

# ST. JOSEPH'S



## EARLY LEARNING AND CHILD CARE CENTRE

### Program Handbook 2010-2011

WELCOME TO ST. JOSEPH'S EARLY LEARNING AND  
CHILD CARE CENTRE

We hope that our enriching "Learning Through Play" program and loving care will create a positive atmosphere in which your child will feel respected and always welcomed.

Our program allows the children to be individuals who grow in all aspects of development in a safe and nurturing environment.



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# Philosophy and Goals

St. Joseph's is a Christian based centre of learning. We are committed to provide a caring, safe, and stimulating environment. We strive to meet the educational and developmental needs of young children and their families. We have developed a well-balanced program that is age appropriate.

We believe that all children have the right to a healthy spiritual, social, emotional, physical and intellectual environment, that respects and plans for their individual interests and needs.

## Intellectual Development

Intellectual development is fostered through a wide variety of activities which include games, creative arts, stories, songs, rhymes, poems, discussions, cooperative projects, and activities that enhance problem solving. Language development is a key component of intellectual development.

## Social Development

Social skills will be enhanced by learning to interact, to respect the uniqueness of others, and to cooperate in a group setting.

## Physical Development

Indoor and outdoor activities will promote the development of fine and large motor coordination and skills, and sportsmanship. Good health habits and responsibilities will be encouraged.

## Spiritual Development

At this age, we teach the children that each of them is unique and is made in God's image. The children will be taught simple, age appropriate prayers (e.g. blessings before snack, thank you prayers), poems, stories, and songs.

## Emotional Development

It is our intention to provide a positive, caring environment for each child. We are committed to surrounding the child with emotional comfort and care in an atmosphere of trust. The children are encouraged to verbally express their feelings, ideas, and needs.



## How Young Children Learn

Children remember what they learn when they are actively involved in their learning. For young children this learning should be focused on concrete experiences that involve the use of their senses and that call on the background knowledge that they bring to Preschool.

### **Children Learn:**

- through their sense of smell, taste, touch, sight, and hearing
- by moving from the concrete to the semi-concrete to the abstract
- by moving from the familiar to the unfamiliar
- by moving from the simple to the complex
- from role models - adults, peers, siblings

### **Play**

Play is the most **essential** form of "work" for young children.



Through play, children:

- gain self confidence in mastering certain skills and move on to more challenging skills after experiencing success
- develop both fine and gross motor skills by improving coordination and strengthening muscles
- learn about themselves and the world around them
- express their feelings through role playing, music, art, drama and other activities
- learn acceptable social behaviours by learning to share, to take turns, and to follow rules and directions
- acquire a wide range of language skills
- learn to work out their problems and find solutions

When structuring the program, the Preschool educators take into account the needs of young children. The program will provide a wide range of activities suitable for three and four year olds. The educators will provide parents with a daily schedule at the start of the school year.



## Guidance and Discipline Policies and Procedures

### **Child Development**

- Each child is a unique child of God.
- Children develop at different rates, and their behaviours will be a reflection of their own development.
- Children's family experiences affect their behaviours.

Based on these concepts, the staff members adapt their policies of discipline according to each individual circumstance.

## **Physical Environment**

- The Preschool maintains a ratio of adults to children that ensures staff members have time to address the needs of each child, offering individual attention as required.
- There is adequate room for children to play, and enough play materials and activities presented each day to provide variety and to maintain the children's interest.
- Materials are organized in such a way that children are able to move freely from one area to another.
- Routines are clear and consistent. Transition times are clearly stated and ample warning is given for transitions.

## **Guidance Strategies**

- Where possible, potential problems are anticipated and averted.
- Expectations are stated clearly and positively, and explanations are clearly given as to why certain limitations are set.
- Consequences for unacceptable behaviours are specifically outlined and followed through. Consequences for each individual incident are logical.
- Respect and appropriate behaviours are consistently modeled by staff.
- Staff will assist the children in learning how to resolve conflicts appropriately. They will model acceptable language and problem solving strategies.
- Positive reinforcement of appropriate behaviours, through the use of words and gestures, will be provided.
- When necessary, children will be diverted to an alternate play area or activity.
- Children will be given clear choices regarding their options.
- Removal will occur in the event that a child is engaging in unsafe or damaging behaviours. A staff member will guide the child to an area away from the other children but within the view of staff. The length of time of removal is determined by the time required for the child's behaviour to return to an acceptable level. As this varies from situation to situation, the educators will rely on their knowledge of child development and appreciation of the individual child.

## **Staffing**

### **Qualifications**

All staff are Licensed Early Childhood Educators or Assistants and have First Aid, and CPR, have passed Criminal Record Checks and have 3 letters of reference and a doctor's note of health on file. One staff person is the acting Manager. This staff assumes the centre's operational responsibilities, and reports to the school principal and council, and

responsible to licensing. All of these qualifications are necessary to comply with the Community Care and Assisted Living Act - Child Care Licensing Regulations

## **Teamwork**

Staff members will interact with each other on an ongoing basis to create a consistent and healthy environment for the children. The program coordinator will have ongoing communication with the school Principal.

To make the children's experiences as happy and fulfilling as possible, we believe it is important that you, the parents, and we, the educators, work together as a team. Parents are encouraged to volunteer in the program and to assist with special projects and field trips. Preschool families are strongly encouraged to participate in all school events.

## **Operating Policies**

### **Hours of Operation**

The centre is open Monday to Friday from 7:30-5:30pm. Our preschool sessions will run Monday to Friday 8:45-11:45am. (As space allows) The centre is open 10 months of the year, with the possibility of 12 months. (Depending on enrollment) Exceptions are listed under "Holidays and Closures".

### **Registration**

Parents/Guardians must fully complete the centre's registration forms. All families will have received a copy of the Parent Manual, completed the required forms and have arranged for payment (see fees section) before their child can attend the centre. Registration included a registration fee of \$25.00 as a nonrefundable deposit to secure your child's place in our program or on our waitlist.

## Monthly Fees:

**Full Time Care (Over 4 hours)**

- 5 Full Days Week - \$600.00
- 4 Full Days Week - \$500.00
- 3 Full Days Week - \$390.00
- 2 Full Days Week - \$260.00
- 1 Full Day Week - \$130.00

### Afternoon Care

**Half Days (1:00 pm - 5:00 pm)**

- 5 Half Days Week - \$310.00
- 4 Half Days Week - \$260.00
- 3 Half Days Week - \$205.00

### Afternoon Care

**Half Days (1:00 pm - 5:00 pm)**

- 2 Half Days Week - \$140.00
- 1 Half Day Week - \$75.00

**Preschool**

- 5 Mornings per Week - \$230.00
- 3 Mornings per Week (M, W, F) - \$130.00
- 2 Mornings per week (T, Th) - \$100.00

### Before School Care for children aged 6-12 (7:30am-8:50am)

- 5 mornings per week - \$100.00
- 4 mornings per week - \$80.00
- 3 mornings per week - \$60.00
- 2 mornings per week - \$40.00
- 1 morning per week - \$20.00      **\$5.00/day drop in fee \*\***

### After School Care for Kindergarten students and children ages 6-12 (3:00pm-5:30pm)

- 5 afternoons per week - \$200.00
- 4 afternoons per week - \$160.00
- 3 afternoons per week - \$120.00
- 2 afternoons per week - \$80.00
- 1 afternoon per week - \$40.00      **\$10.00/day drop in fee\*\***

**\*\* Please call the school to confirm that space is available**

**Pro-D Days** - Pre registration is required and care will be offered from 7:30am-5:30pm at a rate of \$30.00/day. Those children already registered in the daycare program will not be charged extra for those days. Children who are enrolled in the preschool program who need to stay for a full day will be charged a rate of \$15.00/day drop in fee from 11:45am-3:00pm, or \$20.00/day drop in fee from 11:45-5:30pm.

The Child Care Centre will be closed for the following dates unless there is a need for the **highlighted dates**. The Child Care Centre will be open with sufficient registrations. Please register your child well in advance.

<b>Closure Dates</b>	<b>2010/2011</b>
School Opens	Sept. 7
Pro D Day	Sept. 24
Thanksgiving Day	Oct. 11
Remembrance Day	Nov. 11
<b>Pro D Day - may be open subject to sufficient registrations</b>	<b>Nov. 12</b>
<b>Christmas Break - may be open subject to sufficient registrations</b>	<b>Dec. 17-24</b>
Christmas Break	Dec 27-31
School Re-opens	Jan. 4
Pro D Day	Feb. 18
<b>Spring Break - may be open subject to sufficient registrations</b>	<b>Mar. 21-25</b>
School Re-opens	Mar. 28
Good Friday	Apr-22
Easter Monday	Apr-25
<b>Pro D Day - - may be open subject to sufficient registrations</b>	<b>May-20</b>
Victoria Day	May-23
Last Day for Child Care Centre	Jun-30

### **Child Care Fee Subsidies:**

All parents utilizing Ministry of Children and Family Development (MCFD) childcare subsidies must apply for daycare subsidy before starting at the centre. The office has application forms if you need one. For more information call 1-800-338-6622. The daycare manager can assist parents with accessing daycare subsidy forms. It is the parent/guardian's responsibility to continue with subsidy renewals. Subsidies will cover all or part of a child's child care fees. If there is a difference between the amount of the subsidy and the centre's monthly fees, families are required to pay the difference the 5th or 25<sup>th</sup> of each month. If a family's subsidy or part there of, is discontinued, the family is responsible for all fees. Families can visit the MCFD Subsidy website to see if they are eligible. [www.mcf.gov.bc.ca/childcare/subsidy\\_promo.htm](http://www.mcf.gov.bc.ca/childcare/subsidy_promo.htm)

## **Fees Payment:**

There is a one time registration fee of \$25.00 payable upon registration. Fees are due on the 5<sup>th</sup> or 25<sup>th</sup> of each month. Fees may be paid by post dated cheques, cash, automatic debit or credit card. Cheques are made payable to St. Joseph's School, post dated for each month. Payment arrangements can be made at the office.

## **N.S.F cheques**

Any cheque returned with a Non Sufficient Funds will be charged a \$30.00 NSF fee. Families are responsible to keep all fees paid in full by each month end with the understanding that unpaid fees may result in their child being withdrawn from the centre.

## **Refund Policy:**

Families **will not receive** a refund of fees for:

- Snow day closures when the centre is closed by the School District. Generally if the School District #68 and Vancouver Island University is closed, we are closed.
- Childcare Centre closures due to power outages and other emergencies outside the centre's control.
- Childcare centre closures due to pre-announced Professional Development and Training days for staff.
- Days that the child has missed due to illness, family holidays, or other personal reasons. Exceptions must be approved by the schools administrations
- All holidays and closures as listed below and on the previous page.

**Holidays and Closures:** There will be 2 staff professional development days per year that the centre closes. We will give you advanced notice of closure for professional development. The centre will also be closed on the following holidays:

Thanksgiving Day, Remembrance Day, Christmas Holidays (as per the school calendar), Spring Break (as per the school calendar) Good Friday, Easter Monday, Victoria Day

## **Withdrawal**

Families wishing to withdraw their children from the centre are required to provide the centre with one (1) FULL month's notice in writing or pay 1 month fees in lieu of

notice. Fees are neither pro-rated nor refunded. Should subsidies be cancelled prematurely, families are fully responsible for all outstanding childcare fees.

## **Arrival/Drop off:**

Children registered for daycare/before school care are welcomed at 7:30am daily. Families are asked to call the centre before 8:30am if their child is to be away for the day. Please contact staff in the event of a late arrival. Preschool children are to be at the centre no later than 9:00 am and picked up by 11:45 am. Families with children staying longer than the specific "preschool hours" will be charged the full day rate.

Parents/Families must "sign in" their child on the provided attendance chart daily. This is a licensing regulation. Please ensure staff is aware you and your child have arrived, before you leave.

## **Departure/Pickup**

Parents/Families must "sign out" their child on the provided attendance chart daily. This is a licensing regulation. Please ensure that staff is aware that you have arrived and are taking your child home for the day. Staff of the centre is not permitted to pickup or take children to their home or family at any time.

Children will not be released into the care of parents or guardians who appear to be incapable of providing safe care to that child. Alternative contacts will be called for pickup. If the issue escalates, additional supports will be called for the staff.

Children will not be allowed to leave the centre alone or with any unauthorized persons. Children will not be allowed to leave the centre with anyone who is not on their registration form, without parent, or guardian written consent.

As per licensing regulations, we need to have in writing, and names of people unauthorized to have access to your child/children, and any custody agreements that we need to be aware of.

If a child is still at the centre at the time of closing for the day 5:30pm every effort to contact parents, guardians, or emergency contacts will be made by staff. If staff is unable to locate someone for the children within one half hour after closing they will contact the Ministry of Children and Families who will assume responsibility for the child until family can be contacted. Children picked up after 5:45 are charged a late-pick up fee of \$25.00.

**In the event that a family is late at the end of the day, they are required to contact staff IMMEDIATELY**

## **Clothing and Supplies**

Families are responsible to supply their child, with inside shoes, a drawstring bag for library books, and food for the day. Part of every day is spent outside, rain or shine. For this reason we suggest that children wear clothing that is washable and appropriate for the weather. Parents are asked to bring the following items to the centre (labeled with their child's name) to keep in their child's cubby:

- Change of clothing: shirt, pants, socks, underwear
- Winter weather - Mittens, hat and warm coat
- Summer weather -come with sunscreen applied and a sun hat

## **Change of Clothing:**

Staff will assist all children when clothes need changing. Soiled clothing will be placed in a plastic bag, knotted shut for safety purposes and hung on the child's cubby to go home. Families are responsible for washing their children's clothing and returning "spare clothes" to the centre the next day.

## **Food Policy**

All families will provide a nutritious lunch and two snacks for their child or children. The centre is a JUNK FOOD FREE ZONE with no pop, chips, candy, chocolate, gum, or fruit roll ups. We will allow treats for special occasions. We are also a PEANUT AWARE ZONE, as we do have other children in our school community who have severe peanut allergies. We encourage families to try not to send peanut butter, or snacks with peanuts in them.

We do have a microwave for heating children's lunches. If you send a lunch to be heated please send it in a ready-to-eat small, reheat able, and labeled (with child's name) containers. We do not have storage to keep lunch supplies for children on a weekly basis, nor all lunch kits in the refrigerator. Families are asked to purchase a "freezer pack" from any dollar store etc., to keep lunches cool.

## Health and Safety

### **Emergencies**

In the event of a medical emergency and we are not able to immediately contact families or their alternative contact and the situation warrants, staff will call the ambulance for assistance with children, staff and volunteers. All emergencies or injuries to children or staff/volunteers must be reported to Licensing. This includes biting. Families will be notified in the event that a report was filed concerning their child/and or their child was injured or bit at the centre. A copy of all reports is kept in the centre's files. All staff has current first aid and CPR certifications.

### **Licensing**

The centre is inspected annually by Community Care Facilities Licensing Officers for health and safety regulations compliances. These reports are kept in the centre files.

### **Fire and Earthquake Drills**

Fire and earthquake drills are carried out on a regular basis following building evacuation plans. An emergency meeting place will be planned with the staff. Children may have to leave the building without coats or appropriate footwear. Children will always be under the direct supervision of an adult.

### **Emergency evacuation**

In the event of a real emergency, staff will keep children secure and safe, warm and comfortable until they are able to reach families and or their emergency contacts. The centre has a well maintained first aid backpack and an earthquake emergency supply shelter.

### **Illness Policy**

Families are required to keep their child/children home or find alternative care when he or she has:

- \* Oral temperature of 100F or 38C or over
- \* Rashes, particularly if open and weeping
- \* Diarrhea that occurred in the previous 12 hours, or at second bout of diarrhea at centre
- \* Vomiting that occurred in the previous 12 hours, or at first occurrence of vomiting at centre
- \* Communicable diseases in contagious stage
- \* Persistent cough, particularly if accompanied by discharge
- \* Runny noses that are cloudy and coloured, as opposed to clear and runny (allergies)

If a child becomes ill while at the centre, we will provide an area where the child can rest, phone the parent or alternative person, monitor the child's health and contact medical services if necessary and if the family is not immediately available.

Children must be able to participate fully in all aspects of the program. If he/she is too sick to play outdoors he/she is too sick to be at school.

### **Medications:**

Staff will administer medically prescribed drugs from the original container with the instructions from the physician, to children in our care. Families may not at any time send any medication in their child's lunch box or backpack. Parents are to fill out a Medication Release form for any medication to be administered at the centre. Staff has these forms for families to complete. Medication must be placed in our locked storage before the parent leaves the child in the centre. Staff will return medications upon request of the family. Non prescription drugs will not be administered.

### **Custody and Guardianship**

Families with custody or guardian concerns are required to provide the daycare manager with any copies of all such court orders and reports pertinent to the care and welfare of the child in question. Specific arrangements of child access can only be supported by the centre when accompanied by court orders.

### **Celebrations**

We love to celebrate special events throughout the school year! For your child's birthday you may send treats to share with the group. Please check with the staff before sending treats to share in case there are children in the class with food allergies. Families are welcomed to come and share their traditional food, clothing, music, art, customs and language with the children and staff.



### **Communication**

To support your child's growth and well-being, it is essential that parents/guardians maintain communication with the child care staff.

- We have an "open door" policy. Parents are welcome to drop in and either observe or participate in the program at any time. If consultation with staff is desired, please let us know ahead of time so that the staff member can give you her/his undivided attention.

- It is important to communicate to staff upon arrival/departure of the child to the Early Learning Centre centre.
- Telephone communication is encouraged. Please check with the staff regarding mutually convenient times for phone conversations. Messages for staff may be left at the school office at 246-3191.
- Parents can expect individual parent/staff meetings if concerns arise.
- Parents are asked to familiarize themselves with the Early Learning Centre and Child Care Handbook as it outlines the program's policies and procedures.
- Parents who have concerns regarding the care of their child, or any aspect of the program, are urged to speak with the Daycare coordinator.

Parents are encouraged to become involved in the school community. They are welcome to attend "Parent Auxiliary" meetings and School Council meetings.

## **Fundraising**

As part of a Non-Profit organization, parents are encouraged to participate in various fundraising activities, put on by the school. We don't have our own board of directors, but rather work under the Parent Auxiliary of the school.

## **Volunteers**

We always welcome parents/guardians, adult relatives or adult family friends to help as volunteers in our program. With their talents and cultural backgrounds, parents or other adults can enrich the program and help create a wonderful learning environment for the children. All volunteers must complete a criminal record check prior to volunteering in the program. There is no cost for this service. Further information and forms are available through the daycare manager.

## **Field Trips**

We will try to do a few field trips throughout the school year. We count on parents or other volunteers to help with supervision. In instances that require driving to the site of the field trip, parents are responsible for getting their children to and from the location. If the class is walking from the school, additional adult supervisors will be required. You will always be kept informed of upcoming trips.

## **Toys from Home**

- Please avoid sending toys from home, as they might get lost or broken. However, the staff may request toys from home on special sharing days; they will inform parents ahead of time.