



# Boys and Girls Clubs of the Foothills

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## **Welcome to Kindercare 2017-2018!**

The Boys and Girls Clubs of the Foothills Kindercare programs are located above the Oilfields Arena in Black Diamond and at 1204 10<sup>th</sup> Street SE in High River. Our philosophy is “**learning through play**”. Our program is designed to meet the physical, emotional, intellectual, creative and social needs of Kinder children. Our goal is to align our program alongside the schools by teaching the basic skills necessary for a successful Kindergarten career. This includes listening, colors, sharing, working in a group, scissor skills, lacing, glue, routines etc. as our main focus but we will also be working on letters and counting. We utilize the outdoors as a classroom as much as the weather allows.

### **Hours of Operation**

Monday to Friday

6:30am – 6:00pm

This Includes PD Days

**It is very important that your child be dropped off and picked up promptly.**

### **Child/Staff Ratio**

We follow The Child Care Licensing Act – Childcare Licensing Regulations. The act states that the Primary Staff Member to Children ratio is 1:10 with a maximum number of 20 children in the program. Two certified staff members will always be present.

### **Transportation**

Your child will be transported by the Boys and Girls Club to and from their respective schools, In a club bus operated by a licensed staff member.

### **First Aid**

All Staff members are required to have a current first aid certificate with child and infant CPR.

### **Enrollment Requirements**

Children must be enrolled in Kindergarten and Toilet Trained. All staff and volunteer parents must have a criminal records check before working with the children, this helps to ensure the safety of your child. This is now standard for programs involving children. If you have a concern, please discuss it with us. All record checks are confidential and are required every two years.



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## **Fees:**

There is a \$25.00 registration Fee, required per child, at the beginning of the year.

We require 10 post dated cheques for the **1st or 15<sup>th</sup>** of each month payable to the "*Boys and Girls Clubs of the Foothills*."

\$500.00/Month per Child.

\$100.00 Volunteer Bond – Dated June 1st

All cheques and/or money are to be given to the administration staff at the time of Registration. **All fees are due prior to attendance in our programs.** If you are experiencing Financial difficulties, please notify the Club at 933-4066 ahead of time. The Alberta government offers full subsidy. We will also consider giving credit for volunteer hours.

## **Supply list**

Indoor Shoes – Velcro Only (No Laces)

1 Box of Kleenex

Water Bottle – Labelled

Back Pack – Labelled

**\*\*\*Please ensure that your child is dressed for the weather every day, the class will do outdoor learning if the weather permits\*\*\***

## **Receipting**

Receipts will be issued for income tax purposes when requested.

## **NSF Cheques**

NSF cheques will be charged an additional \$25.00 on top of the program fee to be paid in cash or a certified cheque.

## **Volunteers**

The Club is a Non-Profit Organization, Our Goal is to provide families with an affordable alternative to a traditional "Daycare" program.

This means that sometimes we rely on parent volunteers to keep our costs down. At times we will need volunteers to help us with community events, deep cleans of our club, club promotion and other events as they come up. A volunteer bond will be requested in the amount of \$100.00, dated for June 1st. We request 5 hours of your time throughout the year. This will be tracked by administration, at the end of the year if this has been met the cheque will be returned to you. Any concerns regarding this component please speak with Administration.



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## **The Right to Refuse**

The Safety of all children in the classroom is our first priority. If we cannot cooperatively workout a solution for inappropriate behavior that jeopardizes the safety of the children, or causes constant disruption of the class, that child may be asked to leave the program.

## **Snacks**

This will probably be one of your child's favorite times of the day!. We will provide a Morning (9:30am) and Afternoon snack (3:45pm) for everyone. These snacks will be nutritious and be from at least two food groups, i.e. apple slices and graham crackers, fruit and cheese. If your child has severe food allergies, we recommend that you send a snack with them to ensure their safety. The following foods are **prohibited** by Alberta Social Services—nuts and seeds, hard candies, caramels, toffee, gum, gumdrops, jellybeans and snacks made with toothpicks and skewers. Your child will need to come with a Healthy **Nut-Free** Lunch and Water Bottle every day that they attend.

## **Medication**

Medications will not be given to children by staff with the exception of emergency medication, such as, epipens, inhalers or benadryl.

Unless otherwise stated on the Medical Forms attached to the registration package.

## **Accident, Illness or Incident**

Parents will be notified and appropriate followup will be taken.

Please notify the staff of any allergies as well as noting on the registration forms provided. To ensure the health and well-being of the Children/Youth in the Child/Youth Program, no child/youth, coordinator or volunteer will be permitted to attend the Club if they have any of the following symptoms:

- a) Diarrhea
- b) Severe Coughing
- c) Difficult or rapid Breathing
- d) Yellowish skin or eyes
- e) Pinkeye
- f) Unusual spots or rashes
- g) Sore Throat or trouble swallowing
- h) Infected skin patch (es)
- i) Unusually dark, tea-coloured urine
- j) Grey or white stool
- k) Severe itching of body or scalp or scratching of the scalp
- l) Appears feverish
- m) Has a contagious disease

**\*\*Our Building is Scent Free and Nut Free Due to Severe Allergies\*\***



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## **Discipline**

This program will ensure a safe, happy and secure environment for all children through reasonable disciplinary practices which include:

- Setting limits
- Setting standards for behavior
- Providing explanations
- Providing choices
- Being firm but flexible
- Anticipating the child's needs
- Recognizing child differences in age, temperament and experience
- Ignoring inappropriate behavior where appropriate
- Distracting and removing the child from the situation

If we can not resolve the conflict we will ask your advice and help in solving the problem. If your child is having difficulties with anyone or anything at the program, please tell us.

## **Attendance**

The program is intended to provide before and after school care for your kinder child. This means that care is offered Monday to Friday, Before and After School on days that they attend Kindergarten as well as the full days that they are not attending school. There will be a scheduled pickup time that is determined when you enroll your child, this will be dependent on your schedule; but a routine is pertinent to our program. We will need a drop off and pick up time for your child and we will provide a 15 min grace period. This is important as our staff will be scheduled around these times.

## **Confidentiality**

This program is regulated under F.O.I.P. Legislation (Freedom of Information Plan). All staff and volunteers must treat student and family information as confidential.

## **Evacuation Plan**

Black Diamond - In case of emergency where we must leave the building, we will take the children to Oilfield's High School. All parents will be contacted from there with the emergency plan.

High River - In case of Emergency where we must leave the building, we will take the children to the Highwood High School. All parents will be contacted from there with the emergency plan. In case of a flood the children will be transported by the club bus to Blackie Arena.

**Due to fire regulations your child must have a pair of indoor shoes.**

## **Leaving the Program**

We require a one month notice and all fees owing must be paid up to date.