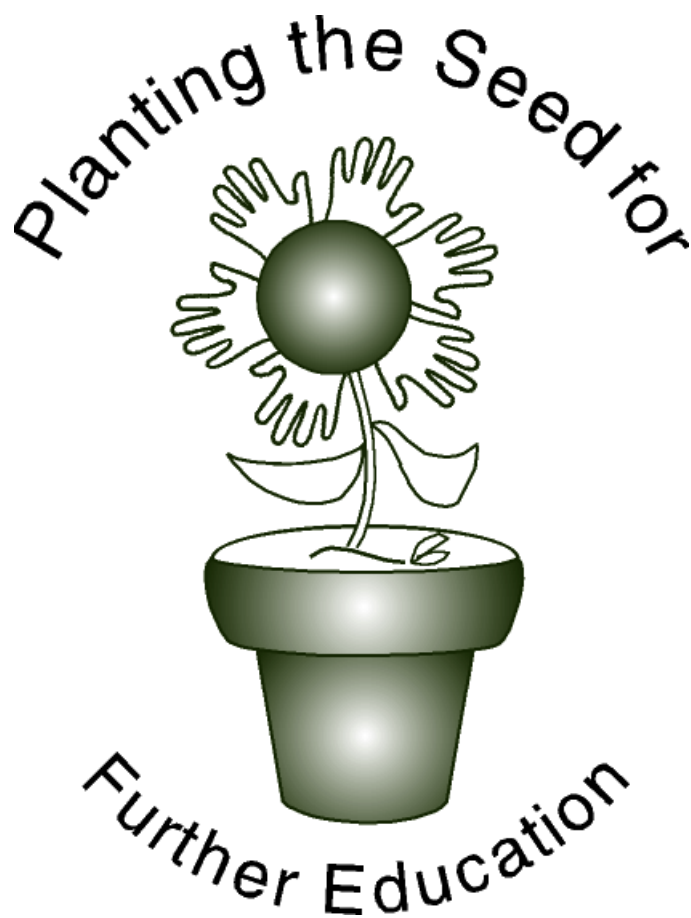


**CREATIVE KIDS
KINDERCARE
PARENT HANDBOOK**



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

www.creativekidspreschool.ca

TABLE OF CONTENTS

Introduction.....	2
Philosophy and Goals.....	3
Description of Program.....	4
Staff.....	4
Hours of Operation.....	5
Important Telephone Numbers.....	5
Daily Schedule.....	6
Pick up Policy.....	7
Health and Safety.....	8
Medication.....	8
Guidance and Discipline.....	9
Confidentiality.....	11
Lunch and Snacks.....	11
Clothing.....	11
Field Trips.....	12
Fees and Payment Policies and Procedures.....	12
Admission Procedures.....	13
School Closures.....	13
Emergency Procedures.....	14

Creative Kids Kindercare

Welcome to Creative Kids Kindercare! We are excited about being a part of your child's life journey.

Creative Kids Kindercare is the latest addition to the programs offered by Creative Kids. The Kindercare program is designed for children in Kindergarten who require childcare for the afternoon and/or for children who would enjoy an extended learning day.

As part of the Creative Kids family of programs, Creative Kids Kindercare builds on the well established connection to the families in our community. Since 1996, we have had the pleasure and privilege of being a part of helping children learn and grow.

This handbook was designed to provide parents with information about the programs, policies and procedures operating at the center. Throughout this handbook there is important and useful information regarding the Kindercare program - please keep it handy for future reference.

Thank you for choosing Creative Kids Kindercare for your child. Let the journey begin...

Philosophy and Goals

At Creative Kids Kindercare, we believe that it is essential to provide an enriching, safe and nurturing environment for children. Our staff will provide a loving and supportive atmosphere where each child can experience a fun, stimulating program. We embrace the fact that all children are unique and special and we strive to offer activities and experiences that will help each child develop physically, socially, intellectually, emotionally, and creatively. We are committed to working together with parents to help each child grow and learn to their fullest potential.

The key goals of Creative Kids Kindercare are:

- To support parents by providing a safe environment for their child
- To help strengthen each child's sense of self - worth and confidence
- To continue to allow each child to develop his/her potential at his/her own pace
- To provide an academically stimulating and challenging environment for each child
- To continue to encourage each child's natural curiosity and creativity



Description of Program

Our Creative Kids Kindercare program has been designed in consultation with experienced Early Childhood Educators and Kindergarten teachers. We aim to provide a program that enhances a child's learning experiences through play and exploring their environment. Therefore, our "hands-on" program offers a balance of structured and unstructured activities. The children will have an opportunity to participate in dramatic play, art, cooking, circle time with songs and stories, indoor and outdoor play. We will also focus on early literacy, numeracy and science skills that will reinforce what is being taught in the Kindergarten program. Each week we will offer activities and materials that explore a particular topic or theme. As part of our day, we will also be implementing the Fun Family Phonics and Ready to Read programs. These programs offer your child an opportunity to learn how to read and write in a fun and effective way.

Staff

Michelle Ford will be teaching the Kindercare Program this year. She has been a staff member at Creative Kids since 2005, having taught both the 3 and 4 year old preschool programs, the summer camp program and the Before and After School program. Miss Michelle is an Early Childhood Educator licensed with the Provincial Community Care Facilities Licensing Board. She has a current First aid certificate, Food Safe certificate and is involved in on-going professional development through workshops and courses in order to remain well informed. Miss Michelle has completed the Fun Family Phonics Program receiving the Ready to Read tutoring Certification. She also has completed her Infant Toddler Certification.



Hours of Operation, Center Schedules and routines

Creative Kids Kindercare is open from 11:15 to 2:30 Monday to Friday. (If additional childcare is needed, our Before and After School program is also available in the same location.)

There is full day childcare available on a sign up basis for Professional days. The cost for that day would be \$45.00 per day and that includes fieldtrip costs.

The center will be closed on the following days

Thanksgiving
Remembrance Day
Christmas Break
Spring Break
Good Friday
Easter Monday
Victoria Day

Important Numbers to Remember

Kindercare Cell Phone	604-831-8953
Colebrook Elementary	604-596-3221
Sandra Christian (owner)	604-594-8880

Daily Schedule

Arrival and Table Toys 11:15 - 11:30

- Fine Motor Skills Activities
- Theme focused materials

Lunch 11:30 - 11:45

Circle Time 11:45 - 12:15

- Calendar Activities
- Movement and songs
- Theme focus conversation, fingerplays
- Literacy and Numeracy lessons

Centers 12:15 - 12:45

- Arts and crafts
- Dramatic play area
- Building blocks
- Puzzles
- Floor and table top toys
- Theme based learning activities
- Library and listening center

Ready to Read Program 12:45 - 1:30
(four days a week & inside games on the fifth)

Snack 1:30 - 1:45

Outside Play or Nature Walk 1:45 - 2:20

Clean up, Pack up, and Say Good Bye 2:20 - 2:30

Pick up Policy

Arrival and Departure

Your child's safety is our main concern. Children will be pick up at the Kindergarten room at 11:15 by Miss Michelle and walked down to the Kindercare room. If your child is part of the After School Care program, they will stay in the room while the other children arrive after school. (Please note that if your child is not part of the After School Care program you will be picking up your child outside the classroom door at 2:30). Parents are asked to inform the center if your child will not be attending that day. Please notify the center if someone other than yourself is picking up your child.

WE WILL NOT RELEASE YOUR CHILD TO ANYONE ELSE UNLESS INFORMED OF ANY CHANGE OF PICK UP BY YOU. Please call 604-831-8953 to inform us of any changes.

Please make sure the "Authorization for Pick Up" card is kept up to date.

We understand that parents can be unavoidably detained occasionally. If you are going to be late picking up your child please inform the center by phone so we can reassure your child that you are on your way. Please be aware that starting at 6:05 pm late fees will be charged. The fee is \$5.00 per child and will apply each 5 minutes. These charges are due in full the next day your child attends the center. Thank you.



Health and Safety

Please keep your child at home if any of these symptoms are present:

- Fever - 100 or higher
- Rash
- Vomiting
- Diarrhea
- Severe runny nose that is not clear
- Severe coughing
- Head lice or nits
- Communicable illness

Any contagious or communicable diseases require notification to the Public Health Department. If your child comes into contact with or contracts a contagious or communicable disease please contact us immediately. If your child becomes ill at Kindercare, we will make your child as comfortable as possible. Parents will be contacted and are expected to pick up their child from the center as soon as possible.

Medication

Staff can only administer prescription medication if the medicine comes in the original container, clearly marked with the current date and dosage on the label. An "administering of medication" form must be filled out and signed by the parent. The staff member who gives the medicine to your child will initial this form. Non-prescription medication i.e. Tylenol WILL NOT be given to your child without a doctor's note stating reason, amount and time.

Guidance and Discipline

Philosophy

We believe that discipline should be done in a positive, gentle way to maintain a child's sense of self-esteem. We recognize that children are unique and special and that they have specific needs and considerations. The goal is for children to become self-disciplined so that they are aware of ways to handle different emotions and situations.

Strategies that will be used

A variety of strategies are used to help guide children's behaviour. A strategy will be effective in some situations and with some children but may not be effective at another time. Each child and situation is different so different strategies may be used.

The following strategies will be used to promote positive interactions among children and adults in this facility:

1. We set clear and consistent limits by explaining what is expected of each child. We take the time to explain why a behaviour is expected and we speak slowly and clearly using a calm, friendly voice.
2. We reinforce appropriate behaviour with both words and gestures. It is important to acknowledge positive behaviour. This helps to encourage the child to repeat the behaviour.
3. We redirect or divert children when appropriate. This means having the child be redirected to another activity or area.

4. We offer simple reminders to children about the limits and expectations. Children will often become distracted during play activities and will need to be reminded of appropriate behaviour patterns.
5. We encourage the children to use problem solving strategies or techniques. This helps to build their self-esteem and communications skills.
6. We encourage children to verbalize their feelings and their needs at all times. This creates a sense of trust.
7. We provide children with appropriate choices for their behaviour. This gives them the opportunity to make decisions. e.g., "Would you like to wait here for your turn to paint a picture or would you like to play somewhere else and I will call you when it is your turn?"
8. We help the children with natural and logical consequences so they can understand the outcomes of their behaviour. E.g. "When a cup is placed on the edge of the counter, it will fall and spill the water." "Here is a sponge to wipe it up."
9. We do not use corporal punishment (spanking, hitting, shaking, deprivation of meals or snacks) as a form of punishment in this facility.

Confidentiality

Please rest assured that information and any matters concerning your child will be kept confidential. **Please be aware, however, that we are legally required to report any suspected child abuse to the local authorities.**

Lunch and Snacks

The children will need to bring a lunch and a snack each day in a lunch bag or kit that is clearly marked with your child's name. We have a microwave on site if needed. Please send all food that needs to be heated in a microwaveable container. Please review the foods listed and let us know of any allergies or concerns.

Reminder we are a Nut Free Classroom

Clothing

Children enjoy actively exploring their world around them. Therefore, we ask that the children wear comfortable, washable and manageable play clothes each day. Also, please be aware that we go outside whenever possible. It is important that your child is suitably dressed for outside play each day. Please mark everything with your child's name. For safety reasons, we request that children have a pair of non-slip shoes to wear at the center and that long strings on clothing be removed as they can be dangerous on climbing equipment.

Field Trips

Field trips offer a fun, exciting learning experience for young children. The children will have an opportunity to join the children in the Before and After school program to participate in a variety of outings on Professional Days. Parents are asked to sign up their child for these days in advance and there is an additional fee of \$45 charged for the extended day.

Fees and Payment Policies and Procedures

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

Full Time Kindercare (Before 8:40a.m/past 2:30p.m.) **\$500.00 monthly**

Part Time Kindercare **\$325.00 monthly**

All fees are payable by post dated cheques dated for the first of each month (September to June), due at the time of registration. There will be a \$25.00 NSF charge for all returned cheques.

We require a one month's written notice if your child will no longer be attending the center. After receiving notice, all remaining post dated cheques will be returned to you. Please note that the monthly fee applies even if your child does not attend for the entire month. If fees are not paid, then your child's spot is deemed vacant and could be filled by another child on our waiting list.

Admission Procedures

Please complete all registration, authorization for pick-up forms and a copy of immunization records and return them to the center before your child's first day of attendance. All forms must be kept up to date. Please inform us immediately if there is any change in address, telephone number, emergency person or medical information.

School Closures

As we are all aware, we tend to get a few good snowfalls each year that make the roads unsafe to travel. Our general policy is, if the Surrey Schools close we are closed too. Also, if one of our staff members can not safely make it to the school, then we will have to close the program for that day. The teacher will keep an up-dated class list at home to personally call each family to inform them of any school closures.

In the event of a power outage, our policy is to 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 with the program. If the power is estimated to be out longer than two hours or we cannot get confirmation from BC Hydro, we will contact all families to come and pick up their child. This is a Surrey School Board policy.

Early Dismissal

There are a few early dismissals each year (3-4) that will affect the part time Kindercare parents and children only. On these particular days, part time Kindercare parents will have to pick up their children at the early dismissal school time (usually 1:30), instead of usual school pick up time being 2:30. Thank you.

Emergency Procedures

The staff at Creative Kids are aware of and trained in emergency procedures and are required to practice fire drills on a regular basis. To help the children understand the importance of emergency procedures, one of our first focus themes in September is on fire and safety. We also feel it is important to practice Earthquake Drills with the children. We teach them how to duck, cover and hold in the event of an actual earthquake.

It is important for children to also practice these procedures at home, so we encourage you to take time to plan and practice emergency procedures with your family.

Thank you for taking the time to read through the handbook. Hopefully, it answered any questions you may have about our program. If not, please do not hesitate to contact us.

Miss Michelle/Sandra Christian

