

Vancouver Island School of Early Childhood
Education-North Nanaimo

6504 Kestrel Crescent, Nanaimo, BC, V9V 1 V6
Centre: (250) 390-0701 Owner: (250) 802-6334

WELCOME!

Welcome to the Vancouver Island School of Early Childhood Education. We are happy to have you start at our school. Please provide inside shoes or slippers for your child to keep at school as well as a cup or water bottle.

Seasonal items for your child:

Spring/Summer: sunscreen, sunhat, spare shorts, t-shirts, underwear, socks, sweater, sandals with backs, muddy buddies (water proof pants), rain boots and a light jacket

Fall/Winter: muddy buddies, winter boots, spare pants, t-shirts, sweater, socks, and underwear

Parents please provide a blanket for your child if they will be napping at the school.

PURPOSE OF SERVICE

To provide early learning education and childcare to the City of Nanaimo.

To operate a facility that promotes quality of life and embraces a wide variety of individual social, emotional and cognitive needs of children.

PHILOSOPHY OF THE EARLY LEARNING CENTRE

The Vancouver Island School of Early Childhood Education believes it is essential to provide a nurturing environment for children and a support system for families. The educators provide a nurturing and supportive atmosphere in a caring and enriching environment where we meet the individual needs for the social, physical, intellectual, creative, cultural and emotional development for each child (SPICE).

At the school we will facilitate the individual child's development by encouraging the child to establish a positive self concept and providing opportunities for active participation through play and positive interaction with peers, adults and the environment.

PROGRAM GOALS

The program provides experiences that meet the needs of the children and stimulate learning in all developmental areas. The child is acknowledged as a unique individual, with his or her own path of development. The curriculum and adult intervention are responsive to individual differences in ability and interest. Different levels of ability, development, and learning styles are expected, accepted and used to design appropriate activities. Interactions and activities are designed to develop children's self esteem and positive feelings toward learning.

HOURS

Hours of operation are 7:30a.m.-5.15p.m. Monday to Friday. The Centre is closed for statutory holidays and is also closed for Easter Monday and from Christmas day to the 3rd of January.

REGISTRATION

When a space becomes available a \$100 registration fee is required, which is deducted from your first month of fees, but is not refunded if a space is reserved for you and you choose not to take it.

Fees are payable in advance in the form of 6 post dated cheques. These should be made out to the Vancouver Island School of Early Childhood Education or Michele Moore in the required amount. Electronic funds transfers are accepted at vilifelonglearning@gmail.com. Non payment of fees on the first school day of the month will result in a \$2 a day overdue fee charge.

SUBSIDY

Subsidy is available in some cases from the Ministry of Children and Family. Individual applications need to be made directly to the Ministry. If a subsidy authorization is not available by the first day of the month, then the parent is responsible for payment of the full fee, and will be reimbursed by the school when the subsidy is received from the Ministry.

COST OF SCHOOL

Our school is unique and we offer a full day program or education and care to allow the children time to explore ideas of play, socialize and learn in a complete comprehensive program.

| | | | |
|-----------------|----------|-----------------|----------|
| 5 days per week | \$700.00 | Under 36 months | \$775.00 |
| Day Rate | \$40.00 | | 45.00 |

REGULATION POLICIES

We are governed by regulations to assure the safety and well-being of child while are in our center. Please read these regulations.

GUIDANCE BEHAVIOURAL AND POLICY

All children in care will be treated with the same respect and guidance. Children who are misbehaving will be redirected to another activity. Children will be guided with problem solving and talking to the other children to resolve any problems. Children are encouraged to share and take turns. If children become upset, coping will be nurtured to help them to play again.

Aggressive behavior is discouraged and helpful redirection will be done before the aggression is escalated. "Be fair and share", "Hands are for helping not hitting" will be cued to guide behavior.

f. By regulation it is our responsibility that children are not hurt by other children.

If your child presents hurting behavior that does not respond to our redirection we reserve the right to end the enrollment without reimbursement. All possible ways will be explored within our guidance policy and parents will be informed should there be concern.

I understand with my signature how my child will be guided and if my child is overly aggressive

I may lose enrollment for the well-being and safety of the other children.

Expectations and limits will take into consideration a child's background and culture. Children are given the opportunity to take responsibility, make decisions, solve their own problems and conflicts, and within reasonable limits to experience the natural consequences of their actions.

No child shall be subjected by educators to shoving, hitting, shaking, spanking or any form of corporal punishment. Children will be respected and not subjected to harsh, belittling, or degrading treatment or language. The school is inclusive, know that no child shall ever be confined, physically restrained, or kept without adult supervision apart from other children. Further no child shall be deprived of meals, snacks, rest or necessary use of the toilet as a form of punishment.

CHILDREN REQUIRING EXTRA SUPPORT

The educators will do everything in their power to work with children requiring extra support.

However, if the facility determines that staff are unable to provide the type of care that an individual child, and/or family requires, or if significant health and safety concerns arise, or program standards cannot be met, then you may be asked to withdraw your child. Every effort will be made to assist you in finding alternative care.

SAFETY AND SUPERVISION CARE POLICY

a. Safety will be monitored by teaching the children to pick up their toys. To play safely with other and boundaries and rules about safety for the well-being of your child attending and are taught to the children on a daily basis.

b. The center will be cleaned during the day and end of day for health. Playground will be monitored for safety and equipment in a clean and safe condition. We will monitor the playground for items of trash and not appropriate around children.
(@7:10 am daily)

c. An ECE will supervise the children at all times while in care. No child will be left at any time unattended while parent (s) are not in the school.

NUTRITION POLICY

The parents provide nutritious snacks for two snack times, and a nutritious lunch. We are able to provide heated lunches with an on-site microwave. Parents are to provide a water bottle labeled each day.

Parents please send a sufficient amount of healthy food choices for your child that follows the Canadian Food Guide. Foods that are high in fat or sugar are not recommended. If your child has food allergies or health concerns, please see staff to fill out a specific care plan for your child.

ATTENDANCE

Parents are asked to inform the school of the dates and times their child will not be attending. If your child is not attending on a regularly scheduled day, then you will not be reimbursed for this day. Please let us know by 9:00 a.m. if you will not be attending.

VACATIONS OR ABSENTEEISM

When a child is absent or away due to illness, public school closures, or whatever else could cause irregular attendance, the full fee is payable in order to hold the space.

WITHDRAWAL

We require written notice of termination one month prior to your child's departure from the school.

If for whatever reason, the staff feels your child is not benefiting from the program or is not the right place for your child, then you may be asked to withdraw

your child. However, the educators will explore alternatives and resources available before requesting withdrawal.

If for any reason the school has to close due to unforeseen circumstances, then any balance of fees will be credited towards the following month's fees.

PICKUP

The school closes at 5.15p.m. Any parent continuously late will be asked to remove their child from the school. Only persons authorized on our registration form will be permitted to pick up your child. Notice must be given in writing to the staff if anyone other than yourself or those on the registration form is picking up your child. Your child will not be released to anyone who appears to be unable to provide safe care. Staff will ask that other arrangements be made. If for some reason you have not picked your child up within 30 minutes of closure then an attempt to contact your emergency contact will be made.

If we cannot contact anyone to pick up your child within one hour after the scheduled close of the school then the Ministry of Children and Family Development will be contacted.

Staff at the school promotes good personal habits. Children wash their hands after using the toilet and before eating.

IMMUNIZATIONS

It is essential that the school have up to date immunization records of each child. We ask that you bring in a copy of your Child's health passport, or a detailed list from your physician documenting the immunization dates for your child. If you have chosen not to immunize your child, the school will require a letter stating this.

SICKNESS.

We hope your child will not become ill, nevertheless, this may happen. It is important that you plan ahead for his/her care should your child have to stay home due to illness. This means your child can receive the care he or she needs without interfering with your work or education.

Please do not bring a sick child to school. It is unfair to your child and to the other children and staff.

A general guideline as to when a child should be kept at home would be when he/she is not well enough to participate in the regular program, indoor or outdoor, or when a child is infectious to others. Diarrhea, vomiting, high fever and undiagnosed rashes are of particular significance. Please note that a convalescing child should only return when his/her doctor advises that he/she is ready to do so. This is because the program is full and active, and could be too tiring for him/her.

If your child becomes ill during the day, the staff will be responsible for making the decision to request that you arrange for him/her to be taken home. Should an emergency arrive we will contact you immediately. For this reason it is imperative that you keep us informed of any change of telephone number or contact information.

We are also required to have filed the name, address, and phone number of your doctor, and an alternative person to call if the staff is unable to reach you.

MEDICATION

Prescription medication is administered by the staff provided it comes in the original container, clearly marked with the current date and dosage on the druggist label. Medication should be given personally to a staff member and a permission for administration of medicine form filled out.

Non prescription medication will only be administered with a doctor's note stating dosage.

This medication should also be labeled with your child's name and an administration of medication form filled out.

ALLERGIES

Please ensure that we know of any allergies your child may have.

ACCIDENTS

Minor accidents such as scrapes and bruises will be attended by staff and brought to the attention of the parent at the end of the day. They will be noted in our staff log. Any minor accidents involving the face and head will be attended to by staff and noted in staff log. Parents will be notified within 20 min by way of home or cell phone.

Major accidents will be dealt with in the following manner:

A staff member will administer first aid. All staff members have up to date first aid training.

Staff will call the ambulance and the child's doctor if necessary.

The parent will be contacted. If he/she is unavailable a message will be left and/or the emergency contact person contacted.

Following any injury that requires medical attention a detailed report will be completed within 24 hours of the injury, and submitted to provincial community care (VIHA).

DESCRIPTION OF PROGRAM

A theme approach is used to facilitate the learning process, integrating songs, art, science activities, social studies, phonics, math, cultural experiences, stories, computers, and dramatic play.

The school provides four computers for the use of the children with appropriate software. Adhering to our screen time policy, as prescribed by the Healthy Beginnings program through the Province of British Columbia:

Screen time use policy:

“• Children will be exposed to 30 minutes or less of screen time daily while in childcare.

✓ Alternatively, no more than 150 minutes of screen time will be accumulated through the week in childcare. Less is better.

✓ This includes computers, movies, video games, tablets, smart phones, active video games, etc.

• Do not expose children under two years to any screen time.

• Video games: If screen time includes video games, physically active games are

considered more desirable than sedentary games. Active video games do not replace

physical activity time.”

Physically, the program will involve movement both inside and outside the classroom. Walking field trips to local parks, stores, beach etc. that are close by will be weather dependent. Adhering to an Active Play policy, as prescribed by the Healthy Beginnings program through the Province of British Columbia:

Active Play Policy:

“• Children will accumulate at least 120 minutes of moderate to vigorous physical activity daily, while in childcare.

✓ Ideally, some outdoor playtime will be included and where possible, play should be planned across a variety of settings (e.g. backyard, playground, rec room, park, etc.).

✓ To follow children’s natural rhythm, play in smaller sessions of 15 minutes or longer to add up to at least 120 minutes over the day.

• At least 60 minutes of the physical activity is led by the early learning practitioner.

• At least two activities the early learning practitioner leads will target fundamental movement skills (such as running, hopping, jumping, balancing, throwing, catching and kicking);

✓ At least one skill will target throwing, catching, kicking or batting an object.

• Children will accumulate at least 60 minutes of free play/unstructured physical activity.

• Avoid games where a child could be a target. Use soft equipment when throwing.”

We help children with verbalizing, toileting, independence, and model sharing and caring. We encourage responsibility and verbalizing of feelings and emotions.

Vancouver Island School of Early Childhood Education-North Nanaimo

PARENT CONTRACT

In consideration and agreeing to enroll my child at The Vancouver Island School of Early Childhood Education-North Nanaimo I agree as follows:

1. I agree to meet with the manager before my child first attends the school to exchange information and complete the necessary forms, and I agree to forthwith notify the manager of any change of address, telephone number or employment.
2. I agree to pay my child's fee for enrollment promptly and abide by the following rules concerning payment of fee:
 - a. I will submit to the school for enrollment of my child, six pos dated cheques dated for the 1st of each successive month, commencing on the month of commencement of service, and to provide a further series of postdated cheques on each six month anniversary thereafter: Electronic transfers are accepted and must be paid by the first of the month to vilifelonglearning@gmail.com.
 - b. If I have not paid the fee for any month by the third working day of such month, I acknowledge that at the discretion of the manager I may be asked to withdraw my child immediately, and if for some reason the school is unable to reach me then after the third day of the month my child will

no longer be enrolled in the school. I also agree that for every day I am late with my payment and extra charge of \$2 will be charged for late payment.

C.If any cheque of mine fails to clear the bank, I agree to forthwith reimburse the school in cash for the full fee, plus \$20 service charge.

D.If my subsidy authorization number is not available for billing on the first of the month that payment is required, I understand that I will be required to pay the full fee and be reimbursed at such time the school receives my subsidy.

3. I agree the school closes at 5:15 p.m. and an overtime fee of \$5 per 15minutes could be levied after this time, or if I am continuously late then I may be asked to withdraw my child.

4. I agree to inform the school in writing of the usual time and person who will pick up my child. I understand my child cannot be released to other than persons named on the registration forms without written permission.

I give permission for my child to go on local outings not involving transportation.

If my child is unable to attend the school for any reason, I understand that the full fee is due to keep my child's space.

7. If it becomes necessary to withdraw my child, I will provide the school with one month's prior notice from the 1st of the month, or pay one month's fee in lieu of notice. I understand that if I leave the school without paying the required fee, then any unpaid fees will be referred for collection to the Vancouver credit bureau.

8. I acknowledge that for the safety of my child he/she cannot be released to any person that staff/management deem incapable of providing safe care e.g. alcohol/shock/ drugs.

9. I understand that if in the opinion of the manager or staff the environment of the school proves to be too stimulating for my child, or if he /she cannot cope, I may be requested to find a facility more suited for my child.

I understand that a non- refundable deposit of \$100 is required to guarantee (hold) a space for my child. This deposit will be deducted from the first month's fee.

Parent/Guardian Signature

Date

Manager or Owner Signature

Date

Vancouver Island School of Early Childhood
Education-North Nanaimo

CONSENT FOR LOCAL OUTINGS

The children may be taken on outings such as shopping, visits to the park and playground, or library on a regular basis. Normal safety precautions will be taken at all times.

This does not involve the use of transportation.

Please sign that your child may be taken on these outings. Date:_____

Parent/Guardian " _____ Witness _____

CONSENT FOR PHOTOS AND VIDEO

At times the children are photographed or videotaped. These photos or tapes are used for parent's pleasure or educational purposes (In the case of students studying at the school) No photos or videos will EVER be released for advertising purposes without prior permission. Pictures may be posted to our Facebook page as a way to keep track of your child's progress.

Please sign that your child may be photographed or videotaped. Date: _____

Parent/Guardian _____ Witness _____

CONSENT FOR PHOTO RELEASE FOR ADVERTISING OR NEWSPAPER

I give permission for my child to be included in promotional advertising via pamphlets, website and/or newspaper. Yes _____ No _____ Date: _____

Parent/Guardian _____ Witness: _____

CONSENT FOR SUN SCREEN

I give my consent for the sunscreen I have provided to be applied to my child when necessary.

Date: _____

Parent/Guardian _____ Witness _____