

Child Care Centre

MISSION STATEMENT

The mission of the Children's Programs is to manifest the love of Jesus Christ by:

- * providing for each child's spiritual development
- * providing children with a safe and respectful environment
- * providing the children with consistent quality care
- * providing developmentally appropriate challenges
- * facilitating the development of the whole child
- * modeling age appropriate expectations
- * providing consistent and clear discipline and guidance methods

ADMISSION POLICIES AND PRODEDURES

The Cridge Centre for the Family provides families with quality child care. We offer:

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| * Child Care for Infants | 6 months to 18 months |
| * Child Care for Toddlers | 18 months to 3 years |
| * Child Care for Preschoolers | 2.5 to 5 years |
| * Preschool | 3 to 5 years; 2 or 3 morning sessions per week |
| * Before and After School Care | Kindergarten through 12 years of age |
| * SunFun (summer day camp) | Kindergarten through 12 years of age |

We at The Cridge Centre believe that there is a need for a holistic approach to Child Care in a safe and respectful environment:

- * We are all unique individuals
- * We all deserve respect
- * We are all entitled to an education
- * Children learn through play and experience
- * A strong and healthy family life is essential to a child's well-being

The Cridge Centre for the Family supports the inclusion of all children with diverse abilities in our programs:

- * We work closely with Queen Alexandra Center for Children's Health, and local Aboriginal Supported Child Development Intervention Program and their multi-disciplinary teams of consultants
- * Our environment has been created to be inclusive for diverse abilities
- * The building and washrooms are wheelchair accessible

The Cridge Centre Child Care programs will provide a one-month provisional period prior to final enrollment. During this time the child is observed and assessed to ensure that he/ she is able to adjust to the new environment and make new friends. For the well-being of the child in the event your child is not adjusting well to the new environment, The Cridge Centre for the Family retains the right to discontinue the enrollment. Parents also have the right to discontinue enrollment in the program during this trial period with full refund of your deposit in either case.

Upon acceptance of a space in our program each family is asked to:

- * **pay a \$100 deposit per child to secure a space; it is held in trust and applied to your final month's fees**
- * pay a \$15 fee to be used toward our Earthquake Emergency Supplies
- * pay a \$40 non-refundable registration fee if enrolling in the SunFun program
- * complete an age-appropriate Ages and Stages Questionnaire (ASQ) for each child enrolled in the Early Childhood Programs; this will provide us with a snapshot of where your child is developmentally upon entry
Note: ASQ's will be updated and discussed with parents regularly

Parents are encouraged to join in the daily activities or to observe. Please check with your child's caregiver to arrange a suitable time.

HOURS:

Nursery: 8:00 am to 5:00 pm Monday to Friday, year round

Daycare: 7:30 am to 5:30 pm Monday to Friday, year round

Preschool: 9:00 am to 12:30 pm on Monday / Wednesday / Friday, or Tuesday / Thursday, Sep through June

School Age Care: 7:30 am to 5:30 pm Monday to Friday, September through June

** Note: SAC is a 10-month program; registrations do NOT carry forward into the following school year

SunFun: 7:30 am to 5:30 pm Monday to Friday, July & August

Closed weekends and Statutory Holidays

All Children's Programs close at 3:30 pm on the last work day prior to Christmas Day and New Year's Day.

Also closed for two Professional Development days at the end of the Summer programs, prior to the start of the new school year; these days may fall in either August or September, depending on the calendar.

LATE DROP OFF:

In order for your child to enjoy the Child Care experience fully, he/she must be at the Centre by **9:30 am**. Please inform the Centre by 9:30 am if your child is going to be late or absent. Most planned learning activities start shortly after 9:30 am. The Centre may not be able to accommodate your child in another room when he/she arrives after the class has left for an outing.

LATE PICK UP:

A late fee is charged to the parent when the child is **not** picked up by **5:30 pm (Nursery – 5:00 pm; Preschool – 12:30 pm)**. Please call the appropriate program as soon as possible when you are going to be later than your usual pick up time. You will still be charged a late fee, but it will avoid involving Social Services, who are notified if a child is not picked up by closing time. Please see page 6 for a complete list of contact numbers.

If staff are unable to contact you or any of your Emergency persons within 30 minutes of the program closing time (Pre-school-12:30pm, Nursery – 5:00pm, all other programs 5:30pm) staff will phone the Social Worker on duty to collect the child. A note on the front door will inform you where to pick up your child.

The late pick-up charge is \$1 per minute per child.

For more than 2 instances of late pick-up within a 30-day period the charge increases to \$2 per minute per child.

STAFF:

The staff-to-child ratio is in keeping with the Community Care Facility Act (Child Care Regulation). The Daycare and Preschool staff is licensed to practice in BC as Early Childhood Educators and as Infant & Toddler Educators where applicable. The School Age Care staff has appropriate qualifications.

The Centre provides work experience and practicum placements for students from:

- * University of Victoria
- * Camosun College
- * Secondary Schools of Victoria
- * Volunteer Enrichment Personnel

All staff, students and volunteers must submit to a Criminal Records Review, and all staff must have a current First Aid certificate, as per licensing requirements. All staff are required to wear ID at all times while on duty, and you will be able to identify staff this way.

MONTHLY FEES:

	<u>April 1, 2020</u>	
Nursery:	\$ 812.00	6 to 18 months (includes diapers)
	\$ 717.00	19 months to 3 years (includes diapers)
Daycare:	\$ 575.00	30 to 36 months
	\$ 725.00	3 to 5 years
Preschool:	\$ 184.00	3 to 5 years (Tue / Thu mornings)
	\$ 276.00	3 to 5 years (Mon / Wed / Fri mornings)
Kindergarten	\$ 80.00	Kindergarten, from 7:30 to 8:45 am
	\$ 265.00	Kindergarten, from dismissal to 5:30 pm
	\$ 310.00	Kindergarten, morning and afternoon care
School Age Care:	\$ 130.00	Before School Care, from 7:30 to 8:45 am
	\$ 315.00	After School Care, from dismissal to 5:30 pm
	\$ 410.00	Before and After School Care
SunFun – KDG age (weekly)	\$ 180.00	Completed Kindergarten in June
SunFun (weekly)	\$ 205.00	Completed Grade 1 to 12 years

PAYMENT POLICIES:

- Payment options are: cash, cheque, debit, or credit card.
- All fees are due by the 1st of each month; you are welcome to leave a series of post-dated cheques in the payment box in the Child Care Centre lobby,
- Or you can arrange for automatic charges to a credit card or withdrawal from a bank account; contact the Accounting Office to do so.
- When a Child Care space is offered and accepted, we require a \$100 deposit which will be held in trust to be applied to your final month's fees, provided we are given four weeks' notice of departure. The space will not be confirmed until the deposit is received.
- Once a space has been accepted by the parent or guardian and the child is subsequently withdrawn prior to starting in the Centre, a 15% administration fee will be withheld from the original deposit (the balance will be refunded).
 - Spaces are prepaid on a monthly basis; there are no refunds for sick or vacation days.
 - To hold your child's place for a 4-week or more vacation period, the space must be paid for in advance.
 - If you wish to remove your child for a 4-week or more vacation period, they will be placed on a waitlist for their return date for the next available placement; there will be no guarantee as to which room they will be placed.
 - Refunds for organizational disruption of service will be dealt with on a case-by-case basis.

AFFORDABLE CHILD CARE BENEFIT:

ACCB is available from the BC government. For more information check the ACCB website: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children>, or contact the ACCB Service Centre at 1-888-338-6622. Whether eligible or not, the parent is responsible for all amounts payable to The Cridge Centre. This includes the expected amount of ACCB, the remaining parent portion, and any other applicable fees.

LICENSED AND INSPECTED BY:

VIHA Community Care Facilities Licensing, Provincial Child Care Facilities Licensing Board, Ministry for Children and Family Development, and the Victoria Fire Marshall.

“PART-TIME CARE” INFORMATION for Early Childhood Programs only:

Parents are always welcome to inquire about part-time availability. As a family organization, we endeavor to help in any way possible. We may be able to assist with part-time options of two or three days per week in any of our Cridge Early Childhood Programs.

If there are two families with the same aged child who have compatible Child Care needs, they may be able to share a space (ie: one family needs care for their child on Monday and Friday, and another family needs care on Tuesday, Wednesday, and Thursday). If this is the case for you, please let the program Manager know if you would like us to inquire of other parents about a shared space. Should such an arrangement be possible, fees will be charged on a per day basis. As with full-time spaces, fees are based on registered days, not attendance. Should such an arrangement come to an end due to the withdrawal of the other child, you will be given thirty days notice, as well as the option of moving to the available full-time spot.

If you have any questions or concerns regarding these conditions, please discuss them with the program Manager.

HEALTH AND SAFETY:

The Centre is committed to providing a safe and healthy environment. Therefore, when a child displays the following, parents are asked to make alternative care arrangements:

- * A persistent fever (38.8 °C or higher)
- * Symptoms such as unexplainable rashes, vomiting, diarrhea, chronic cough, or pink eye
- * Becomes ill at the Centre or develops new symptoms
- * Is too ill to enjoy the activities

A child who has been home with fever, vomiting or diarrhea may return to the centre once he/she has been symptom free for 24 hours

The Centre must be contacted within 24 hours if your child contracts a communicable disease (ie: chicken pox). Other parents will be made aware of the presence of such disease. After a suspected or confirmed communicable disease a child may only return to the Centre with a written medical consent.

MEDICATIONS:

First Aid by the Centre's staff will be provided without any form of medication. The Centre will attempt to contact the parent or an authorized person prior to any medical treatment of a child. The Centre's staff will administer medication (prescription and / or non-prescription) **ONLY** at the written request of the parent **and** according to the doctor's orders or current instructions as noted on the **original container. (All medication must remain in the original pharmacist's container or packaging).** All medications must be kept in the Centre's locked medicine box in the fridges. Your child's caregiver will be able to assist you.

Non-prescription medications must be pre-approved in writing by your family physician. Blank forms are available from the program's Manager or Coordinator.

Children who are taking any prescription medication may return to the Centre 24 hours after the start of the medication, provided the child does not display adverse reactions to the medication. **Children who are being treated for impetigo or conjunctivitis (pink eye) may return to the centre 48 hours after the start of medication provided lesions are dry(impetigo) or there is no discharge from the eyes(conjunctivitis).** The Centre's staff will not administer medication that is added to food or beverage of any type unless directed in writing by prescription, the physician, or as part of a pre-approved care plan.

GUIDANCE AND DISCIPLINE:

The Centre recognizes and respects each child's uniqueness and individuality. Therefore, the Centre's staff will provide the child with the freedom to explore, experience, problem-solve and learn through play. The staff will address the behaviour rather than the child when assisting the child in finding appropriate ways of expressing feelings. All children are on a 1-month probation to assess our ability to meet the child's needs. For more detailed information on this subject, please see the Guidance & Discipline Statement.

FOOD AND DRINK POLICY:

In Nursery, Daycare, and full-day School Age Care or SunFun programs, parents are required to provide healthy snacks and lunch based on the recommendations of the Canadian Food Guide.

Preschool parents are required to send a healthy morning snack, and a well-balanced lunch.

A healthy afternoon snack is provided daily for children registered in our School Age Care program.

Milk is encouraged for meals and water is made readily available at all times. For children in the Early Childhood programs we recommend that juice be limited and suggest that it be diluted 50% juice with 50% water to limit its sugar content.

Due to numerous allergies in the programs, nut products are limited to children registered in the Daycare in Rooms 112 and 117. All other classrooms (Nursery, Preschool, School Age Care, and Daycare Rooms 2, 7, and 103) are nut-free. From time to time other food products may be limited due to classroom allergies. For the safety of all children in our programs please watch for notices indicating other allergy concerns.

Between 7:30am and 9:00am children from multiple classrooms will be in the Daycare opening rooms; to ensure the safety of the children with allergies, only fresh fruit will be allowed for consumption.

From time to time group lunches may be planned. When doing so food choices will be made with healthy eating in mind. We will continue to promote healthy eating at all times with the children in our programs. Please inform us ahead of time of any allergies, health concerns, or specific foods that may be limited for your child.

As noted in our Medications section, The Centre's staff will not administer medication that is added to food, milk, or juice unless required by prescription, or as part of a medically pre-approved care plan.

ACTIVE PLAY

Children in our programs will be provided with a minimum of 60 minutes per day of outdoor active play (may be indoors in the event of extreme weather). This will include both un-facilitated play initiated by the children themselves (including pick-up games such as soccer, hockey, and building with found materials such as water, sand and blocks) and facilitated activities such as structured games and planned activities (including PISE – Physical Literacy, Richardson Sport, dance programs and other educator / leader led games).

Children will be provided with daily opportunities to climb, run, jump and play cooperatively to the best of their abilities both in our playground and on our surrounding property in a safe and healthy manner.

SCREEN TIME

There will be no screen time provided in our Nursery (6 mos-3 yrs.) program.

Screen time in all other programs with children 2.5 yrs. and older will be limited to no more than 30 minutes/day. This includes television, computer and electronic games. Screen time may be accumulated to provide extra time for special movie days in these age groups.

PROGRAM SPECIFIC INFORMATION:

➤ Nursery, Daycare, and Preschool:

Parents are to provide the following:

- A healthy morning snack and a well-balanced lunch (for Preschool)
- A healthy morning and afternoon snack, and a well-balanced lunch (for Nursery and Daycare)

Note: Some of our children may have peanut allergies – please check with staff before bringing anything that may contain nuts

- A current photo (updated every year)
- Two complete changes of clothes
- A pair of boots and rain gear
- A pair of slippers
- Hat and sunscreen where applicable

➤ School Age Care:

SAC fees include Early Dismissal and one Pro D day/month

A top-up fee of \$8 per day per child is charged for September full days, Christmas and Spring Break registrations

All food from home must be 100% nut-free

Please do not bring personal electronics, valuables, or special toys from home (** See Note at bottom of page)

➤ **SunFun:**

For children currently enrolled in our SAC program who already have a deposit on file:
A \$40 non-refundable registration fee is required when the SunFun application is submitted

For all children new to SunFun:

The above noted \$40 non-refundable registration fee must be submitted with the SunFun application.

As well, a \$100 deposit is required to guarantee a space in the program; this will be applied to the final week's fees, or held in trust if the child is also enrolled for the September School Age Care program.

Parents are to provide the following:

- A healthy picnic-style morning snack and lunch (all food from home must be 100% nut-free)
- Swim suit, towel, sunscreen
- Appropriate clothing and footwear (no sandals) for vigorous play as well as beach activities
- Backpack

After a space has been accepted by the parent / guardian, if the child is subsequently withdrawn a 15% Administration fee will be withheld from the deposit. The remaining balance will be refunded if 6 week's notice is provided. If Notice is less than 6 weeks there will be no refund.

➤ All Programs (except SunFun):

A mandatory, one-time fee of \$15 per child is required to contribute toward our Earthquake Emergency Supplies

To comply with Child Care Licensing requirements, we must keep a photo of every child in our confidential records (it will never be used for publicity and will not be accessible for public viewing); photos will be updated every September.

Additional event specific photo permission requests will be distributed from time to time to be used for student projects, social media use and/or advertising.

**** Note: All Items brought to the Centre should be clearly labelled with your child's name. The Cridge Centre for the Family is not responsible for any lost, stolen, or destroyed personal property.**

CONTACT NUMBERS:

Child Care Office	250-995-6416	Manager
	250-220-8573	Assistant Manager
	250-995-6405	ECE Support Worker
Nursery:	250-995-6401	Classrooms
Daycare:	250-995-6408	Classrooms # 2 and 7
	250-995-6417	Classroom # 103
	250-995-6422	Classrooms # 112 and 117
Preschool:	250-995-6423	Classroom
SAC / SunFun:	250-995-6407	Coordinator
Accounting:	250-384-8058	

IT IS THE PARENT'S RESPONSIBILITY TO:

- **give one month's (4 weeks) written notice prior to withdrawal from the Centre;** you will be charged for one month's care after notice is received, even if your child is no longer attending; any deposit on file will be applied to the final month's fees
- pay the first month's fees prior to your child's first day at the Centre
- pay all subsequent month's fee prior to the 1st of each month
- pay the minimum parent's portion for every registered child if ACCB is involved
- notify the Accounting Office if you foresee a delay in payment
- notify the program Manager or Coordinator of any changes to the original registration form
- sign your child in and out every day he or she is in attendance
- arrange for alternate care when your child is too ill to participate in daily program activities