

**CATHEDRAL SCHOOL CHILDCARE
& JUNIOR KINDERGARTEN PROGRAMS**



PARENT HANDBOOK

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Welcome and Philosophy

Welcome to the Cathedral School Child Care and Junior Kindergarten programs.

We believe that children learn through play and hands-on experiences. Our warm, welcoming and inviting centres provide the opportunity for children to explore endless possibilities. We take a child-centred approach to our daily programming. Educators provide activities and experiences that are open ended to encourage each child to develop social, emotional, physical, and intellectual skills. We will provide opportunities for the children to grow spiritually through connections to animals, people, and land. We believe that learning about Anglican faith teachings of kindness, love and compassion through music, stories, art and fun will help to build a strong foundation of love, kindness and lifelong learning.

A child based approach is used in presenting an emergent curriculum. Successions of various long and short projects are used throughout the year. The projects may be seasonal in content or stress a particular concept. Examples of 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.

Learning is supplemented by field trips, outdoor walks around the surrounding community, visits to Christ Church Cathedral for Chapel or St. Dunstan Church for Chapel , as well as visits to our main campus, Christ Church Cathedral School on Vancouver Street.

Our educators are licensed and experienced Early Childhood Educators and Early Childhood Educator Assistants who understand the importance of families and teamwork. Educators will work together with you and your child to give them as much individual attention as possible. When planning activities and learning experiences for the children, the staff take into account the children's different learning styles and need for extra assistance. The educators are continually working on curriculum development and are required to keep abreast of best practices by attending regular professional development sessions and ongoing training.

Governance

The Board of Directors

Our Junior Kindergartens are 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 Childcare community. Financial administration and the hiring of staff are all part of the duties of the Head of School. 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 2019-2020 the Board members are as follows: Patricia Crossley (President), The Very Reverend M. Ansley Tucker (Vice President), Janet Sime (treasurer), Paul Duckett, Peter Ameerali, Judith Detchon, Christopher Thackray, and Catriona Harker.

One board member is a parent elected by the PSG (Parent Support Group) 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 child's classroom. Please consider becoming a part of the Parent Support Group. The names will be published in the newsletter and on the School's web site. www.cathedralschool.ca

Staff Main Campus Administration:

Stuart Hall – Head of School

Tobi Blue – Assistant Head of School

Liisa Salo – Executive Assistant to the Head of School

Hayley Schmuck – Administrative Assistant

Todd Fitzsimmons – Lux Mundi Out of School Care Manager

Cindy Hayley – Director of Finance

Cathedral School Childcare (Gordon Head) Staff

Kari-Anne Barr – Team Lead and facility manager (ECE/ITE)

Jenny Li – (ECE)

Sean Solberg – (ECEA)

Laura Burki - (ECE)

Christ Church Cathedral Childcare (Fairfield) Staff

Caitlin Wynne – Childcare Director (ECE/ITE)

Cindy Potts – Team Lead (ECE)

Claire Eide-Team Lead (ECE/ITE)

Lanna Duffy –(ECE)

Norma Garcia – (ECEA)

Cassie Terepocki - (ECEA)

The staff work together as a team; they are responsible for the well-being of the children, the children's program, and staff/parent communications. The emphasis is on group care while taking into consideration each child's individuality. It is important to maintain consistent routines for the group in order for the children to feel safe and secure while also encouraging flexibility to be open to new opportunities and experiences. Substitutes will be used when regular staff are off due to holidays, illness or bereavement. All substitutes are fully qualified and have criminal record checks.

A Non- refundable Administration fee of \$100.00 to hold your space

1. All fees are to be made payable to Christ Church Cathedral Educational Society. Upon acceptance into the program, a non-refundable administration fee of \$100.00 will be required with completion of the registration package in order to secure the spot for your child.
2. **To pay by e-transfer, send to:** accounts@cathedralschool.ca. When sending by e-transfer, please note in the memo your child's name, the month you will be starting and which centre either JKSM (Fairfield) or JKSD (Gordon Head.) Please make the security question what city do we live in, with the answer being Victoria.
[Example: MEMO: Reg fee for Dave Smith, Sept 1 2021, JKSM.]

Financials

A Pre-Authorized Debit (P.A.D.) agreement must be completed and returned to the centre before your child's start date.

1. Child Care is offered by the calendar month, beginning on the first business day of each month. The monthly fee is averaged out to take into consideration those months with only 3 weeks of care and those months with 5 weeks of care.

2. Fees are due in full by P.A.D. on the 1st or 16th of every month. Please note that there may be changes in fees from time to time with due notice.
3. Cathedral School Childcare and Junior Kindergarten agrees to give a minimum of 30 days' notice of any fee changes.
4. Parents are responsible for any administrative charges for insufficient funds (\$25).
5. 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, regardless of how often your child attends.

Affordable Childcare Benefit (Subsidy)

1. It is the sole responsibility for the parent to ensure all subsidy authorizations are in place prior to enrolment.
2. Cathedral School Childcare and Junior Kindergarten will assist families by giving you both the child care subsidy application forms and the child care arrangement form.
3. Cathedral School Childcare and Junior Kindergarten will only fill out the required section of the Child Care arrangement form with our license number and signature of our authorized director.
4. The parent is responsible for the renewal of subsidy. Should a parent miss the renewal of their subsidy, their childcare space may be suspended or terminated at the sole discretion of Christ Church Cathedral Childcare and Junior Kindergarten.
5. If subsidized, the parent agrees to pay the full amount of childcare fees when the subsidy expires. The parent portion of fees is required in full and by the 1st or 16th of every month by P.A.D.

Cancellation of Services

1. If your P.A.D. has been returned due to insufficient funds, you will be notified to pay that month's fees by cheque or e-transfer. Non-payment may result in cancellation of services.
2. Families agree to give **two months' calendar** notice in writing to Christ Church Cathedral Childcare and Junior Kindergarten by the last day of the month, two months prior to leaving (e.g. February 28th for May 1st).
3. Cathedral School Childcare and Junior Kindergarten will give a minimum of one month written notice if we are no longer able to provide child care services for your child due to either the centre being unable to meet the needs of your child or the working relationship between the centre and family being incompatible.
4. If notice is being given to your family due to your child displaying violent/aggressive behaviors towards other children or staff, Cathedral School Childcare and Junior Kindergarten will give a minimum of two weeks' notice.

Expectations for Enrollment

1. **The Right Fit:** We are inclusive centres; all children are respected and supported. It is our goal to ensure there is a good fit between your child and the program in order to help them grow and reach their developmental milestones. If after using many interventions; working

with the parents, consultation with our learning specialists from the main campus, and 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 educators notified of the changes so that we have the most current information on all our records to ensure the safety of your child.
3. **Enrollment to the main campus Kindergarten:** Students who will be 5 years old by Dec 21st 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 Junior Kindergarten students DO NOT have priority over other students on our kindergarten waitlist.
4. 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.**

Gradual Entry

1. All children begin with a gradual entry into the program. It is mandatory for parents to set up a gradual entry schedule with their child's program leader before they start in the program.
2. Gradual entry begins on your child's first day at the centre.
3. Typical Gradual Entry is three days long

Gradual Entry Example

Day 1. Stay and play for one hour with your child. Leave with your child.

Day 2. Stay and play with your child for 30 minutes. Say goodbye and pick up your child at 12:30.

Day 3. Stay for 15 minutes to help your child enter into play. Say goodbye and pick up your child at 3:00pm.

How will your family feel?

We know that starting a new routine and centre can be a challenging time for both children and parents. We ask that you try your best to adhere to the gradual entry policy and procedures as best you can. Children are all unique; some may take longer or shorter times to adjust to the new centre. Your educator will let you know if we need to extend the gradual entry process. Children will usually cry, and sometimes parents too, as they become familiar with separation and growth. This is a very normal feeling to have, after all you have spent much time together bonding. You have done a great

job and your child is attached to you. Allowing children space to feel these emotions and having staff assist them during this time will allow children to see that we care and that the space is safe, kind and fun. We want to bond with your child and your family to form a trusting relationship, make meaningful connections, and assist with supporting your child’s individual and unique needs. We are always happy to give you a call or have you call us to check in. We are an open centre and believe in honest, open and positive discussions about how to best help your child. We are working as a team in our community. Sometimes kids jump right in and do not want to leave the centre. We are happy to have your child here and we have been through gradual entry many times.

Fees and Hours of Operation

Cathedral School Childcare (Gordon Head)

Hours	3-5 yrs.	Anglican 3-5 yrs.
7:30am-5:00 pm	\$1190 (Minus \$100 govt. fee reduction) Parent fee \$1090.00	\$1190 (Minus \$100 govt. fee reduction & \$50 discount (from CCCS) Parent fee \$1040.00

Childcare hours offered: 7:30 a.m. – 5:00 p.m with a last pickup time of 4:55pm.

Christ Church Cathedral Childcare(Fairfield)

<u>Hours</u>	<u>3-5 yrs.</u>	<u>Anglican 3-5 yrs.</u>
7:30am-5:30 pm	\$1130 (Minus \$100 govt. fee reduction) Parent fee \$1030	\$1130 (Minus \$100 govt. fee reduction & \$50 discount (from CSC) Parent fee \$980.00

Childcare hours offered: 7:30 a.m. – 5:30 p.m with a last pickup time of 5:25pm.

***Our fee structure is inclusive of the Government fee reduction initiative. Should the government stop the fee reduction initiative program, parents are responsible for paying the full cost of fees. There are no fee changes over spring break or summer. Fees must be paid in full, by Pre-Authorized Debit, in order to hold the child’s space in our program.**

Late Pick up

Your child must be picked up by 4:55pm at Cathedral School Childcare (Gordon Head) and 5:25 at Christ Church Cathedral Childcare (Fairfield) or you will be charged a late fee. When determining the time for late fees the staff will use the clock in the room. A late fee of \$20.00 will be charged for every 15 minutes (or portion thereof) after pick-up time. Please note that late fees apply for regular school days and early dismissal days. An invoice will be billed for the late fees and will be emailed to you. You are expected to pay these charges by the end of each month.

Daily Arrival and Departure

Please remember that staff are scheduled to arrive at the centre before business hours to set up the environment to facilitate the arrival for our children and families. Please wait outside patiently for staff to open the doors at 7:30am so we may give you 100% of our attention.

1. A staff member will sign the children in and out of the centre each day. Attendance is done using our Hi Mama App. Attendance is tracked and used as a record in emergency situations and to plan staffing needs.
2. Only the child's parents whose names appear on the registration form or the alternate contact list may pick up children from the Centre. Educators must be notified in writing of any changes. All persons, other than the parents, must provide photo identification upon picking up a child. The child's parents must document the change in the sign in/out sheet provided, and inform a staff member so they may add the person to your pick up list.
3. In the mornings, please help your child enter into play. Please inform a staff member directly when you arrive and when you are leaving. Goodbyes must be said inside of the child care centre.
4. If your child is attending for the day, they must be at the centre by **9:30am**. Parents **may not drop off late** in the day for care if their child has been absent throughout the day due to illness or appointments.
5. (Please let staff know if there is a specialist appointment that is coming up)

Parking

Fairfield Location — 1670 Richardson Street

We have three parking spots located behind the centre next to our play yard that families are welcome to use in addition to the driveway and street parking. If you are pregnant or injured and need extra support please let the staff know and we will be happy to assist. Please watch for children.

Gordon Head Location — 1806 San Juan Avenue

Please park **only** in the upper large parking lot off of San Juan Avenue and walk down the safety path to the centre. If you are pregnant or injured and need extra support please let the staff know

and we will be happy to assist. Please watch for children as Kids Klub is also located in the lower parking lot. We are a busy community.

Absences

Parents must advise the director or team lead when their child cannot attend due to illness, holidays or other activities. If your child(ren) 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.

Statutory Holidays and Closures

Cathedral School Childcare and Christ Church Cathedral School Junior Kindergarten will be closed for New Years Day, Family Day, Maundy Thursday, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving, Remembrance Day and from December 24th to the 1st business day in January. If a statutory holiday falls on a weekend, the centre will be closed the following business day.

Professional Development and Annual Cleaning

Both centres will be closed once during the following months for professional development.

1. February
2. May
3. October

The centres will be closed once in **August** for our annual cleaning day. The exact dates are released to families on the current year school calendar.

Early Dismissal Staff Meetings

Christ Church Cathedral Childcare (St. Matthias) location: **The first Wednesday (4:30)** of every month

Cathedral School Childcare (St. Dunstan) location: **The last Monday (4:00)** of every month

The last day of Kindie Club in June is Graduation and early dismissal (12:00)

We will provide you with yearly closure dates, early dismissals dates, monthly newsletters and monthly calendars and updates on our parent boards.

Closures Due to Severe Weather, Infrastructure failures, Unforeseen Events or Insufficient Staff

The JK facilities may be closed due to severe weather conditions, infrastructure failure, unforeseen events or insufficient staff at the discretion of the Head of School or designee. With regard to snow we typically follow school district 61, but not always. If it is announced mid-day that we will be closing, you must pick up your children as soon as possible as we will need to close our facility as soon as all children are picked up.

Severe weather includes, but is not limited to snow, flood, extreme heat and forest fire smoke. Infrastructure failure includes but is not limited to, power outage and sewer backup.

Our educators are exposed to many illnesses due to the nature of their job. Although we try to have as many substitute educators on board as possible, there may come a time when we cannot be fully staffed. If we cannot replace staff to maintain an adequate adult to child ratio then we will need to a) reduce the number of children we can care for on that day, b) reduce the hours we are open, or c) close the facility entirely. In such circumstances, **we cannot take in more than the legal ratio of children to staff.**

In such circumstances we would contact parents as soon as possible to let you know we are unable to take your child. Unfortunately, we may have to make that decision as you arrive. If this occurs please accept our sincerest apologies and know that we are bound by the licensing regulations designed to protect your children. If you are asked to keep your child at home due to insufficient staffing, we will reimburse you on a prorated daily rate.

Further to b) above, should the facility be required to operate short-staffed, our Junior Kindergartens may operate on reduced hours to maintain appropriate staff to child ratios and to stay compliant with BC Child Care Licensing and the BC Employment Standards Act.

Safety

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 Centre** - 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, staff will assume responsibility for children until contact with the families can be made.

Procedure In Case of Fire

Heat and smoke sensors are located throughout the building. In the event of a fire, 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. Educators have full details of fire evacuation procedures and have fire drills once a month.

Building Security

To ensure the children are safe at all times:

- Doors are locked after **9:30 am**. Please be patient as we come to welcome you and open the door for your access.
- The back door is used for staff and when the children are out at play, otherwise it is locked throughout the day.
- Parents and visitors to the Centre are asked to use the front door of the building.
- 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.
- For safety reasons please do not lift your child over the fence or gate.
- For the safety of all children please do not allow your child to open the entry or exit doors on their own. We teach the children that it is the adults job to open and close all entrances and exit doors when entering or exiting the centres
- The centre is not accessible by the public.
- All staff, volunteers and substitutes have undergone criminal record checks for working and volunteering with the centres and our schools.
- Our centres are alarmed when we leave the premises.
- Anyone who has access to the centres must first schedule a time and date with Facility Managers and be escorted in and out of the building.
- Children are with educators at all times and do not have access to non monitored areas of the centre.

Health

Upon entering and exiting the building all staff, children and families must wash hands for a minimum of 20 seconds with soap and water and use a paper towel to dry hands. Our goal is to stop the spread of germs and keep everyone safe and healthy.

Right of Refusal

There are many factors involved in ensuring a child's optimum growth and development; good health is a particularly important one. Children who are ill require a relaxed atmosphere and more individual attention than the centre can provide. Parents must realize that their access to the centre will be restricted if their child is sick. Children who may be 80% at home may come back to the centre and be at 10% and not able to fully participate.

1. In a child care centre illnesses travel fast. If your child is sick or not feeling well please refrain from bringing him/her until they are well again.
2. Staff has the right to refuse admission to a child who appears to be too ill to attend child care. If your child cannot participate in our daily program (i.e. outside play, group activities etc.) then he/she is not permitted at child care. We ask you to respect staff discretion when

asked to pick up your child due to illness. Our concern is to provide a healthy, safe environment for all children to enjoy.

3. We understand that keeping a child who is sick at home can mean a parent might miss valuable work hours. Educators 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 centre. Educators will continue to provide care for the children on the premises, until the parent or alternate arrives to pick up the child.

Medications

When a child has medication, over the counter, it must be accompanied by a Dr. or nurse practitioner's note stating when and how much medication to give. with prescribed and over the counter medication you will also be asked to fill in a medication sheet which we will log the time, date and amount of medication to be given. Staff cannot give over the counter medications or pain relievers without a doctor's or nurse practitioner's note. **Medications must be in the original labeled containers.** BC Child Care Licensing Regulations suggests your physician's prescription on the original pharmacy-issued medication container; because of this, it is Cathedral School Childcare and Junior Kindergarten's policy that any medications brought to the centre must be in original packaging.

Immunizations

We strongly 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 in order to be accepted into our programs.

Sudden Illness While in Care

If your child becomes ill during the day we will contact either parent right away. If we cannot reach you, the alternate person(s) on the registration form will be contacted to ensure that your child gets prompt and appropriate medical attention.

*Please note the criteria for exclusion listed on the following pages are recommended by the Vancouver Island Health Authority. (VIHA)

Conditions for Children to be Excluded from Care

Decisions as to whether or not children are medically fit to attend the program are at the sole discretion of the Junior Kindergarten staff.

- 1) **Acute cold:** Obvious green, yellow or reddish brown discharge from nose, your child will be sent home. Your child can return when discharge has subsided or is running clear.

- 2) **Cough:** dry and persistent or if choking and/or vomiting accompanies the cough your child will be sent home for the day and will need to stay home until the cough subsides or the child receives medical clearance from a doctor. If a child is experiencing difficulties breathing due to coughing the child care staff may ask you to seek medical attention.
- 3) **Fever: 37.8°C (100°F) or over.** If your child spikes a fever while in care after they have been picked up **they must stay home for one full day symptom free without the aid of medication before they can return to the centre.** Example: If your child becomes ill on Wednesday they must be away Thursday. To return on Friday they must have been symptom free on Thursday.
- 4) **Vomiting:** If your child vomits while in care **they must stay home for one full day symptom free before returning (refer to procedures for fever).**
- 5) **Diarrhea:** If your child has diarrhea while in care **they will need to stay home for 2 full days symptom free before returning.** This is following the recommendation by Victoria Island Health Authority.
- 6) **Antibiotic:** Return after being home for 2 full days.
- 7) **Infected skin or eyes:** A doctor must examine undiagnosed skin irritations. In the event of conjunctivitis (pink eye) bacterial or viral, your child will be sent home and must remain home for two full days. **They may return to the centre only when eyes are completely clear with no discharge. Bacterial conjunctivitis must be treated and a Doctor's note is needed for return.**
- 8) **Lice:** When a child contracts lice it is centre policy that they must be treated with a medicated shampoo (such as Nix or Results) and stay home for 2 full days. Wet combing is strongly encouraged during the time away from the centre to help remove nits that may be stuck in the hair. **A child cannot attend care if they have live bugs or nits in their hair.** A follow up treatment should be administered in seven days, and hair checked daily. On the day you start the treatment wash all dirty clothes, bedding, towels, brushes and combs in hot water. Items that cannot be washed (pillows or stuffed animals) can be placed in a plastic bag for ten days or in the freezer for 48 hours.
- 9) **Communicable Diseases:** Communicable diseases like **chickenpox**, hand, foot and mouth, and measles must be reported to the child care centre staff as soon as they are diagnosed. The duration of the child's treatment and exclusion from child care will depend on the VIHA's communicable disease recommendations which staff will provide. If your child is showing any symptoms of a communicable disease they will be sent home for the day. If your child has a communicable disease, they must have a doctor's note providing them with medical clearance to return to the centre.
- 10) **Surgeries:** In the event your child requires a surgery during the time they are enrolled in Cathedral School Childcare and Junior Kindergarten we require a doctor's note for medical clearance stating the date they will be able to return to daycare without restriction. If the staff recognizes that your child is still struggling to participate in all aspects of the program, staff will ask you to keep your child home until they are able to fully participate.

Nap and Rest Time

Naps and rests are developmentally appropriate and necessary for most children of preschool age. Children need this rest time to help them relax and unwind from their busy morning schedule. If a child falls asleep during this time, we will not keep your child awake. As children approach school-age, they may no longer nap. We require that non-nappers have a thirty minute rest time. After the thirty minute rest period, staff will provide them with appropriate activities under supervision. In preparation for Kindergarten, children in their last year before school will be woken up at 2:00pm if they fall asleep. This allows for a thirty minute nap maximum. As the year goes on we will help to phase out naps, as children cannot nap at school.

Behaviour Guidance Policies

Guidance is always approached positively at the centre. The safety and well-being of children in care must have paramount consideration. The following principles and policies are for all children enrolled.

1. Children in care require individualized guidance that meets the child's unique needs.
2. Staff will use positive methods and approaches to guide behaviour of children in care. This will be done by setting clear and direct limits, using redirection, acknowledging feelings, and encouraging children to "use their words". Children are told what they can do rather than what they cannot do.
3. Cathedral School Childcare and Junior Kindergarten does not permit the use of physical, emotional or psychological punishment of kind.

For any behaviour needing extra management, staff will request a meeting with the parent(s) to find solutions we can work on together. It is expected that parents work in tandem with the staff at the centre.

Violent/Aggressive Behaviours

Maintaining and upholding the safety of all children enrolled in our Junior Kindergartens is of the highest importance. Violent/aggressive behaviours by a child directed towards themselves, other children or staff is not tolerated, and in some cases may lead to termination of services. If a child seriously injures another child or staff member they will be sent home immediately.

Inclusion Policy

Our staff's role is to work in a partnership with all families to ensure that the individual needs of your child are being met. If staff have concerns regarding your child's development or behaviours, the following process will take place:

1. Staff will record and document the behaviours or the developmental concerns they have and observe at the centre.
2. The manager or director will request to have a parent meeting with the family to discuss their observations as well as parent observations. This may include what the child's regular routine is at home and how that may differ from their routine at daycare. This time will also be used to discuss what the parents would like to see happen for their child and in turn how the staff can help support the family.

3. After having a parent meeting and developing strategies together. A care plan will be developed specifically for the needs of your child. This care plan will be shown to the family and must be approved by them.
4. After the development of a care plan if staff feel that they cannot fully support your child by themselves, we may ask you to seek outside help. This may mean contacting the Queen Alexandra Foundation or another family support organization.

Some examples of behaviours or developmental needs requiring a care plan are:

1. Behavioural - aggression or violent behaviour towards staff or other children. Including: hitting, kicking, biting, or scratching.
2. Developmental – delayed speech, not walking, or cannot keep focus.

It is critical that families work with centres to provide the best possible care for your child. This partnership is essential to achieve positive developmental and behavioural goals for your child. If after several staff-parent consultations, solutions are not forthcoming, it may be required to approach the head of school for advice and parents may be asked to find alternate care for their child.

Uniform Policy

All students are required to wear a uniform during the months of September through to June consisting of:

- Dress grey - culottes, skirt or tunic - knee length, *or*
- Dress grey - pants or shorts
- Red polo shirt or pullover
- CCCS pullover/cardigan sweater with crest
- Black dress shoes
- Navy or grey socks or tights

During cold weather,

Children may wear any coat or sweater, hat, mittens, shoes, boots, while playing outside. From time to time during the year we may have a 'mufti day' when children may wear their own appropriate clothes to the centre. During the summer care program students can wear their choice of clothing, weather appropriate. **Each child must have a weather appropriate hat that stays at the centre and 2 complete changes of clothes, appropriate to the season.** (A spare uniform is not necessary) This is in case an accident or spill happens. As the children may be outside in all types of weather, a raincoat or "muddy buddy" is appropriate. **Please label all of your child's belongings. The centre is not responsible for lost items that are not labeled:**

The following are **not** to be worn to school: Makeup, nail polish, jewellery - except medical alert bracelets, earrings - except for those with pierced ears who may wear studs. All uniforms must be complete and kept clean and repaired.

Ordering new Uniforms

Uniform pieces are available to order from Cambridge Uniforms by contacting them directly through their website: www.cambridgeuniforms.com calling 1-800-924-9069 or email: orders@cambridgeuniforms.com. If ordering online, you will require our **school code: HED567**

Some items may be available for a donation. Speak with the director to see what is available.

What essential items does my child need?

1. **Child size backpack**
2. **Blanket and/or a stuffy**
3. **Lunch kit with ice pack and healthy food (2 snacks and 1 main meal)**
4. **Water Bottle (take home every night to clean and sanitize) (No Juice)**
5. **2 complete changes of clothes and undergarments**
6. **One pair Inside black shoes/runners,**
7. **1 pair Outside shoes/runners**
8. **1 pair boots.**
9. **Hat**
10. **Finger gloves**
11. **Muddy buddies (Or Rainproof Jacket and Pants)**

***Please Label Everything**, while staff do their best to remember and monitor children's individual items, staff are not responsible for the loss of these items. All non-labeled items will be put into the centres *lost and found* located near the centre's parent boards.

Toys from home, bottles and all non-essential items must remain at home.

We appreciate your support on this matter. This is particularly important during the Covid-19 pandemic.

Can we bring in a Birthday or special celebration holiday treat?

Yes, the children love to celebrate together and enjoy their special day with their friends. We ask that you ask the staff if there are any allergies and bring in a healthier version of a treat, such as muffins or fruit to share.

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.

Curriculum

The curriculum at our programs follow a complete range of subjects, programs, assessment and evaluation procedures outlined by the Early Learning Framework supported by the British Columbia Ministry of Education. Our program goes beyond the Ministry's early learning framework in various ways offering a developmentally age appropriate program for children with a focus on:

- Bi-Weekly faith sessions
- Once a month chapel service
- yoga
- Land Based Learning
- Music and movement
- Physical Literacy Education
- Art
- Field trips
- Science and Math
- Literacy
- Kindie Club
- Spanish

The centre provides a well-rounded curriculum designed to encourage the development of social, physical, intellectual, creative, and emotional skills as well as the Christian faith.

Physical Literacy

Physical literacy is the equivalent of learning to read and write for your body. The focus in children, aged 0-5 years, should be to expose children to "fundamental movements" through a wide variety of movements, activities, intensity levels, and various games. Games are particularly important as they teach social interactions, rules, physical interaction and fun! We promote active play. We ensure children in our care participate in daily outside play. We always provide the minimum of at least sixty minutes of outdoor active play daily. Generally we are outside for longer than sixty minutes over the course of the entire day.

Screen Time

In our centre we have two iPads. These are used as a communication device for the educators. On rare occasions the staff may use the iPad to show the children a show for “pj and movie day.” When that happens we limit screen time to an absolute maximum of thirty minutes.

Allergies, Meals and Food items

Please inform the educators of any allergies. If your child has any allergies, the staff must be notified in writing including the symptoms resulting from the allergy. It is the responsibility of the parent to develop a care plan with the staff and to provide emergency medication (e.g. EpiPen, Inhalers, antihistamines). A doctor's note **must** be provided for staff to use these items and is a legal requirement by BC Childcare Licensing. **Please ensure your child has a doctor's note giving clear instruction to when and how much medication is required.**

Staff will notify parents if children or staff have severe allergies that may include certain food such as peanuts and shellfish, or flowers, perfumes. We ask that you make yourself and your family aware of this by reading the **parent board allergy posts** and checking in with staff. Please avoid the use of heavily scented clothing detergents and dryer sheets and perfumes, colognes.

Food

Parents are responsible for sending all food for their child. Your child will need enough food for two snacks and a hearty and healthy main lunch meal. All children will sing praise before eating lunch with the staff. Licensing requires that children have nutritious food and drink according to the Canada food guide. Packing protein, fruits, vegetables, dairy and grains are encouraged. We have a no juice policy. When the children have access to juice, they do not drink water. Proper hydration is very important, especially in the hotter months of the year. The children will be able to have juice as a treat on special days such as potlucks and celebration days, hot and sunny field trip days and will be provided by the centre. Children's lunches are to be placed in a labeled lunch bag. Parents must provide a **freezer pack as their lunches will be in their cubbies**. This will ensure that necessary items stay 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 families wish to bring food to celebrate birthdays, we ask that the food provided follows the Canada food guide and is mindful of student allergies.

Communications

Problems, Concerns, Parent Conduct

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. It may be convenient to email the manager 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. The channels of communication are as follows:

1. Speak with our staff. They know your child best and are best placed to resolve your problem or deal with your concern.

2. Speak with the Manager.
3. Speak to the Head of School if the problem involves the centre at large, or if you do not feel that your concern has been acted upon or understood by the classroom teacher and/or the manager.
4. If you are still dissatisfied with how your concern has been handled, contact the Chairperson 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. Families are asked to be respectful and trusting of staff and mindful of confidentiality.

If a family member harasses, intimidates, bullies or is physically or verbally abusive towards a staff member, child, or other family involved in the program, the agreement for care may be terminated immediately at the sole discretion of the Childcare Director. In the event services are terminated without notice, the unused portion of fees will be returned within five business days.

Newsletters:

Newsletters will be sent out once a month with all program updates, the new monthly calendar and any new relevant information for families.

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.

Appropriate use of email:

The centre uses email to communicate with individuals, groups of parents, or the entire parent body. Topics are likely to include:

- Reminders about events, dates, times, etc.
- Requests for a meeting
- Classroom news and updates
- Forms and other requests for information
- If your child is going to be absent or late, **please call or email the JK**, 250-383-5132 (Fairfield) 250-388-4550 (Gordon Head)
- caitlin.wynne@cathedralschool.ca (director) Kari-Anne.barr@cathedralschool.ca (Gordon Head) Cindy.potts@cathedralschool.ca (Fairfield) Claire.eide@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 educator 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 the manager or staff will work better than sending an email directly to other students' parents. (mentioned above)

Response time:

Please allow at least one full business day for a response to any email. If parents need a quick answer, contact the director directly.

Educators 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.

Release of a Child

Non Pick-Up:

1. Should no one arrive to pick up a child half hour after closing the employee shall first try the parent contact numbers then the emergency numbers listed on the child's registration information sheet. If unsuccessful thirty minutes after centre closure the staff member on the floor will contact the facility manager and the Ministry of Children and Family Development.

Parental conflict regarding pick-up and drop off.

Two home families can **not** ask the centre to stop another parent from picking up without a court document stating that there is to be no contact. These are matters that must be worked out between parents. We also can not stop the parents' designation of other people picking up and dropping off their child if they have given consent on their pick up or drop-off days.

Unauthorized Person Requesting Release of a Child:

1. No child will be released to any unauthorized person.
2. If a parent requests someone other than those listed on the child's form to pick up their child, they will be required to notify staff **as soon as possible** indicating the person to whom the child may be released. Parents must provide staff with written notice via email or written notice before the child is picked up to include in the child's file. Please notify the person who is picking up will be **required to show staff** photo ID when picking up the child.

Incapable of Providing Safe Care:

1. If a person arrives to pick up a child, and he/she appears incapable of providing safe care, the employee will advise the person of the concern, and that emergency alternate contacts will be phoned.

2. As per Licensing standards “in situations when an individual who appears to be incapable of providing safe care or is ‘not permitted access to a child’ attempts to remove a child in care from the facility the licensee/staff member is obliged to consider the health or safety of all involved including other children in care, staff, and him/herself.” If staff are unsuccessful in suggesting alternate pick-up choices and the parent removes their child from the care facility placing the child at risk, staff will contact Victoria Police at 9-1-1 immediately and MCFD as well.

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 centre. 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 educators 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.

Duty to Report

Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty under the Child, Family and Community Service Act to report the matter. In the event a child discloses information to a staff member that suggests abuse or neglect the staff member will report the disclosure to the Ministry of Children and Family Development.

Smoking/ Cannabis Policy

Licensing has stipulated that no one smokes or uses tobacco, holds lighted tobacco, uses an e-cigarette or holds an activated e-cigarette or uses cannabis on the premises of a community care facility or in any vehicle used by employees to transport children. A licensee must ensure that, on the premises of a community care facility or in a vehicle used by employees to transport children. No one engages in restricted consumption while children are under the supervision of employees, a child who consumes medical cannabis is supervised by an employee, and no one grows or stores cannabis at our facility.

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 at CCCS main office. www.cathedralschool.ca

Website and Hi Mama App

The purpose of our website www.cathedralschool.ca is to enable the general public to find out about us.

Hi Mama App: We have started using the amazing App “Hi Mama” at the JK. The purpose of this is to show **parents** in real time pictures of your child’s day, view newsletters, monthly calendars, updates and as a method to communicate and connect with other parents in the centre. The Hi Mama app also creates digital learning stories for your children and charts their growth on a developmental profile. Your permission is required for your child to participate

Field Trips

The children may go for a daily walk in the neighborhood, or to a park within walking distance. These will be spontaneous, depending on the weather and other circumstances. During the year, the children may also take field trips in and around Victoria. These excursions may involve taking public transit. We require your permission for your child to be included on these trips. To ensure proper staffing and safety, permission must be obtained for all children to participate, or the field trip may be cancelled if proper staffing arrangements/supervision cannot be arranged. These trips will always be planned ahead of time in order to give parents adequate notice and to perhaps have parents make arrangements to join in. If you do not wish for your child to participate on a field trip you will have to arrange alternate care.

Childcare Centre Parent Representative

Our Parent Representative is a current parent volunteer who has been asked to assist with our centre. Their role is to help build community and provide opportunities for fundraising, work parties, family fellowship and fun. In addition, the Parent Representative is our link between our Centre, the Parents and the main school Kindergarten Program to help support the main campus bursary programs. They also operate a phone and email system to keep parents informed of forthcoming events, volunteer opportunities and events like the Spring Fair, Game Nights, BBQ’s and Potlucks. Please consider becoming a class and Parent Representative for our Junior Kindergarten.

Because You Asked.....

How can I help support the Centre?

- By providing financial support. (Tax receipts are given for donations)
- By volunteering in the centre 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 centre. If they have school age children or are looking for a School, suggest that they contact Christ Church Cathedral School.
- By remembering us in your prayers