



# HAPPY CAMPERS CHILD CARE LTD.

*"Offering quality child care in the Western Communities since 1992"*

## **PARENTS HANDBOOK - (0-5 years)**

Welcome to our childcare center, where every day is a busy day filled with activities that will foster individual, social, physical, emotional & cognitive growth in a nurturing, fun atmosphere. We believe that every child should have the opportunity to discover their own individuality through both adult guided activities and through free play.

### **HOURS OF OPERATION**

We are open year round, from 6:30 am - 6 pm, Monday through Friday except statutory holidays. Drop off is until 9:30am. No children will be accepted after 9:30am. Please be prompt when picking up your child from daycare. If a child has not been picked up by 6 pm the caregiver will try to contact the alternative person from the authorized pick up list. If that person is unavailable and the parent has not contacted the caregiver within 1 hour after the center closes, the caregiver is required to notify the Ministry for Children and Families. A late fee of \$20.00 per half hour (or portion thereof) per child will be charged. If late pick up is an ongoing problem and reasonable effort has been made to solve it, then notice of termination of services may be given.

### **PROBATIONARY PERIOD**

**Each new child is accepted on a one month probationary period. Happy Campers reserves the right to refuse care.** If a child demonstrates an inability to participate in the regular daily program, parents are expected to arrange alternate care for their child and correspondence will be sent home. If no improvements have been shown in the allotted time frame Happy Campers may terminate care.

### **HAPPY CAMPERS HOLIDAYS - 2017/18**

We will be closed on the following dates:

<b>Monday, February 13<sup>th</sup></b>	Family Day
<b>Friday, April 14<sup>th</sup></b>	Good Friday
<b>Monday, April 17<sup>th</sup></b>	Easter Monday
<b>Monday, May 22<sup>nd</sup></b>	Victoria Day
<b>Friday, June 30<sup>th</sup> (OUT OF SCHOOL CARE ONLY)</b>	Summer Camp Set Up
<b>Monday, July 3<sup>rd</sup></b>	Canada Day
<b>Monday, August 7<sup>th</sup></b>	BC Day
<b>Monday, September 4<sup>th</sup></b>	Labour Day
<b>Monday, October 9<sup>th</sup></b>	Thanksgiving Day
<b>Monday, November 13<sup>th</sup></b>	Remembrance Day
<b>Monday, December 25<sup>th</sup></b>	Christmas Day
<b>Tuesday, December 26<sup>th</sup></b>	Boxing Day
<b>Monday January 1<sup>st</sup> 2018</b>	New Year's Day
<b>Monday Feb 12<sup>th</sup></b>	Family Day
<b>Friday March 30<sup>th</sup></b>	Good Friday
<b>Monday April 2<sup>nd</sup></b>	Easter Monday
<b>Monday May 21<sup>st</sup></b>	Victoria Day
<b>Friday June 29<sup>th</sup> (OUT OF SCHOOL CARE ONLY)</b>	Summer Camp Set Up
<b>Monday July 2<sup>nd</sup></b>	Canada Day
<b>Monday Aug 6<sup>th</sup></b>	BC Day
<b>Monday Sept 3<sup>rd</sup></b>	Labour Day
<b>Monday Oct 8<sup>th</sup></b>	Thanksgiving Day

\*During SD#62 school closures we reserve the right to combine all 0-5 sites

## **EMERGENCY CENTER CLOSURE**

In the event of Happy Campers Child Care having to close due to reasons beyond our control (including but not limited to snow days, earthquakes, fire, flood, health emergencies or teacher's strike) you will be contacted to pick up your child immediately. **There will be no refunds for emergency closures.** However, in the event of more than 5 consecutive business days of emergency closure, fee credits will be calculated and will be applied to your next invoice. Fee credits for the entire closure time cannot be given due to ongoing operating costs. **Please note, if SD 62 closes ALL Happy Campers sites will also be closed. This will include all our ECE and IT centers as well as all OSC centers. This is to ensure the safety of our clients and staff. Thank you for your understanding.**

## **CLOTHING**

Please bring a change of clothes and a pair of slippers for your child to leave at daycare. Please make sure that you send your child in weather appropriate clothes on a daily basis. We will have outside playtime everyday (weather permitting). There will be a bucket available in the cubby room for your child's spare clothes. Please check it & refill on a regular basis. If your child attends one of our infant/toddler centers, please ensure you have enough diapers/pull ups/wipes always on site.

## **STAFF**

All staff have a criminal record check, first-aid/C.P.R, epi-pen training are over 19 years of age and have a Doctor's note stating they are in good health to work with children. All staff have a minimum of 20 hours of child related education, some have their ECA, ECE, IT and/or SN, some have additional training and all are required to continue their professional development on an ongoing basis. If you have any questions, concerns or requests, please feel free to phone the office #250-391-0909 or talk to the manager.

## **FEES**

Types of care	Monthly rates 0-2 ½ yrs	Effective Jan 1/18	Monthly rates 2 ½-3 yrs	Effective Jan 1/18	Monthly rates 3-5 yrs	Effective Jan 1/18
<b>Full Time</b>	<b>\$1050</b>	<b>\$1080</b>	<b>\$895</b>	<b>\$920</b>	<b>\$800</b>	<b>\$825</b>
<b>4 Days Per Week</b> (if available)	<b>\$945</b>	<b>\$975</b>	<b>\$770</b>	<b>\$795</b>	<b>\$700</b>	<b>\$720</b>
<b>3 Days Per Week</b> (if available)	<b>\$710</b>	<b>\$730</b>	<b>\$590</b>	<b>\$610</b>	<b>\$530</b>	<b>\$545</b>
<b>2 Days Per Week</b> (if available)	<b>\$475</b>	<b>\$490</b>	<b>\$395</b>	<b>\$410</b>	<b>\$365</b>	<b>\$375</b>
<b>1 Day Per Week</b> (if available)	<b>\$355</b>	<b>\$365</b>	<b>\$305</b>	<b>\$315</b>	<b>\$215</b>	<b>\$220</b>
<b>Drop in (if available)</b>	<b>\$78.50/day</b>	<b>\$80/day</b>	<b>\$67.50/day</b>	<b>\$70/day</b>	<b>\$47.50/day</b>	<b>\$50/day</b>

\*Drop in attendance is not always an option. Please be sure to check before relying on a drop in space for your child. A \$40 non-refundable registration fee is required at time of registration (new or renewing). This will cover the cost of necessary office work.

If you wish to have a part time position please specify the days you require or attach a schedule. Please note that priority is given to full time children. Should a part time position not be available you will be given the option of a full time position. Cheques are to be made payable to Happy Campers Child Care and must have your child's name written on the memo line. Any subsidy authorization numbers are to be attached prior to registration. Please note that the Ministry does not cover the full monthly cost. Fees have been averaged out over the 12 months of the year and so the fee for December will remain the same even though we have closures. Tax receipts will be issued at the beginning of the following fiscal year. Fees will increase by 2% annually

## **REPAYMENT AGREEMENTS**

Fees are paid, in advance, on the 1st of each month. If pre arranged with Lucy-Ann the fees may be paid on the 1<sup>st</sup> and 15<sup>th</sup>. 2% interest will be charged on all overdue fees. An additional \$25:00 will be charged for each N.S.F. cheque. **THERE ARE NO REFUNDS.** If payment is not received, your child may lose his/her spot at the center. In the event of your child being away for any reason (including but not exclusive to holidays or maternity leave), your regular monthly fee will still be charged to keep your spot. If the caregiver is sick an alternate caregiver will be provided. If we are unable to care for your child, you will be given one month's notice unless there is a behavioral problem e.g. biting, where no notice will be given. If your child puts himself or others at risk, you will be contacted and if the situation is not resolved immediately, you will be asked to take your child home and he/she will not be allowed back. There will be no refunds. No child shall be subject to violence or abuse of any kind.

**\*A MINIMUM OF ONE WHOLE CALENDAR MONTHS WRITTEN NOTICE IS REQUIRED WHEN WITHDRAWING YOUR CHILD FROM THE PROGRAM OR CHANGING TYPE OF CARE (or payment in lieu of notice). E.g. to end care on August 31<sup>st</sup>, written/emailed notice must be received in the office by August 1<sup>st</sup>.**

### **SCREEN TIME POLICY**

There are no TV/s, computers, tablets or screens of any kind used within our ECE/IT facilities.

### **ACTIVE PLAY POLICY**

At Happy Campers ECE/IT centers, all children have outside physical play for at least 1 ½ hours in the morning and at least 1 ½ hours in the afternoon. Many centers stay outside for up to 7 hours a day. We play, learn & explore outside in all types of weather (unless it is a danger to the children and/or staff) so please ensure your child has weather appropriate clothing

### **FOOD & DRINK POLICY**

We promote healthy eating and nutritional habits at all Happy Campers sites. As our centers are juice free, safe drinking water is available for all children at all times and we encourage them to drink as much as they would like. Please remember to send a water bottle with your child daily. We also have a no candy/junk food policy. These foods will be sent home and not fed to the children while they are at daycare. If a child has specific nutritional requirements, we will ensure that all staff at the site knows, understands and complies with these requirements to the best of their ability. We ask that you provide a healthy & nutritious lunch & snacks consisting of 2 servings of fresh fruits and vegetables. Please send fresh fruit rather than gummies as it will curb hunger longer and offer a lot more energy in-between meals that their little bodies require. All centers are nut awareness zones to help with any potential allergies our children may have. Please be aware what you are sending with your child and at all times possible send foods that contain no nut products. If you send "no nut butter" please label it so we know it's safe. We ask that pre packaged foods stay to a minimum and encourage parents/guardians to pack their children's lunches in reusable containers whenever possible. No child is ever forced to eat their food; however, the staff do encourage all children to try their food of choice. Food is never used as a punishment or reward at any center and all uneaten food will be sent home ☺

### **ILLNESS**

All children get colds and through ongoing hand washing and good hygiene habits we hope to minimize the spreading of germs. However, if your child has a communicable disease or if they cannot participate in the regular daily program, you will need to make alternate care arrangements for them. Your child must be symptom free for 24 hours before returning. This includes when staff send your child home sick they may not return prior to 24 hours later. First-aid treatment does not include any form of orally digested medications. Medication will only be administered on the written request of the parent/guardian or upon permission given via telephone to the center for an emergency situation. If your child carries an epi-pen or an inhaler, the office must be informed at the time of registration and a care plan must be put in place in writing to request that the child carries their medication on their person & not have it locked up. Care plan forms are available at the office.

### **TOYS FROM HOME**

New children are encouraged to bring a small comforting blanket from home to help make their transition to a new childcare center an easier one. Toys from home are not allowed except for "show & tell" days (please no weapons, electronic games or items of value) where the toy is shown and then put away.

### **EMERGENCY PLAN & PROCEDURES**

As childcare providers, we are aware of the appropriate procedures. However, as parents you should know the following: a) your child will be kept with us until he/she is picked up, b) no child shall be released into anyone's care other than the parents or persons authorized on the consent form. In the event of an emergency, staff will quickly & safely direct the children out of the nearest and safest emergency exit. They will take them outside of the building where they will meet in the front of the building in the staff parking lot. Attendance sheets, first-aid kits and earthquake kits will be taken outside as well. The emergency cards that you filled out will be used to phone parents and/or persons authorized to pick up the children.

Emergency packs are located at each site. These include tents, first aid supplies, tools, radios, etc. Please make sure you all know where yours is located. You must familiarize your selves with emergency evacuation routes (posted on each parent board). In the event of a tsunami, staff will get all the children & staff into whatever vehicles are available & drive as high as possible e.g. Triangle mountain, the Malahat.

### **RELEASE OF A CHILD FROM A CHILDCARE FACILITY**

Any child registered in our childcare program will need to be picked up prior to 6pm. No child shall be released from our care to anyone other than the parents or persons authorized on the consent form. If an authorized person is unrecognized to the staff on site, they will be required to show photo identification e.g. valid driver's license. If an authorized person comes to pick up a child and appears to be incapable of doing so (e.g. he/she is intoxicated), the alternate person on the authorization form will be contacted. Our staff are obliged to consider the health and safety of

all involved and should a parent/guardian choose to drive while intoxicated, our staff will report this to the police. If staff feel that the health and welfare of the child is at risk, they may also contact the Ministry for Children & Families. Please advise in writing, of any custody agreements that pertain to the child and submit a photocopy of any such court ordered papers.

### **GUIDENCE**

All children are treated with respect here and in return I expect them to treat others with respect. If a conflict occurs, older children are encouraged to problem solve among themselves, whereas with the younger children adult guided problem solving will be implemented. We use lots of re-direction when dealing with negative behavior and "time away" is used as a last resort. It is used if a child is showing potential to hurt someone, hurt themselves or hurt our toys.

### **HEALTH & SAFETY PLAN**

As part of our health and safety plan, we have implemented the following into our daily routine:

- Our qualified staff are here to give your child the highest quality care available.
- Through our pre-school based curriculum we educate the children to identify numbers, letters & colors in preparation for kindergarten although our most important job is teaching socialization, interaction with peers & adults and to nurture the children.
- We have an open door policy, please always feel free to come & visit, perhaps join in with circle time? If you visit, please be prepared to take your child home with you (not many children will be able to handle being left twice in one day)
- All disruptive behavior will be documented internally & that information will be used during communication with parents, (and if necessary) supported child care development consultants and/or Ministry of Children & Families.
- In the event that your child is uncontrollable, we will not physically restrain your child but if necessary we will call you or another authorized adult on your registration form to pick them up. As a last resort, we may have to call 911. This may include, but will not be exclusive to, hurting themselves, hurting others or hurting our toys/equipment.

If necessary we will implement the following;

- Consistent negative behavior will be discussed at a staff meeting where a behavioral guidance plan will be decided on and implemented into the child's daily routine. The parents will be contacted via e-mail, phone, in person or by mail and informed of these decisions.
  - After following through with the guidance plan and if no improvement is noted, then an observation by a consultant from supported child care or the Ministry of Families & Children will be completed.
  - A daily communication book may be introduced to ensure complete communication between daycare staff & the child's parents.
- Suspensions consisting of one day, two days or one week will be used if necessary and as a last resort, expulsion may be implemented.

### **INCLUSION**

The staff at Happy Campers work closely with the Queen Alexandra Centre for Children's Health to try to include all children whatever their level of ability may be. All children will be treated equally, never isolated and all activities will be altered to accommodate all ability levels if & when necessary. Whether the extra support needs are physical, mental, emotional, behavioural or dietary; are severe or mild, we strive for inclusion and integration with all children aged 0 - 12 years old. When children with extra support needs register in our programs, Happy Campers needs to think carefully about whether or not the Centre can safely care for that individual as well as twenty or more other children at the same time. If we are able to accept your child into our program, there needs to be a written plan made in consultation with and agreed to by the parents of the child.

**Step One:** Gather information about the child, their needs and abilities.

**Step Two:** Consider what accommodations, extra staffing, extra training and new procedures might be required.

**Step Three:** Consider the effect this individual may have on our program.

**Step Four:** Decide whether or not our centre is able to provide safe and effective care.

**Step Five:** Create a written plan to care for the individual and include back up plan or alternatives if the plan needs to be revised.

**Step Six:** Implement the Plan and ensure it is successful. Revise and make necessary changes every 6 months.

Happy Campers does not discriminate against a person or class of persons regarding any accommodation or services because of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person(s).

Happy Campers Child Care cannot always guarantee placement for children with extra support needs. We will however, strive to accommodate as many Supported Child Care children as we can, with the understanding that the programming needs of all children must be met in order to maintain the high quality program standards we demand. If we are able to accommodate your child that will require a Supported Child Care worker, it is the sole responsibility of the parents to arrange the contract with Supported Child Development through the Queen Alexandra Centre for Children's Health. This process must be in place a minimum of 1 month prior to the child's enrollment in the program. When this has been completed and we have signed a contract with QA, we will then hire an inclusion worker. The child will not be able to attend the program until a worker has been hired.

Ages & stages questionnaires will be completed at 6 month intervals on all children by the educators and parents.