

## **Parent/Guardian Guidebook – Cayley Preschool Programs**

Welcome to the BGC Foothills Clubs – Cayley Preschool. We are pleased you made the decision to enroll your child in our Preschool Program. We are looking forward to getting to know you and your child and meeting your childcare needs, and are so pleased to have your child/ren join our Club!

The Preschool Program provides licensed childcare for children ages 3 - 5 years (not attending Kindergarten). Our staff members hold qualifications and training in early childhood development as well as first aid and food safety. At our Preschool Program, we have an open-door policy; if you have any questions, concerns, or feedback you are welcome to speak with the Program Supervisor.

Children should expect to make friends, play games, do fun arts and crafts, and learn through exciting new experiences. This program, like all BGC Foothills Clubs 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 BGC Foothills Clubs 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.

### **Hours of Operation:**

- **Cayley Preschool Program:**
  - Tuesday and Thursdays from 9:00 am – 12:45 pm

### **Enrolment Requirements:**

Children ages 3 - 5 years (children that are currently not attending Kindergarten) who are toilet trained may attend the BGCF Preschool Program. For site specific information, please speak to your Program Supervisor.

Registration forms must be filled out in full. It is the parent/guardian's responsibility to ensure that information on the forms is updated as it changes.

### **Club Closures**

BGCF locations are closed on all Statutory Holidays including:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Heritage Day	Christmas Day
Easter Monday	Labour Day	Boxing Day

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

**Website:** ([www.bgcfoothills.com](http://www.bgcfoothills.com))

Registration Forms and Club information can be found on our website. Keep up to date on our activities through our BGC Foothills Clubs Facebook page (@BGCFCanada) or Instagram page (BGCFoothills)

**Preschool Program – Program Fees:**

\$250/month

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

**Attendance and Payment for Services:**

PLEASE NOTE: Payment for childcare is based on the days that you pre-book and 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 Program Supervisor the Program name and Program ID of your location for your subsidy application.

Payment for services can be made via the following options:

- E-transfer ([bgcftransfer@gmail.com](mailto:bgcftransfer@gmail.com))
- Cheque (made out to Boys and Girls Clubs of the Foothills)
- Cash (please place in a signed and sealed envelope)

**Fundraising:**

BGC Foothills Clubs is a charitable organization dedicated to the personal growth and development of children and youth. We are committed to providing the highest quality programs and services for parents/guardians and their children.

Since 1994, the BGC Foothills Clubs (BGCF) programs have expanded substantially. Growing from a single location in Black Diamond to multiple locations across southern Alberta, the BGC Foothills Clubs continues to provide support to local children and youth living in Eden Valley Reserve, Longview, Black Diamond, Turner Valley, High River, Blackie, Cayley, Foothills County, Nanton, MD of Willow Creek, Vulcan and Vulcan County.

BGCF currently provides programs and services for hundreds of children and youth, 12 months -18 years of age. Programs include but are not limited to licensed Early Learning & Child care Centres (previously known as Daycare), KinderCare, licensed Out of School Programs (including both before and after school programming), School Professional

Development (PD Days), Summer Day Camps, breakfast programs, Food Security Programs, Recreational and Social Development Programs for Youth, Family Outreach Services and Youth Resource Centres.

We rely not only on parent fees but also on grants and fundraising to ensure we can continue to offer these programs, services and activities for staffing, and to buy materials and equipment. To maintain these vital programs, we ask that you support our fundraising efforts. We have regular raffles, bottle drives and meat sales to name a few, your support is greatly appreciated!

### **Volunteering**

BGC Foothills Clubs takes pride in its strong relationships with families and our community and in that we hope that our families will volunteer to support their Club.

There are numerous opportunities throughout the year; playground clean ups, bottle drives, basic maintenance, painting, and décor. Your help and support goes a long way to maintain our outdoor play areas, building and grounds. If you are interested in volunteering in our Club classrooms, please speak to your Centre Director. Prior to volunteering, a complete application including Criminal Record with a Vulnerable Sector Check will be required.

### **NSF Cheques**

NSF cheques will be charged an additional \$25.00 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 the Program Supervisor.

### **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, written (via email or text) for a 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 \$1.00/minute/child after the 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 and socks on at all times when in Club. Also please note that BGC Foothills Clubs 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.

### **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 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.

### **Snacks:**

BGC Foothills Clubs provides healthy snacks for children attending programs. **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 Program Supervisor.

### **Medication:**

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 labelled container
- The medication is administered according to labelled directions.
- There is written parental authorization on file that allows a child to self-medicate under the observation of staff.

### **Illness:**

BGC Foothills Clubs has an Illness Policy in place. We ask that you do not send your child to Club if they have:

- A fever (38 °C)
- Have a continuous cough
- Have thick mucus (green or yellow) from their nose
- Have loose watery bowel movements -diarrhea
- Are vomiting
- Unexplained rash
- Eye redness or weeping discharge from the eye

Children should be kept home for a minimum twenty-four (24) hours if they have any of the

above symptoms. Likewise, should your child be sent home with illness, your child should not return for a minimum twenty-four (24) hours.

If the Club has an outbreak of contagious sickness (determined by AHS) of two or more cases of illness your child should be kept home for a minimum of 48 hours.

### **Accident or Incident:**

The BGC Foothills Clubs 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/guardians 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 for your advice and help in solving the problem. If your child is having difficulties with anyone or anything at the program, please speak directly to the Program Supervisor.

### **The Right to Refuse:**

The safety of all children in the program is our first priority. If we cannot cooperatively work out a solution for inappropriate behaviour that jeopardizes the safety of the children and/or BGC Foothills Clubs staff or causes constant disruption of the program, 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:**

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Nicole Van Langen (Director of Operations)

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