

COUNTRY BEARS CHILD CARE CENTRE - OUT OF SCHOOL CARE PROGRAM



INTRODUCTION

Welcome to Country Bears Before and After School Care Program. We look forward to getting to know all the children and their families. Our Centre has been licensed by the Fraser health Authority, for an enrolment of 16 children and 2-3 staff members.

We hope you will take the time to read through this handbook to familiarize yourself with our policies that will help make your child's time with us an enjoyable one. Also, there is a lot of information in this handbook that parents need to be aware of before your child starts their journey with us.

PHILOSOPHY

At Country Bears Before and After School Program, we provide qualified staff, a fun, interactive and stimulating program. Most of all we want the children to feel welcome, safe and genuinely happy when they come into the Centre each day.

Working closely together with the children as a team, we strive to develop a "home away from home" atmosphere. Through sports and recreation, arts and crafts, homework/quiet time, cooking, fieldtrips and much more, we want each child to feel all their individual needs are being met and in turn helping to build his/her self-esteem and character.

We realize that time before or after school can be tiring and overwhelming after a long day at school and that's why we are dedicated to the children making choices about their program, involving them in daily decisions and instilling as much fun as possible.

STAFF QUALIFICATIONS

Our Before and After School Care Program employees 2-3 staff members who either have their Early Childhood Education Assistant Certification, New Beginnings Course or Reliable Adult Course. All our staff have a current Criminal Record Check, letters of reference and current first aid.

OUR PROGRAM

Our program is based on fun and choices for the children. Our goal is that each child enjoys coming to our program and looks forward to the activities that are planned for the day. We have 2-3 responsible staff that will ensure that children are having fun and well cared for.

Each day there will be arts and crafts, indoor activities, homework time, computer time snack and a sports and recreation program. These are just a few of the activities each day.

Keep in mind an extra change of clothing will be needed and running shoes are a necessity.

HOURS OF OPERATION

Country Bears Before and After School Program is open Monday to Friday.

Our Before School Care Program opens at 7:00 a.m. The children will go to their individual classes when the bell rings at 8:30. After School Care begins at 2:30 and older children will have a meeting area at the school and for the younger children, they will be picked up at their classroom.

The Centre is opened until 6:00 pm. All children must be picked up no later than 6:00 pm, families will get one free late time, after that fees apply at 1.00 per minute paid to the staff who is staying late.

*Please phone the Centre directly at 604-575-8383 if your child will not be attending for the day so we do not expect them.

PROGRAMMING

MORNING CARE:

7:00 a.m. - Centre is open. Children start to arrive.

7:00 a.m. to 8:00 a.m. - Greetings, activities, free play time. This time is also for children to eat or finish their breakfast brought from home.

8:10 a.m. - Children clean up their activities and prepare for school.

8:15 a.m. - Children are taken to class for 8:30 class start time.

AFTERNOON CARE:

2:30 p.m. - Children are picked up by our staff, gathering of group to talk about our activities for the afternoon. Depending on weather, staff will let the children play on the school playground/equipment for approximately 45 mins to 1 hour.

3:15 p.m. – 3:45 pm – Children will get their homework for the day or a book or quiet activity. A staff member will be there to help the children with homework if they need it.

3:45 p.m. to 5:30 p.m. - Activity time. Children have a choice of activities each day. There will be arts & crafts or a theme- based activity planned in the classroom or a sports and rec. activity inside or outside on the days provided. Activities will be planned in advance and will be posted for you to view.

5:30 p.m. to 6:00 p.m. - Quiet time, washroom time and clean up. Time to wind down the day and wait for parents to arrive.

SNACKS

When we arrive back to our daycare room, children This rule is always explained to the children and they will be aware of the snack rules. We also practice good hygiene and table manners at the table. We will wait until all the children have sat down before we begin to eat. The children will be responsible for cleaning up after themselves as this promotes independence and self-help skills.

CLOSURES

Country Bears Before and After School Care Program will not remain open during Christmas break. Also, enrolment is very low during these times and not worth the costs of staying open. Keep in mind that regular fees remain in effect during these two months. We base our fees on a 20-day billing month and because most months are longer, most are 22-23 attending days, so it balances out when we are closed during Christmas holidays.

PAYMENT SCHEDULE

All fees are payable by postdated cheques dated for the first of each month (September to June), due at time of registration. **NO EXCEPTIONS.**

One month written notice must be given **BEFORE the first of the month** for withdrawal of your child or children. After receiving notice, all remaining post- dated cheques will be returned to you. Keep in mind, our focus is on the children and the program, the staff's job is not to be collecting fees each month from all the families, therefore; we must be in possession of all post-dated cheques for your child to be considered registered.

There will be a \$30.00 charge for all returned cheques

LATE FEES/PARENT PICKUP

If you are late to pick up your child, there will be a late fee that will be charged to you. Please remember that the staff have families and commitments they need to attend, and we need to respect their time also. **PLEASE DO NOT BE LATE!**

The late charge will start to take affect at 6:01 pm. After this time a late fee of 1.00 per minute that you are late must be paid. These charges are due the day you are late or in full the next day your child attends the Centre. No exceptions. We hope you understand that we need to have a strong policy in effect, so our staff are not taken advantage of. We do understand traffic and accidents happen; a call is required if you are going to be late. We do offer families one free late time, after that is used, late fees will apply.

REGISTERING YOUR CHILD

When you register your child at Country Bears Out of School Program you will receive a detailed registration form outlining important information about your child. Please fill out all areas. Your child is not officially registered until we receive the Registration Form, all attached forms and Registration fee. Once we have received all of the above, your child will have a confirmed space at our Centre.

PARENT DROP OFF AND PICK UP

You must sign your child in and out each day that he/she is present. The sign in/out sheet is located right inside our entrance door. If someone other than you will be picking up your child, he/she is expected to sign the sheet too. We have a record of anyone authorized by you to pick up your child. If the person picking up your child is not on our records, then you need to give us written notice or phone the Centre and verbally give your permission for that person to pick up your child.

Please let us know directly of any changes regarding 'pick-ups' (parent picking up child early at school, child walking to a friend's home, early dismissal because of illness, etc.). Your communication with us is extremely important.

ALL PARENTS MUST CALL THE CENTRE BEFORE 2:00 PM TO TELL US IF YOUR CHILD WILL NOT BE ATTENDING THAT AFTERNOON.

RELEASE OF A CHILD POLICY

Children will be released only to parents or to people stated in writing on their registration form. Children will not be released to people who are not on the registration list unless staff, have written or verbal permission directly from a parent. Please inform people listed on the registration form as "alternate persons to call in case of an emergency", that they may be called if needed. These people would be called if a staff member could not reach either parent.

An "emergency situation" could involve injury to the child, sickness/vomiting, parent is late and cannot be contacted past 20 minutes or an uncontrollable child who is putting staff or other children's safety at risk. If an individual who is under the influence of drugs or alcohol or who is incapable of providing safe care to your child comes into the Centre, the staff will recommend an alternate person to be called to pick up your child. If a parent or alternate refuses our request and we feel your child's safety is at risk, we are required by law to report the incident to the Ministry for Children and families or to the police if necessary.

ILLNESS/AWAY

If your child is ill, please do not send him/her to school, including Before and After School Care. If your child is absent, we will contact you to make sure everything is ok.

In addition, we must know within 24 hours if your child has been in contact with a communicable disease.

Children are required to stay at home and parents need to seek alternate care arrangements under the following conditions:

- An acute cold with a fever, runny nose and eyes, coughing, sore throat and trouble swallowing.
- A fever (100F/38.8C)
- Vomiting, nausea
- Infected skin, eyes or undiagnosed rash Headache and stiff neck (should see physician)
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps need to be excluded from the Centre.
- Severe itching of body and scalp (if diagnosed as lice the child needs alternate care for 72 hours).
- Any communicable disease which we need to report to licensing.
- A case of head lice If a child is deemed to have lice while at school, he/she needs to be picked up by the emergency contact or parent, not by the Centre.

Understand, the Centre is not to be the child's emergency contact. If a child becomes sick while at the Centre, he/she needs to be picked up as soon as possible by the parent or the emergency contact. We are unable to keep a child here at the Centre once they have vomited.

GUIDANCE AND DISCIPLINE POLICY

The purpose of guidance and discipline in this Centre is to provide a safe and healthy learning environment in which each child can feel secure. Each child will be encouraged and supported to develop positive relationships with peers and staff.

Staff will strive to be appropriate:

- behavioral models, showing respect for children, parents, co-workers and their environment.
- Parents can expect that staff will: Demonstrate affection and caring to your child through appropriate forms of verbal and physical interaction.
- Maximize opportunities for appropriate and positive behaviors for your child through the program and activities.
- Provide clear, simple and consistent limits regarding appropriate behaviors within the Centre, such limits will be offered in a positive manner.
- We will not, at any time, use corporal punishment (spanking or hitting. No physical means).
- Harsh or belittling language will not be used at any time.
- Give verbal direction and redirection as the main means of guidance and discipline.
- Recognize and label your child's feelings in situations which may be difficult for him/her.
- Supervise your child at all times and will not remove your child to an unsupervised area as punishment.

Parents are encouraged to question staff if they are unclear about the handling of any incident within the Centre. As partners guiding your child through these important developmental years, it is desirable that staff and parents work closely and honestly together. Staff will be pleased to discuss any questions you may have about any aspect of this guidance and discipline guideline.

CHILD ABUSE POLICY

We are required by law to report suspected or disclosed abuse. Failure to report abuse can result in prosecution under the Family and Child Service Act. We are NOT permitted to contact the parent, unless specifically directed to do so by the Ministry of Social Services and Housing, or Police.

Reporting procedures are designed to protect the child. Our responsibility is to report suspicious disclosures, NOT determine if abuse has occurred. It is the responsibility of the Ministry of Social Services and Housing to investigate and decide if the child is in need of protection. Our concern is the safety and well-being of the child.

EMERGENCY PROCEDURES

In keeping the children aware that an emergency can happen at any time, we conduct fire and earthquake drills once every six months.

We have emergency containers available that are stocked with the very basic necessities. In the event of a major snow fall.

SNOW DAYS/POWER OUTAGES

In the event of a heavy snow fall, our policy has always been, if the Surrey public schools close, we will close too.

Each staff member keeps up-dated class lists at home and will be sure to personally call each family to inform them of any school closures.

In the event of a power failure, the staff will call BC Hydro to see if they have an estimated time for the power to be reinstated. If the power will be on within one hour, we will continue the program. If the power is estimated to be off for more than one hour or we cannot get a confirmation from BC Hydro, we will contact all families to come and pick up their child from the program or inform you that you cannot drop your child off in the morning.

****Please Note** There are no refunds for snow or power outage days as we still pay our staff for the day.**

FIELD TRIPS

At Country Bears Before and After School Care Program we look forward to engaging in fun and exciting fieldtrips with your child. We will plan our fieldtrips around the school professional days each year. All information about each fieldtrip will be posted and information will be posted.

There will also be a sign-up sheet for the parents to give their permission to attend each trip. If you do not give your permission, your child will not be able to attend and other arrangements for care will have to be made as we are not on site.

We will be utilizing public transportation for our fieldtrips. All costs for the fieldtrips will be paid for by the parent in advance. Keep in mind that you will need to provide a disposable lunch for your child on each fieldtrip.

Please know that your child will always be under direct supervision of a teacher. We will always be carrying each child's emergency card, a cellular telephone and first aid kit with us.

There will be a designated meeting place explained to everyone at every destination. Roll call will be taken at each unloading and reloading of all children at each destination.

We will not leave any premises without ALL the children accounted for.

We are so lucky to be situated in this beautiful neighborhood. Within this neighborhood are beautiful trails, fields and nature surrounding us. Some of our program will be planned around the neighborhood. We might utilize the Cloverdale Athletic Park for activities, take a Nature walk through the fields, and go on a scavenger hunt or whatever else we dream up. Please know that whenever we are away from the school with your child, they will always be well supervised. The teachers will have the center's cell phone with them, first aid kit and children's emergency cards. Going on adventures is a ton of fun and we will be planning a lot of adventures throughout the year!

Thank you for reading through our Parent Handbook. If you have any further questions, please do not hesitate to contact the director further.

OUT OF SCHOOL RATES FOR AGES 6 TO 12

AGE 6 TO 12 YEARS	DAYS PER WEEK	DAYCARE FEES
	5 DAYS	450.00
	4 DAYS	400.00
	3 DAYS	350.00
	2 DAYS	300.00
	1 DAY	125.00

OUT OF SCHOOL RATES FOR KINDERGARTEN CHILDREN

3 YRS TO KINDER	DAYS PER WEEK	DAYCARE FEE	FEE REDUCTION	PARENTS PAY
	5 DAYS	450.00	100.00	350.00
	4 DAYS	400.00	80.00	320.00
	3 DAYS	350.00	60.00	290.00
	2 DAYS	300.00	40.00	260.00
	1 DAY	125.00	20.00	105.00

DISCOUNTED RATE ENDS THE MONTH AFTER THE CHILD'S 6TH BIRTHDAY MONTH.

Example: Birthday is January 15th, they will get the discount for January, but full fee rate is effective Feb 1st.

****PRO D DAYS****

- 15.00 additional fee- if you are needing care on a Pro D Day on a day that your child already attends.
- 40.00 fee for a Pro D Day if you are attending on a day your child normally does not attend.

