes mark, quiet activities such as reading books, colouring or quiet activities will be introduced. They may be offered quiet activities on their mats after an initial rest period. This will ensure your child has a healthy, happy, restful day at the daycare.

NUTRITION, SNACK AND LUNCH

Parents must make staff aware of any food allergies. These allergies will be posted for all parents to see. Due to specific health concerns, restrictions, and preferences, we ask that parents provide well-balanced meals and snacks and/or prepared bottles that **do not need warming or refrigeration** for the time that your child is at the Centre each day. Water will be provided throughout the day as needed and requested. Please label all containers and bottles clearly. Children will always be supervised while eating and drinking during lunch & snack time.

Nutrition is an important part of your child's development; some healthy lunch and snack suggestions are as follows:

- **Lunch** suggestions include: lunch meat (turkey or ham) and cheese slices rolled together, macaroni and cheese, pasta, mini bagels with cream cheese or jelly, crackers, sliced fruit, canned green beans, yogurt or applesauce. Packed lunches can be put in a *thermal container* to keep warm or with an *ice pack* to keep cool. Our centre cannot accommodate the refrigeration of individual lunches. Also keep in mind that most children are not as temperature-sensitive as we are. They will be fine eating their pasta, macaroni and cheese or green beans either cold or at room temperature.
- **Snacks** depend upon the age of your child. Send snacks such as goldfish crackers, dry cereal, cheese slices, applesauce, yogurt, pretzels, sliced fruit, raisins, or any combination of the above. *Please do not send any candy or soda pop; filtered water is offered.*

According to licensing regulations, a licensee must ensure that each child has healthy food and drink according to Health Canada's Food Guide and promote healthy eating and nutritional habits. Also:

- If a child's record includes, or the child has a care plan that includes, instructions respecting food and drink for the child, the licensee must comply with those instructions.
- A licensee must ensure that the food and drink given to a child is sufficient in quantity and quality to meet the developmental needs of the child, with regard to:

a. the child's age,
b. the number of hours the child is under the care of the licensee, and
c. the child's food preferences and cultural background

- A licensee must ensure that children are not:

a. fed by means of a propped bottle,
b. forced to consume any food or drink, or
c. left unsupervised while consuming food or drink

- A licensee must ensure that safe drinking water is available to children and ensure that information on the food and drink given to children is available to parents. A licensee must ensure that food and drink are not used as a form of reward or punishment for children.

ALLERGIES

All known allergies must be listed on the registration form and **a care-plan must be completed for all allergies needing medication.** These care-plans must be updated regularly (minimum once a year). Their names will be put on the allergy list that is posted in the Centre and care-plans will be carried with their medication at all times. **We will not hold any medication at the Centre without a completed care-plan.**

HYGIENE

The health and well-being of the child is always the number one priority. A bathroom time is scheduled before and after meals, snacks, outside play, and field trips. Children are supervised

during bathroom times. During bathroom times, children are reminded to flush the toilet, wash their hands with soap and water, and dry their hands with a paper towel.

Toys and equipment are cleaned/disinfected on a daily basis. Children's clothing/bedding are sent home weekly for washing.

ILLNESS

Our centre will ensure a safe and comfortable environment that will accommodate the abilities of all children. Our goal is to promote good health and safety by providing a clean, well-maintained, safe environment.

Parents are advised to keep their children at home or to seek alternative care arrangements for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain
- An acute cold
- Sore throat or trouble swallowing
- Runny nose and eyes, sore throat, nausea, and vomiting
- Difficulty with breathing, wheezing or persistent cough
- Fever over 100°F or 38°C (keep child home for 24 hours)
- Infected skin or eyes or an undiagnosed rash
- Unexplained diarrhoea or loose stool, combined with nausea, vomiting, cramps
- Headache and stiff neck
- Severe itching of body due to scabies
- Head lice (must have hair treatment, all lice and nits destroyed/removed)
- Children with known or suspected communicable diseases

Parents! Please keep your child home if the child is not well enough to take part in the regular program of the facility, or is suffering from one or more of the above symptoms. We require that your child is free from symptoms, or have a doctor or a medical health officer's written approval before returning to the facility.
If your child is on antibiotics, please keep them at home if they have taken it for less than 72 hours. Our daycare is designed to meet the needs of children who become ill while in our care but is unable to provide constant medical supervision in cases of predetermined illness. If your child is not well enough to participate in the routines and activities, or is unable to go outside on the playground, then your child should not attend on that day. Please remember how you feel if you are not well. ***Ultimately the care of the child is the parent's responsibility!***

If your child becomes ill during the day, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contacts. We will provide a quiet resting area, and close staff supervision until you, or one of your emergency contacts can pick up your child.

IMMUNIZATION

Please ensure that you accurately complete the *health (and nutrition) information* on your child's Registration form, as well as the *immunization* form. We recommend that all families have their child's immunizations brought up to date prior to starting at the Centre.

Please provide us with a letter if your child is not immunized.

MEDICATION

If there is ever the necessity for your child to be administered medication at the daycare, you must adhere to the following guidelines:

- Prescription Medication **for Chronic Conditions** such as allergies, asthma, etc.: Parent to complete a **Care-plan**
- Other Prescription Medication: Parental consent is required (sign a medication form)
- Non-Prescription medication: Physician's written authorization is required (sign a medication form)

Please provide all medication in the original container with proper directions for use. Medication will be administered only as clearly directed by the physician's authorization and when absolutely necessary. These medications must always be accompanied by parental consent on the medication form or the care-plan.

All medication will be stored in a locked container out of reach of the children.

FIRE, EARTHQUAKE & 'CODE RED' DRILL & POLICIES

There is an established emergency procedure posted on the walls. Fire, earthquake, and 'code red' drills are practiced every month. Written records of all drills are made by the staff.

EMERGENCY / DISASTER PLAN

Meeting Place: *SW of the field*
Emergency Contact Numbers: *Each parent to provide a contact number* ***outside*** *the province. The number is recorded in the child's emergency file.*
How parents are informed: *Centre has emergency contact numbers on file.*
Where are emergency supplies stored: *Emergency supplies stored at the Centre.*
How staff will be trained to carry out procedures: *All staff to participate in workshops offered by the Fire Department.*

EMERGENCY PACKAGES

Licensing requires that the Centre has emergency bags containing emergency supplies indicated by the Fire Department. **There is an annual charge of $10.00 per student to ensure that there is a 3-day supply of food and water.** Our staff in charge will ensure that there are ample emergency supplies, and monitor expiration dates on all supplies.

MEDICAL EMERGENCY

If your child is injured or becomes ill while at the Centre, staff will quickly assess the situation to decide what action/attention is required. Outlined below are three procedures that may be followed:

I) If First Aid treatment is required, staff qualified will provide first aid.
II) If medical attention is required, staff qualified will attend to the needs of the child while the staff will contact family/doctor.
III) If *emergency medical attention* is required, qualified staff will administer first aid until ambulance attendants arrive.

<u>All incidents will be reported!</u>

Parents! Please inform the facility within 24 hours of diagnosis of or exposure to serious illness or communicable disease. The manager will notify the Medical Health Officer/Licensing Officer of a Reportable Communicable Disease.

CONCERNS PROCEDURES

Communication between parents and staff is vital for a caring program. You are encouraged and invited to discuss with the staff any concerns that you may have regarding your child. If your concerns are not addressed to your satisfaction, please speak with the director.

GUIDANCE AND DISCIPLINE

The goal of guidance and discipline is to assist children in developing respect, self-control, self-confidence, and sensitivity in their interaction with others. Every staff member is expected to treat the children with respect, honour and love.

Children are informed of our general discipline guidelines, which are clear and consistently enforced. ***The safety of the children is always our first priority!***

I. Challenging Behaviour Interventions

a. ***Redirection:*** If a child is having difficulty behaving in an area of the Centre, the staff will redirect the child to another area of play, and get the child involved in a new activity.

b. ***Privileges taken away:*** Depending on the regularity of the infraction, loss of privileges may be used for the disciplinary action.

c. ***Quiet time:*** When a child loses self- control, the teacher or assistant may take the child out of the room or find a quiet place within the room to allow the child some time to regain his composure. Once the child has had time to calm down, he will be asked if he is ready to re-join the class. He will be gently reminded of the activities that may follow on his return and the classroom rules and expectations. All incidents will be discussed with parents.

Staff will document all incidents, injuries, illnesses, and unusual events in a logbook.

II. Prohibited Discipline

Children will never be subjected to, including as a form of punishment:

- Shoving, hitting, shaking, spanking, or other form of corporal punishment
- Harsh, belittling, or degrading treatment, verbal, emotional, or physical
- Confined, physically restrained, without adult supervision
- Deprived of meals, snacks, rest or necessary use of toilet

If a child's behaviour escalates, the supervisor will decide if an individual behaviour management plan is required. The plan will be developed collaboratively with parents, community professionals, signed by parents-licensee-consulting professional. All behaviour management plans will be reviewed after 3-6 month and will be filed in the child's file.
The daycare supervisor and director will consider if this daycare is the best care situation for the child, and if the caregivers are able to meet the needs of the child and other children.

Staff will take the lead role in discipline situations; however, the supervisor will be informed of all incidents. ***Supported Child Development Program*** will be utilized for challenging behaviours with parents' consent only.

Note: BCCA Kids Club reserves the right to release or suspend a child according to the best interest of the Centre or child. Parents/Guardians will be notified and given notice.

RELEASE OF A CHILD FROM THE CENTRE

The Centre will only release a child to an authorized individual as established by the parent. The authorization form is included in the Registration package.

If an **unauthorized person** arrives to pick up a child, one of the staff members will call the parents. The child will remain under the supervision of the daycare staff. The staff will explain the policy that written authorization from the parent/guardian is required to release a child. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child, other children, and the staff. If necessary, the staff may need to phone the police for assistance.

If **any person** attempts to remove a child from the Centre while seemingly impaired, the staff will explain that driving while under the influence of drugs or alcohol is against the law, and is obligated to ensure the safety and well-being of the children and adult. The staff will offer to call a friend or relative to pick up the child. If the presumed impaired person chooses to get in the car with or without the child, the staff will notify the police immediately.

The staff will call the Ministry for Children and Families if they feel that the child is in need of protection.

If a custody or court order exists within a family, a copy of the order should be placed in the child's file, and the instructions to be followed at all times. Families need to inform staff of all custody and court order changes.

It is the staff's legal responsibility to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes that a child will be at risk, the staff in charge will:
a. Offer to call a relative or friend to pick up the person and the child and/or
b. Contact the Ministry for Children and families.

INCLUSION POLICY

The Canadian Charter of Human Rights and Freedoms states that all individuals must be treated equally, "without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability." Kids Club ensures that all children with special needs have access to quality inclusive early childhood education programs. Young children require meaningful opportunities to maximize their growth and development physically, intellectually, emotionally, and socially. It is no different for children with special needs. Children who receive quality inclusive early childhood education have increased opportunities to develop their social and cognitive skills and are better prepared to attend elementary school.

Children with special needs may require additional support to fully participate in their programs and may receive support through the **Supported Child Development Program**. This program assists the family and childcare providers to develop and implement an individual plan to meet the child's needs. The government may pay for the cost of support while the parents pay for the cost of the childcare space. Please contact the Supported Child Development Program directly for assistance.

Kids Club staff will adapt the environment and routines as necessary to meet the needs of the children enrolled. They develop flexible programming that can be adapted as needed. All Staff are aware that they will receive and have access to confidential information about children and families and they agree to keep this information in strict confidence. Kids Club will work collaboratively with

parents and outside service providers to ensure that the needs of the children are met. We will, with the consent of the parents, refer children to outside service providers when we feel, or the parents feel, that a child may require additional support. Children with special needs may require extra support when transitioning to a new age group. It is preferred that children move to the next age group with their same-age peers.

MISSING CHILD POLICY

If a child becomes lost when in care at the Centre or during a field trip, one staff member will ensure the safety of the remaining children while other staffs search for the missing child. If the search is unsuccessful, staff will contact the RCMP and the parents. The Simon Fraser Health Unit will be informed through the Serious Incident Report.

The director will receive a clear evaluation of the event and may implement appropriate changes to reduce the likelihood of a similar situation occurring.

All staff will teach the children what to do if they become lost or are approached by an unfamiliar adult or child who asks them to leave the facility or the playground.

All staff are trained and aware of their roles and responsibilities prior to a child becoming lost!

ABUSE POLICY

The management of BCCA Kids Club ensures that a person in care is not, while under the care or supervision of the daycare staff, subjected to emotional abuse, physical abuse, sexual abuse, or neglect, defined as follows:

Emotional Abuse: any act, or lack of action, which may diminish the sense of well-being of a person in care, such as verbal harassment, yelling, and confinement.

Physical Abuse: any physical force that is excessive for or is inappropriate to a situation involving a person in care and perpetrated by a person not in care.

Sexual Abuse: any sexual behavior directed towards a person in care by an employee, a volunteer or any other person in a position of trust, power, or authority.

Neglect: the failure of a care provider to meet the needs of a person in care, including food, shelter, care, or supervision.

As childcare providers, we have the legal responsibility to report child abuse or neglect, whether it has occurred in the facility or outside the facility to: Licensing, a child welfare worker, the police, or the Ministry of Children and Family Development.

If the abuse occurred in the facility, the director will inform the parents. If the abuse occurred outside of the facility, the director will **not** notify the parents unless directed by the child welfare worker.

If the abuse occurred in the facility, the offender will be informed of the implementation of the health and safety plan and how it will affect her/him pending the outcome of the investigation. If the abuse occurred outside the facility, the director will **not** inform the offender, as this would impair the investigation.

The management of BCCA Kids Club will conduct close documentation of the incident (if the incident occurred at the facility). All documentation will be signed and dated, and the information will be written in an objective manner.

If a staff member is suspected of child abuse, the following steps will be taken:

- An alternate care provider will be hired, and the alleged staff will be reassigned to a position that is not accessible to the children.
- The alleged staff will be suspended pending the outcome of the investigation.
- Staff who have committed child abuse will not be re-employed by the Centre.

If the Director is suspected of child abuse, there will be close documentation, and the board of directors will be informed. They will then inform the Licensing office.

REGISTRATION & RE-REGISTRATION FEE & DEPOSITS

There is a one-time (non-refundable) registration fee of $100.00 per child, which is due at the time of registration and an annual (non-refundable) re-registration fee of $25.00 per child, if submitted by deadline, $100.00 if submitted after the deadline. *A one-time deposit of $250.00 (per family) is required to confirm the space. This deposit is non-refundable and can only be applied towards the monthly fee of the student's last (notice) month of attendance*.

FEE PAYMENT

Monthly fees must be paid by monthly Pre-Authorized Electronic Fund Transfer (EFT), Cheques or E-Transfers only. There is a charge of $45.00 for any EFTs and/or cheques returned by the banks due to insufficient funds. Any additional surcharges for drop-in days, etc. must be paid on the day of attendance OR with your monthly EFTs. Please email your authorization to withdraw the additional amounts. A late fee will be charged for payments not received by the fifteenth of each month.

Any outstanding fees will be charged at $50.00 late fee. Once an account is 15 days overdue, a notice will be given indicating that the account is overdue, the parent will be required to withdraw the child until the account is current.

There will be no refunds for vacation days taken, sick days, or any days that your child is away from the daycare.

The Centre issues an annual receipt for income tax purposes at the beginning of every year.

WITHDRAWAL

Families are required to provide a one-month written notice on the 1st of the month in the event that they decide to withdraw their child if they plan to discontinue attendance or pay one month's fees in lieu of notice. The Centre will not accept any withdrawal notice in the last three months of the academic year (April 1st – June 30th).

Kids Club also reserves the right to terminate the contract if a child and/or family is not suited for the programs of the Centre, or if the terms of this agreement are not complied with; Parents will be consulted and be given not less than one week's notice for the withdrawal of the child from the Centre.

LATE FEE

There will be a 5-minute grace period if your child is not picked up by the end of their scheduled program. You will have to pay the closing staff $1.00 for every minute after that (in cash).

SUMMER FIELD TRIPS AND VISITS TO THE POOL, BEACH or WATER PARK

We ensure that there is an appropriate number of staff available for the number of swimmers in the water, and on the waterfront. Each program will have extra staff and volunteers during the summer months to ensure there is ample supervision in the water as well as patrolling the nearby peripheral areas keeping watch over the group overall.

Our staff ensure that emergency equipment is readily at hand, and that all swimming areas are inspected and prepared for safe use before each activity. Water depth, quality, temperature, and clarity are important considerations. Hazards are eliminated or isolated by conspicuous markings and discussed with participants. We ensure that staff, students, and volunteers understand and follow the waterfront rules.

General rules:

- Students are never left unattended in and around water
- Staff are always within arm's reach to provide active supervision
- Running, shoving, pushing, horseplay and throwing people in the water is not allowed in the swim area, on the docks or on the beach

Group Daycare:

- Children are only allowed to enter the water up to below knee level.

Out-of-School Care:

- Ratio of students to staff is 4 or 5:1
- Swimmers and weak/non-swimmers will be identified before each trip.
- Weak/non-swimmers are required to wear a Canadian approved personal flotation device if they wish to enter the swim area or they can play at knee deep water only
- Swimming is only permitted inside the swim area and only under the supervision of staff

A student CANNOT be picked up during, or enroute to and from the field trips. You may choose not to send your child on a field trip or to wait until we return to the Centre.

PHYSICAL ACTIVITY POLICY

Mens sana in corpore sano is a Latin phrase that translates as "a healthy mind in a healthy body". Kids Club strongly believes and implements active invigorating play both indoors and outdoors (weather permitting) for all our programs. An estimated guideline is an average of 20 minutes every two hours and is above and beyond our daily walks and free play. It is usually incorporated during our morning and afternoon circle times e.g. dancing with scarves and action songs, Zumba, calisthenics, etc. outdoor play times and gym times e.g. races, relays, dodge ball, basketball, jumping ropes, hoops, scooters, etc.

Children will be made aware of the importance of participating in physical activities in a safe and healthy manner. Our staff will ensure they guide children in the positive concepts of physical literacy and role model the same.

SCREEN TIME & ELECTRONIC DEVICE POLICY

Our programs limit screen time (TV, computer, electronic games) to an average of 30 minutes or less per day. Computers, Smart Boards, Tablets, etc. is used mostly as an educational tool and

teaching aid, and for physical activities such as dancing videos, etc. Screen time is not offered to children under two years of age.

PANDEMIC POLICY

Childcare programs in BC are licensed and regulated through the Ministry of Health, childcare licensing. As a result, we may be directed by a childcare licensing officer to close operations during a pandemic or other communicable disease outbreak. Our Centre will follow all directives provided from the Ministry of Health. The legal authority to close a child care program for public health reasons falls under the purview of the local Medical Health Officer and the Provincial Health Officer and their decision overrules any decision to stay open that an individual daycare or parents may wish to make.

Childcare ratios are required during operation, regardless of a pandemic or communicable disease outbreak. In the event that enough employees are unable to come into work or are in a quarantine and ratio is not able to be met, our Centre may require to reduce operational hours or rotating days off between children. This decision would be made as required and would be communicated to our families through our WhatsApp chat groups.

Our illness policy continues to apply during a pandemic or communicable disease outbreak; however, additional restrictions may apply, based on government / licensing officer directives. This may include, but is not limited to, extending our required at-home "symptom free" time period following any symptoms or requiring children with symptoms - *even if they are feeling well and have plenty of energy* - to remain at home. Any temporary changes to our illness policy during a pandemic / outbreak will be communicated via our WhatsApp chat groups and will link to the authorized source of information that our temporary change is based on.

Parents are required to sign off on the **Special Agreement(s)** to continue services during this time.

Fees during pandemic / communicable disease closures

- In the event of a short-term closure due to a pandemic or communicable disease outbreak (less than 30 days), fees are due and payable as per usual operations.
- Fees payable during closures exceeding 30 days will be determined on a case by case basis.
- Fee reductions such as the CCFRI or ACCB are provided through MCFD and may or may not be provided during required pandemic or communicable disease closures.
- Parents may directly contact the MCFD office at 1 888 338-6622, to discuss MCFD's policy regarding CCFRI or ACCB payments; this decision is outside of BCCA KIDS CLUB authority.

Individual exclusions

In the event that the Ministry of Health provides a regional or provincial quarantine recommendation for individuals - be it due to international travel, linked to potential exposures, or linked to individual symptoms, our Centre will require all families and children to comply with this recommendation. In the event this occurs, the Ministry of Health will provide our childcare program

with written information and this recommendation will be shared directly with our families. These exclusions will apply equally to all children, families and employees.

Authorized sources of information

A pandemic or localized communicable disease outbreak is subject to governance by official sources: our childcare licensing officers, the Ministry of Health, Ministry of Children and Families, and the federal government. While we appreciate that social media and news sources provide an extensive amount of information, we will respond to official, authorized sources of information only.

A non-biased, inclusive approach

Fear-based responses in times of pandemic or communicable disease, have historically led to actions stemming from bias and self-protective measures. Not only can these measures lead to conflict between parents, childcare educators, and community members, but they can also lead to actions rooted in racism. Our Centre has an inclusive-based approach and works to be a safe space for all families and children and will not tolerate acts of racism or
bigotry towards any parent, child, employee, or community member. Any such acts may be subject to an immediate dismissal from our program.

Special Safety Plans

We will follow all the safety protocols as recommended during the pandemic situation by our childcare licensing officers, the Ministry of Health, Ministry of Children and Families, Work Safe BC and the federal government. All our staff, students and families will be required to follow it stringently without exception. The Special Safety Plans will be published as a separate document and communicated to our families as well as posted in our classrooms and website.

IMPORTANT DATES	NOTES / REMINDERS (SPACE FOR PARENTS TO NOTE IMPORTANT DATES & REMINDERS)

NOV-2020/TL