



BETHANY CHILD CARE CENTRE  
22680 WESTMINSTER HWY.  
RICHMOND, B.C. V6V 1B7

# FAMILY HANDBOOK OF POLICIES AND PROCEDURES

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## BEFORE AND AFTER SCHOOL CARE FIVE TO EIGHT YEAR OLDS

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## TABLE OF CONTENTS

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1. FORWARD .....	5
2. OUR VALUES .....	5
3. MISSION STATEMENT .....	6
4. EARLY CHILDHOOD EDUCATION PHILOSOPHY .....	6
5. EARLY CHILDHOOD CARE AND EDUCATION PROGRAM.....	6
5.1 Daily activities and curriculum planning .....	7
5.2 Menu planning for nutritious breakfasts, lunches and snacks .....	7
5.3 Communication.....	8
5.3 English as a Second Language.....	8
5.4 Routines .....	8
5.5 Arrival/ Departure Time .....	9
5.6 Free Choice of Classroom Activities/ Free Play .....	9
5.7 Clean-up Time .....	9
5.8 Outdoors.....	9
5.9 Daily Schedules .....	9
5.10 Guidance and Discipline .....	10
5.11 Biting.....	11
6 CENTRE OPERATIONS.....	12
6.1 License .....	12
6.2 Child/ Staff Ratio .....	12
6.3 Hours of Operation .....	13
6.4 Child Files.....	13
6.5 Nondiscrimination.....	14
6.6 Eligibility and Enrollment.....	14
6.7 Wait List.....	14
6.8 Notification of Available Space.....	14



6.9	Registration .....	15
6.10	Tuition.....	15
6.11	Late Tuition Payment Fee.....	15
6.12	Financial Assistance.....	15
6.13	Outstanding Charges .....	16
6.14	Morning Arrival .....	16
6.15	Daily Attendance Log.....	16
6.16	Late Arrival.....	17
6.17	Pick Up Time .....	17
6.18	Late Pick Up Charges .....	17
6.19	Third Party Release.....	17
6.20	Withdrawal.....	18
6.21	Smoking .....	18
6.22	Alcohol or Illegal Substances .....	19
6.23	Emergency and Evacuation Plans.....	19
6.24	Closing for Inclement Weather .....	19
6.25	Outdoor Play .....	19
6.26	Transportation .....	20
6.27	Non-Vehicular Excursions.....	20
6.28	Walking Field Trips .....	20
6.29	Water Activities .....	20
6.30	Photographing, Video Taping, and Digital/ Audio Recordings.....	20
6.31	Open Door.....	21
6.32	Custodial Arrangements.....	21
6.33	Grievances.....	21
6.34	Dismissal.....	22
7	CHILD HEALTH AND NUTRITION.....	23
7.1	Immunization Records .....	23
7.2	Daily Health Inspections.....	23
7.3	Abuse and/ or Neglect.....	24
7.4	Illness Guidelines.....	25



7.5	Medication Administration .....	26
7.6	Accidents and Injuries.....	27
7.7	Medical Attention .....	27
7.8	Nutrition Guidelines.....	28
8	FAMILY INVOLVEMENT.....	29
8.1	Celebrations, Special Events and Birthdays .....	29
8.2	Baby-Sitting .....	29
8.3	Gift-Giving.....	29
8.4	Parent Advisory Committee (PAC) .....	29
8.5	Fundraising Efforts .....	30
8.6	Classroom pets or visiting animals .....	30
	APPENDIX A - HEALTH GUIDELINES .....	31
	APPENDIX B - FAMILY RESPONSIBILITIES .....	34
	APPENDIX C - COMMUNITY RESOURCES.....	35
	APPENDIX D - WAIT LIST AND REGISTRATION FEE.....	36
	APPENDIX E - DEPOSIT FEE (Last Month's Tuition).....	37



## **1. FORWARD**

This handbook is a basic reference concerning policies and procedures affecting the employees, volunteers, student workers, and enrolled families of the BETHANY Child Care Centre. Information contained in this handbook does not create any contractual rights for employees, volunteers, student workers, or enrolled families. Policies contained in this handbook do not increase or diminish the legally enforceable rights of the Society and its employees. The misapplication or failure to follow any specific provision in this handbook should not be grounds for setting aside or modifying any employment or enrollment decision when it has been determined by appropriate administrative authority that the decision was fairly made and in the best interest of the BETHANY Child Care Centre. Because the BETHANY Child Care Centre is the initiator of change and is also subject to various external legal and regulatory forces requiring change, the information in this handbook will be revised as the BETHANY Child Care Centre determines that conditions warrant.

## **2. OUR VALUES**

The Bethany Child Care Centre is an integral part of Bethany Baptist Church. It is based upon the same biblical values and objectives as the church. These values include the following:

### ***God is the Creator***

We believe that God created everything and that people are the highest form of His *creation, being made In the Image of God.*

### ***God is a Person***

We believe that God is not just "out there" but that He has a personality that is revealed in creation, history and the Bible.

### ***The Family***

God has designed the family, not only for procreation, protection and social stability, but also for our enjoyment. Families can be a source of rich blessing and reflect God's desire for us to be healthy and fulfilled. The family is to be the center of the child's life, and to have the greatest influence in the physical, mental, social and spiritual growth of the child.



### **3. MISSION STATEMENT**

The mission of the BETHANY Child Care Centre is to lovingly and responsibly care for children of all walks of life by providing a high quality model of an early childhood care and education program for children from birth through age 7 years old for the BETHANY community.

### **4. EARLY CHILDHOOD EDUCATION PHILOSOPHY**

The primary goal of Bethany Child Care Centre is to provide each child with experiences and opportunities that will enable him/her to develop his/her fullest potential as an individual.

Bethany Child Care Centre is organized to facilitate respect for self and others in the environment, while meeting the needs of the family and child, as well as those of the staff. The Centre focuses on the uniqueness of the community and the people it serves.

The Centre provides an environment which is safe, secure and challenging. The child feels free to discover and learn at his/her own level of development (social, spiritual, physical, emotional and cognitive) through successes and failures. The emphasis for each child must not be based on successes but on his/her attempts.

The child's medium for learning is play, and the Centre provides a variety of experiences each day which allows for quiet and noisy times, individual and group times and restful and active times. The daily play activities must be organized to enhance each child's self-esteem (self-respect) through recognition of his/her interests. Play also provides a medium in which each child can learn to deal with others on his/her own level, and to recognize and understand the sameness and differences which make us unique, valuable individuals.

### **5. EARLY CHILDHOOD CARE AND EDUCATION PROGRAM**

Early childhood development is a process that is continually changing and expanding. For that reason both structured and unstructured activities are offered for children at the BETHANY Child Care Centre. However, our basic philosophy is one of freedom to learn, grow, and make choices. Children learn through play and the environment has been structured to reflect that belief. This does not mean that the program is not carefully planned. Staff and student teachers are encouraged to be flexible and to allow the children freedom to learn at their own pace. All activities are steps to growing and developing physically, socially, emotionally, and cognitively. Children learn in different ways, with all their senses. Varied experiences and materials will be provided for multisensory and whole brain learning. Cognitive learning is not overemphasized, but instead children are given



ample opportunity to participate in pre-academic activities designed to form a positive self-image. Practice in motor skills is encouraged. Children learn independence, turn-taking skills, and how to interact with others.

The best atmosphere for learning is one of acceptance, mutual respect, pleasure, fairness, consistency, clear limits and expectations, and encouragement. A predictable, organized environment, with caring adults, clear expectations, and appropriate consequences supports the whole child. The outdoor play environment is an extension of the classroom, requiring the same level of adult planning, supervision, and involvement with the children.

Families are considered an integral part of the program at the BETHANY Child Care Centre is daily communication and collaboration between families and teachers are stressed. Support, encouragement, and assistance are vital in helping to ensure personal and professional success for parents.

## **5.1 Daily activities and curriculum planning**

Children will be offered a variety of developmentally appropriate activities and experiences to engage in every day. These activities will be chosen and planned to build and enhance skills across developmental domains, including spiritual, physical, social, cognitive, emotional, and creative development. Activities will include child-led and chosen activities such as board games, dramatic play, drawing, blocks, lego, water, clay, sand, puzzles, reading, visual arts, and journaling. The children will also be given the opportunity to participate in staff-directed activities such as homework help and reading program, cooperative games, sports, group activities and crafts, as well as special celebrations. They will also have the opportunity to spend time outdoors and in the gym playing games and participating in sports to develop gross and fine motor skills. We will also be going on regular outings to the playground and on field trips to participate in community activities such as bowling, nature walks, etc.

## **5.2 Menu planning for nutritious breakfasts, lunches and snacks**

We suggest that nutritious breakfast, lunch and snack menus be developed within the family unit and provided daily by the parents or guardian for your child. Every effort should be made to provide healthy foods including at least 2 food groups from the Canada Food Guide. Unsweetened beverages such as milk and juices should also be provided. Nutritious snacks will only be provided by the Centre on special occasions.



### **5.3 Communication**

The building of a relationship between parents and teachers is the foundation for the child's positive experiences at the BETHANY Child Care Centre. Continuity between home and the Centre is essential to providing a meaningful experience for the child. Please inform teachers of any changes (e.g., one parent has to take a trip, illness in the family, moving [even a short distance], parents changing jobs, etc.) before they happen. Changes at home often lead to changes in behavior at the Centre. The Centre is better able to care for each child when there is open communication with families.

### **5.3 English as a Second Language**

Families often express concern about a child learning English while retaining or continuing to acquire the home language. Current research indicates that very young children acquire language in the context of a relationship, and that children do best if a single language is heard from a single adult. The BETHANY Child Care Centre teachers speak primarily English with the children. A child will acquire English quite easily through his/her experiences with the other children and teachers. Typically, the native language is spoken within the familial relationship.

### **5.4 Routines**

A predictable routine helps children develop a sense of competence and involvement in their world. These routines can be viewed as on-going opportunities to practice practical skills used throughout life as well as build on social, cognitive and motor development. These daily routines incorporate reading, math, social studies and science. The emphasis in the classrooms is on the children developing observation and analysis skills, making predictions, problem solving, and experimenting. These are all scientific skills that will serve them well as they mature into older grades and are ready for more vocabulary, abstract concepts and other skills that require higher level thinking (Gronlund, 2003). The BETHANY Child Care Centre considers the routines of each day as opportunities to incorporate academics. Please refer to the following for examples of how daily routines incorporate academics.



## 5.5 Arrival/ Departure Time

Child arrive/departure; greet/say good-bye to teacher and friends; put away/gather personal belongings; make choices regarding the available activities in the classroom/assume the responsibility of restoring activities to appropriate containers, shelves or areas in the classroom. Academics incorporated through the following: speaking; vocabulary development; getting along with others; taking care of our community (namely, the classroom); listening; and comprehension. *If a child is going to be absent or arrive late, please provide the Centre a call.*

## 5.6 Free Choice of Classroom Activities/ Free Play

The children choose activities from a variety of learning centres and may be asked to join a small group activity led by a teacher. Academics incorporated through the following:

- Block area: physics (balance, gravity, mass, force), measurement, and problem solving)
- Library: development of literacy skills.
- Dramatic play: familiar items in the child's home/community.
- Manipulates: sorting and categorizing.
- Cooking Activity: chemistry.
- Social skills: communicating and negotiating with peers; exercising self-control and decision making skills when selecting area for play.

## 5.7 Clean-up Time

Throughout the day, the children participate in restoring all activities in the classroom to order.

## 5.8 Outdoors

The children play outside rain or shine while teachers encourage, guide, and supervise their use of gross motor skills.

## 5.9 Daily Schedules

The daily schedule is an outline of a typical day for children at the BETHANY Child Care Centre. The daily schedule provides a framework for planning and organizing the daily routine and activities for the children. The daily schedule may differ based on the age of the child. Adjustments to the schedule are made with respect to the



age and needs of the children. Specific daily schedules are posted in each classroom.

## **5.10 Guidance and Discipline**

A fundamental principle in the development of young children is to promote the child's self-esteem through practicing positive non-evaluative guidance, providing experiences that match their developmental level, and meeting their needs responsively. Discipline helps children cope with the challenges of daily living, to interpret their world, and to learn social skills. Parents and teachers frequently talk about and are concerned about guidance, discipline, the 'how's', 'whys', and 'when' of setting limits and helping children learn to become self-disciplined. All these terms are interrelated, and the BETHANY Child Care Centre has guidelines for dealing with negative behavior that are in keeping with both theories of child development and the Centre's mission.

The BETHANY Child Care Centre staff employs a positive method of discipline. Any form of punishment that violates the spirit of the following standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited by anyone on the premises of the BETHANY Child Care Centre:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff, volunteers, or parents while on Centre property.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- Unsupervised isolation of a child is never allowed. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- An adult shall never address a child harshly with intimidation or ridicule.
- Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit, bit, or pushed their child.

BETHANY Child Care Centre staff maintains a safe, nonthreatening environment. BETHANY Child Care Centre staff fosters creativity, encourages children to explore, and allows them to make discoveries. Teachers set limits and encourage self-



discipline because boundaries reassure young children and order and stability are as important to a child as freedom.

To enforce the boundaries and rules at the BETHANY Child Care Centre, the adults use the following techniques with the children:

- Clear statement of the limit. (“You may not throw the blocks.”)
- Stating expectations positively. (“The blocks are for building.”)
- Redirection. (“Let’s go see what Eric is cooking in the kitchen.”)
- Supporting problem-solving and negotiation between the children. (“How could you use your words to tell John that you would like to have a turn with that truck?”)
- Logical consequences or choices. (“You are having difficulty playing with the blocks without throwing: I need you to choose another place to play.”)
- Modeling effective ways to express feelings and emotions. (“I do not like it when you grab the book from my hands. Please tell me that you would like to see it.”)

There are times when all of the above techniques, which are appropriate to the situation, have been tried and the undesired behavior continues. If so, a child may be instructed to sit quietly by himself/herself until he/she is able to appropriately return to play. This alone time is not seen as punishment. Rather, it is seen as a time to regroup. The child may return to the group independently; however, the length of time away from the group will never exceed 5 minutes. The age, in years, of the child will determine the number of minutes away from the group.

## **5.11 Biting**

Children biting other children are unavoidable occurrences of group child care, especially with toddlers. It is a common happening in any child care program. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. Every child in the infant and toddler classrooms is a potential biter or will potentially be bitten. It is important to understand that because a child bites, it does not mean that the child is "mean" or "bad" or that the parents of the child who bites are "bad" parents or they are not doing their job as parents to make this stop happening. Biting is purely a sign of the developmental age of the child. It is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

If biting seems to have become a pattern for a particular child, we will meet with his/her parents for additional input. A consistent approach between home and school is always the most effective way to solve any behavior issues. In such cases, a behavior intervention plan will be discussed with the family. This plan will include



ways to keep the behavior from starting in the first place, provide positive reinforcement and promote good behavior and avoid reinforcing the inappropriate behavior.

## **6 CENTRE OPERATIONS**

### **6.1 License**

The BETHANY Child Care Centre is licensed by Vancouver Coastal Health. The BETHANY Child Care Centre meets and exceeds the minimum standards for child care as defined by Community Care and Assisted Living Act – Child Care Licensing Regulation – B.C. Reg 26/2008, February 8, 2008

### **6.2 Child/ Staff Ratio**

The BETHANY Child Care Centre maintains the following minimum staff to child ratios under the following Vancouver Coastal Health Licenses:

#### **6.2.1 Group Child Care under 36 Months – Facility License 3182305**

- 1 Infant Toddler Educator (ITE) to every 4 Children
- 1 ITE, 1 Early Child Care Educator (ECE) to every 5 – 8 Children
- 1 ITE, 1 ECE, 1 Early Child Care Educator Assistant to every 9 – 12 Children

#### **6.2.2 Group Child Care, 30 Months to School Age – Facility License 3182199**

- 1 Early Child Care Educator (ECE) to every 8 Children
- 1 ECE, 1 Early Child Care Educator Assistant to every 9 – 16 Children
- 1 ECE, 2 Early Child Care Educator Assistant to every 17-25 Children

#### **6.2.3 Group Child Care, 5 to 12 years old – Facility License 3182518**

If a 5 year old is in the program:

- 1 Early Child Care Educator (ECE) to every 12 Children
- 1 ECE, 1 Early Child Care Educator Assistant to every 13 – 20 Children

For a program with-out a 5 year old included:

- 1 Early Child Care Educator (ECE) to every 15 Children
- 1 ECE, 1 Early Child Care Educator Assistant to every 16 – 20 Children



### **6.3 Hours of Operation**

The BETHANY Child Care Centre is open Monday through Friday from 7:00 AM until 6:00 PM.

The BETHANY Child Care Centre closes or reduces hours with regards to the following holidays:

- January 1<sup>st</sup> - New Year's Day
- Good Friday
- Easter Monday
- 3<sup>rd</sup> Monday of May - Victoria Day
- July 1<sup>st</sup> Canada Day
- 1<sup>st</sup> Monday of August - BC Day
- 1<sup>st</sup> Monday of September - Labour Day Weekend
- 2<sup>nd</sup> Monday of October – Thanksgiving
- November 11<sup>th</sup> – Remembrance Day
- December 24<sup>th</sup> - Christmas Eve
- December 25<sup>th</sup> - Christmas Day
- December 26<sup>th</sup> – Boxing Day

Closures and/or hours of operation are posted in advance of the date or dates of closure.

### **6.4 Child Files**

Prior to a child being placed in our care the following records will be required. A secure and confidential record for each child is kept on file at the BETHANY Child Care Centre. The record should include, but is not limited to the following:

- General information master card
- Master enrollment form
- Current immunization record and statement of good health
- Family handbook verification
- Photographing, videotaping, and digital/audio recordings release form
- Water activities release form
- Care Plan
- Non-vehicular excursion authorization

The Centre may require additional written statements from a parent/ guardian or physician at any time.

Written, informed consent from the parent must be received prior to releasing any identifying information to any entity, except for authorized parties.



## **6.5 Nondiscrimination**

The BETHANY Child Care Centre is open to all children from birth through to 5 years of age regardless of race, color, creed, sex, national origin, handicapping condition, and/or ancestry. The Centre does not discriminate against children who are being breast fed.

In accordance with Charter of Rights and Freedom, the BETHANY Child Care Centre does not discriminate against any person(s) because of race, color, national origin, sex, age or disability.

## **6.6 Eligibility and Enrollment**

Children from birth to seven years of age are eligible to enroll. Enrollment priority is set in the best interest of the Centre but generally determined by the following criteria:

1. Siblings of children currently enrolled at the BETHANY Child Care Centre
2. Families with more than one child to be enrolled in the Centre
3. Children of former families enrolled in the Centre

## **6.7 Wait List**

Children are entered onto the wait list for the first available space in the order in which the Wait List Application is taken and \$45.00 Wait List Fee is received. Therefore, the application form and the \$45.00 application fee should be submitted as early as possible. Delay in submission may create a longer wait for enrollment.

When a space becomes available at the BETHANY Child Care Centre, the child chosen for enrollment is determined by reviewing the waiting list and issuing priority according to eligibility.

The Centre encourages all families on the waiting list to provide updates on current contact information and child's date of birth, if applicable. We also encourage those on Bethany's Wait list to also apply at other centres as there are no guarantees of a placement.

For other centres in Richmond, families are encouraged to contact the Richmond Resource and Referral at 604-279-7025 to be added to their wait lists.

## **6.8 Notification of Available Space**

When a position in a classroom becomes available, a member of the BETHANY Child Care Centre administrative team will contact the family via phone and e-mail to offer a space. The family will be given 48 hours to accept or decline the space. This short time frame is intentional so that families on the waiting list have the shortest wait possible. If



the space is accepted, the Centre will send a letter confirming a space for enrollment including the start date and monthly tuition amount. The offer letter will indicate the due date of the \$100.00 non-refundable annual registration fee and the first and last month's tuition. The registration fee of \$100.00 is assessed prior to enrollment and every year of attendance thereafter for the upcoming year. If full payment of the registration fee and the first and last month's tuition is not received by the due date indicated on the offer letter, a member of the BETHANY Child Care Centre administrative team will attempt to contact the family by phone and e-mail. If the family is unable to be reached within 48 hours after the payment due date has passed, the space will be offered to the next family on the wait list.

If a family is offered a space for enrollment within the BETHANY Child Care Centre and the space is declined, the BETHANY Child Care Centre will provide written notification and/or email confirming that the child was removed from the wait list.

## **6.9 Registration**

To enroll your child at the BETHANY Child Care Centre, a Registration Form must be completed, signed and received with the \$100.00 non-refundable registration fee paid in full. Completion of the registration form and payment of the application fee guarantees enrollment at the Centre. Registration forms are available at the Child Care Centre.

## **6.10 Tuition**

Tuition payments are due in full on the first day of each month. Full tuition is charged regardless of attendance. No adjustments will be made for absences due to illness, holidays, extended periods of family travel, weather closures, or emergencies due to circumstances beyond control (i.e.: lengthy loss of utilities).

## **6.11 Late Tuition Payment Fee**

All payments not received by the 10<sup>th</sup> of the month are subject to a late fee of \$5 per day.

## **6.12 Financial Assistance**

Families are responsible for paying tuition and/or other charges that are not covered by financial assistance. The Province of British Columbia offers the Child Care Assistance Program to families as a means of financial assistance for child care. Monthly payments are based on the number of hours the parents work, look for work, or attend school or



training, the amount charged by the child care provider, family size and household income.

Families that qualify for any financial assistance, such as the Child Care Assistance Program, **are responsible for any tuition and/or other charges that accrue prior to receiving the financial assistance.** As the subsidies often will vary, or start or end at various times of the month, full payment in advance for the month's tuition is required. A credit will be applied to your account upon receipt of the Government subsidy.

### **6.13 Outstanding Charges**

The BETHANY Child Care Centre will make every effort to notify families regarding any outstanding charges in an attempt to avoid a disruption in care provided for the child. A request for cash or money order will be made for all returned checks. The BETHANY Child Care Centre assesses a charge for processing returned checks.

Nonpayment of all fees due for the current month, to include tuition, late payment fees, annual registration fee and/ or late pick up charges, **will result in the termination of services provided by the Centre.**

### **6.14 Morning Arrival**

Morning arrival is an important part of each child's day. This is the time of day that a child must make a separation from his or her family and adjust to the classroom environment. Please try to separate in a calm and relaxing manner as this will set the tone for the day. The Teacher can assist in achieving a smooth and relaxed transition from the parent to Centre environment. The Centre opens at 7:00 am, and we will be leaving at 8:30 am to walk the children to school. If you will be later than 8:30 am, please call the Centre to inform us and transport your child directly to school.

The Centre requests advance notice if it is necessary at any time during the year to arrive late. Arrival time is taken into consideration as activities are planned, some outside the room or building, so that the teachers are able to appropriately provide for each child.

### **6.15 Daily Attendance Log**

Any individual bringing a child to the Centre or picking a child up from the Centre must provide a complete written recording on the daily attendance log located in the classroom to include the time of arrival and departure and a full, legible signature. Repeatedly forgetting to sign a child in and out every day may result in dismissal from the BETHANY Child Care Centre.



### **6.16 Late Arrival**

There will be days when a child has a doctor's appointment or other commitment that results in late arrival from the BETHANY Child Care Centre. If your child will be late or will have a different schedule than usual, please let us know. If the child will be arriving after 8:30 a.m., please transport your child directly to school.

### **6.17 Pick Up Time**

The BETHANY Child Care Centre closes at 6:00 PM. The teachers have commitments and responsibilities at the end of the day. Please respect their time.

Children must remain in the classroom with the teacher until the child is signed out. Children must remain under adult supervision at all times while in the Centre. Children are not permitted outside the building without a supervising adult. Teachers are able to assist with the leaving process prior to 6:00 PM.

When a child is not picked up from the Centre one hour past the Centre's closing time, or 7:00 PM, and the parents or designated contact have not been able to be notified, the RCMP and Social Services will be notified and the child shall be released into their custody.

### **6.18 Late Pick Up Charges**

A late fee will be charged if a child is picked up after 6:00 PM. A fee of \$20.00 will be charged for any portion of the first 15 minute period overtime in addition to a \$2.00 per minute thereafter.

Late charges will be assessed at the time of pick up. The Centre will not serve families who cannot pick up their children on time on a regular basis. Repeated tardiness in picking up a child at closing time may result in the dismissal from the program.

### **6.19 Third Party Release**

Each child's safety is a primary concern of the BETHANY Child Care Centre. Every child enrolled in the Centre must have a current emergency/medical information form and master card form on file. It is the responsibility of the family to update this form with any changes.

Only BETHANY Child Care Centre employees release children. All employees of the BETHANY Child Care Centre are instructed to verify any individual intending to pick up a child.



Children will only be released to authorized individuals. All individuals with authorization must be listed on the signed master card form and emergency/medical information form.

Individuals picking up children must be:

- Authorized in writing by the enrolling parent as stated on the master card and emergency/medical information forms.
- Authorized in writing with a dated note signed by an enrolling parent.
- Willing and able to present picture identification.
- Willing and able to provide his or her signature on the classroom roster noting the date and time the child was picked up.

Children will not be released to unauthorized individuals or to individuals that cannot be verified.

In case of an emergency, individuals listed on the master card form and emergency/medical information form will be contacted and instructed to pick up the child if the parent/guardian is unable to be reached.

The Centre will not release a child at any time to a parent or designated individual who is visibly impaired due to alcohol consumption or substance abuse (either prescribed or illegal). In the event that a parent or designated individual is impaired, the Centre's administrative staff will telephone individuals from the master card form and/or the emergency/medical information form to arrange for an alternate, authorized adult to pick up the child. If a parent or designated individual is impaired and insists that their child be released in his or her custody, the Centre's administrative staff will immediately telephone the appropriate law-enforcement officials.

## **6.20 Withdrawal**

A four-week notice is required before a contract can be terminated by the parent/guardian. If a four-week notice is not given prior to withdrawal from the program, the family is responsible for all accrued tuition including up to two weeks after the written notification is received. A continuous absence of a period of two weeks, without payment or notification is considered withdrawal.

## **6.21 Smoking**

The BETHANY campus is a smoke-free environment. Smoking is not permitted on, near or around the BETHANY Child Care Centre property as outlined in the Richmond Smoking Bylaw.



## **6.22 Alcohol or Illegal Substances**

The BETHANY Child Care Centre prohibits the use of alcohol, tobacco and the use or possession of illegal substances or unauthorized potentially toxic substances on the child care premises, in the Centre, on the playground and on any Centre-sponsored event.

## **6.23 Emergency and Evacuation Plans**

Emergency and evacuation procedures and plans are easily located throughout the BETHANY Child Care Centre. These plans may be found in each classroom as well as in the Director's office. These plans are annually updated, approved and on file.

Fire and earthquake awareness drills are held monthly in accordance with the policy set forth by the Richmond Fire Department and licensing Guidelines.

## **6.24 Closing for Inclement Weather**

In the case of inclement weather, the Centre will post any closure notices on our website at <http://www.bethanybaptist.bc.ca/daycare.html> and on our main phone line at 604-519-0133. Please listen to the local radio and television stations for announced closure.

If severe weather should occur while the Centre is open and essential personnel are notified of dismissal and Centre closure, families will be notified as quickly as possible. A minimum of 2 employees must remain until the last child is picked up.

## **6.25 Outdoor Play**

Weather permitting, all children, including infants, will spend from 15 minutes to two hours per day in daily outdoor play. It is necessary that children have freedom of movement, so it is requested that children be dressed accordingly. Shoes and socks are required. Children are encouraged to explore, and there may be times when they may become messy or rumped. Parents should send one complete change of clothing to remain at the Centre. Parents must label all articles of belongings.

Children will be outside unless the temperature is below 38°F or 3°C degrees, weather conditions permitting. Accommodations cannot be made for children to remain indoors if they are feeling "under the weather." A child too sick to be outside is probably too sick to be around other children.



## **6.26 Transportation**

BETHANY Child Care Centre does not transport children from home to the Centre, from the Centre to home, or from any area school to the Centre.

## **6.27 Non-Vehicular Excursions**

A non-vehicular excursion is defined as a period of time when the children are not in the Centre or play yard and are not in a vehicle. For the purposes of the BETHANY Child Care Centre, this is considered a walk with the children in the immediate area surrounding the Centre within sight. Each family will be asked to sign a blanket permission slip during the enrollment process that will grant the Centre permission to include the children on the walk.

## **6.28 Walking Field Trips**

Walking field trips are limited to the BETHANY neighbourhood and require parental permission. Families are notified of the destination, the date, the time, and the price, if any. Each child is required to have a signed permission slip for each designated walking field trip. All teachers attending the field trip are CPR/ First Aid certified and must maintain the proper student to teacher ratio at all times. A back pack with a first aid kit, a communication device, and any other necessary supplies are provided for each field trip. Parents are encouraged to attend.

## **6.29 Water Activities**

Children enrolled at the BETHANY Child Care Centre will have opportunities to experience water activities. These activities include the use of water tables in the classrooms, water in cooking activities in the classroom, and unlimited opportunities to drink water from the water fountain. Water is also used in sprinkler play on the playground during the summer months. The BETHANY Child Care Centre does not use more than two feet of water in any activity, indoors or outdoors.

## **6.30 Photographing, Video Taping, and Digital/ Audio Recordings**

At various times throughout the year, the BETHANY Child Care Centre will take photographs, digitally record, video tape, and/or take audio recordings of the children for educational and decoration purposes (e.g. photos posted on bulletin boards, in cubbies, etc.). Parents are allowed and encouraged to photograph, digitally record, video tape, and/or take audio recordings. Written, parental permission for each child is required upon enrollment.



The BETHANY Child Care Centre will not release photographs and/or digital/video/audio tapings of any child enrolled to any outside entity, to include newspapers, television stations, college students, or anyone not affiliated with the BETHANY Child Care Centre. Separate written permission will be solicited from families that choose to allow their child to participate in an event affiliated with an outside entity requiring the use of any type of photographs or recordings. Information regarding date and use will be provided for these situations.

### **6.31 Open Door**

All families of children enrolled at the BETHANY Child Care Centre are welcome to visit anytime during the regular hours of operation. Visits to the Centre create opportunities for teachers and families to build relationships and strengthen communication.

### **6.32 Custodial Arrangements**

The BETHANY Child Care Centre requires appropriate legal documentation regarding any change in any and all custodial arrangements. The Centre must be informed at all times of the schedule for arrival and dismissal arrangements and the schedule for custody during the week.

### **6.33 Grievances**

The BETHANY Child Care Centre encourages families with concerns regarding the way a child is being cared for, a problem with a staff member or volunteer, or questions regarding the operations, to follow these suggestions:

1. Discuss the concern with the child's teacher.
2. If the family is still concerned, discuss the concern with the Centre's Director.
3. If the concern is not resolved, parents should forward their concerns in writing to the President of the Bethany Child Care Society.
4. If the family is still not satisfied with the Societies response they should direct their concerns to the assigned Licensing Officer located at:

Vancouver Coastal Health  
Richmond Public Health  
Community Care Facilities Licensing  
8100 Granville Avenue  
Richmond, B.C., V6Y 3T6  
Tel: (604) 233-3147  
Fax: (604) 233-3175



The Bethany Child Care Centre has processes in place that allow for the resolution of the concern in a timely manner with the child's best interest at the forefront of any decision. At no time is it appropriate to discuss your concerns with other parents until a resolution has been affected. Discussion amongst parents tends to be counterproductive to the process that values confidentiality and a loving response to any conflict.

### **6.34 Dismissal**

The BETHANY Child Care Centre reserves the right to dismiss a child, in its sole discretion, without notice, due to the following reasons:

- The Centre cannot meet the physical, mental, or emotional needs of the child.
- The child threatens the safety, health and/or well-being of himself/herself or others.
- A formal parent conference is not attended (one requested by the director).
- Nonpayment of all assessed fees.
- The parent/guardian refuses to have their child examined by a health care professional acceptable to BETHANY to determine if continued enrollment is in the best interest of the child.
- It is advised by a physician or child psychologist to discontinue enrollment.
- A misrepresentation was made in the application or enrollment process.
- Parents ignore Centre guidelines, and/or cause stress or disruption to Centre staff or operations.
- Continuous absence of a period of two weeks, without payment or written notification.
- Repeated tardiness (excess of 3 times) in picking up a child at closing time.
- Enrollment packet and immunization records are incomplete and/or not updated.
- Parent/Guardian repeatedly (excess of 3 times) forgets to sign the child in and out every day.
- Parent/Guardian threatens the safety of the children, staff, and/or others.
- BETHANY has concerns about the health or safety of the child which are not being addressed by the parent/guardian to the satisfaction of BETHANY.
- Parent/guardian fails to provide adequate supplies for child, including but not limited to, diapers, formula, wipes and proper clothing.
- The reduction of attendees is required to meet funding, supervision, or regulatory limitations.



## **7 CHILD HEALTH AND NUTRITION**

### **7.1 Immunization Records**

The BETHANY Child Care Centre must have a current record of each child's immunizations.

An annual updated copy of each child's official immunization record must be provided by each family.

#### Wellness

The wellness policy is designed to keep children and staff healthy. Young children are growing and building up their immune system. Contagious illnesses spread in group care through touch and the air, which makes it very important for the ill child not to be around other children.

Keeping children healthy and not spreading contagious illnesses is the responsibility of both the staff and parents. One of the most effective ways of not spreading germs is frequent hand washing and keeping the environment clean. Another way is to ask children and staff who may be contagious to stay out of the Centre until they are feeling better. This may involve a parent picking up a child midway through the day if it is suspected your child is ill and may be contagious. Using the Health Canada guidelines as referenced in [Appendix A](#), the decision for keeping the child at home or for BETHANY Child Care Centre to send the child home is based on "the comfort of the ill child, the protection of well children and staff, the resources available to the program to meet any special care that is required, and the needs of families."

The BETHANY Child Care Centre reserves the right to request a physician's statement of eligibility to return to group care.

### **7.2 Daily Health Inspections**

Teachers are responsible for performing a health check each day as children arrive at the Centre. Teachers visually examine each child for bruises, scrapes, insect bites, rashes, and/ or possible symptoms of contagious illness or disease. Parents are requested to examine their child daily prior to arrival at the Centre. The teachers request parent explanations for any of the above visible irregularities or symptoms.



## 7.3 Abuse and/ or Neglect

The employees and volunteers of the BETHANY Child Care Centre are required legally and ethically to report child abuse in accordance with Community Care and Assisted Living Act to the local child protection agency.

**BC HANDBOOK FOR ACTION ON CHILD ABUSE AND NEGLECT SUMMARIZES ABUSE AND NEGLECT AS FOLLOWS:**

### 7.3.1 *Physical Abuse*

Physical abuse is a deliberate physical assault or action by a person that results in, or is likely to result in, physical harm to a child. It includes the use of unreasonable force to discipline a child or prevent a child from harming him/herself or others. The injuries sustained by the child may vary in severity and range from minor bruising, burns, welts or bite marks to major fractures of the bones or skull to, in the most extreme situations, death.

### 7.3.2 *Emotional Abuse*

This is the most difficult type of abuse to define and recognize. It may range from ignoring to habitually humiliating the child to withholding life-sustaining nurturing. Generally, it involves acts or omissions by those in contact with a child that are likely to have serious, negative emotional impacts. Emotional abuse may occur separately from, or along with, other forms of abuse and neglect. It includes the emotional harm caused by witnessing domestic violence. Emotional abuse can include a pattern of:

- scapegoat
- rejection
- verbal attacks on the child
- threats
- insults, and
- Humiliation.

### 7.3.3 *Emotional harm*

When emotional abuse is chronic and persistent, it can result in emotional harm to the child. Under the Child, Family and Community Service Act, a child is defined as emotionally harmed if they demonstrate severe:

- anxiety
- depression
- withdrawal, or
- Self-destructive or aggressive behaviour.



#### *7.3.4 Sexual Abuse*

Sexual abuse is when a child is used (or likely to be used) for the sexual gratification of another person. It includes:

- touching or invitation to touch for sexual purposes
- intercourse (vaginal, oral or anal)
- menacing or threatening sexual acts, obscene gestures, obscene communications or stalking
- sexual references to the child's body/behaviour by words/gestures
- requests that the child expose their body for sexual purposes
- deliberate exposure of the child to sexual activity or material, and
- Sexual aspects of organized or ritual abuse.

#### *7.3.5 Sexual Exploitation*

Sexual exploitation is a form of sexual abuse that occurs when a child engages in a sexual activity, usually through manipulation or coercion, in exchange for money, drugs, food, shelter or other considerations. Sexual activity includes:

- performing sexual acts
- sexually explicit activity for entertainment
- involvement with escort or massage parlour services, and
- Appearing in pornographic images.

#### *7.3.6 Neglect*

Neglect is failure to provide for a child's basic needs. It involves an act of omission by the parent or guardian, resulting in (or likely to result in) harm to the child. Neglect may include failure to provide food, shelter, basic health care, supervision or protection from risks, to the extent that the child's physical health, development or safety is, or is likely to be, harmed.

### **7.4 Illness Guidelines**

The BETHANY Child Care Centre does not provide care for ill children. Parents are encouraged to notify the Centre of an illness that may result in a child's absence. A child that becomes ill and/or develops symptoms of any illness while at the Centre will be isolated from other children. The parent will be immediately notified. The parent is responsible for either picking up the child or arranging it so that an authorized adult will pick up the child. Please refer to Appendix A for exclusion regulations.



## **7.5 Medication Administration**

### *7.5.1 Emergency Medication*

You are required to provide the Bethany Child Care Centre with a list of child allergies, as well as a list of any existing health conditions/diagnosis that are necessary for the staff to be aware of (i.e., diabetes, asthma, ill-function organs, etc.), when registering your child. It is your responsibility to keep the Bethany Child Care Centre staff apprised of any changes in your child's medical conditions/diagnosis, and to provide the Centre with copies of on-going medical evaluations. Centre staff will meet with you to develop a 'Care Plan' for your child based upon his or her specific health care needs, and the 'Care Plan' will be posted in an area that is accessible to the Centre staff but is nonetheless secure to ensure confidentiality.

A note from your child's physician indicating the symptoms to be aware of, as well as the appropriate first aid protocol to follow, is also required if your child has an existing medical condition/diagnosis and/or life threatening allergies. A list of all children's allergies, as well as the appropriate first aid protocol to follow, will be posted in the eating area of each child care program.

If your child suffers from severe allergies (e.g. anaphylaxis), you are required to supply to the Centre an Epi Pen and/or Ana-kit (whichever your child's physician recommends). A "Permission to Administer Emergency Medication" form must be filled out and signed by yourself and your physician

### *7.5.2 Administering Non-Emergency Prescribed Medications*

The Centre staff will administer non-emergency prescribed medication if requested by parents. The following procedures will take place:

1. A "Prescription Medication" Form must be completed in full. An incomplete or unsigned form will result in the staff being unable to administer the prescribed medication.
2. Information from the "Prescription Medication" Form is 1) shared with the appropriate Centre staff and 2) a copy of the form is kept with the medication and 3) a copy is kept in the child's file.
3. The medication is administered as directed on the form and a "Medication Record" remains with the medication and the "Prescription Medication" Form.
4. No child will be allowed to administer their own medication unless the centre receives a written letter of permission from the child's physician and the parent.
5. If the child refuses to take the medication, the Centre staff will contact the parents immediately.



## **7.6 Accidents and Injuries**

All accidents and injuries are reported to the BETHANY Child Care Centre administration and documented immediately, no matter how insignificant. All parents will be notified if a child suffers an accident while in care. All accidents/incidents will be documented on an accident report to be given to the parent at the end of the day. The parent will sign the accident report in the "Incident Log Book" and a copy of the report is kept in the child's file. Immediate, verbal notification will be made with the parent/guardian in the following situations:

- blood not contained in an adhesive strip;
- head injury;
- human bite which breaks the skin;
- animal bite;
- an impaled object;
- broken or dislodged teeth; or
- An injury requiring professional medical attention.

## **7.7 Medical Attention**

All full-time staff and many students are trained in CPR and First Aid. The teacher, or responding staff, determines the action plan. First aid kits are in each classroom. The BETHANY Child Care Centre provides Band-Aids® and/or ice, as needed. EMS shall be called immediately if:

- The Centre believes the child's life is at risk or there is a risk of permanent injury.
- The child is acting strangely, much less alert, or much more withdrawn than usual.
- The child has difficulty breathing or is unable to speak.
- The child's skin or lips look blue, purple, or gray.
- The child has rhythmic jerking of arms and legs and a loss of consciousness (seizure).
- The child is unconscious.
- The child is less and less responsive.
- The child has any of the following after a head injury: decrease in level of alertness, confusion, headache, vomiting, irritability, or difficulty walking.
- The child has increasing or severe pain anywhere.
- The child has a cut or burn that is large, deep, and/or won't stop bleeding.
- The child is vomiting blood.
- The child has a severe stiff neck, headache, and fever.
- The child is significantly dehydrated: sunken eyes, lethargic, not making tears, not urinating.

After EMS has been called, the child's legal guardian shall be notified.



For situations that do not necessarily require ambulance transport but still need medical attention, the parent/ guardian will be notified of the child's conditions. If the parent/ guardian cannot be reached within one hour, the BETHANY Child Care Centre will call EMS and the child will be brought to the hospital. The following situations will require the child to obtain medical attention within one hour:

- Fever in any age child who looks more than mildly ill.
- Fever in a child less than 2 months (8 weeks) of age.
- A quickly spreading purple or red rash.
- A large volume of blood in the stools.
- A cut that may require stitches.
- Any medical condition specifically outlined in a child's care plan requiring parental notification.

## 7.8 Nutrition Guidelines

The BETHANY Child Care Centre aims at working with the parents to provide children with nutritious snacks and meals, while establishing good eating habits that nurture healthy development and promote lifelong well-being. Staff and families work together to exchange information regarding family eating patterns, introduction of new foods, food intolerances and preferences, special dietary requirements for each child, and children with special needs.

The Centre strives to avoid sugar, food additives, and preservatives. Meal patterns, food components, and serving sizes are suggested to be in accordance with the guidelines as set forth by the Canada Health Guide...

Food is never used as punishment or reward. Each child is encouraged to eat or taste his or her food. Sufficient time shall be allowed for each child to eat. As developmentally appropriate, opportunities will be provided for the involvement of children in food related activities or cooking labs.

Given the reality that many children are dealing with life threatening food allergies, food items other than for your child's meals and snacks are not to be brought into the Centre unless pre-cleared with the Centre staff. **Candy, chips, gum, cookies, cake, and other 'junk food' are not appropriate at the BETHANY Child Care Centre.**

The following food items in any form are prohibited in all circumstances:

- **peanuts**
- **nuts**
- **peanut butter**
- **marshmallows**



## 8 FAMILY INVOLVEMENT

### 8.1 Celebrations, Special Events and Birthdays

The BETHANY Child Care Centre respects any holidays and/or celebrations as important events. Because each individual has had their own personal holiday experiences growing up, it can often become a very emotionally charged issue. The goal of the BETHANY Child Care Centre is to find a balanced approach to holidays without exaggerating the experience or ignoring it. Any holiday experience at the BETHANY Child Care Centre will need to be meaningful to the children, developmentally appropriate, and foster understanding and respect for one another. The BETHANY Child Care Centre will strive to recognize individual similarities and celebrate individual differences.

### 8.2 Baby-Sitting

The BETHANY Child Care Centre does not encourage nor promote the use of employees, student workers, and volunteers as private, personal babysitters. If a family asks an employee, student worker, or student trainee to baby sit personally for the family, the BETHANY Child Care Centre is not responsible or liable for any child/children once the child/children are under the care of the employee, student worker, or volunteer.

### 8.3 Gift-Giving

Please refer to BETHANY Staff Handbook, Code of Ethics, Gifts and Favors. Gifts may cause stress and competition between staff and families. Home-made items and cards or notes of appreciation are always welcomed. Group gifts for the classroom such as a book for the library are encouraged.

### 8.4 Parent Advisory Committee (PAC)

The Parent Advisory Committee (PAC) is a group of parents with currently enrolled children who represent a cross-section of the BETHANY Child Care. The purpose of the PAC is to facilitate communication between families and the administration in an ongoing effort to support the quality of care provided. While the PAC is not a policymaking body, it assists the administration with strategic planning for the Centre by providing parental viewpoints, and feedback to the administration about proposed changes that affect the Centre as a whole. **Parents are encouraged to contact the PAC members with any questions, suggestions, or concerns that are Centre-**



**wide.** The PAC frequently seeks parental input with regard to various topics under consideration or review. The PAC does not address or mediate individual concerns between parents and teachers.

## **8.5 Fundraising Efforts**

The BETHANY Child Care Centre depends upon the parent community to spearhead fundraising efforts in order to help subsidize the Centre. Tuition will be set to cover the basic costs of the Centre but does not cover the total cost of all materials and personnel. Money raised through fundraising activities may go to upgrading the inside/outside environment, contributing to teachers' professional development. Fundraising activities are coordinated by the Parent Advisory Committee.

## **8.6 Classroom pets or visiting animals**

The BETHANY Child Care Centre follows regulations in regards to the Department of Health. Pets are not permitted. Any visiting pets or resource visitors must be approved by the administration of the BETHANY Child Care Centre. All pets visiting the Centre are required to have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized.



## APPENDIX A - HEALTH GUIDELINES

Please refer to the guidelines suggested below for routine questions regarding symptoms and the implications for group care. If you are not sure of what the symptoms might indicate, please call a physician for an appointment and/or more accurate information. It is crucial to know whether the other children in the Centre are at risk for infection. The BETHANY Child Care Centre will take the necessary measures to inform other parents of potential changes in the children's overall health status. The BETHANY Child Care Centre reserves the right to request a physician's statement of eligibility to return to group care. The children go outside daily. Children should wear clothes that are appropriate for the weather. Parents may be asked to apply sunscreen prior to attendance each morning.

### Illness/Infection

Symptom	Should child/staff stay home?	When can child/staff come back?
Chicken Pox	YES	When all the blisters/pox have scabbed over
Cold	NO (without fever) YES (with fever)	Refer to Fever
Coxsackie (hand, mouth, and foot disease)	NO	
Diarrhea (two or more stools or over and above what is normal for child)	YES	Diarrhea is resolved.
Ear Infection	NO (with doctors diagnosis)	
Fever (100°F/38.3°C oral) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been administered in the past 8 hours or on prescribed medication for 24 hrs.



Symptom	Should child/staff stay home?	When can child/staff come back?
<b>Fifth Disease</b>	NO (without fever), YES (with fever)	Refer to Fever
<b>Giardia</b>	YES	When diarrhea subsides or Doctor approves readmission
<b>Hib disease</b>	YES	Well and proof of non-carriage or cleared by Physician.
<b>Hepatitis A</b>	YES	One week after illness started and fever is resolved
<b>AIDS (or HIV infection)</b>	YES	Until child's health, neurological development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the child's physician chosen by the child's parent or guardian and the Director
<b>Impetigo</b>	YES	When treatment has begun
<b>Lice</b>	YES	When 1 treatment has been given and the Director of the Centre has met with the parents to discuss further treatment
<b>Meningococcal disease (Neisseria meningitis)</b>	YES	Well and proof of non-carriage
<b>Pink Eye</b>	YES	24 hours after treatment has begun



Symptom	Should child/staff stay home?	When can child/staff come back?
Undiagnosed generalized rash	YES	Well or cleared by child's physician as non-contagious
Ring Worm	No (keep area covered)	
Roseola	YES (with fever)	See Fever
Rota virus	YES	24 hours after treatment has begun and fever free
Severe Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Thrush	NO (should seek treatment)	
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician



## APPENDIX B - FAMILY RESPONSIBILITIES

1. All clothing and Personal items to be labeled with child's name.
2. Shoes or slippers are required at all times.
3. Please dress your child in comfortable and easily washable clothes.
4. Medication may not be stored in diaper bags, under-bed storage, or child's cubby. This includes diaper rash ointment, sunscreen, and insect repellent and/or any topical ointment.
5. Current immunizations must be provided annually or as requested.
6. Each child's cubby must be checked daily.
7. Daily attendance log must be completed, to include legible signature and time of drop off and pick up.
8. Have your child wear comfortable shoes, no flip flops please.
9. Everyone please **Wash Hands** upon entering the classroom.
10. Provision of breakfast, lunch and snacks for each day of attendance.
11. **No nuts or nut products - No exceptions.**
12. Please **no popcorn, raisins or marshmallows. (Choking hazards.)**
13. Drinks to be water, milk, veggie juices. Please no Kool Aid or pop to be served.
14. Due to allergies we will celebrate birthdays by making a birthday crown, card and singing etc.
15. Please no cakes due to various food allergies.
16. Please provide a water bottle that is labeled for your child's use.
17. When entering or leaving infant and toddler rooms in the downstairs Centre's please make sure the gates are completely closed.
18. We will be using art materials that may stain clothing, so please send a change of clothing and remember to change it every few months due to your child's growth and season changes.
19. All information in a **child's file must be current at all times**. Please notify staff of any emergency file, contact or Email updates.
20. If planning a party for your child and invitations are being provided, please do not pass these out with-in the Centre to minimize those not being invited from feeling left out.



## **APPENDIX C - COMMUNITY RESOURCES**

There are many organizations and resources which promote healthy families in our community. The BETHANY Child Care Centre Director can provide you with many free resources.



## **APPENDIX D - WAIT LIST AND REGISTRATION FEE**

I understand and acknowledge that the Wait List and Registration Fee are as follows:

Initials

### Wait List Fee

- My child is entered onto the wait list for the first available space in the order in which the application and \$45.00 application fee is received
- Required before my child is placed on the Centre's Wait List for a specific placement
- Is for the Centre's administration costs of the Wait List
- Is nonrefundable whether or not the Centre finds space for my child

Initials

### Registration Fee

- When a position in the Centre becomes available, a member of the BETHANY Child Care Centre administrative team will contact me via phone and e-mail to offer me space.
- I will be given 48 hours to accept or decline the space. If I accept the space, I will provide a \$100.00 non-refundable registration fee, and agree to the same annual registration fee. Also with the registration fee, I will provide the first month's tuition, and a deposit of the tuition for the last month's fee.
- These payments are required at the time of my child being registration in the Centre
- The registration fee is a yearly fee and due on the anniversary of my child's start at the Centre
- Is for the Centre's ongoing administration costs of my child's records
- Is non-refundable

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_



## **APPENDIX E - DEPOSIT FEE (Last Month's Tuition)**

Initials

I understand and acknowledge that the Deposit (final month's tuition fee):

- Is required at the time of my child's registration and prior to their start at the Centre
- Is in the full amount:
  - Of the standard monthly fee for the program which my child is entering
  - Regardless of whether I am receiving a Government subsidy for my child
- Will be applied by the Centre to the last month's tuition fee upon my child leaving the Centre
- Will not be returned unless I provide at least thirty (30) days prior notice before the end of the month my Child is planning to leave the Centre
- Will be deposited by the Centre at the start of my child entering the program and will be held in trust with no interest being accrued.
- Is in addition to my child's first month's fee
- As well on the first day of attendance at the Centre,
  - I will have completed all registration, contact and medical forms
  - I will provide postdated cheques for up to the number of months ending December or June, dated the first of the month, from start of your child's participation at the Centre, or provide a completed Pre-authorized Debit Agreement (PAD) Form

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_



**APPENDIX F – PRE-AUTHORIZED DEBIT (PAD) AGREEMENT**

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT											
<b>1. Parent/Guardian Information (Please Print Clearly)</b>											
Name:											
Street Address:											
City:				Province:				Postal Code:			
Telephone Number:			Home:			Cell:					
<b>2. Bank Account Information</b>											
Account Number:						Branch Transit Number:					
Financial Institution Number:											
Financial Institution			Name:								
			Branch Address:								
<b>3. Pre-Authorized Debit (PAD) Details</b>											
<p>I, the Payor, authorize Bethany Child Care Society (Bethany Child Care Centre), to debit the bank account identified as per my/our instructions for regular recurring payments and/or one time payments from time to time, for payment of all charges arising under my/our care account. Regular monthly payments for the full amount of the care and related costs will be debited to my/our specified account on the first banking day of each month.</p> <p>This authority is to remain in effect until Bethany Child Care Society has received written notification from me/us of its change or termination. This notification must be received at least ten(10) business days before the next debit is scheduled. I/we may obtain a sample cancellation form or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting <a href="http://www.cdnpay.ca">www.cdnpay.ca</a>.</p> <p>I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit <a href="http://www.cdnpay.ca">www.cdnpay.ca</a>.</p>											
These services are for: (check)				Personal:							
<b>4. Child's Parent/Guardian Authorized Signature</b>											
Account holder/Authorized Signature:											
Date:											