

SUMMER BREEZE CHILD CARE LTD.

PARENT HANDBOOK

Preschool Program



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Welcome to Summer Breeze Child Care Ltd. Summer Breeze Child Care is a licensed Child Care Facility located in the Westshore Community. We provide care to children 0-11 years of age for full day programs as well as our extended day Preschool Program. The Preschool Program runs 9 am-2:00 Monday- Friday from September to June, with the same calendar of closures as District 62 School District. Our goal is to provide children with fun filled, safe, learning experiences that foster their individual creativity, and development. It is Summer Breeze Child Care's Philosophy to always treat children with kindness, respect, and nurturing affection. We provide children with a vast variety of educational learning opportunities within the program to enhance their development and growth as individuals. We positively support each child's unique personality, and encourage children to develop their own strong sense of self. Summer Breeze strives to work co-operatively with families, creating strong partnerships and parent- teacher communication which better enables us to support families and children in care.

PERSONAL INFORMATION

My name is **Becky McLeod**. I am a Mother of two wonderful grown children. I have successfully owned and operated a Child Care Facility since 1993. My Career started in 1993 when I opened a Family Child Care Facility. In 2003 with my youngest off to school I expanded and opened a group Child Care Facility which I continue to work in and oversee.

ABOUT THE CENTER

The center currently has one Infant Toddler Rooms located at the front of the main building. There are two full time 3-5 year old programs located in the back of the building, one on the upper floor and one on the main level. We Operate a Kindergarten – Grade one Program in one of our front classrooms that provides a before & after school program as well as Pro D Days, and Summer Camps. The fifth classroom is located to the right of the main building; this is the Out of School Care and Preschool Program. Each Program is unique to the age that it caters to. The infant Program is a loving, nurturing environment, providing our babies with all the attention, and affection they need to develop a sense of security when they are away from their parents. The infant program supports the children as they are learning to communicate with language, developing their unique personalities and socializing with their peers and caregivers. Infants are given positive guidance and support, in a loving safe environment. The three to five year old program provides fun learning activities and experiences that foster each individual child's development. The 3- 5 year old program embraces the very important social aspect of development. We strive to model, teach and guide children to be confident, problem solvers, and work together. This program also provides opportunities for children to explore the community, and learn about the environment. Our Out of School Care program provides a safe, fun environment for children to attend before school and after school. We transport children to Happy Valley, Hans Helgeson and Wishart Elementary Schools . Our program is geared toward providing positive social experiences for school aged children and offering opportunities for them to participate in individual and group experiences. This program also provides Pro D Day, Winter and Spring Break Care as well as Summer Camps.

Preschool Program: Our Preschool Program runs September – June. Our program runs 9 am- 2:00 pm Monday- Friday. We offer full time, or two part time options; Mon, Wed, Friday or Tuesday, Thursday. The preschool closes on School District Pro D Days and any other School Closures. This program is for children that are looking for fun filled days that packed with learning, adventure and kindergarten readiness. The program is led by a qualified Early Childhood Educator and focuses on the importance of problem solving, emotional development, fine motor skill development and lots of outdoor experiences. The Preschool program utilizes our bus which enables them to take field trips in the community twice per week on alternating days. This program is a busy program and having mastered potty training the majority of the time is a requirement to attend. We do offer full day 3-5 programs available for those that are in pull ups, or diapers and working towards being potty trained.

GUIDANCE AND REDIRECTING

Three to Five Year Preschool Program- Most of the Childrens time is spent socializing where they gain valuable skills to help them handle many different situations in life. Your child will always be treated with respect. In my experience most difficulties children experience can be handled by guiding the children to work out their differences using a technique such as time sharing i.e.: you use the toy for one minute then I'll use the toy for one minute. Redirecting children to another activity is also encouraged when they are having difficulty in one area of play. Helping children recognize their own emotions and frustrations and finding tools that will help each child manage their reactions, to think their problems through so they become confident and independent is something we truly believe in. Through positive verbal guidance most misunderstandings can be resolved. In some cases where safety of the child or other children is a concern Time Away may be used. We use this as a last resort, in most cases when a child needs to regain control of their emotions. It is a safe place where they can regroup and come back to join the others when they are ready. If time away is used we don't set a time limit, the child may return to the group whenever **they** are ready and the problem has been rectified. Children are encouraged to make their own choices whenever possible, we strongly encourage independence and guide the children to be confident with making positive choices and problem solving.

TOYS FROM HOME

If your child really wants to bring something from home this is ok. Our basic rule is that if you bring it to the center you bring it to share. If you don't want to share it after you have brought it out then it goes back in your bag until you go home. Sometimes the Educators may set limits such as bringing the toy out for a certain time period. Summer Breeze Child Care is also not responsible for lost or broken toys from home. Please make sure that the toy your child is bringing is appropriate for the age group and of a non-violent nature and is not of great value in case it gets misplaced or broken. If your child has difficulty sharing their toys from home, the educators may ask for toys to be left at home for a time period so that your child can have the best success each day.

LUNCHES

At Summer Breeze we promote healthy nutritional eating habits. Lunches and snacks should follow the suggestions of the Canadian Food Guide. We ask that you supply a healthy nutritious lunch and snack consisting of 2 servings of fresh fruits and vegetables and also include a water bottle. The daycare does not provide lunch unless it is a special occasion and you have received notification not to send a lunch. Please refrain from sending, candy and try and limit prepackaged foods. We are a nut aware facility. From year to year we may have Nut allergies and are not able to have Nuts in the facility. "No Nut Butter" should be labelled as "Nut Free" so staff are aware it is safe. We will advise you at the beginning of the year if we are nut free. Our Center Food Policy is to allow children to pick what they would like to eat out of their lunch, when all of the lunch is of nutritious value; it allows children to have the freedom to choose what they feel like eating. No child is ever forced to eat their food; staff will encourage children to try their food that has been provided by you. Food is never used as a punishment or reward, and all uneaten food will be sent home. Children will be allowed to eat or drink at any time during the day between schedule snack and lunch times.

CLOTHING

Please send a full set of clothing for your child that can stay at the center. Your child will also need a pair of **INSIDE SHOES** to stay at Preschool. Please be sure to send your child weather appropriate clothes on a daily basis. Muddy buddies are strongly suggested to keep your child's clothes dry and clean.

ENROLLMENT & PROBATIONARY PERIOD & RELEASE FROM CARE

All forms must be completed before the start date, including immunizations. This is VIHA regulations and for the health and safety of your child. Each new child is accepted on a one month trial probationary period. During this month probationary period Summer Breeze reserves the right to terminate care at any time. Summer Breeze will work co-operatively with families to provide children with a positive away from home experience. If after the Probationary period has ended and care is continued, a child is struggling in the program to have success, the Center will meet with the family to discuss options and set up a care plan with the help of outside resources such as Queen Alexandra Center for Children's Health. In an agreed upon time frame our program does not fit your child's needs and we have exhausted all resources, with no improvement. Summer Breeze reserves the right to terminate Care. In the event that a child is violent and a risk to other Children or the Educators Safety and well- being the Center reserves the right to terminate care immediately without notice.

IN THE EVENT OF AN EARTHQUAKE

In the event that we have an earthquake during the time your child is in care. The following procedures will be followed. Cell phone service will still be in operating, you can reach us at your child's classroom cell number. You should have an alternate person that lives off the island that you check in with and that Educators can check in with to let them know that your child is safe, you can provide this phone number on your earthquake information sheet that will be handed out in September when we do our earthquake kits and preparedness drills. In the event that structural damage is done to the building, will be some of the out buildings on the property that will have supplies such as blankets, food, cooking utensils and water that will keep us comfortable until you come and pick up your child. In the event that there is roadways damaged and we need to relocate Langford's Emergency Shelter is Eagle Ridge Community Hall.

SNOW DAYS

In the event that we have a large snowfall that causes the school buses and city buses not to run, it means that the Ministry of Highway Transportation has deemed that the roads are not safe for travel. As an employer we will not ask staff to travel in unsafe conditions to get to work. We also want to keep our families safe and do not want you to travel the roads when they have been deemed unsafe to travel. In the event of a large snowfall please check your email and parent portal, or the Summer Breeze Facebook Page for up to date information. If the centre has to be closed on a temporary basis due to weather, fire, flood or power outage fees will not be discounted. Please check our Summer Breeze Facebook page it will be updated by 6:30 am. [Facebook Page Summer Breeze Child Care Center](#)

IN THE EVENT OF A POWER OUTAGE

If the center is out of power you cannot drop off your child. In the event that we lose power, staff will contact BC Hydro to see the estimated time of repair. If the repair time is more than 2 hours from the opening time of the centre or there is no light and or heat, the centre will close for the remainder of the day. If the center loses power during hours of operation after the first two hours you will be called to come and pick up your child. We are governed by VIHA that if power is lost for more than two hours closure is required immediately. We will start to contact you when our power has gone out and after we have contacted BC Hydro and confirmed an estimated time of the outage. If the outage estimate is more than 2 hours, you will be asked to pick up your child up or arrange for an alternate person to pick your child up within a two hour time period. Please note after the two hour period to pick up your child has passed, you will be considered late and late fees will be in effect. If the centre has to be closed on a temporary basis due to weather, fire, flood or power outage fees will not be discounted.

INFORMATION

We email monthly newsletters to keep you up to date, and post newsletters and information through your parent portal. The classroom has a board for the families which will post upcoming events or important information. Summer Breeze also has a website that you can find information on Registration, Fees, and Programming.

Website: www.summerbreezechildcare.com

We have a center [Facebook page](#) Summer Breeze Child Care Center

Some classrooms have private facebook pages that you can join, please check with your classroom to see if you have this option within your individual class.

To contact the manager directly you can email: summerbreezechildcare@telus.net or call the office line at: 250-474-1368.

Our Mailing Address is: Summer Breeze Child Care Ltd
1028 Lomalinda Drive
Victoria, BC V9C 4J9

Transportation The Preschool Program goes out on field trips into the community usually two times during the week. These days vary each week so children all get to experience field trips. We transport children in our Mini 24 Passenger or 14 Passenger School Buses. The Drivers are licensed with Class 4 unrestricted Licenses, the buses are pre tripped each morning to ensure they are safe for driving as per the National Safety Code regulations, and inspected every 6 months by commercial Vehicle inspection Shops. We take all safety precautions when transporting children to and from outings.

HEALTH POLICIES:

Our Health Policies are in place to ensure that the Health and Safety of both children and staff are maximized. Please be sure to familiarize yourself with our Health Policy so you are aware of when a child must remain home or be picked up from the center.

A child is deemed sick by the center through the following criteria: The comfort and safety of the child who is sick, the staff's ability to accommodate or care for the sick child in the group context, the child's ability to participate fully in daily activities of the center, and the protection of the other children, families, and staff in our center.

Please note the following criteria for exclusion from care are recommended by the Capital Regional District Public Health Authorities.

FEVER:

Children with a fever of 38.3C. or 101F. are considered to have a fever. The fever can be caused by a number of things. The center will contact you to pick up your child. We will not administer Fever reducing medication so that it does not interfere with a Doctors Diagnosis. **The child must remain out of group care for a minimum of 24 hours** until fever has subsided without the benefit of Fever reducing medication and child has not developed a contagious illness. If your child has a fever of 104F or higher we will immediately contact you for permission the administer fever reducing medication. If we cannot reach you we will contact your emergency contacts. In the unlikely event that we are unsuccessful in reaching anyone we will have no choice but to call 911.

DIARRHEA:

Parents will be contacted by the center if the child has had 2 or more loose bowel movements within 3 hour period. **The child may Not return to daycare until they have had 1 or more normal bowel movements.**

VOMITING:

Both vomiting and diarrhea are symptoms that may indicate a bacterial or viral (gastrointestinal) infection which is easily passed from one child to another. Therefore a parent will be contacted immediately if any of the above symptoms should occur. **They must remain out of group care for at least 24 hours(without vomiting) until symptoms subside and the child is coping.**

INFECTED SKIN OR EYES:

A parent will be contacted immediately when a child has discharge or redness of the eyes and if the child has any unusual eruptions in their skin. The child must be removed from group care until symptoms have disappeared.

ALLERGIES, EPIPENS & VENTILATORS

It is a parent's responsibility to inform the centre if the child requires specific attention because of a health condition, particularly any allergies or sensitivities. The staff will post the list of allergies in the eating area. Epipens are to be provided by the parents and should be kept at the centre in a secured location. Renewal dates are the responsibility of the parent. A Care Plan will be required for children that require Epi Pens, have Medical Conditions, or have allergies.

CARE PLANS If your child requires a care plan that requires staff to be aware to extra individual needs your child has, this needs to be disclosed at the time of registration so we can be sure our program is able to support these needs. Care plans are usually put together by the Center with Input from Queen Alexandra and the Family to ensure that we have all the information and tools to provide a positive experience for the child. Failure to share this information may result in the inability for the Center to provide care.

ADMINISTRATION OF MEDICATION

In the event that your child should need Doctor prescribed medication the **child must not return to care until they have received the medication for 24hrs.** If the doctor gives provides a note stating they can return earlier we will accept that. Center staff may administer Medication if it is brought in the original container from the pharmacy. Parents must fill out a Permission to Administer Medication Form that is available in each program. Staff will follow directions on the bottle combined with the parent's instructions. If your child has an allergy a care plan must be completed.

ALTERNATE PERSON PICK UP

All children in care will need to be picked up prior to 5:30 Pm. No child shall be released from our care to any person other than those authorized on the Registration Form. If the parent/guardian can't pick the child up from the center they must notify the caregiver by written notification i.e.: email, text or fax. If the person picking up is not known to the caregiver information about the person is required photo I.D. will need to be presented, and having the parent add the alternate pick up person to the registration form is suggested. If an **unauthorized person** wants to pick up the child the caregiver will explain to the individual the Centre Policy and the child will not be released. All reasonable efforts will be made to ensure the child's safety and the safety of the other children. If necessary the police may be called for assistance.

ALLEGED IMPAIRED PICK UP

It is our responsibility to the children we care for to keep them safe while they are in our care. That includes releasing them to anyone who seems impaired or incapable of doing so. If you are picking up and you seem impaired we will have to ask you not to take your child and will call on the alternate person on your form to come and pick up your child. If you refuse to have someone else pick your child up the caregiver is obligated by law to notify the police of an impaired driver and the description of your vehicle. Please make alternate arrangements if you are unable to pick your child up safely.

LATE PICK UP

If you have not picked up your child by 2:00 p.m. the caregiver will call the alternate person on your form to pick your child up. **Also every one min after 2:00pm a \$1.00 per minute late fee will be payable to the Staff that stayed behind to care for your child.** We have another program that operates back to back with the preschool program. Failure to pick up on time reflects on the next program and does not allow staff to prep for the next program. **Late fees will be strictly enforced and payable before the next day of care.** Consistent late pick up will result in the release of your family from the program.

CUSTODY & JOINT PAYMENTS FOR CARE

If a custody order exists a copy needs to be attached to your child's registration form. Without the order the non-custodial parent cannot be denied access to the child by the staff. If a family has two payers on the account that each pay a portion of the child care fees, then each parent must fill out an online registration form for the child. Each parent will then be billed and responsible for their portion of the child care fees. Enrollment will not be accepted if both parties do not submit a registration form.

FEES & REFUNDS- Cheques or E- Transfers

If you are paying by Post-dated cheque for Preschool they are required to be dated for the 1st of each month for the months September - June. One months' notice is required when withdrawing your child from the program any remaining post-dated cheques will be returned to you at the time of your notice. No refunds for early withdrawal mid month. All NSF cheques are subject to a fee of \$45.00. If your Child Care Fee is not received, your child may lose his/her space. In the event of your child being away for any reason(including but not limited to holidays, maternity leave) your regular monthly will still be charged to keep your space in the Program. One month's written notice is required when withdrawing from the program or changing days of care. All requests to change days of care must be written with one calendar months notice, approval of the change will be determined by available space in the program. In the event Summer Breeze Child Care has to close due to reasons beyond our control (including but not limited to Snow days, earthquakes, fire, flood or health emergencies) **There will be no refunds for Emergency Closures.** Fee refunds for the closure cannot be given due to ongoing operating expenses. We accept E- transfers if you choose to pay via E-Transfer please arrange this with the office, E-Transfers are due on or before the 1st of each month. We also offer Pre Authorized Credit Card Payments that charge an additional \$2.00 per every \$100.

Late Payment of Child Care Fees

Late payment of monthly fees will result in penalties after the 5th day of each Month. Late fees will be \$10.00 per day after the 5th day and accumulate up to the 10th day of the month. If no payment plan has been put in place with management by the 10th day your child will not be able to attend, until fees have been paid in full. Your space will be filled for the 1st day of the following month.

PRESCHOOL FEES SEPTEMBER 2019 – June 2020

Days Of Care	Monthly Rate Preschool
Full Time (Mon- Friday)	\$ 423.50
3 Days Per Week (Monday, Wednesday, Friday)	\$ 336.00
2 Days Per Week (Tuesday, Thursday)	\$235.00

Field Trip Activity Fee \$55.00 due in September

March Monthly Fees are Half the Regular Rate due to Spring Break closure

PROGRAM CLOSURES The Preschool runs through the School Calendar year from September- June. We close December 20, 2019 for Xmas Break and open back up January 6, 2020 The Preschool runs alongside the same closures Holidays and Pro D Days as Sooke School District 62. We are closed for two weeks of Spring Break. Fess are reduced by ½ for the Month of March.

SUMMER BREEZE CLOSURES AND STATUATORY HOLIDAYS

The Preschool will run up to Dec 20, 2019 and remain closed for Winter Break. The center will **re-open Jan 6, 2020**. Your rate for December will be the regular monthly fee. Staff and Management use this closure to clean out classrooms, and reorganize for the New Year. The daycare will also be **closed on all Stats including Good Friday and Easter Monday**. See scheduled list of closures for each Year.

SCHEDULED CLOSURES FOR PRESCHOOL

PRESCHOOL FIRST DAY-SEPT 9

CLOSED ALL STAT HOLIDAYS: Oct 14, Nov 11, Feb 17, April 10, 13 & May 18,

PRO D DAY CLOSURES: Sept 23, Oct 25, Nov 21, 22, Dec 23-Jan 6, Feb 14, March 16- 27, April 27, May 15

PRESCHOOL WILL END : June 19, 2020

STAFF

Summer Breeze works hard to ensure all our staff are qualified, caring and nurturing individuals. All Staff have a criminal record check, first aid/CPR. Our staff are fully trained and have their Early Childhood Educator Certificate, or Early Childhood Assistant Certificate, Infant Toddler Certificate, or Special Needs Certificate. Staff are encouraged to continue Professional Development on an ongoing basis. If you have any questions or concerns please contact the office at 250-474-1368 and talk to the Manager.

Enrollment All Enrollment is done online, there is a registration fee of \$50.00. Families will enroll online and be put into the waitlist. When we receive your enrollment request, if we are able to accommodate your request we will accept your enrollment and send you a link to the parent portal. You will create your own password for your portal you will be able to change and update information, & access your tax receipt at the end of the year. If we can accommodate some of your days but not others we will contact you to see if you have any flexibility with your days.

RE-REGISTRATION: Preschool registration will begin in February each year for the following September. If there are spaces available that come up throughout the year new families may be able to join the program.

HEALTH & SAFETY

As part of our Health and Safety Plan we have implemented the following into our daily routine:



- A) Our qualified staff are here to support, and nurture your child, providing the highest quality care
- B) Through our pre-school based curriculum we educate children and prepare children for school through fun interactive experiences that include, identifying numbers, colors, and letters. Our most important goal in preparing them for Kindergarten is to encourage positive socialization and problem solving, with peers, and Educators.
- C) We have an open door policy with parents, please feel free to visit, join us and participate. If you visit please be prepared to take your child home with you, as most children do not cope well with parents leaving them twice in one day.
- D) All disruptive behavior will be documented by staff, the information gathered will be used when communicating with parents (and if necessary child care development consultants and/or the Ministry of Children and Families.
- E) In the event that your child is uncontrollable, we will not physically restrain your child but if necessary we will call you or another authorized adult on your registration form to pick them up. As a last resort, we may contact 911. This would include, but not exclusive to, hurting themselves, others or toys and equipment.

Consistent negative behavior will result in the following;

- Staff will call upon the management to observe
- Strategies and a care plan will be discussed and collectively put together by Staff and Management
- Care Plan Action will be discussed with the family and implemented
- If strategies do not show an improvement, then an observation will be done by a consultant from Supported Child Care or the Ministry of Families
- A daily communication book may be introduced to ensure that daily communication between the staff and parents
- In the event that a child endangers, other children in care, a staff or is a threat physically to themselves or others upon the discretion of management the child will be immediately dismissed from the program.

Inclusion

The staff works closely with support networks such as Queen Alexandra Centre for Children's Health to include and support all children at Summer Breeze. We include children and encourage participation whatever the ability or level may be. All children are treated equally, never isolated, and all activities will be altered to accommodate all abilities when necessary. Whether the extra support needs be physical, emotional, mental, behavioral or dietary, we strive for inclusion and integration of all children in our program. Each Centre is unique and it will need to be evaluated whether we as a child care facility can successfully and safely provide the child with the best possible positive experience. Upon registration there will need to be a Written Care Plan made and agreed upon by the Manager, Staff and Parents. It will be compiled of Information that Parent provide to the Centre. We as a Centre will need to consider whether we can staff this request, if we will require extra training or support, and if the Staff, program and environment will be a good fit to provide safe and effective care. If we can accommodate the child's registration and we require a support staff, the care plan will be implemented and reviewed every 6 months or earlier if needed. It is the responsibility of the Parent to arrange the contract with Supported Child Care 1 month prior to your child starting at Summer Breeze. Once the contract has been received by the Centre and funding is in place, the child will not be able to attend until a support staff has been hired for the child.

**THANK YOU FOR ENTRUSTING YOUR CHILD IN OUR CARE WE LOOK FORWARD TO
WORKING WITH YOUR FAMILY!**