



Early Learning & Child Care Centre (ELCC) – Parent/Guardian Guidebook

- **Black Diamond**
- **High River**
- **Nanton**

Welcome to the Boys and Girls Clubs of the Foothills – Early Learning & Child Care Centre (ELCC). We are pleased you made the decision to enroll your child in our ELCC. We are looking forward to getting to know you and your child and to meeting your childcare needs, and are so pleased to have your child/ren join our Club!

The ELCC Centre provides care for children ages 12 Months to five years (site specific age limits apply.) Our staff members hold qualifications and training in early childhood development as well as first aid and food safety. At our ELCC we have an open-door policy; if you have any questions, concerns, or feedback you are welcome to speak with the Centre Director.

Children should expect to make friends, play games, do fun arts and crafts, and learn through exciting new experiences. This program, like all Boys and Girls Clubs of the Foothills programs is based on the cornerstones of child development: Physical Activity, Health & Safety; Learning & Career Development; Leadership, Personal Growth & Empowerment; and Community service. These cornerstones are the basis of all Boys and Girls Clubs of the Foothills activities.

Mission Statement:

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Website: (www.bgcfoothills.com)

Registration forms, Club calendar and Club information can be found on our website. Keep up to date on our activities through our Boys and Girls Clubs of the Foothills Facebook page (@BGCFCanada) or Instagram page (BGCFOothills)

Hours of Operation:

- **ELCC:**
 - **Black Diamond:** 7:30 am – 5:00 pm
 - **High River:** from 7:00 am – 5:30 pm
 - **Nanton:** from 7:00 am – 5:30 pm

Club Closures

BGCF locations are closed on all Statutory Holidays including:

New Year's Day

Victoria Day

Thanksgiving Day

Family Day
Good Friday
Easter Monday

Canada Day
Heritage Day
Labour Day

Remembrance Day
Christmas Day
Boxing Day

In addition, all BGCF locations are closed over the week of Christmas. For specific location closures, please speak to your Centre Director.

ELCC – Program Fees

12 to 19 months	\$900/month
20 months to 3 years	\$850/month
3 to 4.5 years	\$800/month
4.5 to 5 years	\$750/month

Please Note:

Part-time:

Is considered 11 days a month or less

Full-time:

12 days and over per month is considered full time and will be charged at the full time rates of the Program.

Attendance and Payment for Services:

PLEASE NOTE: Payment for childcare is based on the days that you agree to use the childcare, not on actual attendance. Payment is due whether your child is present or not. This includes sick time and vacation time. Remember, you are paying for a childcare spot for your child and the childcare spot must be secured by your on-time payment.

Parents/guardians accessing childcare subsidy will have to pay above and beyond subsidy coverage. Please confirm with the Centre Director the Program name and Program ID of your location for your subsidy application.

NSF Cheques

NSF cheques will be charged an additional \$15.00 on top of the program fee to be paid in cash or a certified cheque.

Child/Staff Ratio

Child/Staff Ratio are mandated by the Government of Alberta and are based on the ages of children attending the program. For specific details of ratio, please speak to your Centre Director.

Child Pick Up:

Only those people authorized on the registration form will be allowed to pick up a child from the program. In case of emergency a parent/guardian can give permission, verbally or written, for third party to pick up their child(ren). Staff will ask the person for

photographic identification if they are unfamiliar with the pick-up person.

Parents are expected to be punctual when picking children up from the program. Late fees may apply at the rate of \$5.00 for every 15 minutes after regularly scheduled closing of the program.

First Aid:

All staff members are required to have a current first aid certificate.

What to bring to Club:

Children must have indoor shoes or socks on at all times when in club. Also please note that Boys and Girls Club spends an enormous amount of time outdoors it is important that your child dress appropriately for the weather conditions. Our policy is that children will go outside until it reaches temperatures below -22 C or above 27 degrees Celsius. (Situation Dependent on wind and other factors) Children who do not have proper outerwear may be refused care if their safety is at risk this includes both winter and summer months.

Enrolment Requirements:

Children ages 12 months (where permitted by the program) – 5 years (children that have not yet attended kindergarten) may attend BGCF ELCC centres. For site specific information, please speak to your Centre Director.

Registration forms must be filled out in full.

Fundraising is one way we can keep costs affordable for everyone. If you would like to help volunteer your time, please notify the Centre Director.

Subsidy is available. Please ask the Program Supervisor for more information and/or you can check online at: <https://www.alberta.ca/child-care-subsidy.aspx>

Personal Information Changes:

It is the parent/guardian's responsibility to promptly notify the program in writing of any changes in address, telephone numbers, health information, and emergency contacts. For your child's sake we ask that all information in your file be kept current. Further, it is a licensing requirement that parents/guardians provide specific pertinent up-to-date information. It is important to the care of all children that that parents/guardians agree to discuss any information about their child that will be beneficial to the smooth and safe operation of the program. We hold any such information in strict confidence.

Meals and Snacks:

At this time, parents/guardians are responsible to provide meals and snacks for their children. **It is the parent/guardian's responsibility to keep staff updated on all food allergies and special diets.** If a child has an allergy or a restriction to any food

please advise the Centre Director.

Medication & Illness:

A staff member may administer or allow the administration of patent or prescribed medication to a child only where:

- The written consent of a parent/guardian has been obtained.
- The medication is in the original labeled container
- The medication is administered according to labeled directions.
- There is written parental authorization on file that allows a child to self-medicate under the observation of staff.

Accident, Illness or Incident:

The Boys and Girls Clubs of the Foothills wants to ensure open communication with all families. Parents/guardians will be promptly notified in the event that your child has a misadventure and appropriate Incident Intake Procedures will be taken.

In the event that a child requires medical attention, an ambulance may be called. Parents will be notified as to the hospital for which the ambulance is destined.

Discipline:

This program will ensure a safe, happy and secure environment for all children through reasonable disciplinary practices which include:

- Setting limits
- Setting standards for behaviour
- Providing explanations
- Providing choices
- Being firm but flexible
- Anticipating the child's needs
- Recognizing child differences in age, temperament and experience
- Ignoring inappropriate behaviour where appropriate
- Distracting and removing the child from the situation

*Behaviour contracts will be implemented for continuing problems

If we cannot resolve the conflict, we will ask your advice and help in solving the problem. If your child is having difficulties with anyone or anything at the program, please let us know.

The Right to Refuse:

The safety of all children in the program is our first priority. If we cannot cooperatively workout a solution for inappropriate behaviour that jeopardizes the safety of the children, or causes constant disruption of the class, that child may be asked to leave the program.

Confidentiality:

This program is regulated under The *Personal Information Protection Act* (PIPA) is Alberta's private sector privacy law. A copy can be found at <http://www.qp.alberta.ca/documents/Acts/P06P5.pdf>

All staff and volunteers must treat student and family information as confidential.

Contact Information:

Shirley Puttock (CEO)

Office: 403-933-7500

Cell: 403-470-0521

Nicole Van Langen (Director of Operations)

Cell: 403-625-8841