

# **CHRIST CHURCH CATHEDRAL**

## **Child Care and Junior Kindergarten Program**



## **Parent / Student Handbook**

### **2016/2017**

Christ Church Cathedral Junior Kindergarten and Childcare Facility

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## TABLE OF CONTENTS

<i>INTRODUCTION.....</i>	<i>2</i>
<i>GOVERNANCE AND ADMINISTRATION.....</i>	<i>4</i>
<i>EARLY CHILDHOOD EDUCATORS.....</i>	<i>5</i>
<i>CURRICULUM.....</i>	<i>6</i>
<i>GENERAL DAILY ROUTINE.....</i>	<i>8</i>
<i>EXPECTATIONS.....</i>	<i>9</i>
<i>ATTENDANCE .....</i>	<i>11</i>
<i>PAYMENT POLICY.....</i>	<i>13</i>
<i>PICK UP AND DROP OFF.....</i>	<i>15</i>
<i>DISCIPLINE POLICY AND PROCEDURES.....</i>	<i>17</i>
<i>MEAL TIME.....</i>	<i>19</i>
<i>UNIFORM.....</i>	<i>20</i>
<i>HEALTH POLICY.....</i>	<i>22</i>
<i>COMMUNICATIONS.....</i>	<i>25</i>
<i>SAFETY &amp; SECURITY.....</i>	<i>28</i>
<i>EXTRAS.....</i>	<i>30</i>
<i>CALENDAR.....</i>	<i>32</i>
<i>RELEVANT READINGS AND COMMUNITY SUPPORT .....</i>	<i>33</i>

# ***INTRODUCTION***

## Christ Church Cathedral Child Care and the Junior Kindergarten Program

Welcome to Christ Church Cathedral Child Care and the Junior Kindergarten program. Our philosophy is learning through play and experience. Our child-centered daily Junior Kindergarten includes activities and experiences that encourage each child to learn through play, develop social, emotional, physical, and intellectual skills, expand his/her knowledge of the world around us, encounter and learn to handle feelings appropriately, develop satisfying relationships and, most of all, have fun!

A child based approach is used in presenting an emergent curriculum supporting the Anglican Christian background of Christ Church Cathedral School. Successions of various long and short projects are used throughout the year; they may be seasonal in content or stress a particular concept. Some of these projects include: Friendships, All About Me, Seasons, International Holidays and Celebrations, Colours and Shapes, Transportation, Tools and Machines, Day and Night, Weather patterns, Animals, Butterflies, Insects, Plants, and Oceans.

Classroom work is supplemented by field trips, outdoor walks around the surrounding community, monthly kinder gym visits to St. Matthias, as well as frequent visits to our main campus, Christ Church Cathedral School on Vancouver Street. Our teachers are experienced Early Childhood Educators who give as much individual attention as possible, made easier by using a POD system. POD's are small groups of children who stay with that teacher. They take into account the children's different learning styles, and students needing some extra assistance. They are able to work with our support staff and our many resources, both at the Child Care Facility and at Christ Church Cathedral School main campus. The teachers are continually working on curriculum development and the teachers are required to keep abreast of best practices by attending regular professional development.

The program is offered as a full-time program, Monday to Friday. The structured program runs from 9:00 am to 4:00 pm daily. Before school care starts at 7:30 am and closes the day at 5:30 pm.

Our goal for each child in our program is to encourage:

- A positive self concept
- Independence
- Self-discipline
- An introduction to Christian faith
- Respect for self and for others
- Verbal expressions of feelings
- Self-expression in all areas such as art, music, drama, movement
- Physical coordination
- Awareness of health, hygiene, nutrition and safety
- Awareness of nature, science, and the community around

At Christ Church Cathedral Childcare and Junior Kindergarten we welcome families from all diversities.

## **What Does Christ Church Cathedral Child Care and Junior Kindergarten expect from you?**

Christ Church Cathedral Child Care and Junior Kindergarten teachers expect your full support and trust when caring for your children. We expect that when your children are dropped off in the morning they have had a good morning meal and are feeling healthy in order to not pass on any illness.

We expect that if enrolled in before and after school care, you are at the centre promptly, before 5:30 pm. **This will ensure that our teachers can leave promptly at 5:30 pm after a long, eventful day.** We expect full communication regarding any current infections or illnesses that have occurred in order to keep our classmates, families and teachers well.

Parents may also be needed, as chaperones on field trips in the community. We welcome parent participation during various times throughout the year for those who wish to share their talent or an aspect of their cultural heritage. Please also consider volunteering on our Parent Support Group (PSG). PSG contact information and a schedule of meetings are available from our main office at Christ Church Cathedral School. If you have any ideas or questions about how you may help, or suggestions for us, please talk with the administrative staff at any time. We know that with your help and commitment, we can make this Junior Kindergarten experience for your child the best, most positive learning opportunity possible.

# *GOVERNANCE and ADMINISTRATION*

## **The Board of Directors**

- Christ Church Cathedral Child Care and Junior Kindergarten is operated by the Christ Church Cathedral Educational Society, a non-profit society operating in conformity with the BC Societies Act. The Society also operates Christ Church Cathedral School (main campus), and the Lux Mundi after-school care program. The Board of Directors of the Society has overall responsibility for the Purpose and Policy of these three entities. Through their regular meetings and through their committees they chart the long-term course of each one.
- The Head of School, responsible to the Board, carries out the Purpose of the Society with the help of all other members of the School and Child Care community. The day-to-day operations, the financial administration, the hiring of staff and the setting of the curriculum are all part of the duties of the Head of School.

## **Members of the Board of Directors**

Chair—Mr. Malcolm Read

The members of the Board of Directors are elected or appointed according to the constitution at a Special General Meeting of the Board, which is held in May. The Annual General Meeting of the Board is held in October, when the financial report for the year is given to the Society and any unfilled positions on the Board can be filled according to the constitution. For the academic year 2016-2017 the Board members are as follows:

Jeff Bishop, Steve Collings, Mary Hendy, Bruce McKinnon, Glen Seredynski,  
The Very Rev. M. Ansley Tucker, Dick Tuckey, and Peggy Wilmot.

One board member is a parent elected by the PSG in September or October. All board members serve a three year term and must stand for re-election thereafter. Parents are also elected by the PSG as a representative of their classroom. This person is required to represent their son or daughter's classroom. Please consider becoming a part of the Parent Support Group to support your child's Junior Kindergarten classroom. The names will be published in the newsletter and on the School's web site. [www.cathedralschool.ca](http://www.cathedralschool.ca)

## *STAFF*

Stuart Hall - Head of School

Bev Laing - Sr. Administrative Assistant

Liisa Salo – Administrative Assistant, Director of Marketing & Communications

Philip Murphy – Accounts Manager

Melissa Masse – Facility Manager and Early Childhood Educator

Elizabeth MacKay – Early Childhood Educator

Melanie Langman - Early Childhood Educator

Sabrina Murty - Early Childhood Educator

Cindy Potts - Early Childhood Educator

Olive St. John - Early Childhood Educator

Clare Fensom - Early Childhood Educator

Shelley Miller - Early Childhood Assistant

## *EARLY CHILDHOOD EDUCATORS*

### **The Role of the Early Childhood Educator**

Our teachers at Christ Church Cathedral Child Care and Junior are all qualified Early Childhood Educators, some are BC Certified teachers and are all certified in First Aid and C.P.R.

Early Childhood Educators are responsible for the children in their care. They create an environment that is safe, secure and supportive of good health and wellness. They design programs that provide children with opportunities to develop physically, socially, spiritually, emotionally, morally, cognitively and creatively. A healthy environment for children is one in which each child's self esteem is enhanced, play is encouraged and a warm, loving atmosphere is maintained.

As Early Childhood Educators we believe in and follow the code of Ethics of the Early Childhood Educators of British Columbia.

The principles of the code are:

- Early Childhood Educators promote the health and well being of all children.
- Early Childhood Educators use developmentally appropriate practices when working with young children.
- Early Childhood Educators demonstrate caring for children in all aspects of their practice.
- Early Childhood Educators work in partnership with parents, supporting them in meeting their responsibilities to their children.
- Early Childhood Educators work in partnership with colleagues and other service providers in the community to support the well being of families.
- Early Childhood Educators work in ways that support human dignity.
- Early Childhood Educators pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.
- Early Childhood Educators demonstrate integrity in all of their professional relationships.

## *CURRICULUM*

The curriculum at Christ Church Cathedral Child Care and Junior Kindergarten follows the complete range of subjects, programs, assessment and evaluation procedures outlined by the Early Learning Framework supported by the British Columbia Ministry of Education. The Junior Kindergarten program also goes beyond the Ministry's early learning framework in various ways offering a developmentally age appropriate program for both three year olds and a four year olds:

<b>Curriculum Description</b>
<ul style="list-style-type: none"><li>• Weekly sessions of faith development, with a chapel service once a month in the Cathedral with the main campus student body. Specialist teacher is Kate Newman.</li></ul>
<ul style="list-style-type: none"><li>• Music daily and once every two weeks with a Music Specialist Teacher, Katherine Dennison.</li></ul>
<ul style="list-style-type: none"><li>• Physical Education throughout the week.</li></ul>
<ul style="list-style-type: none"><li>• Expression in art daily and biweekly with an Art Specialist Teacher, Mrs. Sandi Henrich.</li></ul>
<ul style="list-style-type: none"><li>• Advanced French classes weekly with a French Specialist Teacher, Miss. Melanie Langman</li></ul>

<ul style="list-style-type: none"><li>• Bi-monthly Kinder gym visits</li></ul>
<ul style="list-style-type: none"><li>• Educational field trips in and around the surrounding community.</li></ul>
<ul style="list-style-type: none"><li>• Joint group events throughout the week, sharing different learning experiences and activities.</li></ul>
<ul style="list-style-type: none"><li>• Leadership opportunities through Student Led Conferences and parent meetings throughout the school year.</li></ul>

The School provides a well-rounded curriculum designed to encourage the development of Christian faith, character, imagination, creativity, critical thinking, physical fitness, an open and receptive mind and a spirit of responsibility and service. Classroom work is supplemented by field trips, visitors to the centre and the community around the childcare centre. The Early Childhood Educators give as much individual attention as possible, which is made easy due to the ratio of one teacher to eight students. Often, when specialist teachers are present, the ratio averages two teachers to eight students. The administration is continually working on curriculum development and the teachers are required to keep abreast of best practices by attending regular professional development.



# *General Daily Routine*

7:30 am: Centre Opens for before school care

\* We ask that you have your child here by **9am** at the latest so they are able to have some free play time.

7:30 – 9:30 am: Free play and table top activities (art, dramatic play, books, sensory, numeracy and literacy skill building)

7:30 – 10:00 am: Open snack. Children are encouraged to check in with their bodies, have snack when they are hungry.

9:30 – 9:45 am: Morning meeting (Welcome)

During morning meeting, we discuss interesting weekly topics, introduce letters and sing welcome songs. Separate into POD's.

9:45– 10:45 am: Group-learning time (literacy or numeracy skill building, French, Music, Art, or Science)

10:45 – 11:45 am: Outdoor play: (bikes, climbing, sandbox play, outdoor games and/or neighborhood walk.

12:00 – 12:45 pm: Lunch (provided by parents)

1:00 – 1:30 pm: Rest time

1:30 – 4:00 pm: Open snack. Children are encouraged to check in with their bodies, have snack when they are hungry.

1:30 – 2:30 pm: Outside time or Teaching Specialist time / free flow art / table top activities

2:30 – 3:30 pm: Literacy and Numeracy skill building / Teaching Specialist time

4:00 – 5:30 pm: After school care begins; indoor or outdoor free play

**5:30 pm: Facility closes (Promptly)**

# ***E**XPECTATIONS*

To assist staff, students and parents in achieving our Purpose we offer these guidelines that help to create a community where learning is valued, responsibility is exercised and security is assured.

## **Expectations for Students**

1. To arrive punctually to school by **9:00 am**, to attend regularly, and to behave appropriately.
2. To wear the correct School uniform at all times and wear it with pride.
3. To be prepared and to have the necessary clothes and materials.
4. To respect and comply with Facility regulations.
5. To attend events when their presence is required.
6. To participate attentively and reverently in the Christian life of the program.

## **Expectations for Parents**

1. To ensure that children are at School on time each day by **9:00 am** as our program or departure for a field trip begins promptly at this time.
2. To respond promptly and affirmatively to any student misbehaviour while in School.
3. To inform the School of any circumstances in the home which may affect their child's performance in School.
4. To support the teachers, the manager and the Head of School in their work to achieve the Purpose of the program.
5. To follow the fee payment and student withdrawal policies as set out by the Society.
6. To supply written and signed or telephoned explanations of absences/lateness and lack of proper School uniform.
7. To keep children at home if sick, and notify the School if children will be absent.
8. To attend Parent Information sessions, Student Led Open House, Parent/Teacher meetings, and as many as possible of the other school functions to which they are invited.
9. To ensure that children are **collected from the after school care program by 5:30 pm promptly** in order to allow the teachers to prepare the classroom for the next day.

## Expectations for Staff

1. To maintain a safe and caring environment, in which each learner can thrive.
2. To teach curriculum skills, and enrich and extend those skills according to the Junior Kindergarten curriculum.
3. To maintain order, plan carefully, teach meaningfully and present a role model that will be an inspiration to the children.
4. To exhibit conduct that is consistent with the Christian character of the School.
5. To respect the personal worth, dignity and individual characteristics of each child, and keep a spirit of care and concern for all children.
6. To provide fair and just disciplinary treatment for all children as needed.
7. When conflict arises with children, to address the situation in a positive and supportive manner.
8. To keep parents/guardians informed of the progress, performance and conduct of their child.
9. To make themselves available to meet with parents at a mutually agreed time, should the need arise.
10. To be supportive of each other, the School, and parents who are the first educators of their children.

## Expectations for Enrollment

1. **The Right Fit:** We are an inclusive center, and all children are respected and supported. Our teachers are specially trained with their special needs certification. It is our goal to ensure there is a good fit between your son or daughter and the program in order to help them grow and reach their developmental milestones. If after using many interventions; working with the parents, and consultation with our learning specialists from the main campus, we have still found their learning style is not served well by our program, we will advise a different program that will better suit the child's needs.
2. **Family demographics:** Often throughout the year family demographics can change. Please keep the administration staff and teachers notified of the changes so that we have the most current information on all our records to ensure the safety of your child.
3. **Re-Enrollment:** Each year in January a re-enrollment form will be sent home to indicate re-enrollment for the following school year. The families in our Junior Kindergarten Program should complete the form to indicate their interest in enrollment for the next school year. It is at the discretion of the administration to accept the re-enrollments of students.
4. **JK Summer Care Program:** During the summer months (July and August) we will offer a full day Monday to Friday Summer Care Program. July 4<sup>th</sup> is our intake month for new students. This enables a smooth transition and a chance for the teachers to begin their connection with your children in order to plan and begin the junior kindergarten program in September.
5. **Summer Care Program – Main Campus:** Students age 4 or 5 who are enrolled in a kindergarten program for September are encouraged to enter the Lux Mundi Summer Care program at the main campus. This provides an excellent transition for those students entering the main campus student body and also provides more age appropriate activities, while building strong relationships with their maturing peer group. Please contact the main campus office in order to register for this excellent summer care experience.

6. **Enrollment to the main campus Kindergarten:** Students who will be 5 years old by Dec 21<sup>st</sup> and are ready to enter kindergarten the following school year must apply to the main campus of Christ Church Cathedral School to be placed on the kindergarten wait list. In early December, children on the waitlist for Kindergarten will be called to visit the school and attend a preliminary assessment day held in January. It is important to remember that Christ Church Cathedral Junior Kindergarten students **DO NOT** have priority over other students on our kindergarten waitlist. If you are considering entering our main campus kindergarten program, please call the main office (250-383-5125) to ensure that your child is registered on our waitlist. The earlier you register the better chance you have of securing a spot for your child in our kindergarten program.

## ***A**TTENDANCE*

### ATTENDANCE POLICY

#### **Intent**

It is the intent of Christ Church Cathedral Child Care and Junior Kindergarten to provide consistent, high quality care and an enriched educational program for your son or daughter. This requires the ability to plan based on attendance. When a child is registered and begins a program, the parents are expected to ensure that the child attends regularly. This will enable the child to grow and develop with others in the peer group and allow us to utilize resources effectively.

#### **Policy**

**Absences:** Parents must advise the Program Manager when their children cannot attend due to illness, holidays or other activities.

**Program Withdrawal:** The Program Manager requires immediate notice when a child is to be withdrawn from the Christ Church Cathedral Child Care program. The notice must be in writing with a minimum of one full calendar month's notice. Notice must be given by the last day of the month preceding the month on which you plan to withdraw your child. (For example, notice must be given by March 31<sup>st</sup> if you plan to withdraw your child for May 1<sup>st</sup>.)

Without proper notice, it is difficult for the Facility to budget appropriately. As a small non-profit society, enrollment is very important to the financial stability of Christ Church Cathedral Child Care.

**Unexplained absences:** If the child does not attend regularly and no reason is provided, it will be assumed that the child has withdrawn at the end of the last month for which the fees have been paid.

**Family Vacation Time:** School fees are not redeemed if families go on vacation during the school year for any part of a month or thereof. The family, despite their child's absence in the program, must continue to pay their monthly fees to the school in order to hold the spot. Unfortunately, we are not able to accommodate for family holiday time due to our strict facility budgeting.

**Absent / Illness Procedure:**

1. When a child is unable to attend due to illness, the program manager must be notified as soon as possible. If the illness is contagious, serious, or is related to or resulting from an incident at Christ Church Cathedral Child Care, the Program Manager and Head of the School must be informed so that preventative measures can be taken, if required.
2. If a child does not attend for 10 consecutive days or is absent for 15 days out of 30 consecutive days without the program manager being notified, as per the above procedure, the child will be considered withdrawn. The program manager will commit the vacant space to another child and advise the parent of the withdrawal by mail.
3. Christ Church Cathedral Child Care facility assumes NO liability for determining the welfare of a child who is not in attendance due to illness or family holidays.

# *PAYMENT POLICY*

## **Registration Fee Policy**

Christ Church Cathedral Child Care requires a \$50.00 registration fee (non refundable) to be placed on the waiting list for the Junior Kindergarten and child care program.

## **Enrollment Fee Policy**

Upon acceptance into the program a \$150.00 fee will be required with completion of the enrollment form in order to hold the spot for your son or daughter. The \$150.00 fee will be re-reimbursed, taken from the first month's tuition fees. However, if you decided not to take your space in the program, one full month's notice must be given to administration in writing to receive the \$150.00 will be refunded.

In January, a re-enrollment form will be sent home to complete for the following school year. However, those students that are entering Kindergarten will not receive an enrollment form unless they are on our Kindergarten waitlist. In early December, children on the waitlist for Kindergarten will be called to visit the school and attend a preliminary assessment day held in January. It is important to remember that **Christ Church Cathedral Junior Kindergarten Students DO NOT have priority** over other students on our kindergarten waitlist. If you are considering entering our main campus kindergarten program, please call the main office (250-383-5125) to ensure that your child is registered on our waitlist.

## **Child Care Fee Policy**

To enable good financial management of Christ Church Cathedral Child Care, we require prompt payment of fees and one calendar month prior written notice for withdrawal.

## **Procedure:**

1. To initiate monthly automatic withdrawal for fees, a VOID Cheque and a signed form for automatic withdrawal are required. Payment can be withdrawn from your account on the 1<sup>st</sup> or the 16<sup>th</sup> of each month. There is a \$25.00 fee for non-sufficient funds.
2. Entry to a program after the 2<sup>nd</sup> day of the month will be charged at the daily rate for the program to a maximum of one month's rate.
3. We are unable to accommodate partial payments for extended absences due to illness or vacation time with family. Full month fees must be paid in order to hold the child's space in our program.

## 2016 / 2017 Fees

	Full Care with JK Program 7:30 – 5:30pm	Junior Kindergarten Program 9 – 4:00pm
Regular Fees	\$975.00	\$900.00
Anglican Parishioner	\$925.00	\$850.00

Full Care = Extended Childcare hours offered will be 7:30 – 9:00am and 4:00 – 5:30 p.m.  
Fee: \$75.00 extra per month for morning and afternoon care.

\* During the summer months the same fee schedule applies.

If over the summer months a family is on vacation for two or more weeks we can reduce the fees by \$200.00 for that calendar month. We will require one months notice in order to process the changed request properly.

\*Please notify the facility manager and / or teachers, of your preferred drop off and pick up times. This will ensure that we have proper teacher / student ratios, to abide by our childcare licensing commitment.

# *PICK UP AND DROP OFF*

## PICK UP AND DROP OFF POLICY

### **Pick up times:**

Parents are expected to pick up, or arrange for pick up of children, no later than the end of their specific program as indicated.

Regular Program: 4:00 pm (no later than)

After School Care: 5:30 pm (**no later than**)\*

- Please ensure that your son or daughter is leaving the school no later than 5:30 pm so that the teachers are able to prepare the classroom for the next day.

### **Late Pick Up**

If a parent or guardian has not picked up a child or called the Facility by the scheduled end of program, the staff will try to contact the family first and then the alternate pick-up people from the authorized pickup list. If the alternate people are unavailable and the parent has not contacted the centre by 6:00pm (1/2 hour after the program closes) the centre is required to notify the Ministry of Children and Family Development. A late fee of \$20.00 will be charged for every 15 minutes (or portion thereof) after pick-up time. Please note that the late fees apply for both the Junior Kindergarten Curriculum (shorter day) and Junior Kindergarten Curriculum and Childcare (longer day). A notice will be placed into the child's mail pocket within two days of the late pick up advising of the late charge. You are expected to pay these charges at the end of each month.

### **Authority to Pick Up a Child**

We recognize that unforeseen circumstances can arise that prevent parents from picking up their child at the required time. In these instances, another caregiver or relative may share the responsibility of picking up the child. Please be explicit on the enrollment form to indicate the names of individuals who have authority to pick up the child. We encourage you to indicate as many names as required for this purpose and to keep the list up to date.

If you have made arrangements for an individual to pick up your child and they are **NOT** on your list, the staff need to be advised **EACH TIME**, preferably in writing. The name of the individual also needs to be indicated on the sign in /sign out sheet each time, until the person is formally added to the authorized pick up form. If a staff is unfamiliar with the individual, identification will be requested, such as a driver's license, as our foremost consideration is your child's safety.



## **Contingency Plans**

Staff will not be able to drop off or pick up children to and from their home, even in an emergency situation, due to potential liability. In the event that a problem arises in picking up a child, parents should have a contingency plan that does not involve the Child Care Facility. Staff will continue to provide care for the children on the premises, until the parent or alternate arrives to pick up the child. The charge levied for late pick up is intended to offset staff overtime costs and ensure the smooth running of the centre.

## **Signing In and Out**

Daily sign in/sign out sheets are posted at the door upon arrival and **must be completed by the parents or guardians** upon the child's arrival and departure.

Parents sign their child in and deliver their child to a teacher upon their arrival. Upon departure, parents must sign their child out and let the staff member know the child has been picked up.

## **Custody and Related Court Orders**

If a custody agreement or court order exists, a copy needs to be placed in the child's file at the Facility. The enrolling parent or guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without legal documents on file, the staff cannot deny access to a non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented. The enrolling parent or guardian will provide all consents.

It is the Child Care's responsibility not to release a child to an authorized person who is unable to care adequately for a child. If a staff member believes that the authorized person is impaired, or the child will be otherwise at risk, they will offer to call a relative or another authorized person to pick up the child.

## **DROPPING OFF CHILDREN**

1. Parents should make every effort to understand the daily routines of the centre and any special events that may be planned.
2. If the child will be arriving late, please make every effort to enter the facility quietly and help settle your son or daughter into their program smoothly for the day.
3. The best drop-off times are in the morning during unstructured playtime **before 9:00 am**.
4. Parents should avoid drop off during "morning meeting" (9:30 – 9:45), as it can be disruptive to the entire group.
5. Parents should avoid drop off time prior to or during naptime (1:00 – 2:30).
6. Parents **may not** drop off late in the day for after school care if their child has been absent throughout the day due to illness or appointments.

# ***POLICY AND PROCEDURES***

## **DISCIPLINE GUIDANCE POLICY AND PROCEDURES**

Discipline is the teaching and learning process by which children develop appropriate, socially acceptable behaviour. Guiding children's behaviour is a continuous process that adults do with and for children to help them to become self-disciplined.

### **Intent**

It is the intent of the Early Childhood Education staff of Christ Church Cathedral Child Care to have a system of discipline and guidance based on the Early Childhood Educators' Code of Ethics and early childhood development that will enable children to respect themselves and others around them.

Christ Church Cathedral Child Care and Junior Kindergarten does not attempt behaviour modification, but rather employs aspects of guidance and discipline that can be successful in the home and the Child Care environment. We work systematically to maintain a positive and supportive environment when discipline is required.

### **Policy**

It is the policy of the Christ Church Cathedral Child Care and Junior Kindergarten that each staff person should recognize that the children's behaviour is influenced by their overall developmental level, the environment outside their home and by the adults who care for them. Staff will ensure that the children's environment (including space, toys, time, and routines) is set up to influence behaviour in the most positive manner.

### **Methods and Practices**

The techniques or strategies used to guide the child's behaviour will be prevention-oriented will be used to create a positive atmosphere and opportunities for desirable behaviour. These guidance techniques will include:

- a. Establishing clear and consistent limits
- b. Offering straightforward explanation of limits
- c. Stating limits in a positive manner
- d. Focusing on the behaviour, not the child
- e. Not giving choices when none are available
- f. Allowing appropriate time limits for the children to respond
- g. Re-enforcing appropriate behaviour
- h. Maintaining a tolerance for a certain amount of noise, mess and attention seeking as is age appropriate and when the above does not infringe on the rights of others.

## **Staff Intervention**

Should it become necessary for staff to intervene, the Program Manager will ensure that guidance is supportive rather than punitive, maintains respect for the children involved and uses calm and controlled gestures and voices to gain the child's attention. Staff will clarify and reinforce limits, acknowledge the validity of feelings and divert or distract a child if appropriate. Staff will model appropriate choices to children in a non-threatening manner.

Redirecting children to an alternate activity, changing the circumstances causing the unwanted behaviour, limiting the use of certain equipment and toys; and as a last resort, using a "time away", are measures staff may use when the children seem unable to solve the behaviour difficulties themselves.

## **Parental Consultation**

In the event that a child has recurring behaviour problems of an extreme nature, which adversely affect her/him, and others, staff will consult with the Head of the School and the child's parents to find a better solution that is of benefit to all concerned. If after several staff-parent consultations, solutions are not forthcoming, it may be required to approach the Head of Cathedral School for advice and parents may be asked to find alternate care for their child.

At all times, the welfare of all children in our care will be considered. The adults working with the children will remember that children imitate adult examples and the staff will set the best example possible.

# *MEAL TIME*

## Lunches and Snacks

### ***Peanut Allergies:***

Because of the serious nature of allergies, the Facility is a **Tree nut and Peanut Free Zone**. We are a **completely nut free zone** due to choking hazards and nut allergies.

Parents provide all snacks and lunches for their children. These must be brought in a lunch kit that is labeled with the child's name and a freezer pack if necessary.

Please do not send non-nutritious items such as candy, chocolate bars, or pop in your child's lunch kit.

Open snack: We encourage all children to listen to their bodies. Giving all children the time and opportunity to eat when they are hungry; children are encouraged to eat healthy choices, and engage in conversation.

Lunch: All children will sing praise before sitting to lunch with their teachers.

Please provide a small freezer pack to help keep necessary items cold, and a thermos to keep warm items warm.

We have a non-sharing policy for meals and snacks among our children in order to ensure germs are not shared and the allergies of other children are not triggered.

If your child has any known or suspected allergies or sensitivities, be sure to notify the staff and provide details on the enrollment form.

# *UNIFORM POLICY*

## Christ Church Cathedral School Child Care Uniform

All students at Christ Church Cathedral School Child Care are required to wear the school uniform consisting of:

- Labelled dress grey - culottes, skirt or tunic - knee length, *or*
- Labelled dress grey - pants or shorts
- All students may wear a labelled red polo shirt or pullover only available through Cambridge Uniforms.
- Labelled black Oxford style leather shoes or black runners
- Navy or grey socks or tights
- Labelled running shoes for PE and outdoor play
- Labelled boots and raingear for outside play in poor weather
- A full set of non-uniform extra clothing must be provided in case of accidents or spills.
- Children may wish to have a small blanket for naps / rest time. Parents are required to launder this item at least monthly.

Uniform pieces are available to order from Cambridge uniforms by contacting them directly through their website: [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com) Or call 1-800-924-9069 or email: [orders@cambridgeuniforms.com](mailto:orders@cambridgeuniforms.com). If ordering online, you will require our school code: HED567. Some items may be available during our uniform swap in early September.

A navy blue fleece vest with an embroidered School crest is available for purchase by children and parents. It is not part of the School uniform but may be worn by children to and from School. We encourage parents to purchase a vest as a sign of their support for the School.

The following are **not** to be worn to school: Makeup, nail polish, jewellery - except watches or medical alert bracelets, earrings - except for those with pierced ears who may wear studs.

All uniforms must be complete and kept clean and repaired. The parents of students who do not wear the correct uniform will be notified and asked to ensure their child's compliance with the uniform regulations.

For details concerning the purchase of uniform items from the School, please contact the School main office in person or by phone at 250-383-5125.

From time to time during the school year we may have a ‘mufti day’ when children may wear their own appropriate clothes to school.

During cold weather, students may wear a coat or sweater while playing outside.

We ask for the support of parents in making sure that their children are wearing the correct uniform. If the child consistently arrives at school wearing an incorrect uniform, the teacher will request the parent to send the child with the correct uniform on the next school day.

During the summer care program students can wear their choice of clothing, weather appropriate. In September through to June, during the structured Junior Kindergarten program, all students are required to wear the uniform. **Please label all clothing and items your child brings to the centre.**

Each child must have a complete change of clothes in their cubby at all times, appropriate to the season. (A spare school uniform is not necessary) This is in case an accident or spill happens.

Children are welcome to bring a “security blanket” or “cuddly”, but other toys should remain at home. We appreciate your support on this matter.

As the children may be outside in all types of weather a raincoat or “muddy buddy” is appropriate. Remember, don’t forget to label!

# *HEALTH POLICY*

## **Health Policy**

Christ Church Cathedral Child Care and Junior Kindergarten's health policy is to ensure the health and wellness of all the children, their families, staff and teachers. It is our expectation that all our families will observe this policy in order to keep our School a healthy safe place for our children to learn in.

Our program is a very busy, active program that involves outdoor play each day. The children must be well enough to participate in the program, including both indoor and outdoor play. Children will not be kept inside due to illness, as the facility does not have a “sick room”, or the extra staff to supervise and care for the child.

We expect full communication regarding any current infections or illnesses that have occurred in order to keep our classmates and teachers well. We are not able to dispense any medications that are not prescribed by a doctor or are not in their original packaging. Nor are we able to dispense any prescribed medications unless the doctor has written specific instructions for the teacher.

It is important to remember that a child’s energy level and behaviour can be different when they are on certain medications such as antibiotics or decongestants. Please make sure the staff is aware of any medications that have been administered in order to assess the child’s day properly.

### **Immunizations:**

We encourage all children entering our facility to be immunized according to the Capital Health Region immunization schedule or its equivalent in another province. A photocopy of the immunization record must accompany the registration package.

### **Becoming Ill:**

If your child becomes ill while playing and studying at the centre, the parent will be called and the child must be picked up as soon as possible. If the parent cannot be reached, the emergency contact named on the enrollment form will be called to arrange for pick up.

Parents will be asked to pick up their child in any one of the following circumstances:

- The child is vomiting
- The child has diarrhea
- The child has signs and symptoms of a fever
- The child is refusing or is unable to participate in the program (including outdoor play) because of ill health
- The child is lethargic due to illness (head cold, severe headache, or flu)
- The child has communicable symptoms (pink eye, severe head cold or harsh cough)
- The child has head lice

## **When can a child return following an illness?**

Parents are asked to keep their children home during the day if they have been ill throughout the previous evening or through the night with a fever. They should also stay home if the child has needed medication to control excessive coughing or pain relief.

Children who are at home due to fever and flu symptoms must display a normal temperature for a **24 hour period** before returning to the centre. When they return, they must be healthy enough to participate in all aspects of the program, indoor and outdoor play.

If the child has been vomiting or has diarrhea, they may not return to the Facility until **24 hours has passed** after the last bout has occurred.

Children needing antibiotics for ear infections, pink eye or other ailments must be taking the antibiotic for 24 hours (or longer with doctor's recommendation) before returning to the Facility.

## **Communicable Diseases:**

If a child gets a communicable disease such as chicken pox, or pink eye, the centre will follow the guidelines as outlined by the Capital Region regarding required time away. A copy of these guidelines can be made available upon request or can be picked up at the Capital Health Region Cook Street Office.

Children who need to see a doctor regarding a possible communicable disease (pink eye, severe head cold or harsh cough) can return to School if a communicable disease is not present. Parents must provide a dated doctor's note that states the child is not in a contagious state and that they are able to participate in the program with 20 or more young children. If a doctor's note is not possible the student must stay home for a 24 hour period after the last symptoms have disappeared.

## **Medication Policy**

We are not able to dispense any medications that are not prescribed by a doctor or are not in their original packaging. Nor are we able to dispense any non - prescribed medications unless the doctor has written specific instructions for the teacher, including child's name, correct dosage, and duration of use. Parents must never put medication of any sort in a child's lunch box, including cough candies, or vitamin pills.

## **Lice:**

Please notify the centre if your child has been detected with lice or nits found in their hair. If lice are detected by a staff member the student will be sent home immediately for treatment. The treatment must be followed through by a parent or guardian. The hair must be combed through with a nit comb, taking out all nits and lice that are visible. **Once a treatment and 24 hour period has passed**, the child may return to the facility. A staff member may check the child's hair upon arrival in order to ensure the health of other students and staff members.



**Smoking:**

It is against the law for anyone to smoke on the School property.

**Privacy Policy:**

In accordance with the Personal Information and Privacy Act the School has developed Privacy Policies for Parents/Students and for Staff/Volunteers. These are posted on the website and available in the School main office. [www.cathedralschool.ca](http://www.cathedralschool.ca)

# *COMMUNICATIONS*

## **Reporting**

There are two formal days each year when parents will have the opportunity to meet with the classroom teachers. One day is in November, where the centre remains open for the students and the teachers can meet with you to discuss your son or daughters progress. Teachers On Call will take the place of the regular teaching staff during these meetings.

The other day is in May for a Student Led Open House. The Student Led Open House is a fun 30-minute interactive session with your child in our centre. This is an opportunity for your child to take you around the classroom to experience some of the great learning that happens in our Program. During Student Led Open House, the School is open.

During the school year there will be many opportunities for parents to speak with their child's teacher, and the teacher may make a request to speak with the parents. We encourage parents to make appointments to discuss concerns between reporting periods. We believe very strongly in the partnership between parents and the Junior Kindergarten Program. We consider that it is in the best interests of the child for the Centre and parents to keep in close communication.

## **Newsletters**

The teachers at the Junior Kindergarten will provide a monthly newsletter to communicate the upcoming events and field trips. Reminders will also be placed on the parent calendar or beside the sign-in sheet.

## **Email**

Email is an excellent tool for the communication of clear business-like information, such as dates, times, lists of equipment, attendance reports, and setting up appointments and so on. It is also a great system for delivering letters via attachments.

Email is far less efficient and can sometimes be counter-productive when used as a communication vehicle to solve complex problems or to state displeasure with how something has transpired. When email is used in this manner, miscommunication is often the result because much of what we communicate when face-to-face is non-verbal and without this component, the message can be distorted inadvertently.

### Appropriate use of email:

1. The school uses email to communicate with individuals, groups of parents, or the entire parent body. Topics are likely to include:
  - a. Reminders about events, dates, times, etc.
  - b. Requests for a meeting
  - c. Classroom news and updates
  - d. Forms and other requests for information
2. If your child is going to be absent or late, a phone call to the JK works well. If you would prefer email, then send it to the JK teachers at ([jk@cathedralschool.ca](mailto:jk@cathedralschool.ca))

### When not to use email:

1. If, as a parent, you are concerned or feel distressed about an issue, do not use email. Instead, please contact the teacher involved directly. A phone call or a face-to-face meeting will more likely lead to clear communication and a positive resolution for all.
2. If, as a parent, you have concerns that arise from interactions between students, once again, a phone call or face-to-face meeting with School staff will work better than sending an email directly to other students' parents.
3. If your regular after school pickup routine needs to change, for example, if you are going to ask a relative to pick up your child from afterschool care, then you must ensure that either of the teachers hear from you directly- face-to-face or by phone. **Do not use email for this situation.** Without this direct communication, we will not release your child. This can create undue anxiety for everyone involved.

### Response time:

Allow at least one full business day for a response to any email. For part time teachers please allow two full business days. If parents need a quick answer, contact the teacher directly.

Teachers will not necessarily reply to every email regarding insignificant items or when small matters are resolved quickly, such as lost uniform items, appointments for Doctors during the school day, etc.

Note: The JK Staff will use the BCC field for group emails. This protects the privacy of the recipients.

## **Problems and Concerns**

Our goal is to be as helpful and supportive to parents as possible. If your child is having problems at home, in the classroom or on the playground, please let his or her teacher know immediately. It is always best to speak to the teacher first. Before school, in the morning and immediately after school are often busy and distracting times for teachers and it is not always convenient for them to meet with parents at those times. It may be convenient to email the teacher to set up a meeting. The quicker a problem is dealt with the better. We ask that you bring the problem to the attention of the staff before you speak about it with other parents. The channels of communication are as follows:

1. Speak with your child's teacher. She/he knows your child best and is best placed to resolve your problem or deal with your concern. Please do not believe the old story that if you bring up a concern with your child's teacher, she or he will 'take it out' on your child. That will not happen.
2. Speak with the Facility Manager.
3. Speak to the Head of School if the problem involves the Child Care at large, or if you do not feel that your concern has been acted upon or understood by the classroom teacher and/or the Facility Manager.
4. If you are still dissatisfied with how your concern has been handled, contact the Chairman of the Board of Directors in writing.

It is our desire, with your help, to communicate closely, to deal with concerns on a timely basis and act in the best interests of the children.

## **Website**

The purpose of our website at [www.cathedralschool.ca](http://www.cathedralschool.ca) is not only to enable the general public to find out about us, but also to be a useful means of communication with parents. A calendar, current events, newsletters and important information are all posted on the site. We welcome comments and suggestions as to how the site can be made more responsive to the needs of our community. Please look through the website and enjoy the web page for the Junior Kindergarten Program; updates and news will be posted regularly.

# *SAFETY AND SECURITY*

Regular Fire and Earthquake drills are held monthly to familiarize the children with the procedures.

## **Procedure In Case of Earthquake**

If a major earthquake disables the city, please follow this procedure:

- Do not phone** - We must have the line open for emergency calls
- Park away from the School** - The street entrance and parking area must remain clear for emergency vehicles
- Sign your child out with the adult in charge of the check out procedures**
- Sign out other children for whom you are responsible**

Children will only be released to parents, guardians, or other adults named on the Emergency Information Form. The children will not be left alone. If all avenues of pick-up have been exhausted and after a reasonable time has elapsed, teaching staff will assume responsibility for children until contact with the families can be made.

Parents are required to purchase a comfort kit for their child through the school. All the kits are then stored outside the building. These kits have a shelf life of three to five years.

## **Procedure In Case of Fire**

Heat and smoke sensors are located throughout the building. In the event of a fire during school hours the children will be evacuated as per our fire drills and, if we are unable to re-enter the building, we will call you and ask you to come and pick up your child. We have a business continuity plan in case we are not able to use the building for some days or weeks, and you will be informed if we have to initiate that plan. Staff have full details of fire evacuation procedures and have fire drills once a month.

## **Building Security**

The safety of the children in our care every day is our highest priority. We have outlined above the procedures in case of earthquake and fire. We have also adopted procedures to ensure that the children are safe at all times when they are in the building or on the playground or on field trips away from the School. Teachers are equipped with a critical incident response plan for incidents that may happen in the Facility or while on a field trip. All our teachers have First Aid and CPR training.

It is important that we have accurate knowledge of who is in the building at any time so that we are able to evacuate and count heads in the event of fire, earthquake or any other incident.

In order to control access to the building:

- Doors off of Richardson Street are locked after 9:00 am. Please be patient as we come to welcome you and open the door for your access.
- The back door off of the playground is used for staff and when the children are out at play, otherwise it is locked throughout the day.
- Parents and visitors to the School are asked to use the front door of the building on Richardson St.
- **Please sign your child in and out in order to keep close track of our students and their safety.**

For the safety of all children, all gates must be securely latched upon entering and leaving the playground. If all the children are playing in the playground, we ask that the parents enter through the playground gate, collect their child and leave through the playground gate. This will ensure the front door is closed and locked at all times while the children are playing outside.

# ***EXTRAS***

## **Parent Support Group**

The Parent Support Group is made up of all parents/guardians of Christ Church Cathedral School and the Junior Kindergarten program. It is organized by an elected executive committee. The group's mandate is to help build community by providing opportunities for family fellowship and fun. In addition, the Parent Association raises funds to purchase special items for the School, the Junior Kindergarten Program and to support the main campus bursary program. They also operate a phone and email system through class reps to keep parents informed of forthcoming events, volunteer opportunities. Please consider becoming a classroom representative for our Junior Kindergarten.

## **Invitations**

Part of our education in a Christian community is to teach sensitivity to other's feelings. Almost nothing is more divisive in the classroom community than one or two children being left out when a party is being planned. We ask that you be sensitive to this and pass the invitations to the teacher to distribute in an appropriate manner.

## **Volunteering**

Participation by parents and friends of Christ Church Cathedral Junior Kindergarten and Child Care facility play an integral and very important part in the operation of the Facility. The objective is to create a spirit of community, a sense of family among students, staff, parents and friends. Working together, we can provide the best education for the children and ensure the future of our School for generations to come.

There are several opportunities for parents and friends to participate in ways that reduce the stress on staff. This can also improve the operation of the Facility, thereby maintaining low school fees and providing a safe, secure, positive educational experience for the children.

However, we also understand that many parents do not have the time to volunteer in the School or Junior Kindergarten, and so, with the agreement of the Parent Support Group, we suggest that those who are unable to volunteer consider making a financial contribution.

## **Because You Asked.....**

### *How can I help support the School?*

- by providing financial support. (Tax receipts are given for donations)
- by volunteering in the School and/or participating in the Parent Support Group;
- by becoming a life member of the Christ Church Cathedral Educational Society, or joining on a yearly basis;
- by telling your friends and neighbors how much you appreciate the School. If they have school age children or are looking for a School, suggest that they contact Christ Church Cathedral School.
- by remembering the School in your prayers.

### *Hours of Operation:*

- |                          |   |
|--------------------------|---|
| - Morning:               | 7:30 a.m.   |
| - Instruction:           | 9:00 a.m. – 4:00 p.m.                                 |
| - Supervision:           | 7:30 a.m. – 5:30 p.m.                                 |
| - Non-instructional Days | Usually 1 or 2 days, to be announced each school year |



**CHRIST CHURCH CATHEDRAL SCHOOL CHILD CARE AND JUNIOR  
KINDERGARTEN CALENDAR 2016-2017**

Sep 05	Monday	Labour Day – <b>Facility closed</b>
Sep 06	Tuesday	Junior Kindergarten Program Begins
Sep 22	Thursday	Welcome Family Barbeque (4:00 – 5:30)
Sep 20	Friday	Terry Fox Trot. All school event (1:00 – 3:00) Heywood Field, Beacon Hill Park. Parent's welcome!
Oct 05	Wednesday	Whole School Chapel (drop off by 8:30 @ JK )
Oct 06	Thursday	Individual Photo Day (drop off by 8:30 @ JK )
Oct 10	Monday	Thanksgiving Day - <b>Facility closed</b>
Nov 02	Wednesday	Whole School Chapel (drop off by 8:30 @ JK )
Nov 11	Friday	Remembrance Day - <b>Facility closed</b>
Nov 17,18	Thursday, Friday	Parent-Teacher Interviews Junior Kindergarten is in session.
Dec 07	Wednesday	Whole School Chapel (drop off by 8:30 @ JK)
Dec 15	Thursday	Junior Kindergarten Christmas Performance (4:30 – 5:30 all are welcome!)
Dec 16	Friday	Last School Day before Christmas Holidays
Dec 16 thru Jan 02		Christmas Holidays - <b>Facility closed</b>
Jan 03	Tuesday	Junior Kindergarten re-opens
Jan 21 thru Jan 23	Tue/Wed/Thu	Kindergarten assessment days on main campus
Feb 01	Wednesday	Whole School Chapel (drop off by 8:30 @ JK)
Feb 13	Monday	B.C. Family Day Holiday - <b>Facility closed</b>
Mar 1	Wednesday	Whole School Chapel (drop off by 8:30 @ JK)

## ***RELEVANT READINGS AND COMMUNITY SUPPORT***

1. “Child’s Play” by Silken Laumann – a book about rediscovering the joy of play in our families and communities.
2. “Kids are Worth It!: Giving Your Child the Gift of Inner Discipline” by Barbara Coloroso
3. “The Bully, the Bullied and the Bystander” by Barbara Coloroso - A book about how teachers, parents and the community can help break the cycle of violence.
4. “Parenting through Crisis” by Barbara Coloroso - Helping kids through challenging times such as loss, grief and difficult stages in their lives.
5. “The Explosive Child” by Dr. Ross Green – a book that offers some fresh new ideas on how to deal with explosive, easily frustrated children that may be chronically inflexible.
6. Life Seminars – Living in families – Various parenting courses offered through PERKS Recreation Centre in Victoria. Lead by Dr. Allison Reese and supported by Dr. Allison Miller.
7. “The Epidemic” by Robert Shaw—an excellent book on parenting.
8. “Ten Conversations you Need to Have with your Children” by Rabbi Schmeuly Boteach. Another excellent book on parenting.
9. “Hang On To Your Kids” by Gordon Neufeld and Gabor Mate. How to counteract the power of peer pressure.