

Children's Discovery Centre



At **Children's Discovery Centre**, children and families are celebrated, honoured and empowered. Our program focuses on building strong, positive and caring relationships with every child. Our curriculum is based upon a respect for nature and our environment, for ourselves, our families, our friends, our community, for education, and for our unlimited potential and opportunities.

We believe that a child's work is to play! As such our curriculum is a play-based and child centred. We focus on the well-being and joy of each child while instilling and encouraging a child's natural creative zest, sense of wonder and need to investigate. With care, play, learning and formative development; skills such as language, social-emotional development, and gross and fine motor skills will flourish.

Children's Discovery Centre is open Monday to Friday, 7:30am-6:00pm. We offer Before and After school care for school aged children (7:30am - 6pm) Group Care for Children aged 30 months to school aged (8:00am - 5:30pm) and a Preschool program from 8:00am – 11:30am



Children's Discovery Centre

Parent Handbook

Revised Jan 2020

Our Programs

Children's Discovery Centre offers 3 programs to suit your childcare needs.

Preschool Morning Program: Preschool mornings are in session from September to June. (including SD69 Spring Break) as well as July and August. *Please note that Preschool during the summer months is optional and space permitting. The centre is closed on all statutory holidays (which include Boxing Day and Easter Monday) and for the SD69 Winter Break. A summer break will be implemented starting 2021 with dates to be announced . **Please note we are in session on all SD69 Professional Days throughout the school year.** We offer Preschool for children 30 months – 5 years old. (**must be turning 3 by December 31st of the registered school year) **Monday-Friday from 8:00-11:30am**

Preschool / Group Care Full Day Program: Preschool / Group care will be open year-round but will close on all statutory holidays (which include Boxing Day and Easter Monday) and for the SD69 Winter Break. A summer break will be implemented starting 2021 with dates to be announced. We offer Preschool / Group care for children ages 30 months to Kindergarten age.

Monday-Friday: 8am-5:30pm

Before Kindergarten: 7:30am-8:45am school bell

After Kindergarten: 2:50pm school bell-6pm

Group Care – School Age: Group care for children School age - 12 is offered in the Multipurpose Room located in Qualicum Beach Elementary School. Group care will be open year-round but will close on all statutory holidays (which include Boxing Day and Easter Monday) and for the SD69 Winter Break. Group care is open on all SD69 Professional development days as well as over Spring Break. A one week summer break will be implemented starting 2021 with dates to be announced. We offer a fun program with lots of outside/gym time and a shared “snack attack” at least twice a week.

Monday – Friday: 7:30am-6pm

Before School: 7:30 – 8:45am school bell

After School: 2:50 school bell – 6pm



The Curriculum

PRACTICAL LIFE: These exercises relate directly to daily living; they are everyday activities that the children observe being carried out in the world around them. While learning self-care and social interaction skills, the children gain independence, competency, confidence and respect for their surroundings.

By exploring and manipulating materials, they develop fine motor control, and bodily parameters, which is essential for future coordination and development.

SENSORIAL: These activities help children gain skills in organization, sequencing and spatial awareness. Children’s senses are refined as they explore concepts of colour, shape, size, weight, volume, texture, taste, smell and sound.

These skills are the thoughtful building blocks for problem solving abilities, mathematics and later years learning.

LANGUAGE: Storytelling, drama, singing, and sound games enable children to learn the phonetic sounds of the English language. Phonetic and whole language learning is encouraged,

and basic letter recognition, formation, printing skills will be taught as individual children become ready.

MATHEMATICS: Math concepts and materials involving counting, sequencing, patterning, organizing, building, measuring, comparing, and estimating are integrated throughout the children's day. Also usual routines such as block building, puzzles, sensory bin manipulatives, play dough, rice, sand and water play, art, drawing, and movement, children develop the groundwork for confident engineering and mathematical thinking.

ART: The children will have access to a variety of art supplies and mediums. Nature, the seasons, cultures, and the world around us will be represented and explored. Children are offered art activities to inspire creativity, self-expression, seasonal awareness, artistic development, fine motor, colour, shape and textural learning opportunities.

MUSIC: Music is an integral component of our daily rhythm. Children are musical creatures; making up their own songs, sounds and tempos to suit their moods and activities. Circle times are composed of songs, chants, and lyrical storytelling. Musical instruments will be available, and are used to enhance songs, teach rhythm, encourage listening skills, and promote a love of music. Joyous and spontaneous singing is always welcomed during our days together!

IMAGINATIVE PLAY: Children's play is truly their work. Through their playing, they learn, explore, discover, experiment, manipulate, project, estimate, express, dream, problem solve, set boundaries, relate and prepare themselves to live in and with the world around them. Materials from nature, textures of fabric, toy animals, household items and interesting found objects are provided for fantasy play; props to create dramatic scenarios as rich and varied as the children who imagine them.

PHYSICAL ACTIVITY: Daily physical activity, both indoors and out, provides opportunity for children to feel physically comfortable within their bodies, allows for the development of both fine and large motor skills and coordination, encourages healthy living habits, and contributes to a positive mind-body image. The children will have time each day for physical activity. We will run, jump, skip, crawl and climb outside, go for nature walks, tackle obstacle courses, participate in sports play, and enjoy a variety of dance styles and dramatic creative movement. We encourage "Appropriate Risk Taking" in play, to develop body awareness and self recognized parameters and boundaries in children.

INCLUSION: Children's Discovery Centre welcomes all children, including those with unique learning needs and abilities. We believe that an inclusive curriculum teaches compassion, empathy, cooperation & diversity; enriching the learning experience for all children, families & staff in our program.

SNACKS AND LUNCHES:

We promote healthy and wholesome eating practices.

We have a scheduled morning snack time, lunch time, and an afternoon snack time.
We sit and eat together.

Families are asked to please provide their own healthy food choices.

WE STRIVE FOR A LITTER-LESS LUNCH POLICY: To reduce waste, please send snacks and lunches in labeled, reusable containers. Garbage will be sent home.

Please send labeled individual water bottles for use at Children’s Discovery Centre.

Water will always be available for the children to drink.

You will be required to send a nutritious snack and drink with your child to Preschool each day. Please limit the amount of snack to 2-3 healthy choices. If your child is staying for the full day please send a lunch and enough food for 2 snack times. A microwave is available. We ask that you please not send any candy and limit sweet/sugary treats.

On certain occasion/holidays we will have snack sharing days. A sign-up sheet will be made available and we will ensure that dietary restrictions and allergies are respected, and a variety of foods are available. If your child has a dietary restriction/food allergy we ask you to please leave some “treats” at the centre for your child to have on hand in case there is a snack sharing without sufficient notice.

For those children attending After Kindergarten care, please remember to pack an extra snack for your child which they will be able to eat upon arrival to After Kindergarten care. This snack can be kept in a separate bag or container so it is easier for your child to save it for After Kindergarten care 😊 .



Children’s Discovery Centre Policies for Care:

ACTIVE PLAY POLICY

Active Play promotes healthy growth and development. Active Play helps children learn to control their bodies and enjoy movement. Active Play helps build strong bones and muscles, improves balance, coordination, and assists in the development of fine and gross motor skills. Active Play helps to promote a child’s confidence, sense of self and imagination. It improves concentration and thinking skills. Active Play allows children to safely risk-take and establish

physical boundaries for themselves, and it provides opportunities to develop social and emotional relationship skills.

At Children's Discovery Centre, children have daily opportunities to engage in Active Play. We schedule a morning and an afternoon unstructured Outside Active Play time ensuring at least 60 minutes outside, as well as spontaneous outings, gym time, neighbourhood walks and adventures and physical activities throughout the day / week. Our preschool program offers at least 40 minutes of unstructured Outside Active Play. During inclement weather, our Active Play components of our programming are conducted inside, and include: yoga, dancing, marching, obstacle courses, music and movement activities or use of the gym if available. Children are encouraged to move their bodies and prolonged sitting activities are limited.

ALLERGIES

In order to provide safe and healthy care, it is essential to maintain a complete and up to date medical history of your child. Please fill out in detail the medical information section on your child's Registration Form, which will be kept confidentially on file. All allergies will be posted within the centre for quick reference. Should your child's medical information change, please inform Michelle as quickly as possible to ensure the continuity of safe and healthy care.

ARRIVING, DEPARTING & PARKING

Please allow some time at drop off to help your child get ready for their day. (ie: hang up backpacks, change into indoor shoes, wash hands before play time...)

If your child needs to leave earlier than scheduled, please notify your teacher.

Please always walk your child into the centre and sign your child in and sign them out at pick up time (please include your signature with pick up time).

If children are picked up late, they may feel a sense of abandonment.

This is especially true if they are the last child left at the end of the day and have seen all their friends leave before them. The children may then associate this feeling of abandonment with being in care, which can provoke anxiety. In order to provide a positive experience for your child, please arrive promptly for pick up.

If you need to speak with your teachers, please understand that arrivals and departures are very energy-charged and high-traffic times for the centre. I will do my best to accommodate your concerns in a timely fashion. You are always welcome email any concerns at anytime and I will strive to reply in a timely manner.

There is parking available in the school parking lot. ****Please DO NOT PARK IN THE DROP OFF CIRCLE** as this is a drop off area only. Remember our number one priority is the safety of ALL children. Bicycle racks are available at the front of the building/school entrance. Please use the

front our side entrance (*Room 140) of the school building. The entrances/exits are open during the hours of 7:30am – 6:00pm

***** LATE PICK-UP FEES: a CASH charge of \$10 for each 15minute (or portion of) late: Past 11:30am for Preschool mornings and for past 5:30pm for Group Care will be applied to all late pick-ups that are not pre-arranged. This fee is to be paid in full before the child's next day in care. Receipts are not issued for late fees. *****

*** Preschool mornings have the option of booking a drop in full day if space is available. Please speak with Michelle if you have questions about extending a Preschool morning.**

If the designated person does not arrive in a timely manner (within 30 minutes) to pick up your child from care, efforts will be made to contact an alternate pick-up, as listed on your registration forms.

If we are unable to find an alternate pick-up for your child, the Ministry of Children & Families will be contacted, and the child released into their care. This policy is mandated by Licensing, for the safety and security of your child.

RELEASE OF CHILDREN POLICY

When anyone other than the parent or guardian who usually takes your child home is asked to pick up your child from care, the following procedures **MUST** be followed, as mandated by VIHA and the Ministry, for the safety of your child:

- The child will **ONLY** be released to those individuals listed in their registration package. **This information must be in writing. Verbal permission alone is not acceptable.**
- Picture ID may be required. This is not for embarrassment; rather, a safety precaution. If the ID does not match our records, the child will not be released.
- You may add or delete the names on your filed pick up list at any time.
- **In cases of divided families and custody issues, a copy of all pertinent court orders relating to your child **MUST** be in your child's file at the centre for us to comply with them.** Please remember that such files are strictly confidential, and essential for the safety of your child. For Miss Michelle's FCC to legally restrict parental pick up, copies of current court documents are necessary. *For the safety of children and staff, in the event of conflict; (ie: estranged parents or family members arriving to pick up children when legally disallowed) the RCMP may be called.*

Under NO circumstances will a child willingly be released to a person (including a parent / guardian) who appears to be incapable of providing the necessities of care to the child. (ie: intoxicated, incapacitated or violently abusive.) If this situation arises, the child will remain in our care, and the centre will attempt to contact an alternate authorized person to pick up the child. We may be required to inform the Ministry of Children and Families or call the RCMP in such a situation.

ATTENDANCE

Please notify the centre by 9:30am if your child is ill, will be absent, or if your family will be away. This allows us to accordingly schedule our day. Thank you. **Refunds are not given for missed days of care.**

During extended times of absence such as a family holiday if ONE MONTHS NOTICE is given you will not be charged for this time. Prearrangements must be made with Michelle.

BIRTHDAYS

A birthday is an exciting day for a child. We will sing “Happy Birthday” and the birthday child will receive a birthday crown and a gift that they choose from our gift box. If you wish to bring something to celebrate your child’s birthday, please inform the teacher a few days in advance, so that if there are any allergies, alternate arrangements can be made. **Please help us limit the amount of sugar/food colouring used with birthday treats as many children are sensitive to these products. Mini muffins are a great alternative to sugary cupcakes 😊.

Also, please let us know if you chose not to celebrate your child’s birthday at the centre.

BITING

Biting is a common developmental process in children. However, Ministry guidelines state that biting is a serious issue requiring careful attention.

All bites will be recorded, and parents notified. Any bite that breaks the skin requires the writing of a critical incident report, and the immediate contact of both families, so that they may seek medical attention if desired. Biting that becomes a pattern will require an action plan to support the child, interrupt the biting pattern, and redirect behaviour into safer and more appropriate activities.

Repeated, aggressive biting will result in the biter being sent home for the day, for a period of time, or dismissed from the program. In such cases, it is the parents’ responsibility to ensure that alternate childcare is available.

CHANGES IN INFORMATION

Please notify the centre immediately of any family changes.

These include changes in contact information: phone numbers, addresses, place of employment, medical / allergy information, drop-off and pick-up information, family dynamics: an expected birth in the family, a death, divorce, stress, etc.

No change is too small to mention, as your child’s behaviour, health and safety may be affected by even the smallest difference. If there is a matter you would like to discuss privately, please notify Michelle, and arrangements will be made for a convenient time.

COMMUNICION

A newsletter will be available in the classroom. This will help inform parents of special events, fieldtrips, topics for interest and other parent news. Parents are invited to contribute to the newsletter if they would like. Reinders and other important information for parents will also be posted near the sign in desk or notice board by the classroom window by our door. PLEASE REMEMBER TO CHECK. **THIS INCLUDES SCHOLASTIC BOOK ORDER FORMS!** Please ask your teacher for more information.

CUSTODY AGREEMENTS

If a child custody dispute is in progress, but no documentation is available, be advised that we can not legally restrict a parent's access to pick up a child.

If your family has specific legal custody arrangements that you would like Children's Discovery Centre to honour, we require dated, legal, court-written documentation. Such information will be kept on file and is strictly confidential.

CLOTHING

A full change of clothing – including socks and underwear – is required as well as non-slip indoor shoes to keep at the centre (placed in a ziplock bag labelled with child's name and left in your child's cubby. **Please label a footwear, backpacks, water bottles & lunch kits with your child's first and last names.** Playing and learning can often be messy. Please dress your child in play-friendly clothing. **The children will be expected and encouraged to manipulate their own clothing as best they can.** To help your child feel capable and confident, we appreciate your cooperation in dressing your child in easy to put on / take off clothing. Elastic waistbands, leggings, snaps, zippers, big buttons, and Velcro are all empowering, child friendly and help the centre work towards our goal of encouraging self-help skills.

As **we plan to go outside every day**, please ensure that your child's clothing and shoes are appropriate for the outside weather. Think seasonal layers! Send hats during sunny, hot weather; raincoats, muddy buddy pants, and rubber boots during wet weather; warm coats, mittens and toques during chilly weather. Please send extra changes of clothes!

If you desire, please apply sunscreen to your child during sunny weather.

CLOSURES & HOLIDAYS

Children's Discovery Centre will be closed for all statutory holidays. We will close for a Christmas break (2 weeks following the District's calendar). A Summer Break (1 week to be determined) starting in 2021. Tuition will be prorated.

CLOSURE DUE TO POWER OUTAGES

In the event of a power outage the centre will close due to safety issues and according to SD 69/QBES. Parents may be notified to pick up their children from care, your understanding and cooperation are appreciated. Refunds are not given for closures due to power outages.

CLOSURE DUE TO INCLEMENT WEATHER

In the event of centre closure due to inclement weather, parents will be notified as quickly as possible. ***Each weather situation will be assessed individually to ensure everyone's safety.*** We will err on the side of safety. Children's Discovery Centre closures will follow the SD 69/QBES closures. Local radio (88.5 FM) and local TV news stations as well as the School District website will have this information in the mornings. Your understanding and cooperation are appreciated. **Refunds are not given for safety closures due to snow.**

DISMISSAL POLICY

It is our desire to never dismiss a child from the centre. All efforts will be taken to avoid this measure; we strive to build a committed partnership between staff, families, and, when appropriate, extra community support. In the unfortunate event where it becomes apparent that Children's Discovery Centre is unable to meet the specific needs of a child and their family, any unused portion of paid fees will be prorated (less one week's fees) and refunded. If the centre dismisses a child from the program, the parent will be responsible to pay one week's worth of fees starting the day of dismissal, and the amount remaining within the month of dismissal will be refunded.

EMERGENCY PROCEDURES

As a VIHA licensed childcare centre, committed to the safety and well-being of the children entrusted to our care, Children's Discovery Centre will practice routine fire and emergency drills. The Emergency Evacuation Plan is posted within the centre. Our space and programming will also be routinely inspected for health, safety and developmentally appropriate practices by VIHA Community Care Facility Licensing Officers. These VIHA Licensing reports will be posted online.

In the event of a natural disaster occurring, we are prepared to care for children until such time as parents are able to pick up their children. Children will only be released to parents or persons listed on the registration forms. If you are unable to reach the centre, or to send someone for your child, please listen to m88.5 FM (or call 250.248.4211 – emergency announcements) for important information and direction. If you are unable to reach the centre via the regular phone line you may call QBES phone line at 250.752.9212 (Emergencies only – between 8:30am – 3:15pm)

Children's Discovery Centre is equipped with emergency supplies to provide care for children and staff for up to 72 hours after an emergency.

GUIDANCE POLICY

Appropriate behaviour in the classroom and on the playground is taught, modelled and encouraged by the staff at Children's Discovery Centre.

Self-discipline and self regulation are taught to the children by modelled examples and supported through teaching. Positive reinforcement ("catching them being good") is a very powerful acknowledgement for children. Limits and expectations are stated positively

whenever possible. For example, “We take care of each other. Gentle hands. Inside we walk. Water stays in the sink...” The physical environment of the centre is intentionally set up to promote the successful growth of each child’s abilities and management skills.

All behaviour is a form of communication. When dealing with conflict situations, staff will gain the child’s attention in a respectful way, address the child on his or her level, face to face, acknowledge the child’s individual feelings, and encourage the child to communicate his or her thoughts verbally.

Appropriate choices will be given, and each child’s integrity will be protected.

When necessary, the child will be redirected to a more appropriate activity. Through consistent boundaries, respectful, gentle intervention and thoughtful staff observation and support, the child’s budding emotional and physical self control, verbal and social skills, and creative problem-solving skills will blossom.

Natural and logical consequences are excellent teaching tools for empowering children to be capable, self-sufficient and confident. These will be used whenever appropriate and safe. In certain challenging situations, a child may be asked to take a quiet time out of play to regain self control. The child will be supervised at these times.

Violence, bullying, hurtful teasing and rude language are not acceptable behaviours for our centre and will not be tolerated by children or adults. Parents will be advised of any such behaviour, and we will work together to find a positive solution.

We understand that children are learning the differences between acceptable behaviour, and behaviour that is socially undesirable or cruel. We are naturally a part of this learning curve. The key is to discern between mean-spiritedness, which is not acceptable, and awkward social skills, which require understanding, patience and supported education to allow all children to grow and succeed socially and emotionally.

Children’s Discovery Centre supports the guidance and discipline philosophies as outlined in the VIHA Ministry booklet “Guiding Children’s Behaviour.”

HOLIDAYS AND SICK DAYS

Fees will not be charged for any holidays/vacation if **ONE MONTHS NOTICE IS GIVEN** and at the directress’ discretion depending on frequency and length of time away requested within the duration of a registered space at the Children’s Discovery Centre.

Unfortunately, sick days, play dates with friends, or absences for any other reason are non-refundable and we are not able to switch/substitute days once they are booked. You are able to add additional days, space permitting. You will be invoiced separately for any added days.

ILLNESS POLICY

Control of communicable illnesses amongst children in care is a primary health concern. For the health, safety and comfort of all children in care. **CHILDREN WHO ARE VISIBLY ILL MUST BE**

KEPT HOME. KEEP YOUR CHILD HOME FROM CARE if he or she has exhibited any of the following symptoms within the past 48 hours:

- Fever of over 37.8 degrees Celsius orally, or 37.2 degrees under the arm.
- Diarrhea, vomiting or upset stomach.
- Severe skin rashes.
- Pinworms: Keep children home 48hrs AFTER treatment.
- Any communicable disease as defined by the Ministry of Health Booklet.

KEEP YOUR CHILD HOME FROM CARE if he or she has exhibited any of the following symptoms within the past 24 hours:

- Severe coughing.
- Discharge from eyes, nose, ears or open sores. (including pink eye & cold sores) -Signs of a newly developing cold.
- Extremely tired or fussy behaviour, indicating the possible onset of illness

Head Lice. * We have a “Nit-Free” Policy! *

Children must be kept home until ALL live lice & eggs (nits) are completely gone. (This requires intense home intervention. Please see Michelle for more info) REFUNDS ARE NOT GIVEN FOR DAYS MISSED DUE TO ILLNESS.

We are very firm on our illness policy! It is absolutely crucial to the health, wellbeing and daily functioning of the families and staff of our entire centre! If you have any questions about whether or not your child should attend care, please call before bringing your child to school for the day. **If centre staff assess upon entry that your child is too sick to attend, and should not be in care, you will be asked to take your child home again. Thank you for your patient understanding and cooperation.**

If your child should become ill while in care, we will make them as comfortable as possible while we phone a parent or emergency contact to pick up the child so that he/she can recover peacefully at home with those they love best. **It is the Parents’ responsibility to ensure that alternate childcare is always available in case of such a situation.**

If your child is ill or will be absent for any reason, PLEASE CALL THE CENTRE TO LET US KNOW. IMPORTANT FOR KINDERGARTEN CHILDREN: You must call the centre separately from calling the school to inform of their absence from the Children’s Discovery Centre.

Log on to www.healthlinkbc.ca or call 811 for access to non-emergency health information. (24/7) **NOTE: We ask all children to wash their hands upon arrival to our classroom.**

IMMUNIZATIONS

For Licensing purposes, it is mandatory to keep all immunization records current and up to date. Please inform centre staff when new immunizations are given so your file can be adjusted accordingly. Children do not need to be immunized to attend Children’s Discovery Centre. If you

are not following the BC immunization schedule for your child, please write this clearly on your Registration Form.

MEDICATIONS AND SUNSCREEN

Parent-supplied medication, including skin creams, lozenges, over the counter products and SUNSCREEN, will be administered to your child ONLY upon the receipt of a completed permission form, and ONLY if the medication is in its original container with the instructions clearly stated by a physician, in the case of prescription medicine, or in the dosage indicated as appropriate on the container for non-prescription.

Please provide sunscreen for your child (label) to keep at the centre. We will ensure that sunscreen is applied as needed during the day

ORIENTATION

A visit prior to starting Preschool and/or Group care will be arranged for the child and his/her family. We wish to make the transition into Preschool and Group care a smooth and enjoyable one, but often the moment of saying good-bye is a difficult time for a child and/or parent. From experience, we feel that it is often easier for the child to say good-bye to their parent when the parent has discussed the experience beforehand and the parent is consistent when it is time to leave. Discuss with your child your intention to leave, but to not prolong the event, as this tends to make the process more difficult for the parent and the child in the long run. Say good-bye in a kind but true manner and reassure your child that you will be back to pick them up when Preschool or Group care is finished for the day. If you and your child are finding this difficult, please talk to your teacher so that they can help you in easing the separation. Certainty breeds security. Be consistent and loving, and your child will have a smooth and happy start to Preschool and Group care.

REFUNDS AND WITHDRAWAL POLICY

Children's Discovery Centre requires one month's formal written notice for the withdrawal of a child from our program or for changes made to scheduled days. Failure to provide one month's written notice by the first of the month will require the full payment of one month's regular child-care tuition fees. You may add additional dates, space permitting, which will be invoiced separately. Payments for added days / or drop in days is due at the time of booking and the day is considered booked at that time and therefore non-refundable.

The first month of care is a trial period and either you or the centre has the right to annul the Policy Agreement if either party is unsatisfied with the arrangement. Any fees paid during the trial period are non-refundable.

If Children's Discovery Centre is unable to complete scheduled programming, any post-dated cheques held on file will be returned to the family, and all refunds will be pro-rated.

There will be no refunds given for children's sick days or family holidays (that have not been given One months notice to Michelle).

NOTE: To maintain your child's space Children's Discovery Centre, regular tuition payment is expected in full, on the first of each month. **Tuition refunds are NOT given for missed days of care due to occasional childhood illnesses, or unexpected closures due to acts of nature.** Due to our full enrolment schedule, missed days of care are not transferable to "make-up-days". This includes families on government subsidy payments.

Please consider monthly tuition fees "rent" to hold a space for your child.

If the school closes due to a strike and we are UNABLE to use the facilities, a credit will be given. If a teacher is unable to attend due to sickness or personal absence a qualified substitute teacher will take over his/her duties in the program, so that the program may continue as usual. In the event that a suitable substitute teacher is not available, and the program is cancelled, a refund will be issued and is usually in the form of a credit to the next month's invoice.

TOYS

Please avoid bringing home toys to the centre. We have found from past experience that it is better if a child DOES NOT bring their own toys from home to play with at the centre. Please encourage your child to use the toys and equipment available at the centre. Please speak to your teachers if you have any questions. We will have a sharing time (Show and Share) during the year where your child will be able to bring something such as a toy or other item into the class to show and share with friends for the day. A schedule of these sharing days will be sent out in the newsletter. A blanket or stuffy may be sent from home for Quiet Time.

TOILET TRAINING

Children attending the Preschool, or the Group care program must be toilet trained. This includes using the toilet independently and being able to tell the teacher if they need to use the toilet. Please speak with Michelle if you have any questions about our centre's toileting expectations.

TUITION PAYMENTS AND FEE SCHEDULES

Preschool/Group Care Full Day

Full Day Tuition 8:00am – 5:30 pm \$45/day

Preschool Tuition 8:00am – 11:30am \$25/day (increased from \$20 beginning Sept 2020 to account for longer

Before and After School Care Kindergarten

Before Kindergarten 7:30am – 8:45am school bell \$13/day

After Kindergarten 2:50pm school bell – 6:00pm \$19/day

Before and After Kindergarten \$26/day

**Full Day Tuition on Pro D Days or Holiday Schedule 7:30am -
6:00pm \$34/day**

Before and After School Care – School Aged

Before School 7:30 - 8:45 am school bell \$12/day

After School 2:50pm school bell – 6:00pm \$17/day

Full Day Tuition on Pro D Days or Holiday Schedule 7:30am - 6:00pm \$32/day

Please note that fees are subject to change. A two month notice will be provided for any rate changes.

REGISTRATION FEE: A registration fee of \$30.00 is required at the time of registration for any child attending Preschool and or Group care and will ensure your child has a placement in the program. The fee is non-refundable. The registration fee is due at time of registration for each school year attending until Kindergarten care.

FEES ARE PAYABLE IN ADVANCE OF CARE BEING PROVIDED. Invoices will be emailed prior to the 1st of each month.

We prefer tuition to be paid by E-Transfer; we also accept cheques & cash. E-transfers can be sent to childrensdiscovercentre@shaw.ca. Please make cheques payable to The Children's Discovery Centre. Please note we are unable to issue any change at the centre so please ensure exact fee amounts only.

It is the Parent's responsibility to ensure that tuition fees are paid in advance of care, on the first day of each month. Please speak with Michelle if you have concerns or are needing to make payment arrangements. Fees received after the 5th of the month will be subject to a \$15 late payment fee. This fee will increase by \$10 if payment has not been received by the 15th plus an additional \$10 if not received by the 30th. Accounts remaining overdue will be reviewed by the directress. Parents should note that their child may not be able to return to the centre until

their account is paid in full. If the account remains overdue, a termination notice will be sent to the parents. Late or neglected payments may result in Court Action.

Money issues can be a sensitive area for caregivers to deal with. Please remember that Miss Michelle's Family Childcare Centre will be providing exceptional care for your child, and that the emphasis for the centre is on your child's education, growth, safety and enjoyment, not bill collection.

Please Note: Late or neglected tuition payments may result in the termination of your child's care space. There will be a \$40 (cash) charge for any NSF cheque, paid in advance of care. Tax receipts will be issued once a year with the yearly total before that last day of February of the following year.

Families on the **Affordable Childcare Benefit** are asked to meet with Michelle to determine the parent-portion of fees and are required to keep their application up to date.

It is the parents' responsibility to ensure that completed renewals are submitted to the Ministry ON TIME, to prevent the interruption of tuition payments.

If subsidy is not renewed, regular tuition fees will be charged, payable in CASH. Failure to pay tuition may result in the termination of your child's care space.

VIOLENCE:

We have a ZERO TOLERANCE policy for malicious violence.

Each situation will be addressed individually & documented. Parents will be notified. Children (or their family members) who act violently towards other children of staff may be sent home, suspended from care, or asked to leave Children's Discovery Centre permanently. RCMP may be called in extreme situations.

IN CONCLUSION:

Children's Discovery Centre strives to build open relationships of partnership with families through honest, clear, effective communication, up to date registration information & developmentally appropriate programming, to facilitate the positive, healthy growth and education of the Whole Child: Heart, Head and Hands. ***Thank you for taking the time to read the Parent Handbook. Please ensure you sign the Handbook/Policy Agreement attached to the registration forms.***

CONTACT:

The Children's Discovery Centre is located in room 140 of Qualicum Beach Elementary School.

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