

Child name: _____ Registration Date: _____



Community Kids school aged care INC. 20050 53 Avenue, Langley, B.C. 778-938-4051
Community Kids SAC 5029 200B Street, Langley, B.C. 778-240-9858
www.Communitykidssac.ca

Welcome to Community Kids Child Care. We have one location inside Nicomekl Elementary School and one location that is a school aged care program located walking distance from Nicomekl Elementary school. This parent information booklet will familiarize you with our philosophy, policies and care program.

Our centre located inside Nicomekl Elementary school is a Group licensed facility under the community care facility act under the Ministry of Education. Our licence category is 'group licensed on school grounds' This centre has been licensed since 2018 and the company has held a child care license since 2008. We have a licensed school aged child care centre for children 5 to 12 years old. Recently we have added a school aged care program located walking distance from Nicomekl Elementary school.

Most families would like their child to attend the daycare on school grounds. We are full most of the time and so have opened an over flow centre.

We plan to have the children attend at the school location as much as possible. Because of the nature of school aged child care, many children do not attend every day. Most of the time we have open spaces which we will fill with the children registered most recently. There may be an occasional day that we are over capacity for our license at the school. If that were to happen we would then text you by 3:30 p.m. to let you know your child has been walked up to the over flow centre. We are licensed for 54 children at the school facility and 8 at the over flow facility. This registration package will register your child at both centres. We will have signed registration forms showing your child registered at both facilities. Drop off in the mornings will be to the facility at school. All children will attend the facility at the school in the afternoon. All children will attend the facility at school on early dismissals, school closure days, winter break, spring break and summer.

Joan is the Owner of both facilities. Angellique is the Manager of the facility located at the school and Joan is the Manager of the over flow facility. . Joan has completed course work in child growth and development, applied behaviour analysis and positive behaviour support. The six modules of the Early Learning Framework offered through the Ministry of Education have also been completed by Joan and all of the staff at both centers. In addition, all of our staff have completed minimum the Responsible Adult

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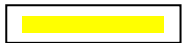
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Certificate as well as the six modules of the Ministry of Education Early Learning Framework. Angellique has completed course work for Education Assistant as well as applied behavior analysis and the Early Learning Framework.

Philosophy

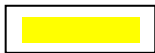
We recognize that as a parent you want to choose the kind of care that will help your child learn and grow. We offer a play based program following the Ministry of Education's six modules of The Early Learning Framework. Play promotes social interaction, imagination, language development and problem solving skills. Our program supports a balanced environment. We believe that every child deserves respect, security, nurturing, encouragement and stimulation. We believe in working in partnership with parents as this type of modeling to children promotes self confidence and self control. We consider learning to respect and value ourselves and others to be an essential task to master in childhood. We hope to provide a setting where children will understand and believe that every child and adult should be considered equal, regardless of skin color, ethnic background or ability.

Nutrition Policy



We encourage families to provide healthy lunches and snacks for their children. Eg. Think brown instead of white as well as fresh fruits and vegetables, homemade muffins and encourage drinking water. Please do not send candy or gum with your children to daycare. We do not allow desserts to be eaten in the morning, eg. Cookies, pudding, pop, etc.

Guidance Policy



- ★ We use positive reinforcement and redirection techniques which include:
- ★ Setting reasonable limits. Clearly explaining limits and expectations of desired behaviour.
- ★ Offering choices.
- ★ Reflective thinking as a last resort . The teacher will spend the time to discuss what happened to make the choices that they made.
- ★ **If a child refuses to follow the teacher's instructions, as asked, parent will be called or texted to inform them of their child refusing to cooperate.**

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- ★ **If for any reason if a child is physically aggressive towards other children or staff or runs away from the facility, the child's parent or guardian will be called for immediate pick up from the centre. The child Must be picked up within 20 minutes.**
 - ★ **If behavior challenges continue that is unsafe for the child or other children or staff, Community Kids school aged care INC. and Community Kids SAC will no longer be able to offer child care services. Families will be notified by email in writing if this becomes necessary.**
- Under no circumstances will corporal punishment be used.

Harmful actions not permitted

- 52 (1)** A licensee must ensure that a child, while under the care or supervision of the licensee, is not subjected to any of the following:
- (a) shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;
 - (b) confinement or physical restraint by an employee or another child. , except if required to keep child safe (eg. If child attempts to run away).
 - (c) harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self respect;
 - (d) spanking or any other form of corporal punishment;
 - (e) separation, without supervision by a responsible adult, from other children;
 - (f) as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.
 - (g) A licensee must ensure that a child is not, while under the care or supervision of the licensee, subjected to emotional abuse, physical abuse, sexual abuse or neglect.

Suspected Child Abuse

If any abuse is suspected to have occurred outside the daycare, it is to be reported to the Ministry of Child and Family Development within 24 hours at 310-1234 or 604-514-2711 and if any abuse is suspected to have occurred within the daycare, it is to be

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reported to Community Care Licensing at 604-587-3936 within 24 hours. As per Child Care Licensing Regulations, Section 23(2) (a). Types of abuse include emotional abuse which is any act or lack of action, which may diminish the sense of dignity or well-being of a person in care perpetrated by a person not in care such as verbal harassment, yelling or confinement, perpetrated by a person not in care.

Physical abuse which is 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 which is any sexual behaviour directed towards a child by an employee of the licensee, a volunteer or any other person in a position of trust, power or authority and includes person in care and includes any sexual exploitation, whether consensual or not, by an employee of the licensee, or any other person in a position of trust, power or authority.

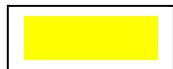
Parent Involvement

Parents are welcome to visit our centre at any time during hours of operation.

Supplies for Child Care Centre

- ★ Sunscreen (permission slip must be signed by parent for staff to help apply) labelled with child's name.
- ★ Water bottle.
- ★ Please make sure all items you bring to daycare are clearly labelled with your child's name. This includes lunch kits, back packs and clothes.

Emergency Management



As our program is designed for the safety and security of all, earthquake and fire drills are practiced monthly. Emergency supplies (First aid kit/non-perishable food and bottled water) are stored within the daycare. The daycare will take the necessary steps to obtain emergency medical aid if warranted. In case of phones not being in operation, please try our cell number at 778-240-9858 or 778-938-40514. Nicomekl Elementary is a designated buildings for community to go to in the case of an emergency. We will follow the instructions of the safety authority in the case of an emergency. We will take the children to the school gym if we are instructed to do so. We will take our first aid kit with all of the children's contact information located within

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it. We will attempt to call or text you if we have to change location. We will post a sign on the daycare doors stating our location.

Child missing

If a child were to go missing while out on an outing or field trip the following steps will be followed: First quickly look for the child and if we do not see the child 911 and parents will be called to assist us in finding the child.

Arrival and Departures - Health and Safety

- ★ Parents are required to respect facility hours of operation.
- ★ Staff are not permitted to drive your child home, nor are they allowed to release your child to a taxi company.
- ★ If you plan on keeping your child home from daycare, a phone call or text is necessary to the daycare cell phone **before** care is to start. If daycare is not notified that your child will not be in attendance in the afternoon, there will be a \$25.00 penalty applied per child. Community Kids child care is not staffed in a way that allows for staff to go around searching school grounds, talking to the school and the teachers looking for one child.

Arrival and Departure – Parents/Guardians are responsible to sign their child into the daycare and also to sign their children out of the daycare when the child is dropped off or picked up. Sign in book will be located near the front entrance or will be with staff if the children are at a park. The teacher's responsibility begins when you turn your child over to her/him and ends when you return to the centre to pick up your child.

Community Kids school aged care responsibility starts after school when your child arrives to the centre. It is your child's responsibility to walk to the centre after school unless the children are in kindergarten. Children attending Community Kids multi aged care will be walked with staff back to the daycare. Kindergarten children will be picked up from their teacher and grade 1 and up will walk to the meeting spot to meet the teacher and the kindergarten children. The meeting spot will be a kindergarten classroom outside door.

In the case of a custody agreement, we will need specific instructions in writing if one parent is not allowed to pick up their child. In this case if a parent tries to pick up their child, we will do our best to keep the child at the facility. If the parent becomes

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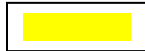


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agitated or argumentative, 911 will be called as well as the parent who has custody. The child care centre does not have the legal right to refuse to release a child to their parent unless in a court order.

Your promptness in arrival and departure is appreciated by both your child and the teachers. Parents are requested to phone the centre before your child's scheduled arrival time if you're going to be late dropping off and you **MUST** phone the daycare if there is a problem with pick up. ***There is a \$2.00 Every 1 minute per child that you show up past 5:30 p.m.*** You will have to pay for late fees on the next business day or your child will not be allowed to attend that day. If a child has not been picked up from daycare 30 minutes after closing and the centre has not been notified and we are unable to locate you or any one on your contact list then the Ministry of Child and Family Development will be notified to pick up the child or after hour's intake worker or the local police. Staff cannot take children home.

Health Policy:



Our health policy is designed to ensure and maintain a healthy environment. To determine when a child is well enough to attend daycare can be a difficult decision for parents and facility staff.

Parent should keep their child at home when the child is experiencing or is developing any of the following:

- ★ Fever of 100 degrees (38.3 C) orally, 99 degrees (37.2 C) under the arm
- ★ Pain – any complaints of unexpected or undiagnosed pain
- ★ Infected skin or an undiagnosed rash
- ★ Headache or a stiff neck
- ★ Diarrhea
- ★ Nausea or vomiting
- ★ Child is lethargic and not able to participate in our daily routine
- ★ Coughing (a persistent cough)
- ★ Sore throat
- ★ Runny nose or cold like symptom(s) which include runny nose, sore throat, cough or congestion in the head or chest.

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Child may return to daycare when:

- ★ Child has had at least one normal bowel movement after a bout of diarrhea.
- ★ Child has been examined by doctor and is medically cleared (pinkeye, scabies). Such conditions may require a doctor's note to verify the child is no longer contagious.
- ★ 48 hours has passed since the last bout with nausea or vomiting
- ★ Child has been on antibiotics for 48 hours
- ★ All symptoms have subsided or are markedly and noticeably better than the beginning of being sick. Example, coughing much less than at the beginning of being sick. When your child is 'on the mend'. They can return to daycare providing they are no longer contagious and Can Not return for at least 48 hours after the onset of symptoms.

When a child becomes ill at daycare staff will notify the parents. If the parent cannot be reached, the emergency contact will be notified and required to pick up the child.

Pick up must be made within 20 minutes.

Parents are asked to notify the daycare immediately if their child has a communicable disease or any parasite related condition. When this happens families will be notified (no names will be mentioned) and provided with relevant information to deal with the situation. Parents are to notify staff of any medication that a child is being given outside of daycare hours. This helps staff recognize any possible side effects. If a child must be taken to emergency this is most important. All relevant medical and health information must be submitted to ensure the needs of the child are met and maintained. All children's immunization records must be on file with the daycare. Please notify the daycare of all **ALLERGIES** your child has so we can post it on our list for quick reference.

Medication

- ★ Our staff cannot administer non-prescription drugs to any child. This includes sunscreen, bug repellent.
- ★ In the event that your child requires prescription medication, a medical administration permission form must be completed and arranged with the school. Our staff cannot administer prescription drugs.

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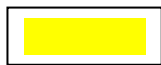
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- ★ Children, who have asthma or allergies, may also have special medical needs. If this is the case, the teacher must be advised before the child attends his/her first day of daycare.

Reportable Incidents

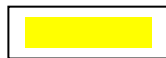


If your child is injured while in the care of centre staff, the incident will be entered online ministry created portal that goes directly to Licensing. If your child required medical attention within 24 hours of the injury, a reportable incident form must be completed by the staff at the daycare and filed with licensing.

Please let the daycare know if you had to seek medical attention after the actual incident so our staff can file the report accordingly.

Examples of reportable incidents that have to be sent into licencing are: aggressive/unusual behaviour, attempted suicide, death, choking, emergency restraint, emotional abuse, fall, financial abuse, food poisoning, medication error, missing, motor vehicle injury, neglect, other injury, physical abuse, poisoning, sexual abuse, unexpected illness of such seriousness that it requires the person to receive emergency medical care.

Enrolment and Fees



Enrolment is limited to 48 at Community Kids school aged care INC.s and to 8 at Community Kids multi aged care INC. The correct staff to child ratio will be kept at all times. School aged children is one staff to every 12-15 children depending on their ages.

The following forms must be completed before your child enters our center:

- ★ Registration form (this has child's personal and medical info and immunizations, emergency contacts). Immunization information or photocopy of record must be complete in order to accept registration
- ★ Parent package signed and initialed where indicated. Updated caregiver agreement each year.
- ★ **Summer Permission forms as this is a 12 month program**
- ★ Post dated cheques for 12 months or recurrent credit card payments set up or automatic e-transfer set up.

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- ★ We welcome all Subsidies however, if we have not received authorization before your child's first day a cheque for the month your child starts will be required until subsidy arrives. You will then get reimbursed when administration receives payment.
- ★ \$50.00 Administration fee (Non-refundable). An administrative fee is charged each September first annually.
- ★ School aged child care centre \$150.00 is required to reserve space for the first month. This is a non-refundable pre-registration deposit. The \$150.00 deposit will be applied to the first month's fees. This is a non-refundable fee.
- ★ There is an annual \$50.00 administration fee due when the \$150.00 deposit is paid. This is a non-refundable fee. There is a \$50 admin fee charged annually on Sep 1st.
- ★ Parent fees are due on the first of each month or the Friday before if the first falls on a weekend day or STAT holiday. If fees are late, there will be a \$20.00 per day late fee charged for the first ten days. If fees including late fees are not paid then services will be ended.

Hours of Operation:

- 7:00 a.m. to 5:30 p.m. On school days 7 a.m. to second bell and p.m. 2:30 p.m. to 5:30 p.m.
- Closed the following days: all **Stat Provincial and Federal Holidays (New Year's day, Good Friday, Easter Monday, Victoria day, Canada day, B.C. day, Labour day, Truth and Reconciliation day, Christmas/Winter break.**
- **Open Spring Break for full days with a minimum of 12 children registered with additional cost of \$25.00 per child per day.**
- **Open Professional Development days/school closure days with an extra cost of \$25.00 per child per day. If there are full days at the beginning of the school year or the end of the school year with an extra cost of \$25.00 per child per day for the extra hours of care.**
- **Open for early dismissals with an extra cost of \$15.00 per child per day.**

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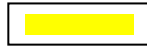


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Method of Payment:



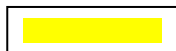
Post-dated cheques for 12 months plus an additional \$25.00 per day for full days and \$15.00 for early dismissals. We can also accept credit card as well as auto e-transfer set up to be sent to nbcc@shaw.ca or commkidspayments@gmail.com by 10 a.m. on the due date.

Payments should be dated for the first of each month unless the first falls on a weekend or holiday. Then cheques should be dated for the preceding Friday. Government subsidy is available to parents who qualify. Application is made directly to the Ministry of Human Resources. Approval of ACCB must be in place before monthly fees are due. If not approved then parents must pay full fees and once subsidy is received by the centre, a refund will be given to parent. Monthly fees paid late are subject to \$5.00 per day late fees.

Withdrawal & Receipts:

Monthly fees guarantee your child's place in the centre; therefore no refunds can be made for times missed. One calendar month's **written** notice **must** be given if you wish to withdraw your child from the child care centre. If the child is withdrawn after the first of the month, full enrolment fee for the following months will apply (eg if notice is given on Feb 10th then the full month of February and March would be due). At this time any post-dated cheques will be returned. Cancelled cheques will be your receipt. Written receipts for income tax purposes will be made available in February. One receipt will be supplied. If requests for more or lost receipts is made, a \$20.00 charge will be administered for each additional request.

Centre withdrawal



The centre reserves the right to request that a child be withdrawn if he/she is unable to adapt or adjust, or in the teacher's opinion has social, emotional or physical needs that the teacher feels she is unable to provide for. The centre reserves the right to request that a child be withdrawn if parent(s) and centre staff do not agree and if parent refuses to sign all registration and permission forms. The centre reserves the right to withdraw services if parents are unhappy with and speak slanderously about the centre.

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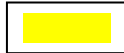


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Repayment Agreement Policy

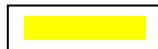


In the case of the Affordable Child Care benefit. Parents are required to pay full fees until ACCB is set up and approved on the service provider portal. Once this is completed and ACCB has paid the centre, a refund will be sent to the parent/guardian for that amount.

Centre arranged field trip

If the centre has arranged a field trip and parent(s) do not wish for their child to attend, parent(s) agree that they must find alternate care for their child for that day. No refund will be supplied for that day. If a child who is experiencing difficult to manage behavior is asked to have a parent/guardian attend to support that child and a parent/guardian is not available, the child will not be able to attend the field trip. No refunds will be supplied for that day.

Parent-Teacher Communication



In most cases notices will be put out or emailed to our child care centre families with new information. We can work more effectively with your child by maintaining open, ongoing communications with you. Arrangements can be made to communicate with us on an individual basis whenever a need arises. Please let us know if there are any unusual stresses or changes in your child's life or if his/her behaviour concerns you. This allows us to maintain a consistent supportive approach to your child's needs. We have a strong commitment to our professional philosophy and believe it is of no value unless put into practice on a daily basis.

Our Routine:

7:00 – 8:30 a.m.

- ★ Children arrive and enjoy free play. There will be tables set out for finishing home work if needed as well as a table to eat breakfast brought in from home.
- ★ Staff may head outside as early as 8:10 a.m. to allow children to play at the park before school.
- ★ Children may attend breakfast club at 8:20 a.m. with signed permission form.
- ★ Clean up

8:26 a.m.

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- ★ Collect belongings and line up.

8:30 a.m.

- ★ Children in grade 1 and higher will be let outside to go to their outside classroom door and line up with the rest of their class.
- ★ Kindergarten children will be walked to their classroom and will be released directly into the care of their teacher.

8:46 a.m.

- ★ Warning bell rings.

8:51 a.m.

- ★ Bell rings classes begin.

2:32 – 5:30 p.m.

- ★ Each day the after school activity is different. Monday we have board game day. Tuesdays we have craft day, Wednesdays we have science day, Thursdays we have outside games day and Friday is children's choice day.

5:00-5:30 p.m.

- ★ Free time to play at designated activities.

Summer daily schedule:

7-9 a.m. free time, table tops, breakfast from home

9-12 morning activity or outing

12-1 Lunch

1-3 afternoon activity

3-3:30 snack

3:30 -5:30 free time, centres, table tops, park

Curriculum will focus on the following:

- ★ Sensory: sand and water, objects to explore, goop, flubber, etc.
- ★ Art: Paint, glue, paper, scissors, etc.
- ★ Science: A science project will be set up on science day
- ★ Dramatic Play: Charades for children, dress up, kitchen, dining out, office, etc.
- ★ Blocks: Lego, log house, wooden blocks etc.
- ★ Books and Puzzles: Picture books, age appropriate books, story books.
- ★ Curriculum focuses on the whole child meaning all areas of development.

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Active Play policy

Each day we take the children outside after school for one hour minimum. 30 minutes of that time is spent playing games with adult direction if children would like to participate. 30 minutes of that time is spent on self directed play. It is important that children come to daycare with the proper clothing to play outside each day. We go outside Rain or Shine. If the weather does not allow for outside play, we will have the children participate in gross motor activities inside. We use an XBOX Kinnect which encourages movement. We have air hockey and foosball.

Bathroom Policy

When we are outside or in the School, children will be walked to the closest school bathroom. Staff will stand in the hall while children use the facility and then staff will walk them back to the group.

Screen Policy

Each Friday we have video game and movie day. First we go outside for an hour. On occasion we will have the T.V. on early morning or late afternoon. Maximum of 2.5 hours per week will not be exceeded.

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Parent Contract/Agreement – Enrolment and Renewal

Date: _____ Child name: _____

My child will be registered to attend Community Kids school aged care as well as Community Kids SAC.

Please consider this a contract between Community Kids school aged care INC/Community Kids SAC and the parents/guardians of the child listed above, under 'Child's Name'. By signing this agreement/contract you acknowledge that you have read and understand and will abide by all of the policies and procedures, terms and conditions of Community Kids school aged care INC./Community Kids SAC. All policies and procedures are listed in the parent package. In addition, by signing this agreement/contract, you acknowledge that you have been given a copy of this agreement.

The centre requires a \$150.00 non-refundable pre-registration fee to be applied to the first month of care. There is also a non-refundable \$50.00 annual administrative fee per child to be paid upon registration and September 1st of each year. By signing this agreement, you acknowledge that the monthly child care fee will be paid with 12 post-dated cheque, credit card or auto e-transfer to be received by 10 a.m. on the due date. . . We will need 12 months of payments arranged. If the first of the month falls on a weekend or STAT then the fees will be due the Friday before.

	5 days/week		
Kindergarten	\$594.00 less \$320.00 CCFRI = \$274.00		
Kindergarten Gradual Entry	*We can provide Kindergarten gradual entry out of Community Kids SAC. There is an additional fee of \$25.00 per day per child. Registration option for all days only. Kindergarten child care is not offered on the first day of school.		

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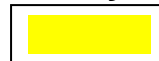
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www.Communitykidssac.ca

Grade 1 and up	\$594.00 less \$115.00 CFRI = \$479.00
Summer	\$594.00 plus extra \$12.00 per full day per child less CCFRI ***This is a continuous program through the school year and through summer.
Spring break, Pro-D & beginning/ending school year.	Additional \$25.00 per day per child and the entire spring break registration is needed. Usually 10 days = \$250.00 additional fees. Early dismissals \$15.00 per child per day
CCFRI = Child Care Fee Reduction Initiative	

The monthly child care fee required will be: \$594.00

Your child will not be considered registered at Community Kids school aged care INC. unless registration forms and postdated payments have been received by the centre. If fees have not been handed in by the 1st of the month without contact to Community Kids school aged care INC, or Community Kids SAC. we reserve the right to refuse service.

We are unable to give refunds for any of the Community Kids school aged care INC. or Community Kids SAC sclosure days.



If after reasonable and respectful discussion the centre's staff is unable to meet your parental needs, or our standards do not meet your requirements, we respect your right to choose alternative care for your child. Our withdrawal policy requiring one month's written notice before the first of the month will be in effect.

Community Kids school aged care INC. or Community Kids SAC reserves the right to terminate childcare services if parents choose to ignore, or not respect our core values, policies and procedures. In the event that contravention to the latter should occur, parents may be given one month's notice to service termination.

- In the case of the following behaviours listed below, Community Kids school aged care INC. and Community Kids SAC reserves the right to terminate childcare

Child name: _____ Registration Date: _____



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services immediately. The behaviours listed below are considered to be unacceptable:

- All forms of bullying (physical, verbal, emotional, social or cyber), including comments, actions or visual displays that are intentional, hurtful and repetitive. Bullying to either peers or to teachers.
- Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome.
- All forms of abuse (physical, psychological, sexual).
- Discrimination against any person or group because of their race, color, ability, ancestry, sex, nationality of place of origin.
- Actions that put another person at risk of harm, including violent physical acts with or without a weapon and threatening someone.
- Actions that put themselves at risk. Example, running away or attempting to run away.
- Unsafe behavior directed at other children or staff.
- Purposeful destruction of Community Kids school aged care INC. property.

Signature of Staff

Signature of Parent/Guardian

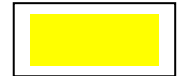
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Safe Release of Child policy

Children can be picked up by a parent or by a designated person that the parent has asked to pick up the child. If a person comes to pick up a child(ren) that staff have not met before, then staff will ask for I.D. and check the child's file to see if this person is on the pick up list. If they are not then staff will phone a parent to ask for approval to release the child.



Child does not come to daycare after school when expected

If a child on the registration list does not come to daycare, the following steps will be followed:

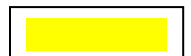
- Staff will call or text parent/guardian to let them know their child has not arrived at daycare. If a parent can't be reached, a message will be left for the parent explaining that their child has not arrived at daycare after school as expected.
-
- **Community Kids school aged care INC/C or Community Kids SAC staff cannot look around the school and playground looking for one child. It is the child's responsibility to come to daycare directly after school. Community Kids school aged care INC. And Community Kids SAC responsibility begins once the transfer of care has changed from the school to the child care centre once the child has arrived at the centre.**
-
- **Parents Must either phone or text the daycare if their child will not be attending at daycare. If this policy is not followed, parents will be charged \$25.00 each time the daycare is not notified that a child will not be in attendance at daycare in the afternoon.**

Transportation Policy:

Most often transportation will be by walking school bus through residential streets. On occasion we may use a centre vehicle to drive to school. Costco and Harmony booster seats are provided from the daycare. Children must be 40 lbs to use a booster seat. If under 40 lbs and a five point harness is required, it is the parents responsibility to provide this car seat.

Curriculum will focus on the following:

- ★ Sensory: sand and water, objects to explore, goop, flubber, etc.
- ★ Art: Paint, glue, paper, scissors, etc.
- ★ Science: A science project will be set up on science day
- ★ Dramatic Play: Charades for children, dress up, kitchen, dining out, office, etc.
- ★ Blocks: Lego, log house, wooden blocks etc.
- ★ Books and Puzzles: Picture books, age appropriate books, story books.



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★ Curriculum focuses on the whole child meaning all areas of development.

Question/Concern/Complaint Policy and Procedures

Community Kids school aged care INC. and Community Kids SAC we do our best to provide excellent and fun school aged child care. We focus on school aged children.

If at any time you have any questions, concerns or complaint, please contact the owner/Director immediately. Joan Nielsen is the owner, Manager, Director of this facility and she can be reached by email to nbcc@shaw.ca or phone at 778-240-9858.

Once speaking with the Director, the Director will follow up with any staff that were working on that day. Once any follow up that is necessary to examine the concern is complete the Director will then get back to you by email or phone. If a discussion takes place over the phone a follow up email will be sent explaining the resolution.

Communicable Disease Policy

The Public Health Guidance for Communicable Disease Management in Child Care Settings is intended to reduce the impact of communicable diseases, such as COVID-19 and influenza, on their operations.

Health awareness

Help make sure people are aware that they should not come to child care if they are sick and unable to participate fully in routine activities.

A health check means checking yourself or your child regularly checking to ensure they are not experiencing symptoms of illness.

- **Parents/caregivers** should be aware their child should not go to child care if their child is sick. Parents/caregivers can also encourage their child(ren) to share when they are not feeling well.
- **Child care operators** should regularly remind staff and parents/caregivers about the importance of not coming to child care if they are not able to participate fully in activities to help prevent the spread of illness to others within child care settings.

Stay home when sick

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- Staff and children who are sick and unable to participate fully in routine activities should stay home.
- Staff and children can return when you feel well enough to participate in regular activities or when a healthcare provider advises you can return.
- Those experiencing certain illnesses, such as gastrointestinal illness caused by norovirus, may be advised to stay home for longer.

Staff, children and parents/caregivers can also call 8-1-1 or consult their health-care provider for guidance.

Practice personal measures

Adults should

- [Clean hands often](#). Wash your hands with plain soap and water or use hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid sharing food, drinks, or unwashed utensils with others.
- Stay home when sick.

Children can be supported to practice personal health and safety measures

- Help children practice hand hygiene often, especially before and after using the bathroom and using commonly touched surfaces (e.g. the playground,.).
- Help children practice respiratory etiquette, including reminding them to sneeze/cough into the elbow and throwing out used tissues right away.
- Encourage children to tell staff if they're not feeling well and keep them home when sick.

Masks

All adults and children over two years old may wear a mask or face covering based on personal or family choice. Some children may choose to wear a mask or face covering all day or for certain

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activities. Child care staff should supervise and support children to ensure safe and proper use of masks if a child or their family chooses to wear a mask.

The choice of staff, families, or children to choose whether they practice additional personal prevention measures should be supported and treated with respect.

Staff and those providing services to children with medical complexity, immune suppression, receiving delegated care, or with disabilities and diverse abilities that require them to be in close proximity to a child should follow routine infection control practices needed for general communicable disease prevention.

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School Year Permission and Release Form

I give permission for my child _____ to participate in the following activities:

During the _____ year my child is permitted to be taken to the playgrounds at the school.

Signature _____ Date _____

I (the parent) give permission for my child to be photographed at daycare, for internal daycare use only. I understand that there will be a picture of my child kept on file in the daycare first aid kit. I understand that photos may be used for different art activities and pictures of my child may be displayed inside the daycare.

Signature _____ Date _____

I give permission for my child to go to breakfast club. I understand that once the child is released from child care to attend breakfast club, the transfer of care for the child moves to the school.

Signature _____ Date _____

I give permission for my child to be walked to and from Nicomekl Elementary school from Community Kids SAC.

Signature _____ Date _____

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Our program is a continuous program that runs for 12 months of the year. Some of the activities that we offer in the summer require permission from parents.

**Summer fees are \$594.00 plus \$12.00 for each full day that your child will be in attendance.
The maximum fee charged will be \$867.00**

Registration for full days will begin in January of that year and will continue up until the end of April of the same year.

Children attending full days in the summer **MUST** bring with them each day the following:

- Swim suit
- Towel
- Packed lunch and snacks with ice pack (please do not send food that requires heating up or cooking). We also do Not have a fridge to put anything into. Ice packs in lunch bags are necessary.
- **Water bottle**
- Change of clothes
- Water shoes or shoes that can get wet
- **Sunscreen**

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Please consider this a contract between Community Kids school aged care INC. and the parents/guardians of the child(ren) listed above under 'Child's Name'. By signing this agreement/contract you acknowledge that you have read and understand and will abide by all of the policies and procedures, terms and conditions of Community Kids school aged care INC. . All policies and procedures are listed in the Community Kids school aged care INC. parent package. In addition, by signing this agreement/contract, you acknowledge that you have been given a copy of this agreement.

In the case where a child's behaviour is increasingly getting difficult to manage, Community Kids school aged care INC. staff will contact parents to advise them of their child's behaviour and staff will call the parent/guardian or designated person listed on the child's emergency medical card for immediate pick up. Child must be picked up within 20 **minutes** of receiving a phone call. Community Kids school aged care INC. reserves the right to discontinue service if there is safety risk to that child, other children or staff.

Signature of Staff

Signature of Parent/Guardian summer contract

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I _____ give permission for my child(ren) _____ to participate in the following activities. During the summer my child is permitted to be taken to the playground at Nicomekl Elementary School as well as the playground at neighboring parks and the trails behind Nicomekl Elementary school.

Signature _____ Date _____

During the summer my child is permitted to be taken on the following field trips: Linwood Park, Douglas Park, City Park, I understand that my child will be walking with other children and staff to any field trips.

Signature _____ Date _____

During the summer, I give permission for my child to go into and play on our bouncy castle. I give permission for my child to play in our kiddie pools that are 18" to 24" deep.

Signature _____ Date _____

I give permission for staff to instruct my child to put on the sunscreen that is in their back packs that their parent/guardian purchased and provided. I understand that staff are Not Allowed to apply sunscreen or help my child apply sunscreen.

Signature _____ Date _____

I give permission for staff to instruct my child to put on the sunscreen that I have provided. Sunscreen name/type _____ and sunscreen DIN _____. I will provide a labelled bottle of sunscreen for my child that will be left at the daycare for use over the summer. . I understand that staff are Not Allowed to apply sunscreen. Staff can instruct children on how to apply the sunscreen and to be sure it is applied to all areas like face, neck, backs of ears. n.

Signature _____ Date _____