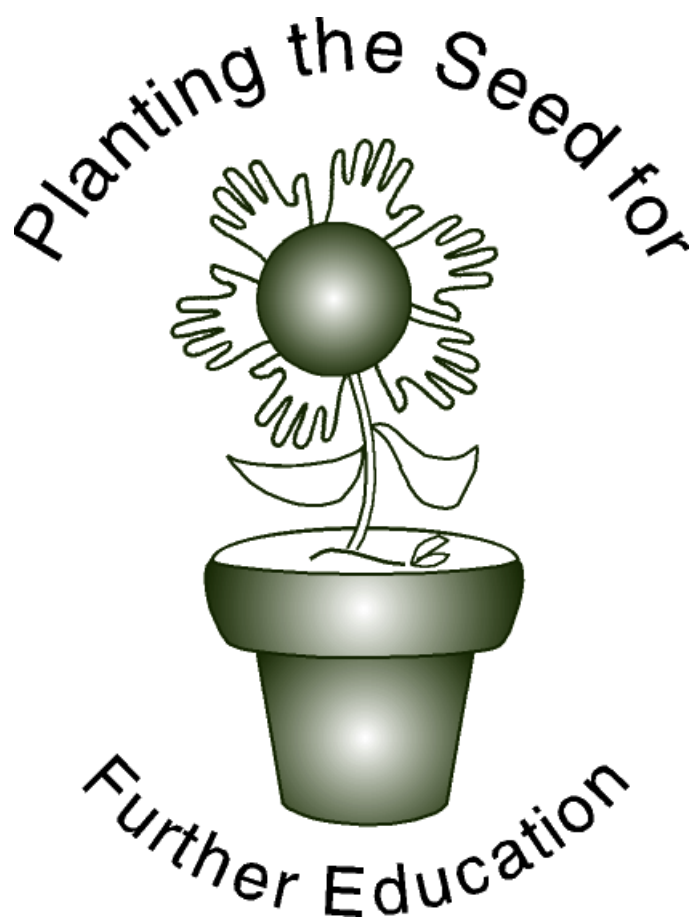


**CREATIVE KIDS  
BEFORE & AFTER SCHOOL  
PROGRAM**

**PARENT HANDBOOK**



"EVERYTHING A CREATIVE KID PARENT  
SHOULD KNOW AND MORE!! "

**[www.creativekidspreschool.ca](http://www.creativekidspreschool.ca)**

## **INTRODUCTION**

Welcome to Creative Kids Before and After School Care Program. We look forward to getting to know all the children, their families, and caregivers.

Our centre has been licensed by the Community Care Licensing Board, for an enrolment of 20 children and two staff. If there is only ages 7 thru 12, we will be licensed for 25 children.

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.

Each month you will receive a newsletter to keep you up to date on our monthly program plans, special dates and any new information that needs to be shared with the parents. Please read them carefully and keep them handy. Thank you.

## **PHILOSOPHY**

At Creative Kids Before and After School Program, we are dedicated to providing 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 also 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**

Here at Creative Kids Before and After School Care Program, we employ two staff. There is also a director that will oversee all details of the program and will visit regularly to ensure that the quality of the program is always at top priority.

**Mrs. Sandra Christian** is the owner and director of the Before and After School Care Program and also the owner and director of Creative Kids Preschool right across the street. I have taught in the E.C.E field for 19 years and have owned Creative Kids Preschool since 1996. I am excited to be able to offer this new program to the community and feel it will be a big success in Colebrook School. Please feel free to chat with me anytime you need to. I can be reached easily by e-mail [info@creativekidspreschool.ca](mailto:info@creativekidspreschool.ca) or phone the Preschool at 604-594-8880.

**Miss Michelle Ford** is the supervisor of both the Kindercare and Before and After School Program. She has been teaching at various centers since 2002, is E.C.E qualified, has her Infant/Toddler certification and her current First Aid certificate. She has also completed the Food Safe course and successfully completed The Fun Family Phonics program, receiving her Ready to Read tutoring certificate. Miss Ford teaches our Kindercare Program and works with Caitlyn in the After School Program Monday to Friday.

**Miss Caitlyn Knox** is our newest staff member to join The Before and After School program and has been teaching with us since 2007. Caitlyn is currently a student at S.F.U., and is currently taking her Early Childhood Education course with plans on entering the P.D.P program to become an elementary school teacher. Caitlyn is also a graduate with a Psychology degree. She has a current first aid certificate, numerous child related courses and has assisted in a grade four class on numerous occasions.

## 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 two responsible staff that will ensure that children are having fun and well cared for.

Each day there will be arts and crafts, indoor activities, home work time, computer time snack and a sports and recreation program. These are just a few of the activities each day. Each child will have a choice of either staying in the classroom with the activities that are planned, or join our fun sports and recreation program. Keep in mind an extra change of clothing will be needed for the Sports program and running shoes are a necessity.

## HOURS OF OPERATION

Creative Kids 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 8:40 a.m.

After School Care begins at 2:30 p.m. and children will be required to come directly to our classroom after the bell rings. The Centre is opened until 6:00 pm. All children must be picked up no later then 6:00 pm or late fees will apply.

\*Please phone the Centre directly if your child will not be attending for the day so we do not expect them. Thank you

## PROGRAM PLAN

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

7:00 a.m. to 8:20 a.m. - Greetings, activities, free play time, computer time etc. This time is also for children to eat or finish their breakfast brought from home.

8:30 a.m. - Children clean up their activities and prepare for school.

8:40 a.m. - Children are off to classes for the day

11:15 a.m. – 2:30 p.m. – Kindercare program

2:30 p.m. - Children arrive from classes. Put belongings away. Greeting of children. Gathering of group to talk about our activities for the afternoon. Children wash hands for snack time. Children sit at tables for snack. After snack, children help to clean up and washroom time.

3:00 p.m. – 3:30 pm – Children will get their homework for the day or a book to read quietly. A staff member will be there to help the children with homework if they need it.

3:30 p.m. to 5:30 p.m. - Activity time. Children have a choice of activities each day. There will be arts & crafts, computer time, floor place etc. in the classroom or a sports and rec. activity inside or outside on the days provided. Activities will be planned in advance, on a monthly calendar located outside the classroom.

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.

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## **AFTERNOON SNACKS**

Afternoon snacks for the children will be supplied by the Centre. We will provide a large variety of hot and cold nutritional snacks from the four food groups, which change daily for the children. If we are cooking that day, we will serve the children's delicacies.

We will not serve sugary or high fat foods on a regular basis as we do not believe these foods promote good eating habits. If there is a "treat" served on a particular day then the children will be required to eat their healthy food before their treat is served. 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.

If you are ever curious about our snacks just take a look on our parent board. Each month we will post our snack menu for you to see what the children will be enjoying on any day. I'm sure you'll be impressed with our variety of snacks the children will enjoy.

## **OUR FEE PHILOSOPHY**

Creative Kids Before and After School Care believe in fair, competitive fees for all families attending the program. We also believe in fair wages for our hard working, amazing staff, our quality program, supplies and nutritious snacks we provide each day. Your fees ensure quality throughout the Centre and keep our standard of fun and care as our top priority.

## **FEES**

**Registration Fee** - \$25.00 per child (one time yearly fee, non refundable)

**Full Time Before and After School Care** (20 billing days) **\$340.00 monthly**

**Part Time Before and After School Care** (10 attending days) **\$225.00 monthly**

**Full Time Kindercare** **\$475.00 monthly**

**Part Time Kindercare** **\$300.00 monthly**

\*Part time After School Care clients will pay an additional **\$30.00 per day (due each day their child attends, by cash or cheque)** for any extra days over their allotted 10 days.

\*Part time Before School Care clients will pay an additional **\$20.00 per day (due each day their child attends, by cash or cheque)** for any extra days over their allotted 10 days.

\*These prices are also in affect for drop in clients.

\*If you have a set amount of days that you need extra care for your child, that you know about in advance, please let us know and we will add up those days so you can pay all at once in full, instead of day to day. Please make sure we have space to accommodate your child before setting your schedule, thank you.

**Full Time Mornings Only Care** (20 billing days) **\$150.00 monthly**

**Full Time After School Care** (20 billing days) **\$270.00 monthly**

**Part Time After School Care** (10 attending days) **\$170.00 monthly**

**Part Time Mornings Only Care** (10 attending days) **\$100.00 monthly**

**Professional days** – 5 days in one school year

**\$45.00 per day per child**

**Early dismissal days** are included in your fees.

**FREE ☺**

Professional days are full time care only, (fieldtrips will be involved on all professional days therefore we cannot accommodate part time care for these days). Fees for professional days are due on the same day as the child attends. Keep in mind that your extra fees for professional days are used for your child's fieldtrip costs and transportation along with usual costs for running a full day program. Children must bring their own lunch on each professional day. Snacks will be provided. Please bring cash or cheque with you prior to the Pro day when you drop off your child. Thank you.

### **Why do we pay these fees?**

Your fees each month pay for operational costs, including staff salaries, snack supplies, art & craft materials, equipment in the classroom, daily supplies, fieldtrips, transportation, insurance, school lease and much more overhead costs. All of these variables must be available for your child to maintain a quality program. You are reserving the time, space and provisions for your child whether he/she attends. There will be no refund on monthly fees or any portion thereof, regardless of sickness, statutory holidays or family vacations. There will also be no withdrawals after March 31<sup>st</sup>. We have a teacher/child ratio that must be maintained and it is impossible to fill your child's spot after this date.

### **Holidays**

Creative Kids Before and After School Care Program will not remain open during Christmas or Spring Break holidays. The school would like us to follow their schedule and they do not want us operating during these holidays. Also, enrollment is very low during these times and not worth the costs of staying open. We are located in a school, so when the school is closed we are also. The only exception is professional days. 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 attending days), these extra days cover the public school holidays. This also applies for part time clients as well, as they can use their 10 days in a month regardless of holidays.

### **Payment schedule**

All fees are payable by post dated cheques dated for the first of each month (September to June), due at time of registration. NO EXCEPTIONS. **One month full written notice must be given BEFORE the first of the month must for withdrawal of your child or children. There will be no withdrawals after March 31<sup>st</sup>, as it is extremely difficult to fill that spot so late in the year.** 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. Thank you.

**There will be a \$25.00 charge for all returned cheques**

### **Siblings Enrolled**

There will be a 10% discount for the second child enrolled which will be subtracted from the monthly amount. If you have three children enrolled, there will be a 10% discount for the second and a 5% discount for the third child enrolled. Sibling discounts only applies to full time clients (20 billing days a month).

### **Late Parent Pick Ups**

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 to and we need to respect their time also. PLEASE DO NOT BE LATE!

The late charge will start to take affect at 6:05 pm. The fee is \$5.00 per child and will apply each 5 minutes. First late charge is in effect at 6:05 pm. Subsequent charges at 6:10 pm, 6:15 pm, etc. These charges are due 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 to not have our staff taken advantage of. Thank you.

### **REGISTRATION FORMS**

When you register your child at Creative Kids Preschool, you will receive a detailed registration form outlining important information about your child. Please fill out all areas. Immunization dates are especially important as the licensing board comes to our centre regularly to ensure children's forms are all up to date. It is also important to have all areas filled in to the best to your knowledge, so the staff at Creative Kids can make your child's experience here fun and enjoyable. Please be sure to fill in all areas of the Emergency Card, as these cards will accompany us on all community walks and fieldtrips. Thank you

### **PARENT DROP OFF AND PICK UP**

**PARENTS:** You must sign your child in and out each day that he/she is present. The sign in/out sheet is located right outside our entrance door under our parent information board. 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. Thank you.

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. Thank you.

**ALL PARENTS MUST CALL THE CENTRE BEFORE 2:00 PM TO TELL US IF YOUR CHILD WILL NOT BE ATTENDING THAT AFTERNOON.** It is unfair to the staff to have to look for your child if they do not show up after school because they are away.

### **KINDERCARE PROGRAM**

We are opening our Kindercare program this September 2007. The Kindercare program fees will include before school care and after school care if you are in the full time program. If you are enrolled in the part time Kindercare program, your time will be from the time Kindergarten starts until school ends at (2:30). The children will be either dropped off or picked up at their classroom each day. All children must bring their own lunch but afternoon snack will be included for the children who are in the full time program. We will run a very interesting, creative and social program that will follow the Kindergarten themes and include the Ready to Read Program, teaching reading, writing and spelling skills in a fun and interactive way. Fees are listed in the fee section of this handbook. If you are interested in this program, we do have a separate handbook with more information for you.

## **CHILD RELEASE 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**

If your child is ill, please do not send him/her to school, including Before and After School Care. If your child is away for more than two days, please call and inform us. 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 becomes sick 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. Thank you for your understanding.

## **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 behavioural models, showing respect for children, parents, co-workers and their environment. To this end, 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.
- ∞ Physically control your child only if he/she presents a physical danger either to himself/herself or peers. This restraint will protect your child until your child feels he/she is again in control of himself/herself.
- ∞ 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**

Parents, please note:

- ∞ 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 situation can happen at any time, we conduct fire and earthquake drills once a month. We have emergency containers available that are stocked with the very basic necessities.

In the event of a major snow fall. Our policy has always been, if the Surrey public schools close, we will close too. Also, if one of our staff members cannot safely make it to the school, then we will have to close the program for that day. 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 two hours we will continue the program. If the power is estimated to be off for more than two hours 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

## **FIELDTRIPS**

At Creative Kids 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 in our monthly newsletter. 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.

We will be utilizing public transportation for our fieldtrips. All costs for the fieldtrips will be covered by your professional day charges (\$45.00 per day). Keep in mind that you will need to provide a disposable lunch for your child on each fieldtrip.

Please know that your child will be under direct supervision of a teacher at all times. 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.

## **COMMUNITY WALKS**

We are so lucky to be situated in the beautiful neighborhood called Panorama Ridge. Within this neighborhood are beautiful trails, fields and nature surrounding us. Some of our program will be planned around the neighborhood. We might utilize Joe Brown 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 be well supervised at all times. 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.

Sincerely,  
Sandra Christian  
Owner/Director  
Creative Kids Before and After School Care Program