British Columbia Christian Academy

KIDS CLUB CENTRE

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

PARENT'S HANDBOOK



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Member of:
ACSI – Association of Christian Schools International

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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 engage 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 cooperate and flourish in a group setting, to share, take turns, problem solve in their relationship with peers and develop a positive self-image. Children are given ample time for free and creative play to develop these skills through fun settings and 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 **kcadmissions@bccaschool.ca.**

MISSION STATEMENT

Our mission is to provide a safe, nurturing Christ-centred 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. Our staff provides a continuum of Biblical, academic and play 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, and nurture creativity.

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

PROGRAM	AGE GROUP	HOURS OF OPERATION
Infant & Toddler Care - ITC (All year)	Newborn—3 year olds	7:00am—6:00pm
Junior Kindergarten Care* - JKC (September to June)	2.5—5 year olds	MON-THU 8:30am – 3:00pm FRI 8:30am – 12:35pm
Group Daycare Program - GDC (All year)	2.5—5 year olds	SEP-JUN 6:30am—6:30pm JUL-AUG 6:30am—6:00pm
Out-of-School Care - OSC (September to June)	Kindergarten—12 year olds	6:30am—6:30pm
Summer Camp - SC (July and August)	Kindergarten—12 year olds	6:30am—6:00pm

HOLIDAYS, ANNUAL & EARLY CLOSURES

The centre is closed on:

- All Statutory Holidays
- Easter Monday
- Winter Break i.e. same **two weeks** as all the schools effective December **2026**
- **Two weeks** before Labour Day Monday effective August **2026**

The centre will close at **5:30pm** on the 4th Friday of the following months: October, February, April and June.

*The Junior Kindergarten Care (JKC) schedule 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 shoes.* Children are active participants in our program so proper clothing is important. Preferred styles of shoes include moccasins, crib shoes or baby "sock shoes". We recommend NOT to send crocs or indoor sneakers for this age group.
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****
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 water bottle.* 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	8:15	Children come in during this time and after ensuring all their things have been put away, they are helped with breakfast, if and as needed
8:15	9:30	Free play and small group activities
9:30	10:00	Morning snack time
10:15	10:45	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.
10:45	11:00	Children get ready for outdoor/indoor physical activities (depending on weather)
11:00	11:30	Outside play/walk/gym/activities (depending on weather)
11:45	12:45	Lunch time
1:00	3:00	Nap / rest time *(avoid drop off during this 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

1. There is a weekly gym schedule two to three times a week however, schedules may change to accommodate the group's interest in an activity.

2. Children in the infant and toddler group will be assigned to either group one or two, depending on their age and the average age of the group and move to the next group accordingly. This includes moving to the Group Daycare (GDC) program between 30 – 36 months, once they are toilet trained and developmentally ready for the next age group. There will be approximately 2 – 6 weeks of gradual entry between ITC to GDC and parents will be notified accordingly.

3. Please refer to page 11 for the GRADUAL ENTRY schedule

4. Please **avoid** drop off between **10:30-11:30am AND 1:00-3:00pm.**

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. Please go through your child's spare clothing seasonally and update as necessary. Please ensure you replace the spare set promptly each time your child has used it.
2. *A pair of rubber-soled shoes to leave at school*. Closed toe and back preferred. No distracting footwear, e.g. lights or squeaking noises. Velcro tabs instead of laced shoes so it is easy to put on and take off as we 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 and small cover.* 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. Storage space is limited so NO pillows or stuffed toys please.

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	12:30	Clean up, washroom break and 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

1. We have weekly scheduled gym, library, and music classes and follow Karyn Henley's Bible-based curriculum and the Fun Family Phonics curriculum.

2. 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.

3. Please refer to page 11 for the GRADUAL ENTRY schedule and page 22 for *FIELD TRIP information for this group*

JUNIOR KINDERGARTEN CARE (JKC)

In our academic based junior kindergarten 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. This program is offered to 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.

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
11:30	12:00	Music or Library
12:00	12:15	Free Small Group Play time
12:15	12:30	Table Centres and/or practice printing.
12:30	1:15	Lunch Time
1:15	1:45	Rest Time
1:45	2:00	One on one with students going into kindergarten
2:00	2:30	Afternoon Circle
2:30	2:55	Free Play
2:55	3:00	Clean up and getting ready for pick up

1. Junior Kindergarten Care follows the same school days, holidays and closures as BCCA.
2. We follow Karyn Henley's Bible-based curriculum and the Fun Family Phonics curriculum.
3. We have weekly scheduled gym, library, and music classes.
4. 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.
5. We have two weeks of gradual entry every year when schools re-open in September. (Please see GRADUAL ENTRY on page 11)
6. Please refer to page 22 for FIELD TRIP information for this group

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. **Students must be dropped off latest by **8:00am** as we need time to organize children for drop-off.
		AFTERNOON SCHEDULE
2:45	3:15	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.
3:15	3:45	Snack Time
3:45	4:15	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.
4:15	4:30	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. All situations are relatable to what the Bible says. This gives them plenty of food for thought and discussion and also empowers them to handle situations that may arise later.
4:30	5:30	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.
5:30	6:30	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, 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 and will go towards the pre-planned field trip and/or activity, including the transportation.

III. Transportation

Transportation between the Centre and other Schools and on field trips is done in the vans and School buses of the Centre or rented by 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 of SD43 Kindergarteners

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. For parents who are able to arrange their own drop off and pick up, our Centre will be open for children to attend for extended hours during that period provided it is prearranged. **Extra charges will apply.**

SUMMER CAMP (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.

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*
9. *Lunch and two snacks*

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	07:00	Centre opens. **Early students assisted with breakfast, if required**.
07:00	08:30	Free Play: Indoors or Outdoors
08:30	09:15	Praise and Worship followed by morning Devotions
9:15	10:00	Morning Snack
10:00	11:00	Summer Learning alternating English, Math or French (weekly rotation) in fun creative ways
11:00	12:30	Themed activities, centres and/or arts and crafts
12:30	1:15	Lunch
1:15	3:30	Continuing activities, arts and crafts
3:30	4:00	Afternoon Snack
4:00	4:30	Quiet time
4:30	6:00	Playground/outdoor time and parent's pick-up till closing time

Note:

- Gym and chapel are part of their weekly schedules.
- Scheduled times are approximate and may change to accommodate the group's interest in an activity and/or field trips.
- Our summer camp calendars of activities and registration form will be available in April/May and a deadline will be given for submission of the Summer Registration.
- Once the registration has been received, NO changes and withdrawal will be accepted after the deadline, NO refund, reduction of fees or credit will be granted for withdrawal in part or full.
- *Field Trips are scheduled twice a week and the monthly calendar is sent out with the Summer Camp Registration. The groups will be away from around 9:30am to 3:00pm on most field trip days. Weekly reminders and notices will be sent out on Procare. Please check our Field Trip policy on page 22 for details.*

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.

In the **Infant and Toddler Care (ITC) Program**, gradual entry will look somewhat as follows:
DAY 1
9:30 – 12:30 A parent or family member will accompany and stay the whole time. This gives your child a chance to get used to the new environment with the security of the accompanying parent/family member. It also provides a sense of the group dynamics, routines and staff interaction, for the parent/family member.
DAY 2
9:30 – 12:30 The parent/family member can stay a while and once our staff feels confident that your child is fine, we will request the parent/family member to leave and return in an hour. Please be available to return as soon as possible, when our staff calls. They will only do so if your child displays a higher anxiety level.
DAY 3
9:30 – 3:30 The parent/family member can drop off in the morning and pick up after nap time. Again, please be available to return as our staff will call if your child displays a higher anxiety level.

When the ITC children are ready to **transition** to the next group or to the next program, i.e. from ITC 1 to ITC 2 and/or to the Group Daycare (GDC) or the Extended Junior Kindergarten (E-JRK) Program, the staff, supervisor and/or director will discuss it with you closer to the time. (Please refer to ITC page 6 as well)

In the **Junior Kindergarten (JKC) Program**, the first *three* weeks will begin with gradual entry when they start/return in September. 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. The gradual entry schedule will be provided to all the families ahead of time.

For a child coming directly to the **Group Daycare (GDC) Program;** since each child has different experiences and personalities, our supervisor will connect with you ahead of the start date to find out how to tailor the gradual entry to best suit the needs of your child. There may be a need to tweak the arrangement AFTER the child starts so the teacher and/or supervisor will work alongside the child and update the parents accordingly. Please contact us as to what you think will work best for your child's first week here.

There is no gradual entry for school age children coming to our **Out of School Care (OSC) Program**. We recommend that children of this group join our Summer Camps for school age children in July and/or August to help with their gradual entry as needed. Please see page 10 for details on our **Summer Camp (SC)**. Please refer to page 9 for gradual entry of **kindergarteners of SD43 schools.**

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. *A student CANNOT be dropped or picked up, OUTSIDE of the Centre at any time.*

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. Notifications will be sent out to families as soon as possible via the Procare chat groups. 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 hand your child off directly to a teacher. Children CANNOT be dropped off unaccompanied and must have an adult (16 years of age or older) bring them in. Whenever possible, take the opportunity to inform the teachers about anything that might affect your child's day at school, such as any unusual occurrences, stresses, bad days/nights etc. This allows our teachers to be more sensitive to your child's needs during his/her time at the Centre.

When leaving your child, it is important to say good-bye to your child and indicate that you are leaving. A short hug and kiss and some reassurance that you or someone else will be back for them at the end of the day ensures he/she starts his/her day off with a smooth transition in a positive way.

Try to make your goodbyes brief as prolonging your departure can make a difficult moment even worse. Long goodbyes, lingering hugs or calling your child back for an extra kiss can increase your child's stress levels at drop off and make it harder for him/her to transition into the classroom. We have found the quickest and easiest way to settle a child is if parents can trust our qualified staff to settle the children. If a child is having a hard time at drop off, teachers will do their best to distract the child and get him/her involved with activities and something fun as soon as possible.

The teachers may be available to briefly discuss your child's day or concerns at pick up time. Please connect with the program supervisor to set up a meeting if you need to discuss any concerns that will potentially take longer than 3 minutes.

If there is any change in pick-up for the day, please notify the teacher upon arrival or send a message in *Procare*. We kindly ask that you provide identification when requested, as part of our verification process. 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.

Please note that *students CANNOT be dropped or picked up, OUTSIDE of the Centre at any time.*

PARKING & DRIVING ON OUR FACILITY

PLEASE USE OAKDALE AVE. TO COME UP TO THE SCHOOL AND GO DOWN EVERGREEN ST. TO LEAVE, especially during the peak hours. All Kids Club families can use the main parking lot in front of the school building except between 7:55 – 8:30am and 2:45 – 3:20pm, when it is designated only for the ITC, JKC and BCCA Kindergarten families. Kids Club also has a designated parking area on the west side of the school building. There are three spaces directly in front of portable 7000 and three spaces on the left for quick drop-offs and pick-ups as well. However, the west driveway will be closed during our school peak hours of **8:10am to 8:40am and 2:45pm to 3:30pm (12:15pm to 12:45pm on Fridays).**

Driving around the main school building is prohibited. Please drive slowly **(5 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 School and Centre.

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.
Please Note: We do **NOT** recommend that children be sent with any expensive gears, apparels or jewellery as our staff will not bear responsibility, should it be damaged, lost or stolen. *We will however verify the owner of any found items that are perceived as having greater value e.g. jewellery, watches, cell phones, wallets, purses, etc. before handing it over to them.*

BIRTHDAYS

It is the philosophy of the school to honour each child at school on the occasion of his/her birthday. Due to an increase in food allergies and dietary restrictions amongst our student body, we ask that parents refrain from sending food items (such as cupcakes, candy, cookies, snacks, etc.) to share with the class. You are very welcome to send your child a special treat that he/she can enjoy at snack time. Instead of a food item for the class, we invite you to send a special book, toy or *a list of songs* that your child can share with the class and honor his/her birthday.

If you do end up sending food items, please ensure that it is individually packed with the list of ingredients clearly marked on the package. We will notify the parents and send it home with the children. It is up to the parents to decide if the food item is Ok for their children to have.

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 & TREASURES FROM HOME

Personal toys, books and precious treasures are better kept at home, including items of monetary or sentimental value. Please be aware that our staff will not bear responsibility, should any of the above items make its way to the child's classroom and is damaged, lost or stolen.

VOLUNTEERS

Throughout the year, the teachers may need some assistance with a special activity (cultural celebrations, field trips, etc.). If any parents have some time to spare and would like to help us out, please let us know. Kids Club parents can also use these hours toward BCCA Parent Participation Hours.

We 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.

MESSAGING SYSTEM ON SIGNAL: *Signal Group chats will be limited to the SD43 schools for* easy access and updates to our families especially for pick up from their respective SD43 schools. Please be mindful that ALL the OSC staff and parents are included in this chat so limit your messages in this group chat to inform us when your child does NOT require pick up on that day. Please message our staff or supervisor directly for messages that do NOT concern other parents, if and when needed.

Important and time-sensitive notices and reminders pertaining to the SD43 schools will be posted on the Signal chat groups throughout the year. Please be sure to check for updates regularly.

Please inform your child's teacher if you do NOT wish to be included in this group chat for any reason.

MESSAGING SYSTEM ON PROCARE: Our staff will post notices, announcements and reminders on Procare on a regular basis in the classroom messaging. Parents can access these via desktops and mobile phones, but for the activities page, parents can only access it via their mobile phones. Parents can message the teachers and supervisors anytime on Procare, IN the classroom messaging and NOT the office messaging but please limit it to reporting absences or updating them for anything that is relevant to your child's day at the Centre. These messages cannot be accessed by other families and will be taken care of by the first available staff. ***Please CALL the centre or supervisor directly for anything that is more urgent.***

EMAILS: Please email the administration office as follows:
kcoffice@bccaschool.ca for anything related to admissions and updates on student records such as contact information, program related requests, etc.
kcaccounting@bccaschool.ca for anything related to accounting such as your monthly fee, affordable child care benefit (ACCB) application forms, child care tax receipts, etc.
kcsupervisors@bccaschool.ca for any concerns related to your child/children and their programs.

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 posted in the Signal chat groups and on the class bulletin boards 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. Children will have a mat and a place where they can rest and nap each day. Please send a *fitted crib-sheet and small cover.* 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. Storage space is limited so NO pillows or stuffed toys please. No child will be made to lie on their mats for more than 30-45 minutes, after trying to sleep or having slept and awakened. After the 30 – 45 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

WE ARE A NUT FREE CENTRE however; parents must make staff aware of any food allergies. These allergies will be posted in each classroom for access to ALL our staff. We will inform our families if there happens to be a severe allergy and those particular items cannot be sent. 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 gold fish crackers, dry cereal, cheese slices, applesauce, yogurt, pretzels, sliced fruit, raisins, or any combination of the above. *Please do not send any candy, fruit juice or soda pop; filtered water is offered throughout the day.*

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 information* on your child's Registration form, regarding the status of their *immunization*. 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 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 f*ile.
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.*

ANNUAL PROGRAM FEE (new)

An annual student fee will be charged for each enrolled student effective July 2027 and will be as follows:
OSC: $35.00 - Includes emergency supplies for 72 hours.
ITC: $75.00 - Includes emergency supplies for 72 hours, yearbook, class photo and student photo ID.
GDC & JKC: $150.00 - Includes emergency supplies for 72 hours, yearbook, class photo, student photo ID and three to four field trips.

Licensing requires that the Centre has emergency evacuation bags containing emergency supplies indicated by the Fire Department. Our staff in charge will ensure that there are ample supplies, including food and water for 72 hours and will monitor expiration dates on all supplies.

This fee is collected as an annual program fee and not calculated separately for each activity or service. **It is non-refundable and may be revised as needed.** Families will be notified of any changes.

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.

All incidents will be reported!

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

A **concern** is defined as an expression of dissatisfaction, uneasiness, or anxiety. We understand that concerns can be difficult to share and receive. That's why open and ongoing communication between families and staff is essential to our caring and responsive program. BCCA Kids Club is dedicated to maintaining a high standard of care and communication. We regularly monitor and evaluate our services to meet the needs of all children and families. With mutual respect, open dialogue, and a willingness to work together, we can ensure the best outcomes for every child in our care.

Step 1: Sharing a Concern

Parents and guardians are encouraged to share their concerns directly with our staff, either in person (at drop-off or pick-up) or via Procare or email. If your concern—whether about your child or the program in general—is not addressed in a timely or satisfactory manner, please escalate it to the **Program Supervisor** by email, text message, or in person.

Step 2: Supervisor's Response

The Program Supervisor will:

- Investigate the concern
- Communicate updates within an appropriate time frame
- Respond with seriousness, sensitivity, and confidentiality

Where possible, concerns will be resolved informally before moving to a formal procedure. You will usually receive written acknowledgment (via email or text) summarizing the concern and the steps taken.

If an error has occurred, BCCA Kids Club will aim to correct it promptly, offer an explanation, and, where appropriate, provide an apology.

Step 3: Formal Complaint to Director

If informal steps do not lead to a satisfactory resolution, the concern should be emailed directly **to the Director**. It should include:

- Relevant names and dates
- A clear description of the issue
- Any steps already taken

The Director will:

- Acknowledge receipt within **5 working days**
- Complete an investigation within **10 working days**
- Provide a **written response** with findings and any necessary actions or policy updates

The Director may involve staff for interviews or discussions, conducted separately or jointly as deemed appropriate.

If, after this process, the issue remains unresolved, families retain the right to **withdraw their child** from the program.

Staff Concerns About a Child

Our certified and experienced staff are trained to observe children's development, behavior, health, safety and overall well-being. Any staff member can bring their concerns to the supervisor's attention.

1. The Program Supervisor will:
    - Make their own observations
    - Consult with other team members to verify concerns
    - Propose strategies to address the issue in the program setting
2. If concerns persist:
    - The Program Supervisor will meet with the child's family
    - Recommendations may include:
        - Supporting certain skills at home
        - Adjusting parenting approaches
        - Modifying the child's routine

We understand that each family is unique. Our staff are committed to being flexible and working collaboratively with families—**as long as families are willing to work with us**.

Finding the right support for a child may take multiple conversations and ongoing adaptation. If improvements are observed, support will continue as needed. If not, we may strongly recommend that the family begin the **formal assessment process**.

Assessments and Ongoing Support
While assessments can feel overwhelming, **early intervention is often key** to a child's long-term success.

- Our team will provide observation notes and documentation as required by medical professionals.
- Families are expected to keep us informed on:
    - The status of assessments
    - Any resulting care plans, behavioral plans, or IEPs
- We are happy to collaborate with specialists who may need to visit the child at our center.

PLEASE NOTE that ultimately, it is the parent/guardian's decision in getting the assessment for their child, however, if he/she needs more support than we are able to provide in a group setting, BCCA Kids Club reserves the right to withdraw the student without notice unless families are willing to pay for an additional supporting staff for their child. We also maintain the right to deny and/or withdraw care IF the Centre is unable to meet a child's needs OR accommodate a child's needs.

RELEASE OF A CHILD FROM THE CENTRE

The Centre will only release a child to an authorized individual as established by the parent. We kindly ask that you provide identification when requested, as part of our verification process.

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 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. Call a person listed under the current pick up list to pick the child and/or
b. Contact the Ministry for Children and Families.

INCLUSION POLICY

At BCCA Kids Club, we are committed to inclusive care for all children. Guided by the Canadian Charter of Rights and Freedoms, we ensure that every child is treated equally and with respect—regardless of race, origin, religion, sex, age, or ability.

We believe all children, including those with special needs, deserve access to quality early childhood education that supports their physical, emotional, intellectual, and social development. Inclusion fosters opportunities for every child to thrive and be prepared for future learning.

While we strive to accommodate individual needs, **BCCA Kids Club reserves the right to deny or withdraw care** if we are unable to meet a child's needs within a group setting. Children not initially identified as needing extra support may be assessed through staff observations and recommendations.

Supports may include:

- Adapted routines and physical spaces
- Developmentally appropriate expectations
- Visual aids and modified schedules
- Dietary accommodations
- Referrals to external professionals

For children identified by the Centre as requiring one-on-one support, **families must arrange and fund this support**. You may apply for subsidies through your local Supported Child Development Program, but until funding is approved, parents are responsible for the cost.

We work in close partnership with families, outside service providers, and—when needed—our **BCCA Learning Support Services (LSS)** team to observe and support children requiring additional care.

All staff are committed to maintaining strict confidentiality regarding children's and families' personal information.

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 Fraser Health Unit will be informed through the Reportable Incident Form.

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 behaviour 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.

APPLICATION & RE-REGISTRATION FEE & DEPOSITS

There is a one-time (non-refundable) application 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, and $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. This deposit will not be refundable should a family withdraw their child AFTER the deposit has been submitted even if it is PRIOR to the child's start/return date at Kids Club.*

FEE PAYMENT

Monthly fees must be paid via **Pre-Authorized Electronic Fund Transfer (EFT) only.** The Pre-Authorized EFTs will be debited for the recurring monthly fees and any additional charges arising due to drop-in, Pro-D days, Early Dismissal, Winter break, Spring break, Summer break, Annual Re-registration and Emergency Package fees.

There is a charge of $45.00 for any EFTs returned by the banks due to insufficient funds and 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 & TERMINATION

Withdrawal by Families
Families are required to provide one-month written notice on the 1st of the month in the event that they decide to withdraw their child or reduce days and/or services, OR pay one month's fees in lieu of notice.
*Please note: The Centre does **not accept withdrawal notices** during the final three months of the academic year (**April 1st – June 30th**).*

Termination by the Centre
BCCA Kids Club reserves the right to **terminate care** if:

1. A child or family is not suited to the Centre's programs or policies
2. Terms of the agreement are not followed
3. Child care fees are not paid
4. The Centre is unable to meet or accommodate a child's needs
5. A family member poses a safety risk to staff or children

In most cases, families will be given **at least one week's notice** before care is terminated.

Staff-to-Child Ratios
As a licensed group child care centre, we follow required staff-to-child ratios to ensure a safe and nurturing environment:

- **Infant/Toddler Care**: 1 staff per 4 children
- **Group Daycare**: 1 staff per 8 children
- **Kindergarten – Grade 1**: 1 staff per 12 children
- **Grade 2 and up**: 1 staff per 15 children

Adjustment & Support Needs
We understand that adjusting to a new setting takes time. Our staff are committed to supporting children during their first few months by building trust, emotional regulation, and independence.
However, if a child continues to require ongoing one-on-one support beyond the initial adjustment period, and this exceeds what we can provide within our ratios, families will be required to:

- **Provide additional support** (e.g. fund an extra staff member), or
- **Seek alternative care** that better meets the child's needs.

The Centre maintains the right to deny/withdraw care for the following reasons:
1) failure to pay child care fees
2) the Centre is unable to meet a child's needs
3) the Centre is unable to accommodate a child's needs
4) a family member poses a direct threat to the staff and/or children

LATE FEE

The 5-minute grace period does NOT apply anymore. 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).

FIELD TRIPS AND WATER RELATED FIELD TRIPS AND ACTIVITIES

Field trips are an important part of our daycare program, especially our Summer Camps. It provides our children with valuable experiences outside the classroom environment. The safety and well-being of all participants are our top priorities.

Junior Kindergarten (JKC) Program
During the school year, students in the Junior Kindergarten (JKC) program have the opportunity to participate in a variety of field trips. Notices will be provided in advance with details regarding:

- Date and time of the trip
- Destination
- Transportation arrangements
- Lunch provisions
- Any specific requirements or information related to the outing

We strongly encourage parents—or an alternative adult (e.g. grandparent)—to accompany the group to help ensure maximum supervision and a fun, safe experience for all.

If you are **not comfortable with your child attending a particular trip**, it is the parent's responsibility to make **alternate care arrangements** for that day. Please note: **Neighborhood walks are part of our daily routine and are not considered field trips**, so they do **not require written consent**.

Group Daycare (GDC) Program
Students in the Group Daycare (GDC) program will participate in field trips approximately **once per quarter**. All relevant details—including:

- Date and time
- Destination
- Transportation arrangements
- Field trip fee (if applicable)

—will be communicated via Procare.

Parent participation is **not required** for GDC field trips. However, if you are **not comfortable with your child attending**, you must arrange **alternate care** for your child for the **entire duration** of the trip.

Out of School Care (OSC) Program
Students in the Out of School Care (OSC) program will have field trips scheduled during:

- Professional Development (Pro-D) and other Non-Instruction Days

- Spring Break
- Winter Break
- Summer Break

Advance notice of each trip will be shared through Procare and via email for the Summer break/camps. It will include:

- Date and time
- Destination
- Transportation arrangements
- Any other relevant trip details

As with other programs, if you do **not wish for your child to attend**, it is the parent's responsibility to arrange **alternate care** during the field trip.

1. General Guidelines

1. **Parental Consent**: Parental permission is required for all field trips. No child will be allowed to participate without an agreement signed digitally or manually, by parents.
2. **Notices**: Parents will receive advance notice of field trip, including destination, date, time, and any items children should bring.
3. **Supervision**: Adequate staff-to-child ratios will be maintained at all times, in accordance with licensing regulations.
4. **Transportation**: Children will be transported using approved and safe methods (e.g., licensed school buses, vans with appropriate child restraints).
5. **Clothing and Supplies**: Parents are responsible for ensuring their child is dressed appropriately and brings any required items (e.g., lunch, hat, sunscreen, water shoes, etc.).

2. Arrival Time Requirement

To ensure the field trip departs on time and that all safety protocols can be followed:

- **Children must arrive by the designated cut-off time** on field trip days. This time will be clearly communicated in the trip notice.
- **Late arrivals may not be permitted to join the field trip.** This is to avoid delays and ensure the safety and supervision of all children. Please let the supervisors know ahead of time so they can make the necessary arrangements.

3. Behavior and Safety Expectations

All children are expected to follow safety rules and instructions from staff during field trips. These may include but are not limited to:

- Staying with the group at all times
- Listening to and following directions
- Wearing student pinnies as safety identifiers
- Holding hands or using walking ropes (for younger children)
- Using seatbelts or restraints when required

4. Water-Related Field Trips and Activities *Includes Pools, Beaches, Splash Pads, Water Parks, and Other Aquatic Environments*

Water-related activities provide enriching and fun experiences for children but also carry increased risk. This policy outlines safety protocols, supervision requirements, and participation guidelines to ensure the safety of all children during such activities.

5. Water Safety Procedures and Supervision

We ensure that an appropriate number of staff members are present to supervise all swimmers in the water and on the waterfront. Each program is supported by additional staff and volunteers during the summer months to provide **ample supervision** both in the water and in the surrounding areas. Designated team members patrol the periphery to maintain constant oversight of the entire group. Our staff ensures that all emergency equipment is readily available and that each

swimming area is **inspected and prepared** for safe use prior to every activity. Considerations such as water depth, temperature, clarity, and quality are reviewed, and any hazards are either eliminated or clearly marked. These potential risks are also discussed with participants before entering the water. All staff, students, and volunteers are expected to understand and strictly follow the established waterfront rules.

6. General Rules and Safety Protocols related to Water-Related Field Trips and Activities

- **Children are never left unattended** in or around water.
- **Staff remain within arm's reach** at all times for younger children and weaker swimmers, to provide active supervision.
- **Running, shoving, pushing, horseplay**, or throwing others into the water is strictly prohibited in all areas including the swim zone, docks, and beaches.
- A strict **staff-to-student ratio of 3:1 as required by aquatic centers and 4:1 for other swimming areas** is maintained to ensure close supervision.
- All children are assessed prior to each trip to determine **swimmer vs. weak/non-swimmer status**.
- **Weak or non-swimmers** must wear a **Canadian-approved personal flotation device (PFD)** if they wish to enter the swim area. Alternatively, they may play only in shallow, knee-deep water.
- Swimming is allowed **only within the designated swim zone** and **only under direct staff supervision**.
- Additional lifeguards or certified water safety personnel will be present at pools.
- Staff will be assigned to small groups of children and will be actively supervising at all times—**no distractions (e.g., phones)** are permitted during water supervision.
- All staff will hold a valid **First Aid/CPR certification**.

7. Safety Requirements related to Water-Related Field Trips and Activities

Children must follow all safety guidelines during water-related activities, including but not limited to:

- Staying within assigned group areas and with assigned caregivers.
- Wearing pool specified **life jackets** when required (especially if the child cannot swim).
- Following all facility rules (e.g., no running, rough play, or unsupervised access to water).
- Participating only in areas deemed developmentally appropriate for their age and swim ability.

8. Clothing and Supplies related to Water-Related Field Trips and Activities

Parents are responsible for sending the following, properly labeled:

- Swimsuit and towel
- Water shoes (recommended for beaches/splash pads)
- Sunscreen (applied before arrival and brought for reapplication)
- Change of clothes
- Any personal flotation devices if required/requested

9. Emergencies and Incident Reporting

- Emergency plans are in place for all off-site water activities.
- Staff will carry a fully stocked **first aid kit**, emergency contact lists, and any child-specific medications (e.g., EpiPens).
- Any incident, injury, or near-drowning event will be documented and reported to parents and, if applicable, to licensing authorities immediately.

10. Exclusion from Field Trips

A child may be **excluded from participating in a field trip** under the following conditions:

1. **Chronic or repeatedly forgetting** items required for the field trips.
2. **Arriving after** the cut-off deadline for field trips.
3. **Failure to follow safety protocols** during previous trips or in the classroom, which may pose a risk to themselves or others.
4. **Behavior that poses a safety risk** to themselves or others (e.g., leaving assigned group, aggression).

5. **Medical conditions** that make the field trip activity unsafe without necessary supports, if those supports are not in place.
6. **Repeated noncompliance** with safety instructions.
7. **If a child constantly needs one-on-one support** that would take a staff considerable time away from the group.

In such cases:

- The child may remain at the daycare under staff supervision, **if possible**, or be dropped off to the Centre after the group returns from their field trip.
- Parents will be notified of the reason for exclusion and any next steps or support strategies.

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

Child care programs in BC are licensed and regulated through the Ministry of Health, child care licensing. As a result, we may be directed by a child care 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.

Child care 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 Signal 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 Signal 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 child care 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 child care 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, child care 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 child care 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.

DATA and SOFTWARE SECURITY and USAGE AGREEMENT

By registering with BCCA Kids Club, the Parents/Guardians consent to the collection of the information provided on the registration form with the expectation that the data will be used for childcare programming and administrative purposes.

BCCA Kids Club utilizes a cloud-based data storage system provided by a designated Childcare Management Software company such as Procare. As technology evolves, cloud-based systems are becoming increasingly essential for organizations due to their efficient resource management and flexible infrastructure that supports growth and adapts to changing needs. We prioritize the privacy and safety of the children in our care and have taken reasonable precautions to protect your confidential information. These precautions include thoroughly researching various software with robust data security and procedural safeguards, limiting information access to staff, and technical procedures for authentication and physical access.

The parents/guardians understand and agree that disclosure of the information collected by the designated company is solely for storage and day-to-day operations. BCCA Kids Club employs reasonable administrative, physical and technical safeguards and policies, designed to secure the registration data from unauthorized access, disclosure or use, in accordance with the Personal Information Protection and Electronic Documents Act. Data security and confidentiality is of the utmost importance to BCCA Kids Club and therefore, require families to follow the security measures and protocols when using the Procare App.

EMERGENCY BUS EVACUATION DRILL

To ensure the safety and preparedness of staff and children during transportation, regular emergency evacuation drills must be conducted on the bus. These drills are designed to teach children and staff how to respond calmly and effectively in the event of an emergency (e.g., fire, collision, mechanical failure).

Frequency

- Emergency evacuation drills will be conducted **at least twice per year** (once in the fall and once in the spring).
- Additional drills may be conducted:
    - At the start of the school year
    - At the start of the summer camp
    - At the discretion of the Program Director or Transportation Coordinator

Roles & Responsibilities

Bus Driver

- Schedule and document all drills
- Notify staff in advance
- Ensure staff and students are given clear instructions on the bus evacuation procedures
- Lead the drill and demonstrate emergency procedures
- Ensure bus is parked safely in a secure location before the drill
- Review emergency exits and equipment with students and staff

OSC Staff / Teachers

- Support the children during the drill
- Ensure accurate headcounts before and after evacuation
- Reinforce calm behavior and listening skills during the drill

Drill Procedure

1. **Preparation**
    - Inform children that a **drill** will be taking place.
    - Park the bus in a **safe, secure location** (e.g., parking lot or designated evacuation area).
    - Review rules for staying calm, listening to adults, and not rushing or pushing.
2. **Driver Instructions**
    - Explain the type of emergency scenario (e.g., fire at the front of the bus, rear exit needed).
    - Demonstrate how to open the emergency exit (back door, side door, roof hatch as applicable).
    - Show children where the first aid kit, fire extinguisher, and emergency contact list are located.
3. **Evacuation**
    - Children exit the bus **one at a time**, guided by staff.
    - Evacuation should be completed **within 2–3 minutes** to simulate an actual emergency.
    - Children and staff walk to a designated **safe assembly area** away from the bus.
4. **Post-Evacuation**
    - Teachers do a **roll call and headcount** using the sign-in sheet.
    - The driver and staff review the drill with the children:
        - What went well
        - What could be improved
        - Answer any questions children may have
5. **Documentation**
    - Driver must complete a **Drill Report Form**, including:
        - Date and time
        - Names of staff and number of students present
        - Type of drill
        - Any issues encountered
        - Recommendations or follow-up actions
    - Report must be signed by the driver and retained for licensing or audit purposes.

Expectations

- Drills must be taken seriously by both staff and students.
- Students must follow all instructions calmly and respectfully.
- No student will be forced to participate if extremely distressed; however, staff should encourage participation through reassurance and support.

GUIDANCE AND DISCIPLINE

The goal of guidance and discipline is to facilitate children's safe and respectful interactions with others while also supporting their development of personal and interpersonal skills such as communication, self-control, confidence and compassion.

The safety of the children in a group setting is always our first priority and we strive to foster a safe, respectful, and supportive environment in which children with diverse needs and abilities can thrive. Every staff member is expected to treat children with respect, honour and love. Children are informed of our expectations and general discipline guidelines, which are age-appropriate, clear and consistently enforced.

This policy outlines strategies to encourage positive behaviours, anticipate challenging behaviours, and respond consistently when concerns arise.

1. Roles & Responsibilities

- **Staff** - Model positive behaviour
  - Apply strategies consistently
  - Document concerns and incidents
  - Communicate with families and team members
- **Children** - Respect themselves, others, the rules and environment
  - Be ready to learn
  - Engage in problem-solving as they are able
  - Follow through with strategies as they are able
- **Families** - Support behaviour expectations at home
  - Collaborate and communicate with staff
- **Admin** - Provide training and resources to ensure policy implementation
  - Follow up on progress of challenging behaviours
  - Address family and staff concerns

2. Positive Behaviour Strategies

a. We teach from and implement the "Have You Filled a Bucket Today?" series by Carol McLoud. It is the winner of numerous awards including "Best Children's Book" and "Top Ten Most Inspirational Children's Book" (Children's Book Guide, 2012).

This heartwarming series encourages positive behavior by using the concept of an invisible bucket to show children how easy and rewarding it is to express kindness, appreciation and love by "filling buckets." It offers charming illustrations with personified buckets, dippers, and lids, so children can learn what gives happiness, what takes it away, and what protects it. This concrete approach helps children of all ages grow in understanding, kindness, self-control, resilience, empathy, and forgiveness.

b. We establish clear, consistent, and age-appropriate expectations through simple rules (e.g., *Be Safe, Be Kind, Be Respectful*). We affirm and celebrate positive choices such as acts of kindness, cooperation, and spiritual growth. Intentionally recognizing the small steps children are making builds their self-esteem and reduces their resistance to guidance.

c. We redirect children toward positive behaviours, words or activities and offer choices that serve to empower the children's sense of autonomy and responsibility. We act as mediators between children to guide respectful communication and problem-solving when interpersonal challenges arise.

d. We use positive, faith-based approaches to guide behaviour, including:

- Modeling Christ-like behaviour such as kindness, forgiveness, and respect.
- Helping children reflect and make amends when they hurt others, emphasizing forgiveness and grace.

We believe that discipline means teaching, not punishment, helping children learn to make good choices from a place of love and understanding. We encourage problem-solving and conflict resolution skills and create engaging environments that minimize triggers for challenging behaviour. Children will never be shamed or humiliated. Our focus will be on safety, dignity, and constructive solutions.

Confidentiality will be maintained at all times.

3. Prohibited Discipline

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

• Shoving, hitting, shaking, spanking, or other form of corporal punishment
• Harsh, belittling, or degrading treatment - verbal, emotional, or physical

Children will never be, including as a form of discipline:

• Confined, physically restrained (*unless they are in immediate danger of harming themselves, peers or teachers. See Section 4e. Restraint*), without adult supervision
• Deprived of meals, snacks, rest or necessary use of toilet

4. Behaviour Interventions

a. Redirection and refocusing techniques: When a child becomes unable to manage their behaviours or make positive choices, and staff begin to observe higher levels of activity, anxiety, crying, hitting, etc. staff will redirect the child to another area of play, or get them involved in a new activity depending on the type of dysregulation.

- *Emotional dysregulation*: The goal of these interventions is to comfort children and support their ability to identify and manage their emotions in a healthy way. We will offer a quiet, cozy space away from high-traffic areas such as our classroom "Calm Down Corner" to regulate. We will teach and guide the child using emotion cards and posters that link emotions with the feelings in their bodies i.e. "when I'm nervous, it feels like there are butterflies in my stomach." Once identified we will offer healthy tools for managing emotions such as sensory toys (stress balls, fidget toys, stuffed animals or puppets, weighted toys); or noise-cancelling headphones to help minimize outside stimulation. Children will be led through a variety of calming techniques such as deep breathing exercises, stretching or gentle movements, visualization of positive/calm moments, counting to ten slowly, etc. and will be offered slower-paced activities such as books, drawing or coloring materials, puzzles or quiet games alone or with a peer to help refocus attention on the present.

- *Behavioral dysregulation*: The goal of these interventions is to provide proprioceptive input to help the child feel more grounded. They also serve to calm the nervous system which supports the child's ability to focus and self-regulate. We will offer a movement break indoors, or a walk/run outside to get some fresh air and step away from environmental factors or interactions that may be triggering for the child. We will give the child the opportunity to engage in other heavy-work (pulling, pushing, climbing, jumping, squeezing) with balls, blocks, milk jugs, trampolines, etc. These may be offered as a game or challenge (how fast can you push the basket?) or as a helpful task (let's stack all the chairs) to help the child reset before returning to the group/classroom.

b. Loss of Privileges: If redirection and calming techniques have not been successful in minimizing challenging behaviours and depending on the regularity of the infraction, the next step is to limit access to "privileges". The goal of

this intervention is to support children in understanding that their actions have consequences, and while positive choices lead to pleasant consequences, poor choices lead to undesirable consequences. This loss of privileges will be for a short, age-appropriate duration and are always explained to children clearly and consistently. After the set time has passed, children will be offered an opportunity to try again and make better choices.
This process might look like, but is not limited to, the following examples:

- Limited access to preferred toys, play areas, or peers. e.g. *"Since you cannot make good choices and are throwing blocks at friends, even though your friends and teachers asked you to stop, you cannot play with the blocks for the rest of the morning. The teacher will give you a chance to try again after nap time." Then after nap, "Are you ready to try again and play with the blocks respectfully? Remember, blocks are not for throwing. Thank you."*
- Skipping a special activity. e.g. *"I know you really wanted to have your Show-and-Tell today, but because you were screaming and shouting at the teachers, we are not able to have Show-and-Tell today. Screaming and shouting are not respectful ways to share, but we can try again tomorrow when you are ready to speak to us kindly."*
- Missing a turn for a classroom role. e.g. *"Because you were having a hard time listening and kept running from the teacher, you cannot be the line leader today. Instead you can hold the teacher's hand, because we want to keep you safe. You can be the line leader tomorrow if you show me you can listen and be safe."*

From a Christ-centered perspective, we are illustrating to children that everyone makes mistakes, and while mistakes have consequences we are also thankful that God gives us another chance to try again and do better the next time. Staff are mindful to acknowledge and appreciate when children do choose to make better choices so that the focus is on the behavior i.e. what we do, not who we are. The objective is to empower children, and reinforce expectations and boundaries in a positive manner.

Please note that essentials such as meals, snacks, rest, respectful communication, affection, safety and supervision, learning opportunities, and the necessary use of toilets are considered the inherent right of every child at our Centre and do not fall under privileges. As such they will not be withheld from a child for any reason.

c. Temporary removal to the office: In situations where a child's behaviour presents significant disruption or safety concerns for themselves or others, staff may temporarily remove the child from the classroom and bring them to the office. *This step is used only after appropriate classroom strategies have been attempted*. The purpose of the removal is to ensure safety, provide the child with a safe space, and allow the supervisors or director to support regulation before returning the child to the group.

At this step the child's disruptions are such that the teaching team has deemed it necessary for the supervisor or director to intervene. The role of the supervisor or director is to collaborate with the child to understand what happened, identify their needs, and create a plan to successfully return to the classroom. This will be done using language and examples at an appropriate age and developmental level.

The intent is to support the child to problem-solve and develop tools that will help them manage their behaviors. Children will rejoin the group and their usual activities after the supervisor or director have ascertained that they understand, to the extent of their developmental age/ability, what behaviours led to their removal to the office and a plan is in place to support their safe return. Parents will be informed of repeated or serious incidents, and all actions will follow our centre's guidance and discipline protocols.

d. Escalation: Teachers have a duty to ensure safety, including stepping in during escalated behavior. However, in the case that a situation escalates beyond verbal management and there is a risk to *personal safety*, the staff's priority is to get to safety and call for help. Staff will remove the other children from the immediate danger zone and immediately call for support from supervisors and administrators. The goal is not to physically restrain the child (see *Section 4e. Restraint*), but to de-escalate the situation by managing the environment, and trying to redirect or "talk the child down" by modeling calm behaviour/language and non-verbal cues without escalating the situation further.

e. Restraint: This will only be applied **when a child's actions pose an immediate risk of harm** to themselves, other children, or staff. It will be reasonable, proportionate, and time-limited, ending as soon as the child no longer poses a risk. Our staff will use the **least restrictive intervention possible** to ensure safety. Only staff who have received appropriate training may implement restraint and all incidents involving restraint will be documented immediately and reported to the Centre Director.
f. Parent Notification & Immediate Pick-Up: Please remember that sending a child home or reducing their hours is a last resort and not our first. This intervention will only be initiated if a child's behaviour escalates to a level as listed under Extreme Behaviours (*see Section 5. Extreme Behavior*) and presents a significant risk to the safety and well-being of him or herself, or other children or staff. When possible, a staff or supervisor will calmly remove the child to, or create in that area, a safe, supervised space for the child to regulate.

The Centre Director or designated senior staff has the final authority to determine if a child must be picked up early. Their decision will be based on health, safety, or behavioural concerns and all observations about the behaviors and incidents leading up to this intervention will be documented objectively and factually. Parents/guardians will be contacted directly and are required to pick up their child promptly. This decision will be communicated clearly and respectfully and parents/guardians will be required to sign an acknowledgement form at pick up.

Once a child is picked up, to minimize further disruption to our program, they will not be permitted to return the same day. Parents/guardians will receive written guidance on next steps i.e. a behaviour plan for successful return to the classroom, referrals to community resources for behavior assessments, etc. and the incident will be recorded in the child's file for accountability and follow-up. A date for returning to the program will be set after collaborating with parents/guardians to determine an optimal date for the child's successful return.

In the case that parents/guardians cannot be reached, staff will contact authorized emergency contacts listed on the child's enrolment form. If no authorized contact is available, the child remains supervised at the Centre until arrangements are made. In extreme cases e.g. medical emergency, safety risk, the Centre may involve local health services or child protection authorities according to licensing regulations.

All interventions will be carried out in strict compliance with the Provincial Childcare Licensing Regulations and Centre policies. Our staff will prioritize de-escalation tools and Positive Behaviour Strategies, before considering any interventions. Staff will follow the hierarchy of interventions, beginning with the least intrusive and progressing only as necessary to ensure safety and the well-being of the child and group.

Following any intervention, staff will provide reassurance and support to the child and a debrief will be conducted with staff and, where appropriate, with the child and family to discuss strategies for preventing future incidents. Documentation will be maintained in the child's file and reviewed as part of their ongoing behaviour support planning. The Centre will review incidents regularly to ensure accountability and continuous improvement.

5. Extreme Behaviour
"Extreme behaviour" refers to actions that go beyond typical, developmentally appropriate responses for a child's age and stage. These behaviours pose a significant safety risk to the child or others, cause serious disruption to the environment, or cannot be effectively managed using regular classroom strategies. Examples may include repeated physical aggression, attempts to cause harm, severe loss of control, destruction of property, or behaviours that escalate rapidly despite guidance and support. These incidents are considered outside the expected developmental range and require additional intervention to ensure safety and support the child's well-being. In some cases, persistent unsafe behaviours may signal underlying emotional, developmental, or environmental needs that require assessment and further support.

a. Physical Aggression

- Hitting, punching, biting, kicking, scratching or slapping peers or staff
- Throwing toys or objects with intent to harm
- Pushing, charging at or attempting to tackle another person

b. Self-Harming Actions
- Banging head or ramming body against walls or floors
- Running into traffic or other indoor/outdoor hazards
- Refusing to eat or drink, or consuming food/drink in ways that endanger health

c. Dangerous Exploration
- Climbing furniture or playground equipment in an unsafe manner
- Running away from supervision i.e. eloping in public spaces
- Inserting objects into electrical outlets or mouths

d. Severe Disruption
- Tantrums so intense they prevent staff from ensuring group safety
- Screaming or shouting profanities that cause chaos in or distress to the group
- Destroying property or creating hazards e.g. breaking glass, overturning furniture

e. Bullying or Targeted Harm
- Repeated intimidation or threatening of peers (verbal or physical)
- Escalating physical altercations with another child or children
- Excluding others in ways that escalate into aggression

6. Documenting and Communicating Challenging or Extreme Behaviors
Our process includes but is not limited to the following steps:

a. *Documentation*: Our teachers begin documenting the behaviour to track patterns, triggers, and frequency. This helps us respond accurately and provides clear information for families.

b. *Communication & Classroom Strategies*: While documenting, teachers communicate with parents and begin implementing a variety of positive behaviour strategies within the classroom. These may include redirection, offering choices, calming techniques, and/or adjusting the environment.

c. *Parent/guardian Meeting*: If we find that our classroom strategies are not effective, we invite parents/guardians to a meeting. During this time, we review our documentation, share our observations, and ask about factors at home that may be influencing behaviors such as regularity of bedtime and daily routines, prevalence of TV time, other caregivers i.e. grandparents, and parental disciplinary techniques. This also gives parents/guardians an opportunity to share their concerns and observations. The goal is to create a consistent, unified approach between home and the center.

d. *Assessment & Care Plan*: Supervisors/Director will collaborate with parents to develop an individual behaviour care and management plan after the child has been assessed by a professional, based on his/her report. These plans will be reviewed every 3-6 months, and will be filed in the child's file.

e. *Ongoing Collaboration Through Group Chat*: If behaviours continue, we will create a private group chat with the child's teachers, program supervisors and family members to ensure good communication, encouragement, and prayerful partnership. We will send updates with photos and videos of the child's day. This supports transparency, keeps families informed, and helps everyone work together toward the child's success.

f. *Withdrawal*: If there is no noticeable improvement in behaviours, the daycare supervisor and director must consider if our centre is the best care situation for the child. Should we feel that Kids Club is unable to meet the needs of the child and family, a withdrawal notice of a minimum of one week will be issued to the parents/guardians.

7. Compliance with Licensing Regulations
Kids Club believes that a child's safety always comes first and will be transparent with families about our procedures. Our staff will be trained to handle these situations calmly and consistently, with clear communication protocols. All our policies will always be in alignment with licensing requirements and provincial childcare regulations i.e. the *Community Care and Assisted Living Act* and *Child Care Licensing Regulation* of BC.

BCCA Kids Club
Early Pick-Up Acknowledgment & Consent Form

Child's Name: _____ Group: _____

Date:_____ Time of Pick-Up: _____

Our staff have prioritized and used de-escalation strategies and positive behaviour guidance as per our Guidance & Discipline Policy. After careful consideration of all the surrounding factors, based on □ *Safety and/or* □ *Behavioural* concerns, the supervisor and/or director are in agreement to send your child home to ensure their safety and well-being, as well as that of their classmates and/or teachers.

By signing below, you acknowledge that this action is consistent with our Guidance & Discipline Policy and is in place to ensure safety for all. You understand that your child will not be permitted to return until _____ as determined by the supervisor/director and parent/guardian to be a successful date of return.

Details of the incident, and what de-escalation steps were taken will be shared with you together with written guidance on next steps. By signing below, you agree to support a consistent plan moving forward, so that your child has the best opportunity to be successful while at Kids Club.

Parent/Guardian Name: _____

Signature: _____ Date: _____

Supervisor/Director Name(s): _____

Signature(s): _____ Date: _____