

Brookwood Kids Place Parent Handbook

Mission Statement

We believe that every child has a special style, personality and potential that make him/her a unique individual. Our approach to Early Childhood Education focuses on understanding and nurturing the uniqueness in each child, and helping her/him to develop physically, socially, emotionally, and intellectually. By providing a stimulating, caring environment with guidance from our educated and experienced staff, we encourage children to explore and discover the world around them. Our instructors understand the importance of a positive impression for a child's preschool, and school age experience at the centre, and work to the best of our abilities to ensure a safe, fun, learning environment that incorporates all areas of childhood development.

Our program consists of a complete set of specific required policies for all staff to commit to. This program incorporates a team oriented working environment to create a consistent indirect and direct guidance approach to helping children develop successfully as individuals. Our program goals are to ensure a safe, positive, and natural environment for child development, with the flexibility to meet each child's needs.

Our Goals for the Children are:

- To foster independence by encouraging children to make choices and help themselves whenever possible.
- To encourage creative expression through a child oriented approach to programming.
- To promote cooperative social interactions by helping children to recognize, accept and deal with feelings by expressing them verbally to others.
- To foster feelings of mutual respect and consideration by treating each child as we would like to be treated ourselves, and by helping children recognize that everyone is a unique individual.
- To make each child feel successful and proud of every accomplishment.
- To help each child grow toward their potential by providing a flexible program that is stimulating and FUN!

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The Centre and Our Instructors

Brookwood Kids' place is licensed with Provincial Childcare Licensing Board. In order to receive a license the centre must undergo inspection from the Fire Marshall, Public Health Inspector, Municipal Licensing Officer, and Ministry of Social Services and Housing, and obtain any building permits if needed. This extensive inspection assures that the childcare centre is safe from hazards and that all employees meet all the educational and training requirements of the Licensing Board and that they have had a criminal record check. Note: This centre is a privately owned business, and does not have a board of directors.

Parents as Partners

As a parent you play the most important role in your child's life. You know his/her moods, fears, likes and dislikes, sleeping and eating habits, allergies, favourite activities and games.

Both the Preschool and Out of School Care programs need your on-going input by sharing with our instructors the information that will help make the child's experience at the center a positive one. We find that communicating with instructors of home experiences such as; feeling ill, sleeping poorly, traumatic or joyful events can help our staff to provide a supportive and understanding environment.

Parent involvement is not expected on a regular basis, although we enjoy having parents drop in to visit or to teach a special skill/hobby.

Informal parent/instructor discussions occur at drop-off and pick-up time. If you have any questions feel free to approach the Supervisor or staff with your concern. We will be happy to help whenever possible.

Formal parent/instructor interviews will be conducted at the request of the parent or instructor. This gives the Supervisor and the parent(s) a private time in which to discuss and set up goals for your child.

It is the policy of BKP that any information or records held regarding your family and child will be kept confidential. The only release of information or records would be for a legal matter that is requested or required by law.

It is also appreciated that any information you become aware of regarding other families, at the child care, be kept confidential.

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Our Preschool Program

Brookwood Kids' Place offers a preschool program that enhances and encourages children's developmental abilities. This is done through activities that provide simple, moderate, and complex aspects to ensure success at all levels that a child may exhibit.

Fine motor skills are not only developed through the use of markers, crayons, and scissors but also with small blocks, puzzles, beading, threading and play dough.

Imagination and modelling are key factors in encouraging children to become interested in various activities and different themes. When adults provide information in a fun and exciting way, their cognitive development excels. We use circle time as a primary tool to deliver information such as counting, the alphabet, days of the week, months of the year, and our various themes to enhance learning and encourage questions.

Children learn by taking risks and trying new activities. We help foster a pro social environment by helping children use language and communication skills with their peers. This is done through modelling the behaviour wanted and using reflective language to encourage more conversation. By using positive re-enforcement, we can help children learn to make better choices that will hopefully give them a positive outcome in situations, and help them acquire a positive self-image.

Gross motor skills are practiced outside on the climbing apparatus, by running, jumping, balancing, and skipping with organized games. Some of these skills will be practiced at circle time as well with fun directional music and games.

We encourage children to make healthy choices with nutrition by having a snack time of fruits and vegetables. This is a wonderful opportunity for pro social behaviour, as the snack is shared and the children practice turn-taking, patience, and language development.

We have a different art activity every class, and we encourage the children to engage by introducing the project at circle time in a fun and exciting way. If the children choose not to engage that day, we will not try to encourage any further. We need to ensure the children have a feeling of fun and excitement around art activities. Our activities are based on the process of the project, not the product. So after we introduce an activity, we just let the children's imagination take it to where they want. This can result in some very messy masterpieces to take home, so our instructors will let the children know that if the project is not dry enough to take home, we will display it, or put it in a very safe place until next class.

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Policies

Active Play Policy

During Preschool classes, which are all 2.5 hours, staff will incorporate facilitated and/or un-facilitated active play time of at least 30 minutes.

During our before and after school care program, which are 2-4 hours of care, staff will incorporate facilitated, and/or un-facilitated active play time of at least 40 minutes.

Staff will coordinate and incorporate facilitated active indoor or active outdoor activities like sports, gymnastics, dancing, yoga, running, jumping, skipping and/or dramatic movement or they will allow the group of children to have the time to create their own un-facilitated play that is active. Staff must also limit prolonged sitting activities such as long art projects and board games and promote sort active bursts of movements during these times.

Screen Time Policy

All screen time activities are limited to 30 minutes a day. This includes any use of computers, tv, and video or electronic games. Staff will not allow the children to use iPads, or iPhones, or hand held video games at our centre. Screen time will only be used in preschool to follow indoor active play actives such as exercise or dancing videos, to show leaning clips during circle times like NASA clips, or to have special short videos for special events.

Attendance	The hours and days that the center is open are: 6:45am-5:45pm, Monday to Friday, except for school closures. The Preschool program will be closed on Belmont Elementary Pro D days, to accommodate the school age program that is run before and after school. Our Out of School Care program is run before and after school, ages K-12 years, preschoolers may not attend Pro D days. There will be a Wednesday afternoon preschool make-up class, prior to Pro D days, which will be posted in the newsletter, and website to inform parents of the changes in schedule.
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<p>Fees</p>	<p>The parent(s) agrees to pay fees on the first day of each month. Post-dated cheques are preferred. If child care subsidy is authorized, the parent agrees to pay the portion of the fee not covered by subsidy, also on the first day of the month. Fees shall be paid in full by the parent regardless of the child being absent due to result to sickness, vacation, or any other absents. Failure to pay fees can result in termination of the child’s enrollment.</p> <p>In the event of an NSF cheque, there will be a cash fee of \$20. If this occurs more than 3 times then only cash will be accepted for payment. A receipt will be issued at the end of each calendar year unless otherwise requested.</p>
<p>Closures</p> <p>Closures</p>	<p>BKP will be closed on the following statutory holidays: New Year’s Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day. The monthly fee will not be reduced for these days.</p> <p>The center will also be closed for all school holiday breaks.</p> <p>Snow Closures - the center will be closed if Belmont Elementary closes with regard to snow days. Please listen to CKNW 980am for updates or call school district 35 for a phone update. 604-532-1453.</p> <p>Power Outage - The staff are required to contact preschool parents after 30mins without power, and 60mins for the older after school care children.</p> <p>Please Ensure - that your child’s registration form is updated as your situation changes. This allows us to contact your emergency contacts in your absence.</p>
<p>Late Fees</p>	<p>The parent is to notify the care provider in case of late pick-up. If this becomes a regular occurrence, a late fee of \$1.00 will be charged per minute, and is payable at pick up.</p>
<p>Deposit (Retainer)</p>	<p>The parent must pay a deposit of \$85 upon registration. This amount is not refundable unless the family chooses not to enroll their child. This fee will also be refunded in either party decides to terminate the contract during the first two week trial period.</p>

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<p>Withdrawal Procedures</p>	<p>If you need to withdraw your child from the program, the Supervisor will need one (1) months' notice in writing. We will return all post-dated cheques.</p> <p>Brookwood Kids' Place reserves the right to ask a child to be withdrawn from the program if it becomes clear that the child is unable to adjust to the program, or if the instructors feel strongly that a different form of care would be more suitable for your child. If this is the case, BKP will give the parent(s) 2 weeks' notice in writing to allow sufficient time for the parent to find alternate care.</p>
<p>Trial Period</p>	<p>The first two weeks are to be an adjustment period and either party may terminate this agreement during that time if the arrangement turns out to be unsatisfactory. Thereafter 4 weeks' notice is required to terminate this agreement, if notice is not given, full payment is expected.</p>
<p>Clothing</p>	<p>Proper indoor footwear must be worn in the centre. Part of our program is to encourage the children to learn to dress themselves, so shoe laces are not usually something that preschoolers can manage at first. Staff will always assist a child when needed. Large rain boots are also difficult to sit criss- cross for carpet time. Slippers or indoor shoes will work well for winter days. We also have as much outdoor time that our weather allows us so sometimes flip flops, or thongs do not work with the rocks we have in our playground. We ask that the children come prepared every day to go outside, rain or shine. We ask that an extra full change of clothing be packed in backpacks every day to ensure the children's comfort at the centre. This includes underwear and socks. This is not only for bathroom accidents, but also for outdoor, and water play. Please ensure that your child is dressed in comfortable play clothes that can get messy. We need to ensure that the children feel free to engage in all messy activities.</p> <p>Field Trips/Pro D Days: We ask that parents send an extra change of clothes on these days to ensure that your child stays comfortable. We also ask that parents <u>pack extra snacks along with their lunch for the day.</u></p>

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Health and Safety	<p>Candies, chewing gum, cough drops etc. should not be sent to the center. These items can cause serious injury if a child accidentally chokes, also with our focus on healthy nutrition we feel it's inappropriate to allow sweets. * Reminder to all parents; <u>we are a peanut-free center.</u> Note: If a child who enrolls to the center has as severe allergy, we will no longer allow that substance, if possible, in our center.</p>
Preschool Snack	<p>Preschoolers are to be sent to class with a healthy snack, preferably a whole food; to be cut up by our instructors' for shared snack time. If you choose to send something that is packaged, like crackers, please send it in its original packaging so that we can ensure allergy precautions. Some popular preschool snacks: carrots, cucumber, celery, sweet peas, peppers, tomatoes, apples, oranges, pears, bananas, peaches, melons, kiwis, papayas, mango, berries. We ask that anything quarter sized (large grapes, large blueberries and cherries) be pre-cut for instructors, if possible, if not we can always accommodate.</p>
Preschool Field Trips	<p>Preschool field trips will be planned accordingly to our curriculum theme during the school year. Parents will be informed through our newsletter, the dates, times, and costs. The preschool does not provide transportation for these field trips; a parent/guardian must attend and stay throughout the trip to attend to your child.</p>
OSC Snack	<p>Our out of school care program supplies a healthy snack after school. This snack is prepared daily by our instructors, and posted on our OSC calendar, or information board. If your child only likes to eat certain foods, please ensure an extra snack is packed in his/her lunch specifically for after school snack.</p>

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Preschool Drop-Off and Pick-Up	<p>It is very important that the children are dropped off, and picked up on time. Our whole centre is run with a very timely schedule. We have up to 70 different children attend our centre daily, and without a timely schedule, we would be unable to maintain a safe and fun learning environment.</p> <p><u>When Preschool age children are left waiting, it can cause anxiety for them with the changing of staff and the environment. Our center is always wanting and willing to assist parents in any way with emergency situations; communication is key!</u></p> <p>Parents must accompany children in and out of the child care each day. Children will only be accepted and released in the presence of the care provider. The parent should notify the care provider if the child is to be picked up or dropped off by anyone other than the parent. Children will only be released to the names of the people on their REGISTRATION FORM. If you or an authorized person cannot pick up your child you can contact us and give verbal authorization for another designated adult, this person will be required to show picture identification to me when they come to pick up your child.</p>
Birthdays and Celebrations	<p>Our center acknowledges Birthday's and celebrates with songs and cards. We ask that parents do not send cake or cupcakes to the center. If you would like to send something special to share for snack it needs to be a healthy choice that all the children can enjoy. Please discuss prior to the event. Our instructors are full of ideas and recipes! Berries and whip cream always goes over quite well 😊</p> <p>A great way to learn about multiculturalism for children is through food, so if you have something from your culture that you would like to share, we would love to incorporate in our program.</p>

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<p>OSC Sign In/ Sign Out</p>	<p>In order to ensure a safe environment at all times, we require (by licensing) that parents/authorised guardians sign-in and sign-out your child. This applies only for the Out of School care program. The children that attend before school are to be signed in, and then our instructors will sign them out before dropping the children off at Belmont. After school the children will then be signed-in by instructors, then signed out by parents/authorised guardians at pick-up.</p>
<p>OSC Late Pick-up</p>	<p><u>There will be no exceptions to any child being dropped off without being signed-in. Parents will be called back to the center.</u></p> <p>If you are going to be late to pick-up, please phone an alternative contact to pick-up for you and inform the center so that our instructors can inform your child of the change in routine. There is a dollar a minute late fee charge, paid in cash upon pick-up, if the instructor is left waiting attending your child. This cannot be a reoccurring incident, or sadly the center will have to terminate the child's enrollment. We reassure that our center will accommodate to our best of abilities with compaction and understanding with any family emergencies.</p>
<p>OSC Absences</p>	<p>*Please notify the center if your child will not be attending that day, a.s.a.p. If a child is absent from the <u>OSC program</u>, our instructors will:</p> <ul style="list-style-type: none"> • Check with Belmont Elementary teachers/ office to see if your child attended school that day. If they did not attend, <u>we will not call contacts</u>, a child may not attend the Out of school care program if they did not attend Belmont that day. • If the absent child <u>did attend Belmont</u> that day staff will then: • Call parents or guardians once back at the center, after pick-up. • If there is no response from all parents/guardians/emergency contacts, then the center will call the police and report a missing child.
<p>Safe Release</p>	<p>*If it becomes a continual occurrence that our instructors are unable to contact parents/guardians/contacts, and the parents/guardian communication with our instructors continually fails, then sadly we will have to dismiss your child from the program. Our center will give a last written and verbal warning in this event.</p> <p>*Our center is open 6:45am-5:45pm, phone calls, messages, or drop by notice is mandatory if your child will be absent from our OSC Program.</p>

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Medication	<p>Prescribed medicine will only be administered by the care provider if the appropriate permission form is completed and signed. All prescribed medication must be given to the care provider upon arrival. No medicine will be given without a current completed and signed MEDICAL AUTHORIZATION FORM. Medication will be stored out of children's reach. Non prescribed medication will NOT be administered by the care provider. This includes cough lozenges.</p> <p>If your child is receiving medication at home it is helpful to inform the center as it may affect your child's behavior.</p>
Custody Arrangements	<p>Parents who arrive and exhibit signs of being under the influence of drugs or alcohol will be asked to call an alternate person for pick-up of their child. If the parent declines, I will be obligated to contact the RCMP to report the concern, to protect the best interests of the child.</p> <p>If a family has court orders, or custody agreements, a copy needs to be provided to the center and kept in the child's file, expecting that the information given is accurate. We as a center cannot deny access from his/her non-enrolled parent or guardian without filed court orders or custody agreements. The center will not except any responsibility in the situation of a custody disagreement should arise at the center, resulting in an unauthorised parent/guardian release of their child, ensuring that the safety of the other attending children and staff are priority.</p>

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Too Ill to Attend

If a child cannot participate in daily activities due to illness, the child should stay home until the child is symptom free for 24 hours.

These symptoms include: A child must remain at home if diagnosed with any contagious disease such as:

- Discharge from eyes or ears
- Vomiting
- Diarrhoea
- Fever
- Unexplained rashes
- Eye Infections
- Skin Infections
- Severe runny nose
- Persistent cough Chicken Pox
- Measles
- Mumps
- Rubella
- Gastroenteritis
- Impetigo or conjunctivitis
- Head lice or Scabies

If your child gets sick during the day, you will be contacted to pick up your child. If your child requires Tylenol in the morning you must keep your child home that day. Fevers may be indicative of a contagious illness. In the event of a communicable illness, contagious skin infections, scabies or head lice occur, your child must remain home until the center has received a clean bill of health for your child from a doctor or public health nurse.

SEE ATTACHED WELLNESS POLICY

***All staff are certified with valid first aid certificates and are able to attend to minor accidents. If the nature of the injury is more serious your child will be taken to the nearest hospital (consent form is part of the registration package.) Parents will be contacted immediately.**

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<p>Obligation to Report</p>	<p>As a citizen of British Columbia, we are required to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development. Our center will report any abuse we suspect, that a child discloses to us or that a third party discloses.</p>
<p>Emergency</p>	<p>There is an emergency evacuation policy that is reviewed, practiced, and recorded on a regular basis.</p> <p>In preparing for emergency situations:</p> <ul style="list-style-type: none"> • Smoke alarms will be tested monthly. • A first aid kit, an attendance record, a pen or pencil, and an emergency information card for each child and each staff member is kept beside the exit door for quick and easy access. • Emergency supplies, including water and food will be kept in an accessible place. The supplies will be checked and rotated on a regular schedule. • All staff will know how to work the fire extinguishers, shut off gas lines, hydro, water and furnace. • Children will be taught what to do in the case of fire, earthquakes and other emergencies. Evacuation drills will be practiced. • A simple diagram of exit paths from the building to the meeting place will be posted along with all emergency phone numbers. • The designated meeting place outside the building will be assigned. <p>Designated location:the back fence at Belmont, Mr T’s room wall, or our emergency evacuation home of Teresa and Pete Staff 3867 201A Street.</p> <p>Supervisor’s Cell Number: 778 809 0173</p>

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Guiding Children's Behaviour *(Guidance Policy)*

The goal for guiding children's behaviour is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others. Guiding children's behaviour is an ongoing process. Guiding children's behaviour is done while appropriate behaviour is occurring, as well as before, during, and after socially unacceptable behaviour is displayed.

Positive guidance techniques will be used to encourage appropriate behavior. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way, rather than a negative way
- c. Focusing on the behavior, rather than on the child
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforce appropriate behavior, with both words and gestures
- h. Encourage children to use instructors as a resource when there are occasions that they cannot resolve issues on their own.

Guiding Children's Behaviour **(continued)**

Inevitably there will be occurrences of inappropriate behavior; it is at these times that there may be a need to intervene. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of the appropriate behavior.
- c. Acknowledge feelings before setting limits
- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

These strategies for guiding children's behavior are based on 'Guiding Children's Behaviour Handbook' available at www.healthservices.gov.bc.ca/ccf/child/index.html#publications

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Adopted from Kidn' Around Children's Daycare"

Any practice based on a negative control technique is not a part of Brookwood Kids Place Philosophy.

Prohibited practices include:

1. Harsh Discipline of any kind;
 - Spanking or other abusive physical control, or corporal punishment
 - Deprivation of any basic need, including food, shelter, clothing, bedding, or normal activity, other than a brief time alone.
 - Confinement in any small, dark or other inappropriate area, or use of a locked or lockable room for confinement.
2. Harsh or degrading measures which would undermine a staff, or child's self-respect, including:
 - Humiliation
 - Threatening
 - Swearing
 - Harassment
 - Yelling
 - Sarcastic comments.
 - Discussion of a child within any child's hearing.
3. Any type of behavior that is sexually abusive. (All reporting protocols as per the Family and child Service act must be followed.)
4. Lack of supervision, including:
 - Diverted attention for frequent or extended periods.
 - Leaving the children unsupervised.

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Authorizations

I am aware that the center will be visited from time to time by various community resource persons.	Y	N
I am aware that in case of an absent instructor, a fully qualified substitute instructor may be used.	Y	N
I agree that the center’s staff can apply sun care products to my child.	Y	N
I agree that the center’s staff can administer an epi pen, after calling 911, in the circumstances that a child(s) who has never been strung by a bee and shows a severe allergic reaction to being stung. (All staff at the center carries their current First Aid Certificate, equipped with a licensed First Aid Kit.)	Y	N N/A
I agree that my child may go for walks in the neighbourhood with the care provider.	Y	N
I am aware that the center may be visited by ECE practicum students.	Y	N
I agree that my child(s) can be photographed for in center purposes.	Y N	

CONFIDENTIALITY POLICY

It is the policy of Brookwood Kids Place that any information or records held regarding your family and child will be kept confidential. The only release of information or records would be for a legal matter that is requested or required by law. This information will be stored in a safe, secure location.

It is also appreciated that any information you become aware of regarding other families at child care be kept confidential.

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The following space is provided for any clarification/additions to the above, initialled and dated by parent and care provider.

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It is understood that this agreement is for the benefit of the children, parent(s) or guardian(s), and the care provider.

I have read and understood this agreement and the program's policies and procedures this _____ day of _____, 20____ at _____.

Parent/Guardian

Date of Acceptance

Parent/Guardian

Date of Acceptance

Care Provider

Date

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ILLNESS POLICY

The health and wellbeing of the children is our first concern. In order to promote a healthy environment, our center's instructors will undertake to ensure:

- Proper hygiene is maintained;
- Universal precautions are used for handling all bodily fluids;
- Proper hand washing techniques are used by all children and adults; and
- Families are informed of any outbreak of a contagious disease.

Families are advised to keep their child at home or to seek alternate care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain;
- A common cold with listlessness, runny nose and eyes, coughing and sore throat. Once the child's temperature, wellbeing and energy have returned to normal, the child may no longer be contagious, and may be able to return to the child care even though coughing and runny nose may persist. If the symptoms (runny nose and eyes, coughing) are caused by a known allergy (e.g. hay fever, asthma) the child is not contagious and does not have to be excluded;
- Difficulty in breathing - wheezing or a persistent cough;
- Fever (100 degrees F/38.3 degrees C or more);
- Sore throat or trouble swallowing;
- Infected skin or eyes, or an undiagnosed rash;
- Headache and stiff neck (should see physician);
- Unexplained diarrhoea or loose stool (may or may not be combined with nausea, vomiting or stomach cramps). These symptoms may indicate a bacterial or viral gastrointestinal infection which is very easily passed from one child to another via the fecal-oral route. The child should be kept home until all symptoms have stopped;
- Nausea and vomiting;
- Severe itching, dry skin of either body or scalp if caused by head or body lice or scabies; or
- Children with known or suspected communicable diseases. A doctor's note may be required before the child can return.

In Summary, a child must be kept at home (or taken home) when the child:

- Is suffering from one or more of the above symptoms; or
- Is not well enough to take part in the regular activities of the program.

If your child becomes ill at the center, an instructor will call you or you're alternate to pick up the child within a reasonable timeframe. We will endeavour to keep your child comfortable until you arrive. If we feel it is an emergency situation, we will call an ambulance for the child (at your cost) and contact you or you're alternate immediately.

If in the event that the center becomes infected with a contagious outbreak, the center will be closed. We will endeavour to give you as much notice as possible and you will be credited for any days where the center was closed in the next month's fees.

Signature _____

Date: _____

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Community Resources:

http://frpbc.ca/media/uploads/files/Fraser_Valley.pdf

See Appendix.

Supported Child Care:

Langley Child Development Centre
#203-5171 221A Street
Langley, BC
V2Y 0A2
[Canada](#)

Tel: 604-534-1155
Fax: 604-534-1814

info@langleycdc.com

Brookwood Kids' Place Inc. implements the "Active Play" requirements of the Director of Licensing Stand of Practice outlines as the following.