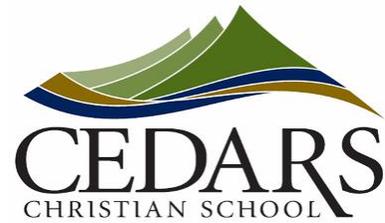


The Association for Christian Education of Prince George

Operating Cedars Child Care



Firmly Planted, Deeply Rooted, Growing Strong

CEDARS CHILD CARE POLICIES & PROCEDURES

PROGRAM INFORMATION

Cedars Child Care operates during regular school days from September to June. Fees are charged monthly for 9 months from September to May to take into consideration the 2 week Christmas & Spring Breaks. Fees are due the 1st of the month and can be paid by Pre-Authorized Debit, recurring credit card online, debit, credit card, cash or cheque.

FEE STRUCTURE

For the 2012-2013 School Year, the fee structure is as follows:

- 2-days per week: \$120 per month per child
- 3-days per week: \$180 per month per child
- 5-days per week: \$250 per month per child
- Drop-In fee: \$ 20 per day if and when available

REFUNDS & WITHDRAWALS

No repayment of fees shall be given for days missed due to illness, vacation, school closures, special events or statutory holidays. Parents/Guardians shall provide one month's written notice to withdraw their child from the Cedars Child Care Program. In the absence of such written notice, the fee for the following month shall remain due and payable.

LATE PICK-UP PENALTY

Parents/Guardians will ensure that their child is picked up from the After School Care Program by 6:00 pm. If parents are late, a penalty of \$10.00 for each 15 minutes will be charged to their account starting at 6:15 pm.

ALTERNATE PICK-UP

To ensure the safety of the children in our care, parents/guardians are required to give advance written consent to staff if their child is to be picked up by someone not listed as authorized to pick the child up on the Registration Form. We will ask for identification to confirm that your child is being released to the authorized person. Your child's safety is our first concern.

INFORMATIONAL CHANGES

Please notify us promptly in writing at childcare@cedars.bc.ca of any changes in address, telephone numbers, health information, emergency contacts, or authorized pick up contacts.

ATTENDANCE RECORDS & SECURITY

Licensed childcare programs are required to keep accurate and current attendance records. In order to ensure the safe release of children into the care of their parent(s) or authorized designate, parents (or designate) are required to sign their child out each day. We ask that parents call the Main Office by 8:00 am if their child will not be attending that day. To help us with planning and staffing, please advise us of dates that your child will be away on vacation.

PRIVACY

Your privacy is important to us. We require each family to complete a Release of Information consent form. We are required to have a picture of your child for our records. Pictures will be taken during the first days of attendance in order to ensure accurate and complete records.

SNACK

Parents shall provide a nutritious snack for their child(ren) attending Cedars Child Care and are advised to avoid sending pop, candy, and other sweets. For the safety of children with severe nut allergies, we ask that no nuts, nut products, or peanut butter be included in the snack provided.

ALLERGIES & DIET RESTRICTIONS

It is the responsibility of the parent to advise us of any allergies or dietary restrictions that apply. For our protection as well as the child, we require a list of all allergies, along with a note from the doctor stating recommended treatment. Children requiring epipen treatment must provide this to be kept on the premises.

HEALTHY PRACTICES

To promote a safe, healthy environment at our facilities, hand washing is included as part of our routine for staff and children. Hand washing is practiced before and after eating snacks, after using the toilet, and after blowing the nose. Staff members model and encourage healthy practices such as covering mouths when coughing or sneezing, proper use and disposal of tissues, etc.

In order to preserve the health of all of the children and caregivers at Cedars Child Care we ask that children who are ill be kept home until fully recovered. Any child who is not well enough to

participate in regular activities including outdoor play, or who cannot attend school, should be considered too sick to attend Cedars Child Care. Sick children are generally more comfortable being cared for at home, where they do not pose a risk of infecting others. While this is not always convenient for parents, we appreciate your consideration and understanding. We all want and need to stay healthy. If your child develops a fever or becomes ill, we will notify you and ask that he/she be removed as soon as possible. In the event that a child requires medical attention, staff reserves the right to call an ambulance or medical practitioner to ensure the safety of the child. Any costs incurred are the responsibility of the parent.

We will want you to be aware of any minor incidents that occur during your child's time with us. If your child should be involved in any misadventure, we will provide you with details on an Incident Report Form. The form will be signed by the Child Care Coordinator. At pickup time, the parent will be asked to sign the form which will become part of your child's file.

EMERGENCY PROCEDURES

In the unlikely event of an emergency, we have procedures in place to evacuate the children from the building. Monthly fire drills will be conducted in compliance with regulations to ensure that we are all prepared. Once children are removed according to our procedure, we will proceed to the muster area. All parents will be notified and asked to pick up their children.

MEDICATION

Please inform the Child Care Coordinator should your child require the administration of medication.

In the event that a child requires medication, the Child Care Coordinator may administer, or allow the administration of medication only once written consent has been provided by the child's guardian. Any medication is required to be in the original labelled container and will be administered according to the labelled directions.

Cedars Child Care will ensure the following information is recorded:

- the name of the medication;
- the time of administration;
- the amount administered; and
- the initials of the person who administered

For the safety of all children in the program, medications (excluding those that may be needed in an emergency) will be stored in a locked container that is inaccessible to children.

CLOTHING & PERSONAL BELONGINGS

Please send your child dressed appropriately for play activities, both indoors and out. A pair of indoor shoes will be required by all children for comfort and safety.

Remember that outdoor play activities are offered year round. In cold weather, boots, snow pants, mittens, and a hat will be required.

Unfortunately, we cannot be responsible for any items of clothing, jewellery, toys, or other items that may be lost or broken while in care. A lost and found box is located in elementary wing of the school should any items become lost.

PROGRAMMING

Your child's day is carefully planned by our caregivers, who provide a predictable, comfortable daily routine, with opportunities for choice and self-direction. Within the daily routine, meaningful, educational play experiences are offered. When planning activities, we consider the interests and abilities of individual children, so that successes and the enjoyment of participation can be shared by all children. The program is balanced so that activities contrast and complement each other. Opportunities are available each day for snack, physical activity, play, quiet and active times, group and individual activity as well as time to complete homework.

DISCIPLINE & BEHAVIOUR GUIDANCE

The development of self-control and socially appropriate behaviours is a process requiring caregivers to have an understanding of the developmental levels of individual children. This is particularly true in a mixed age grouping (ages 5 through 12) such as ours. Younger children require caregivers to recognize that consistent testing of limits is part of developing a healthy sense of self. The more advanced language skills of the older children allow caregivers to discuss the inappropriate behaviour with the child and find solutions together. Caregivers are encouraged to use a variety of methods of behaviour management depending on the child and the particular situation.

Simple, clear limits are established. Our expectations for each child will be clear and applied consistently by all caregivers. Caregivers will intervene when a child's behaviour becomes unacceptable. The child may need to be distracted or redirected to an alternate activity. The child's feelings will be acknowledged and caregivers will offer reminders of the limits in a calm, accepting manner.

All children are praised for their accomplishments and helped to feel increasingly competent, successful and self-controlled. Caregivers will model appropriate behaviour and problem-solving techniques by using respectful words and gestures in their own dialogue throughout the day.

Unacceptable discipline methods include physical punishment of any child (hitting, spanking), any harsh or degrading methods that humiliate or cause loss of self-respect, isolation, withholding food, clothing, or other personal items.

Parents are assured that we will communicate any concerns in this area, as working together consistently is essential. We encourage parents to communicate regularly with child care staff and to share any concerns.