

Fine Art of Play Childcare

32420 7th Ave Mission BC V2V 2B5 604-287-3463

Experiencing Christ's Love at Play

Parent Handbook

'Let the little children come to me and do not hinder them, for to such belongs to the kingdom of Heaven' Matthew 19:14



Welcome to Fine Art of Play Childcare

Dear Families,

We would like to take this opportunity to thank you and welcome your family to Fine Art of Play Childcare. We prayed that the families that came to the center were guided by God, and will feel welcome. We look forward to providing your child with a fun-filled and Christian based childcare experience.

At Fine Art of Play Childcare we strive to and are committed to creating and maintaining a cooperative partnership with our families. If you ever have any questions or concerns regarding the center's operations, please do not hesitate to bring them to the attention of the center's staff or management. Your feedback is important to maintain and enhance the care needs of your child(ren) and the other children within the programs. As a new member to Fine Art of Play Childcare, please take the time to familiarize yourself with the policies in the parent handbook, and upon completion, sign and return the Agreement form in your parent package. Please keep the handbook for easy reference during your child's stay at the center. Thank you for choosing Fine Art of Play Childcare. We thank you for your cooperation and your ongoing involvement and collaboration.

Vision Statement

Experiencing Christ's love at play.

Mission Statement

Sharing, teaching, and modeling Christ's love to children and their families while providing quality and affordable care to the Mission community.

Philosophy

The program that is provided at Fine Art of Play Childcare is a safe and secure environment for each child to learn, grow, and develop as a whole with the health, safety, and dignity of each child being the utmost priority at all times. The Childcare is dedicated to providing each child with a respectful and loving care that is done while educating the children of Christ's love for them. The view of the child growing as a whole includes promoting cognitive, social, emotional, spiritual, and physical development.

Providing consistency, respect, social commitment, spiritual awareness, and a positive attitude that will help develop a well-rounded, curious, happy child. The program will be make available a proper release of energy and scheduled rest by using gross motor skills both inside and out doors, throughout the daily program. Our week will consist of healthy nutritional options, manners club, phonics, biblical education, daily devotions, and much more. Fine Art of Play Childcare supports the needs and values of the whole family including each of its members, and any sensitive issues that involve the parent/guardians. Fine Art of Play Childcare encourages the participation of the parents within the center.

Statement of Ministry

Fine Art of Play Childcare, believes in God the Father, the Son, and the Holy Spirit. We believe that scripture is God breathed. We believe that Jesus was born of the Virgin Mary and became God in the flesh. He came to earth to save us from our sins; He died on the cross so that we can have eternal life. We believe He died on the cross, was buried, and on the third day, He rose again, something only God can do.

Our faith, being modeled to the children in our center, gives them the ability to understand and explore their relationship with God. We believe that any family should have the opportunity for a safe Christian environment allowing their child to learn and play while they are at work. Jesus said, 'Let the little children come to me and do not hinder them, for to such belongs to the kingdom of Heaven' (Matt 19:13 ESV). We at Fine Art of Play Childcare believe that nothing is impossible with God and are excited to incorporate daily devotions and Bible days to teach the children that enter our center about our beloved Lord and Saviour.

General Information

Fine Art of Play Childcare is a Licenced childcare group center under the Fraser Health Authority adhering to both Community Care and Assisted Living Act and Child Care Licensing Regulation. Accepting ages birth to 36 months in the Infant Toddler Care program, 2 1/2-6 years in the Preschool program, and 6-12 in the Out of School Care program.

Center Information

Office Number: 604-287-3463

website: fineartofplay.com, email address: fineartofplay@gmail.com

Physical address: 32420 7th Street Mission BC V2V 2B5

Mailing address: Po Box 3097 Stn Main Mission BC V2V4J3

Hours of Operation: Monday - Friday - 6am to 6pm.

Childcare Closures

Fine Art of Play Childcare operates all year round. September through June will be structured based on public school schedule, with the exception of Spring Break, as we are open during this time. The center is closed during statutory holiday, weekends and **two weeks closure over the Christmas holidays** which will be the same as the district 75. This is so that all our families can celebrate the holidays together.

In the event of "School Closure" due to weather condition or other emergencies, Fine Art of Play Childcare will also be closed. Please listen to our local radio station Star FM 98.3 or log on to www.sd75.bc.ca for more closure information. Our answering machine will be updated by 6:30am if there is a closure.

Fine Art of Play Childcare will give 48 hours notice of any closures due to the Mount Calvary Lutheran Church hosting a funeral. The Church will do their best to have funerals on the weekend. We are sorry for any inconvenience.

Holiday Closures Days:

BC Day

Canada Day

Good Friday

Easter Monday

Victoria Day

Labour Day

Thanksgiving Day

Remembrance Day

Family Day

Free Day Passes

Just the parent portion qualifies for a free day pass in the case where there is Government Subsidy. For each type of care there is a free pass system. For a child registered full time they are given ten free passes a year. A child who comes four days a week in a month receives eight free day passes. A child who comes three days a week will qualify for six free day passes a year. A child coming two days a week receives four free day passes. A child coming to Fine Art of Play one day a week will qualify for two free day passes a year. These passes allow the child to have unpaid days of absence. The passes are to be given with a written two week notice and include date of return, and do not roll over to the next year. Record of free day passes will be kept in each individual child's file if a parent wishes to see.

Registration and Enrollment

Children who are in Fine Art of Play Childcare on a full time basis have enrollment privileges for a new admission of a sibling into our program. New admissions shall be enrolled on a first come, first serve basis. Upon enrollment, parents will be given registration forms to complete in full, no exceptions. The cost of the registration fee is \$20 for the first child, and \$5 for each other sibling, covering the cost of paperwork, and other items involved in starting. There is also a deposit of 1/4 of the monthly cost. Payment for the deposit is needed to hold a space for care. Each child will have a file that contains information including: registration forms, medical and immunization records, current photo, consent forms, emergency information and any other information relevant to the child's health and safety needs all of which will be completely confidential and secure. All matters within the childcare will be held in complete respect and confidentiality. Parents are asked to provide an emergency kit for each child yearly. This pack is listed on the front page of the registration page. In the summer, the parents (if possible) and children will participate in a teddy bear picnic to use the emergency kit and replenish any items that have expired and/or need updating.

Drop Off Policy

We ask for all children to be dropped off between **6am to 10am**. This helps all children to be in the same daily routine for snack and circle times. *(If you would like your child to be able to participate in the daily art activities please arrive for **9:30am**)* If you have a scheduled appointment and will be arriving after 10am, please do let us know that you will be late by 9:30am or earlier, then there will be no late fee. *(We prefer a days notice if it is available)* If there is no scheduled appointment and you arrive later than 10am there will be a \$5.00 late fee.

Late Drop off and Pick up Fees

Late fees apply to families who pick up their children later than the contract's stated time. The fee is equal to \$1.00 a minute per child past 6:00pm unless alternate arrangements have been made with Fine Art of Play Childcare prior to pick up. This fee is payable in cash on the day of occurrence to the center. Late charges will also stay in effect.

Government Subsidy

Government subsidy is available to qualifying families through the Ministry for Children and Families. Parents/guardians are responsible for paying any financial differences between subsidy allowance and the program's fees this is known as the Parent Portion. Subsidy does not cover your child's registration fee or deposit. To be considered for childcare subsidy, please ask any staff member for a subsidy package. You may be eligible for subsidy depending on the number of people in your family and your net family income. Families will be notified one month before authorization will end and renewal is required. If you have any questions, concerns or need help through the process (even the paper work), please feel free to ask. Parents/guardians are responsible for paying the Parent Portion. It is policy that we at Fine Art of Play Childcare fax any items needed for subsidy, thank you for your co-operation on this matter.

Arrival

Arrival is a very important time in your child's day and runs from 6-10am (please see Drop off Policy). It is a time to communicate with the center, and share any information or concerns you may have of your child's night or expectation of the day. All parents are required to sign in their child, along with the time dropped off before leaving. Be sure that staff are aware that you have arrived. The center is not legally liable if your child has not been signed in. Our daily sign in forms have a space for comments, which should be filled in regarding a different phone number the parent/guardian can be reached at that day or other changes that may be out of the ordinary.

Departure/Safe Release Policy

Upon departure, parents must sign their child(ren) out, including the time picked up. It is important that you let it be known when you and your child are leaving. If someone other than yourself is picking up your child and they are not listed on the registration form, the program manager must be informed prior to pick up. This notice will have to be in writing, either via email, handwritten, or faxed to the center. In an emergency situation, a voice mail can be used until a note can be given. The center will only permit your child(ren) to leave with authorized individuals of legal age, identification may be required. Please ensure that employees have full information if there is legal documentation specifying custody/ guardianship of limited access for your child, please refer to the Custody Agreement Policy. Children will not be released to anyone under the age of 19 years, even if the adult is around. When picking up children from the outside play area, extra caution will be necessary due to the extreme dangers of the parking lot and the ravine. Please ensure that all children are hand lead to the safety of the vehicle.

Absences

If your child will not be attending for the day, please notify the center in advance or by 9:30am that morning. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. We have children and families that require drop in and we would like to have the option open to them if the space is available for the day.

Out of School Care

School drop-off and pick up is a very serious matter. If pick up by Fine Art of Play Childcare is not necessary and we are **not notified** the child becomes absent and therefore a missing child, which would then cause warrant for a search. This will delay pick up to the other children and puts them at risk as well. There will be first a written warning that the center needs to be notified **not** to pick up, then if we are not notified a second time there will be a twenty dollar fine to the parent. There will be an increase of five dollars for every other time we are not notified in advance. Morning (am) is anytime from 6am-7:45am. Due to the bell schedule we will need all children here for morning drop off by 7:45am to make sure all children are at school on time. Afternoon (pm) is from 2pm-6pm and if you do not need pick up we will need to know before 1:45pm, via phone call, text or in person.

During the summer schedule we ask that all children are in attendance by 9:30am so we can depart for field trips and other outings, and we will arrive back at the center by 4:30pm at the latest.

Clothing and Personal Possessions

Parents should ensure that children wear appropriate seasonal clothing and are prepared for the weather. For example, boots, toques, mitts, summer hats, sunscreen, etc., as the children will spend a portion of the day outside, weather permitting. The children are encouraged to participate in games and activities and will have a more pleasant and enjoyable time if they are wearing comfortable clothing. Some activities may be messy; children should be dressed appropriately, in comfortable, washable clothing. "Good clothes" should stay home. All children need to have a change of clothing kept at the center as well as muddy buddies (puddle pants) in the rainy season.

Please be sure to label all clothing and possessions. It is recommended that items of value be left at home. The childcare has a “lost and found” area, please check frequently and take home items that belong to you. Although the center attempts to help children stay organized, the center cannot be responsible for lost personal property. All children are required to have light indoor shoes that are to be left at the center during the year, for both comfort and for emergency reasons. Fine Art of Play Childcare children may bring a small cuddly toy and blanket that they would prefer to using during nap time for additional comfort that will be left here during the year. If this is a special toy and requires coming home daily, this is up to the parent to remember to bring to and from the childcare. If there is a scary or inappropriate image on a child’s clothing we may ask for the item to be worn inside out.

Diapering / Washrooms

Infant Toddler Care: If your child is still in diapers, the parent is to provide enough diapers for the day including diaper cream and wet wipes, as well as two changes of clothes. If a child is in the washroom with a teacher (*and it is not your own child*) please give them privacy. Washrooms are only open to an adult if empty.

Toys from Home

We ask that toys, costumes, and jewelry be left at home except on sharing day as it may lead to difficulties with sharing and/or broken or lost toys. Any of the above that is brought to the childcare will be placed in the child’s cubby till pick up time. If it is a continual issue we may ask the child to donate the item to the center for us all to share.

Halloween

On Oct 31st, feel free to send your child dressed in Black and Orange. No costumes please. If you choose to send candy as a treat for the days following halloween, please keep 3 pieces per day as the max. Thank you for your cooperation.

Nutrition

Food is a very important part of your child’s active day and provides a healthy pick me up. There will be sufficient time provided and encouragement for your child to eat. Staff will sit with the children to model appropriate eating and social skills during group mealtime. Children are supplied a nutritious snack for each morning and/or afternoon session they attend. Parents are to provide a lunch daily. Candy, pop, gum, chocolate bars or similar sugar filled snacks lacking nutritional value are discouraged or will be set aside to eat after they first have something healthy. Snacks may be kept at the center for those days when your child needs a little something extra. For all childcare groups there will be cooking experiences so please inform staff of any sensitivities or allergies your child may have during registration. We do serve two snacks daily and it is included in the monthly fees. We ask that all children taste one bite before choosing if they like it or not and can then be excused. The monthly snack schedule is always available for everyone to read on the regular fridge in the kitchen. We ask that you send ice packs in your child’s lunch kit for items that need to stay cold with the exception of milk cartons/jugs and medications. These items should be labeled and can then be stored in the regular fridge.

Peanut Butter, Allergies and Sensitivities

We are a peanut friendly building. This means that if you would like to send a peanut butter sandwich you can. If you are not serving your child any item due to allergies or sensitivities please let us know and we will be happy to work with you (for alternative diets we may ask parents to provide the items). Please see nutrition above for snack information.

Field Trips and Outings

The Out of School children may be taken on a variety of program outings. All trips will be pre-planned and parents will be informed about such trips prior to taking place (with the exception of short outings in the immediate neighbourhood – parks). There may be associated costs involved and parents will be given adequate notice. We a

lot for one full day a month during the school year within your fees, any days after will have an extra cost. This is a different cost than the field trip fees. Every effort will be made to keep costs to a minimum.

One permission form (transportation form) will be filled out at the beginning of the year for all field trips. Parents must sign these forms in order for the child to participate in any outing away from the center. Grandparents and other family members are welcome to participate upon the program manager's consent.

Transportation Guidelines for Children in the Fine Art of Play Childcare Vehicle for Purposes of Field Trips or School Transport:

- All children must be adequately restrained according to legislation using child safety seats and seat belts.
- Staff transporting children are covered by both business insurance and ICBC while transporting.

Scholastic

At Fine Art of Play Childcare we partake in scholastic. It is a great way to grow children's imagination and love of reading. Scholastic orders run only during the school year. One order form per family will be available on the first of the month and will be placed in the youngest child's cubby. All orders are due the week of the 20th and can take a few weeks to come in. If childcare fees are one or more months behind, scholastic orders will be held until fees are caught up.

Health and Safety Policies

Medical Information

Medical history, immunization records and drug allergies must be up-to-date with copies provided to the center. These records will be kept in your child's file. The employees must be notified in writing regarding any medical concerns about your child (i.e. allergies, asthma, special medication, etc.). A list of children with allergic reactions will be posted in the kitchen for cooking reference. It is the parent/guardians responsibility to transport medication back and forth from home and daycare, our staff will do their best to remind or locate the medication in an easy to find location.

Immunization

All children must have on record their current immunization records at the time of entry into the program. If a child has not immunized and there is an outbreak of any disease, the child will not be able to attend until the outbreak has been controlled, and Fraser Health approves us to re-open. If your child contracts a communicable disease, notify the center immediately so that other families can be alerted. A doctor's written health clearance will be required before a child's return following a communicable illness. It is the parent's responsibility to bring in any updated immunizations to keep the child's file to date.

Other Health Issues

Lice can be a normal part of childhood. Though it is normal it does upset the balance of the childcare and the other families that participate. In the case of lice, children that have white nits, or live bugs will be asked to be picked up as soon as possible. Children who have been sent home due to lice can not return until the hair is nit free. If a child is consistently dealing with the infestation of lice (once a month for more than three months), withdrawal may be necessary.

Medications

The parent must sign a medical consent form before an employee is permitted to administer prescription or non-prescription medications to your child. This is in accordance with provincial regulations. The parent/guardian is required to provide written authorization with instructions for administering the medication. The medication must be in the original container clearly labeled with the child's name, drug name, dosage and time(s) to be given. Non-

prescription medication to be administered by the childcare only for instances such as teething will need a medical form completed by the parent and verbal consent. If the child has a fever or requires tylenol or other non-prescription medication, they are too sick to attend and pick up will be necessary. The “Administration of Medication” form will need to be completed prior to administration.

Health and Illness Policy

A child sent home due to any of the below symptoms need to be without the symptoms for 24 hours before returning to the childcare, we are sorry for any inconvenience. This includes being on medication for an entire 24-48 hours depending on doctors advice. We appreciate your help in keeping our space, children and staff germ-free.

Parents are advised to keep their children at home or to seek alternate care arrangements if their child is suffering from one or more of the following conditions:

- Any complaints of unexplained or undiagnosed pain.
- Evidence of new or worsening symptoms.
- Signs of a newly developing cold or severe coughing.
- Unusual or unexplained loss of appetite, fatigue, irritability or headache.
- Any discharge or drainage from eyes, nose, ears or open sores.
- Difficult in breathing – wheezing or a persistent cough. A fever over 100° F/37.9° C orally or 99° F/37.9° C under the arms. (please note our thermometer instructs to add .5 to under arm readings)
- Infected skin or eyes or an undiagnosed rash.
- An intestinal or stomach disorder, including diarrhea, cramps, loose stool, nausea, or vomiting.
- Severe itching of body and scalp.
- Children with known or suspected communicable diseases.
- Children too lethargic to engage in play or other scheduled activities.

Children who become ill with any of the above symptoms will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend childcare that day, please call the center before bringing your child in. In the event of a communicable disease, the parents shall be informed to seek alternate childcare during the illness time period, for the benefit of the other children. A doctor’s note of wellness will be required stating that the child is fully recovered and may resume participation at Fine Art of Play Childcare. A child sent home due to any of the above symptoms needs to be without the symptoms for 24 hours before returning to the childcare, sorry for any inconvenience. We appreciate your help in keeping our space, children and staff germ-free.

Health and Wellness

Fine Art of Play Childcare cycles through all the toys monthly for disinfecting and sanitizing. Some toys may need this done more often and will be cleaned after it has been in a child’s mouth or any other reason that requires cleaning. Other items within the center are cleaned daily, weekly, bi-weekly and monthly. If you have any questions, please let us know and we would be happy to show you our cleaning sheets.

We supply toothbrushes that are donated by ABC Dental, and replace them at the start of every new season and if a child has a major illness.

Concerns or Complaints

If you have any concerns, complaints or questions about a staff member, a volunteer, a child, another parent, or any policies and procedure, please follow the means below:

1. Discuss the matter with the staff member or parent involved.
2. If the matter still has not been resolved to your satisfaction, contact Barb Krueger and/or Cassandra Rostek. We are more than willing to come up with a care plan or arrangement that is common ground for everyone.

3. If after discussion with the owner/operator you feel the matter has not been resolved to your satisfaction, the owner/operator will direct you to a Licencing officer that can help resolve the issue.

Our goal at Fine Art of Play Childcare is for a smooth, easy transition between home and childcare. Our policies and procedures are a starting ground for parents and we are willing to work with you to figure out what is best for your family within the limits of our program.

Facility Access

There is a doorbell on the right side of the front entrance to the Childcare. This doorbell is to ensure the safety of all within the facility. All persons wanting access into the facility will need to ring the bell. If the person is unknown to staff, identification will be needed before the door is opened. Above the doorbell there is a sign informing all who come to the center of the facility access policy and how ID is required to those unknown to staff.

Guidance Policy

Discipline or guidance is done while appropriate behaviour is occurring as well as before, during and after a displaying of unacceptable behaviour. The purpose of guiding young children is to develop impulse control, self-discipline, responsibility, and positive attitudes while learning appropriate and acceptable behaviour patterns. Additionally, it assists children in developing respect, empathy and self-confidence in their interactions with others. Children's behaviour and overall development is influenced by their personality, their environment, the other children in the center and adults that care for them. Guiding, caring and modeling will show children limits that are: understandable, simple and consistent. Our guidance strategies are to be proactive and to prevent undesirable behaviours while maximizing opportunities for desirable behaviours. Each child is a priority, and Fine Art of Play Childcare believes in positive and constructive guidance rather than punishment. When a child exhibits negative behaviour, we will always let the child have a chance to explain and work through the problem with the encouragement and positive influence of the teacher. The first step in correcting a negative behaviour will be to let the child verbalize the problem and brainstorm a solution with a teacher's assistance. Solving issues together will offer the child the chance to understand the needs of themselves and those around them. Fine Art of Play Childcare will help children build a solid foundation of problem solving techniques and acceptable social behaviours for their future. Guidance will be based on schedules, routines, and transitions; It is the framework from which children gain: trust, security, and order. Meeting children's needs throughout the day requires that time be appropriately balanced between active and restful periods (nap time), individual and group activities, and child initiated/adult initiated content. Time-outs and/or a Care Plan may be necessary. (see Care Plan Policy on page 11) The child will be free to take some time to cool off (time out) and have some distance from the problem in a welcoming and comfortable area in the play space like the book corner, puzzle table, or art area. When there is a continual issue, the child will be firmly but gently told that the behaviour is unacceptable and redirected to a more positive and acceptable behaviour.