

# St. Joseph's Catholic School

## Child Care Programs



## Parent Handbook

St. Joseph's Catholic School

757 West Burnside Road

Victoria, BC

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**September 1, 2022**

\*This handbook will be amended to reflect changes in licensing and policies at the discretion of management and licensing.

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St. Joseph's Catholic School is pleased to offer child care programs to both the families within our school community as well as the community at large.

St. Joseph's offers:

- A full Daycare Program for ages 3 and 4 years old
- A morning Preschool Program for ages 3 and 4 years old
- Before and After School Care Program for the students of St. Joseph's School grades K- 7

**Philosophy**

Each child is a unique gift from God and it is our role to nurture their individual God-given gifts and talents and provide opportunities that will enhance their creativity, ability to problem-solve, and make healthy choices.

Our programs strive to awaken the child's spirit and imagination and encourage a desire for independence and high self-esteem through creative play-based learning. Kindness, courtesy, and self-regulation are central to children's participation and learning, as are opportunities to observe, question, and explore ideas both independently and as a group. A variety of activities and projects are designed to help develop emergent competencies and skills.

Children learn through play and interaction with peers and adults. St. Joseph's Early Learning and Child Care Programs are committed to providing children with a safe and healthy environment that encourages a positive self-image, personal growth and development. We believe in enriching each child's development in terms of the whole child – spiritually, physically, intellectually, culturally, emotionally, and socially.

**PROGRAMS**

**Preschool Program**

**Hours**

- Preschool classes: 3 & 4's: 9:00 – 11:30 AM, Monday/Wednesday/Friday, Tues/Thurs, or limited Monday – Friday spaces

**Fees**

- 2 days per week (Tues/Thurs): \$170
- 3 days per week (Mon/Wed/Fri): \$230
- 5 days per week: \$325

**Closure Days**

The program is closed all statutory holidays and Boxing Day and Easter Monday.

The program is also closed in accordance with the school calendar but is open most professional development days. The teaching staff will choose 2 professional development days per school year to attend workshops. We will give at least 1 months' notice of these closures.

### **Field Trips**

There will be times when staff will plan Field Trips for children in our programs. Parents will be informed in advance and parent volunteers may be required and requested. Families will be required to complete a “Field Trip Consent” form before their child can participate.

### **Uniforms**

All students in the program are required to wear a uniform. The uniform consists of a St. Joseph’s burgundy crested polo shirt and any grey bottoms. The crested polo shirts must be ordered from [www.neatuniforms.ca](http://www.neatuniforms.ca). Used uniforms are available through St. Joseph’s Used Uniform program (please inquire for schedule). Also, please provide a pair of shoes with non-marking soles to be kept at the preschool. A full change of clothing is also to be left at the preschool, marked with your child’s name. These clothes do not have to be uniform pieces.

## **Day Care Program**

### **Hours**

- Daycare program: 3 and 4 year old’s: 7:30 AM – 5:00 PM, Monday to Friday

### **Fees (including the BC Government Fee Reduction Initiative)**

- 5 days per week: \$875
  - Only fulltime enrolment is available in the daycare program.

### **Closure Days**

The program is closed all statutory holidays and Boxing Day and Easter Monday. The program is also closed one week during Christmas and one week at the end of the summer (the week before Labour Day). It is up to families to find alternative care. Unforeseen closures may happen in order to comply with licensing (service interruptions). These may include power outages, inclement weather (i.e. snow or heatwave), and disruptions to water supply, etc. We will provide as much notice as possible in these circumstances. Please check the school website and your email for information about closures due to inclement weather. Both the daycare and preschool programs close if the school has to close. The daycare and preschool are also closed for 2 pro-d days per year and will give at least one month’s notice before any pro-d day closure.

### **Field Trips**

There will be times when staff will plan field trips for children in the program. Parents will be informed in advance and parent volunteers may be required and requested. Families will be required to complete a “Field Trip Consent” form before their child can participate.

### **Uniforms**

All students in the daycare program are required to wear a uniform. The uniform consists of a St. Joseph’s burgundy crested polo shirt and any grey bottoms. The crested polo shirts must be ordered from [www.neatuniforms.ca](http://www.neatuniforms.ca). Used uniforms are available through the used uniform store run by the school (please inquire at the school for uniform sale days). Also, please provide a pair of shoes with non-marking soles to be kept at the daycare. A full change of clothing is also to be left at the daycare, marked with your child’s name. These clothes do not have to be uniform pieces.

## **Before and After School Program**

### **Hours**

- Before School Care: 7:30 - 8:20 AM
- After School Care: 2:40 – 6:00 PM
- Early Dismissal Days – the After School Care program runs from the scheduled dismissal time (either 1:40 pm or noon)

### **Fees**

#### **Before School Care**

- Full Time - \$160/month for grades 1-7 and \$110/month for kindergarten

#### **After School Care**

- Full Time - \$225/month for grades 1-7 and \$175/month for kindergarten

#### **Full Time Before and After School Care**

- Fees are \$350/month for grades 1-7 and \$300/month for kindergarten.

**Part-time registration is not available for Before and After School Care.**

### **Closure Days**

The program follows the school calendar for open and closure dates.

### **Staff Meetings**

4 times per year the After School Care program will close early at **5pm** for a staff meeting. We will give at least one month's notice of these early closures.

### **Pro-D Day Care**

Pro-D Day care is available on school Professional Development days for students registered in St. Joseph's School. The pro-d day program will be available on a first come, first serve basis for children in K-7 and is only available for children enrolled in St. Joseph's Child Care Programs. If your child is not registered in before or after school care, you must register and submit the necessary paperwork and fees before your child can attend a Pro-D Day program.

### **Hours**

- 7:30 am to 6:00 pm

### **Fees**

- \$40 per child per day
- \$37.50 for kindergarten children

## **GENERAL POLICIES**

### **STAFFING POLICY**

All staff are required to meet the Child Care Licensing Regulations for professional designations, including a criminal record check, in accordance with their program prior to being employed by the Child Care Centre. Any volunteers within the program are also required to complete a criminal record check and provide references.

### **LUNCHES AND SNACKS POLICY**

St. Joseph's Child Care Centre is a peanut-free environment. Parents are asked to provide nutritious lunches and snacks for their children. Children are encouraged to eat their healthy choices first, followed by a small treat food so healthy eating habits are established at a young age. No child is ever denied the food that is provided from home. Feel free to ask staff for suitable suggestions for snack times.

There may be times when we have a group or special snack and we will let parents know in advance in consideration to children's allergies listed on their registration form.

### **ARRIVALS AND DEPARTURES OF CHILDREN POLICY**

Please drop off children no earlier than the start time of the child's program. Doors remain locked until the program start time to ensure staff get time to prepare and time for breaks.

Please ensure your child is picked up immediately at the program's end time as there are several programs running back-to-back and in order to meet licensing requirements the Centre needs to ensure children are picked up on time. As well, please be sure to sign your child out and let staff know the child is leaving.

If your child will not be attending the Child Care Programs on any given day please phone or email and let staff know of their absence, or leave a voice-mail message (available 24 hours a day – 250-479-1237, centre cell phone – 250-580-7964 – centre email: [sjvelc@cisdv.bc.ca](mailto:sjvelc@cisdv.bc.ca).

If your child attends St. Joseph's Elementary School, please ensure that if your child is absent for the day the information is also communicated to the Child Care Centre.

### **LATE PICK-UP POLICY**

Please pick up your child promptly at the end of his or her program. Children must be picked up no later than the following times:

- Preschool 11:30 AM
- Daycare 5:00 PM
- After School Care 6:00 PM

If a parent is late, a late fee will be charged. Late fees are as follows:

- \$25 for every 15 minutes or portion thereof.

If a child has not been picked up 30 minutes after the program end time, listed individuals on the Emergency Contact List will be contacted. If no one can be contacted, it is the child care program's responsibility to contact the Ministry for Child and Family Development.

### **CLOTHING POLICY**

The child care centre requires that all clothing is weather appropriate as all students will be going outside for a significant portion of their program. Each program will communicate individually to the parents the specific clothing requirement for their child's program. We go outside in all weather conditions.

Any lost clothing is put in a lost and found box/bin located in each program area. Clothing left in the lost & found box will be donated twice a year. Parents will be given notice before the donation is made so that they can check for any lost items.

### **OPEN DOOR POLICY**

St. Joseph's Child Care Programs have an Open-Door policy, which means parents are welcome. Please respect the fact that this is your child's environment and respect his or her need for time to be in this environment with peers.

Be aware that staff may not always be available to chat as their primary responsibility is the children's well-being and safety. If you need to speak with the director or a staff member, please set up an appointment time that is mutually convenient so that staff can give you their full attention.

The staff maintains a bulletin board in the cubby/entry way of each program to share information with families. Newsletters will also be a method of communicating events and activities to parents, and staff will happily respond to inquiries regarding the program.

### **CONSENT FOR PHOTOGRAGHS POLICY**

With your written permission, staff will take photographs of the children from time to time to be used on promotion material featuring children, families and staff of the Child Care Centre, or for projects and pedagogical narrations. If permission is not granted by the parent, the Childcare Centre will not take pictures of your child.

### **UPEXPECTED CENTRE CLOSURES**

In the event that the Centre must close due to fire, an extended power or heating failure (more than 3 hours), extreme weather conditions, or an evacuation due to safety issues, or other exceptional circumstances, staff will care for children until families or emergency contacts have picked them up.

## **COMMUNICABLE DISEASE POLICY**

The Centre is a safe and healthy environment, and is in full compliance with licensing regulations.

Please do not bring your child to the facility if there is any indication of illness. If the staff believes a child is sick and should not attend, the facility retains the right to refuse admittance. If a child becomes ill during the course of the program, the parent(s) will be contacted to pick the child up. If your child has any symptoms, they must stay home until all symptoms have resolved and they can fully participate in all programming. Parents are required to keep their child home if the child exhibits any of the following:

- Has a communicable disease. Parents must notify the centre if your child has a communicable disease so that other families and the Health Authority can be notified.
- Any symptoms of a cough/cold/flu
- Has a fever of over 38 degrees. The child can return to the centre 24 hours after the fever has broken without the use of medication.
- Has a skin infection or undiagnosed rash.
- Is not well enough to participate fully in all program activities, including outdoor play.
- Has green discharge from the nose that is undiagnosed.
- If a child receives a prescribed antibiotic, the child will not be able to return to the facility until 24 hours from the time of your child's first dose of the antibiotic.
- Has diarrhea or vomiting. Children can return to the centre **48 hours after last episode** of diarrhea or vomiting.
- Has pink-eye.
- Has lice (until treatment is complete and the child is free of lice).

We follow all current Covid-19 Guidance for Childcare provided by the BCCDC.

## **ADMINISTERING MEDICATION**

Staff will only administer medication prescribed by a doctor. All over the counter medication must have labelled instructions from a doctor before staff will administer it. Parents must complete a "Permission to Administer Medication Form" which is signed by the parent and the Manager. All medications must be in the original container and be clearly labeled. All medications will be stored in a locked container following storage instructions.

Children that require long-term medications (such as inhalers or allergy medication) must have the child's medical requirements registered with the Centre and a current Care Plan on file.

## **ACCIDENT POLICY**

### **Illness or Injury while at the Centre Policy**

If a child is injured or becomes ill while at the Centre, Staff will immediately assess the situation and decide on what action to take. Outlined below are three procedures that may be followed:

### **Minor Injuries Policy**

(such as scrapes and minor abrasions)



Staff will:

- Provide first aid treatment such as a band aid or ice pack
- Acknowledge the child's feelings
- Provide close supervision to ensure the child does not require further first aid
- Complete an in-house incident report
- Inform the family at pick up time and have the parent sign off the incident report

### **Medical Attention that may require a Doctor's Visit Policy**

(This would incorporate medical issues such as possible bone breakages, cuts that may require stitches)

Staff will:

- Contact the parent/guardian immediately while another staff member provides First Aid.
- If the parent/guardian is unavailable, staff will contact the emergency contact listed with the centre.
- If the family emergency contact cannot be reached staff will proceed with the emergency medical policy.

Once the family, guardian, or emergency contact has been reached

Staff will:

- Access the child's medical file for information and permission.
- Arrange transportation for and accompany the child to the hospital or a clinic, with the medical information, and will meet the family there.
- Provide information to the doctor and family/emergency contact.
- Immediately report the incident to our Licensing Officer.
- Complete a Community Care Facilities Incident Report Form and file it with the Ministry and give a copy to the School Office.

### **Medical Attention that is an Emergency Policy**

If emergency medical attention is required, staff will administer first aid until the ambulance attendants arrive.

Staff will:

- Call and request an ambulance
- Contact the family or guardian and arrange to meet them at the hospital
- If family/guardian are unavailable, staff will reach the emergency contact and arrange to meet them at the hospital
- Access the child's medical file for medical information and permission
- Accompany the child to the hospital along with medical information
- Provide the doctor and family with information about the emergency
- Immediately phone the Licensing Officer to report the Incident
- Immediately phone the School office and inform administration

- Complete a Community Care Facilities Incident Report Form and file it with the Ministry and give a copy to the School Office

### **Head Injuries Policy**

As per St. Joseph's School policy, all injuries to the head regardless of severity, will be immediately reported to the parents and the childcare centre office. You may be asked to immediately pick up your child.

### **SUSPECTED CHILD ABUSE POLICY**

As required under the Child, Family, and Community Services Act, staff having reason to suspect that a child has been or may be physically or emotionally harmed, neglected, sexually abused or sexually exploited by a parent or other person, have a legal obligation report to the Ministry for Children and Family Development.

Even if unsure, staff has a legal obligation contact the Ministry and speak to an intake worker to get information. The decision to investigate lies with the Ministry. Staff will document and date all observations, which will be kept in the child's file.

If a child discloses being at risk or likely to be at risk, staff will contact the Ministry and report the disclosure. Staff will not interview the child with regard to the details; interviewing the child will be completed by Ministry officials.

### **CUSTODY AND ACCESS POLICY**

Parents who are separated or divorced are required to provide accurate information on custody and access arrangements to the Manager and staff.

To prevent a child being released into the care of a non-custodial parent who does not have access, a copy of the Custody Agreement or Court Order must be on file in the Centre. If there is no Agreement on file, staff cannot refuse or deny access to the non-enrolling parent.

If no Agreement exists and conflict between parents/families is evident, the Centre may refuse to care for the child unless both parents sign a written agreement confirming details of pick-up and access to information about the child.

If a Custody or Court Order exists, a copy of the Order must be placed in the child's file. The parent/guardian is responsible for providing accurate and up-to-date information concerning legal guardianship of the child(ren). If this information changes at any time, it is imperative that staff be notified immediately. Without a Custody Order or Court Order on file, Child Care staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not on the authorized pickup list, the policy relative to unauthorized persons will be implemented. The parent/guardian is responsible for providing all consents.

### **CONFLICT RESOLUTION POLICY**

Families are encouraged to discuss questions or concerns regarding all aspects of the program with the director and/or staff. If an issue arises, the goal is to resolve the differences and arrive at

mutually satisfactory resolutions.

The following steps will be taken:

Step 1:

The enrolling parent will meet with the director or staff member to define the issue and state clearly their concern.

Step 2:

Solutions and/or appropriate resources are identified, where possible. A plan for dealing with the concern(s) will be shared between the staff and the enrolling parent.

Step 3:

If no resolution can be achieved directly between the parties, the enrolling parent will bring their specific concerns, along with documentation of attempts at resolution, to the Principal for further consideration.

### **TERMINATION OF SERVICE**

Services will be terminated when:

- Fees for services are not paid by month's end and no alternative arrangements for payments have made.
- The Centre is unable to satisfactorily resolve an issue with an enrolling parent/guardian using conflict resolution steps.
- A child is persistently unwilling or unable to abide by Centre rules and expectations, and has proven unwilling to change inappropriate behaviour.
- St. Joseph's Early Learning Centre policies and procedures are not being adhered to, even after an attempt to rectify the situation, and the family has been given warning.

### **RELEASE OF CHILD POLICY**

Children enrolled in St. Joseph's Child Care Programs will only be released to a person the parent/guardian has given written permission to do so, even in the event of an emergency. The parents have given written permission to for pick up are listed on the "Release of a Child Consent & Registration Form". If a staff member does not recognize a person picking up a child, they will ask the individual to provide identification. If the person is not listed on the "Consent/Registration Form" and does not have the written consent of the parent/guardian, the parents will be contacted and the child will not be released.

Persons other than the parent/guardian or emergency contact persons picking up children must be pre-arranged by parents with childcare staff. The parent is required to email or otherwise submit to Child Care staff a written document authorizing the pickup of their child by a specifically identified individual. Without this written authorization, the child will not be released and will remain under the supervision of childcare staff. Parents are to provide as much notice as possible of an alternate person picking up their child.

If a parent or guardian arrives to pick up a child and is intoxicated or otherwise impaired, the staff

member will follow this procedure:

- Offer to call a relative or friend to pick up both child and adult.
- Offer to call a cab.
- Inform the parent/guardian that if they choose to leave the facility in the car with or without the child, police will be contacted immediately.
- Call the Ministry for Children and Family Development if the staff member feels the child is at risk and/or in need of protection.

### **Potty Training Policy**

All children enrolled in either our preschool or daycare programs must be potty trained, as we do not have the facilities or extra staff to help change children on a regular basis. We understand that accidents do happen and we will help your child in a respectful and compassionate manner. Please provide 2 changes of clothing (these can be non-uniform) that must be replaced when used. If clothing is not provided we will call parents to bring fresh clothing to the centre.

#### **A potty-trained child is a child who can do the following:**

- 1) Be able to TELL the adult they have to go potty before they have to go. They must be able to say the words "I have to go potty" before they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the toilet by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.

### **GUIDANCE POLICY**

St. Joseph's Child Care Programs operate on the belief that all children are unique individuals who learn through their interactions with peers, adults and their environment. The purpose of guidance in our programs is to ensure a safe and healthy environment in which all children can feel secure, respected, and valued. As a child grows and develops, it is normal for them to explore a variety of behaviours in order to learn what is acceptable and appropriate ways of interacting with the world around them and the people in it.

St. Joseph's Child Care Programs use a variety of methods to assist children in choosing appropriate behaviours. Each child will be encouraged and supported to develop positive relationships with peers and staff. Staff will strive to role model appropriate behaviours for children by showing respect to children, parents, co-workers and the environment.

Staff will:

- Demonstrate care and affection towards children through appropriate forms of verbal and physical interactions.
- Provide clear, simple, and consistent limits regarding appropriate behaviours within the Programs. Limits will be offered in a positive manner. Harsh or belittling language will not be used at any time, nor will the use of any physical punishment.
- Respect that there is always a reason for a particular behaviour and will observe, problem-solve, and strategize to work with children to remediate unacceptable behaviour. As behaviour is a method of communicating needs and wants, staff will assist the child in learning appropriate ways to communicate needs and having them met in acceptable ways.
- Differentiate between the behaviour and the person, leaving the child's dignity intact.
- Verbally prepare the children for the transition to another activity.
- Communicate with parents about children's behaviour and guidance strategies.

## **Guidance Methods**

### Environment

The physical environment will be set up in a way to encourage desirable behaviours and minimize conflict. Staff will observe and modify the environment as needed to promote positive behaviours.

### Modeling

Staff will demonstrate respect, understanding, compassion, kindness, listening and cooperation in all interactions with children, parents, and colleagues.

### Choices

Children will have access to a variety of choices so that they learn to make decisions, be self-directed, and discover things in their unique and individual ways. All choices will be given when appropriate and within clear limits.

### Routine

Daily routines and schedules will be kept so that children will know the expectations each day. The Program will have a balance between quiet and active play, indoor and outdoor play, and structured and unstructured play time.

### Limits

When necessary staff will explain limits to children so that children can learn the reasons behind the limits in a way that children can understand. Appropriate alternatives will always be presented to children. Limits will be clear, simple, and consistent. Limits are in place so that children do not harm themselves or others by engaging in unsafe activities or play. Staff will clearly state what is expected, for example: "It is unsafe for you to run inside – inside we walk." or "I will not allow you to hit Jane – use your words to ask Jane what you want."

### Positive Reinforcement

Children will be acknowledged for interacting in ways that are respectful, kind, helpful, and considerate. Children deserve positive feedback from those around them, and are more likely to repeat desired behaviours when they are shown appreciation for their positive interaction with others.

### Redirection

Children will be redirected to other areas of play to change the circumstances that are creating undesirable behaviour.

### Conflict Resolution

When conflict arises between children, the process will involve the children in resolving the problem. The children will be encouraged to express their feelings, discuss the problem, and brainstorm solutions with the assistance of staff.

### Logical and Natural Consequences

Children will learn of the natural and logical consequences of their actions, for example: "If you cannot keep the water in the water-play table, you will be asked to play somewhere else."

In the event that none of the above methods are working, and the child may be at risk of hurting him or herself or another, the child may be removed from the situation in order to allow time for the child to reflect and calm down. Once calm, staff will discuss the situation with the child.

If persistent issues around guidance continue with a child, the Child Care Programs Manager will set up a meeting with the child's parents to discuss the situation and strategies to remedy the issues in a timely manner. Parents are encouraged to discuss any concerns regarding guidance with the Child Care Program manager because, as partners in guiding the child's growth and development, it is crucial that staff and parents work closely and honestly together.

## **QUIET TIME POLICY**

As per licensing, we have a quiet time each afternoon in our full-day daycare program. This quiet time runs from 1:30-3:00pm. From 1:30-2:00pm, children lay on their mats while looking at books, 2:00 – 2:30 is rest time, and 2:30 – 3:00pm children may have quiet toys on their mats. If a child falls asleep on their own, or cannot manage in the afternoon without a nap, staff will not force any child to stay awake. Children who have outgrown their nap are encouraged to have quiet time without falling asleep.

## **SCREEN TIME POLICY**

St. Joseph's Early Learning Centre policy on screen time is as follows:

### Movies and Television:

There is no cable at the centre. Movies are only to be shown occasionally for special occasions, and on weather related indoor days. This amounts to less than once a month.

### Tablets, Computer, and Device use:

The centre does not have access to these devices for children's use at this time. These devices should be left at home and we do not allow the use of personal devices in our programs.

### Videos:

Educational videos found on websites such as YouTube are occasionally used for educational purposes and are supplementary to other teaching elements. They are kept to a minimum and are only used to enhance a lesson.

With this policy we do not anticipate that any classroom will exceed the 30 minutes daily allotted for screen time use. The majority of our curriculum and lesson planning does not allow for screen time, and it is used sparingly.

### **ACTIVE PLAY POLICY**

As a licensed centre, we understand the need to plan, encourage, and promote active play within our day for children at all ages and developmental levels. As such, we plan activities each day to encourage gross and fine motor skills both inside and outside our centre.

Activities are a balance of guided play and free play and occur rain or shine.

To adhere to the activity regulations, we document the following:

- Play space in which the activity has taken place
- The time and duration of the activity for each group
- The type of activity that has been planned for the day
- 

All three are documented in our daily planning logs, which are maintained by each classroom.

### **EMERGENCY PREPAREDNESS**

#### **Introduction**

St. Joseph's School has a specific plan for the safety and well-being of our students in the event of a fire, earthquake or other natural disaster. This plan includes training for staff and students, fire and earthquake drills, school evacuation procedures, hazard reduction, and the storage of first aid supplies, food and water.

#### **Emergency Procedures**

In the event of an earthquake requiring the closure of the school, the following procedures will be followed:

- St. Joseph's Early Learning Centre and Child Care follows the Emergency Response Plan created and implemented by St. Joseph's Elementary School.
- Students will evacuate the building and assemble at the designated assembly area.
- No student will be allowed to leave with another person unless that individual is listed on the student's Emergency form.

- The school will care for children in the event of a critical situation, or if parents are unable to reach the school.

In the case of a major earthquake or disaster, parents are:

- To come to the school if they are able to offer assistance
- Not to call the school -we must have the line open for emergency calls.
- To park away from the school. The school access routes and street entrances must remain clear for emergency vehicles.
- To go to the Student Release station to pick-up their child or any other child for whom they are assuming responsibility.
- To turn to CFAX 1070. Information and directions will be given over the radio.