

SUMMER BREEZE CHILD CARE LTD.

Summer Camp Parent Handbook

Summer Camp School Age

1028 Lomalinda Drive, Victoria B.C V9C4J9

Office :(250) 474-1368 Email: summerbreezechildcare@telus.net

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. 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 the children in our 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

Our Center is located at 1028 Lomalinda Drive. Just off Happy Valley Road. The Lomalinda location has one Infant Toddler Rooms located at the front of the main building. There are two 3-5-year-old classes located in the back of the building, one on the upper floor that provides 8 spaces to Kindergarten Summer Camp Children and one on the main level that provides care for our 3-5-year-old program. We also have a fourth classroom at the front of the building that provides Summer Camp Care to School Age for July and August. During the regular school year this room runs as a Before and After school to children in Kindergarten and Grade 1 and an extended Day Preschool. 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 and Preschool 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 and influences all around kindergarten readiness. Our Out of School Care program provides a safe, fun environment for children to attend before school and after school. We transport children to and from Happy Valley Elementary School. 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, Spring Break Care as well as Summer Camps.

GUIDANCE AND REDIRECTING

Out of School Care program: Most of the Children's 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, we encourage the children to come up with solutions to conflicts themselves with educator guidance. 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 the 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 in making positive choices and problem solving.

TOYS FROM HOME

We ask that your child not bring items from home to Summer Camp. If they do bring something to Camp from home, we ask that the item be an appropriate, non-violent toy. We do not allow trading cards to come to camp as some are worth significant amounts of money and with the different ages, we don't want any unfair trading of cards to happen. If a toy is brought from home, please note the toy is the responsibility of the child and that there is the possibility that it may be lost, left on an outing or get broken. Please refrain from bringing in sentimental items.

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 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 gum or candy and try to pack a well-balanced lunch. We are a nut aware facility. Each year is different – so if we do have Nut allergies and are not able to have Nuts in the facility, we ask that you use “No Nut Butter” this should be labelled as “Nut Free” so staff are aware it is safe there is a nut allergy in the classroom. Our policy is to allow children to pick what they would like to eat out of their lunch, when all 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 scheduled snack and lunch times. We ask you to send a water bottle that goes back and forth everyday so your child can access water any time they are thirsty. Please do not send Heat up lunches as we there is no option to heat up lunches.

CLOTHING

Please send a full set of clothing for your child that can stay at the center. Please label all clothes and shoes, towels, jackets, life jackets. Life jackets are mandatory and must be a proper life jacket for swimming. Children are required to always wear a life jacket in the lake regardless of their swimming ability. This is for safety.

ACTIVE PLAY POLICY & SCREEN TIME POLICY

We encourage movement and activity indoors and outdoors at our center. The benefits of moving our bodies and being outdoors has been observed and documented to not only be good for getting Vitamin D but also has been found to decrease behaviors in children. We spend a minimum of 90 min per day doing movement and being outside each day. We do not allow screens or screen time in the center. The exception would be a special movie day in which families would be informed through written communication. In summer most of our day is spent outside so please be sure you have the appropriate sun clothing to protect your child from sunburn.

ENROLLMENT & PROBATIONARY PERIOD

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 trial probationary period. The Centre will work co-operatively with families to provide children with a positive away from home experience. If we feel that we can't meet the child's and/or family's needs, Summer Breeze reserves the right to terminate Care immediately. Children that are new to us attending summer camp or any child that is not able to manage in the camp and it becomes a safety risk to the child, other children or staff we reserve the right to terminate care 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 likely still be in operation, 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 I check in with to let them know that we are safe you can provide this phone number on your earthquake information sheet that will be handed out to you start with us. We redo our earthquake kits each September. Our center participates in the SHAKE OUT earthquake drill annually. If structural damage is done to the building, we will use some of the outbuildings 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 roadway damage, we need to relocate Langford's Emergency Shelter is Eagle Ridge Community Hall.

Weather and Air Quality

Periodically in the summer there are times we have extreme weather or air quality concerns. In the event that there is extreme heat, we will change our outside hours to first thing in the morning when it is cooler and adjust accordingly due to temperatures. In some cases, extreme heat may call for closure if we cannot provide a safe cool environment in our classrooms. In these cases, we will close and call you to pick up. We also experience air quality issues if there are forest fires or other factors affecting our air quality. We monitor these situations and adjust our outdoor time based on what is a safe level of exposure. We will also keep you updated through the portal. If you feel that you would rather not have your child outside at all in these situations, you can come and pick them up. If the center must close on a temporary basis due to weather, air quality, fire, flooding, staffing, pandemic, or power outage fees will not be discounted or reimbursed unless the closure is longer than 2 weeks in which case they would be prorated. Please check the Facebook site as it will be updated by 6:30 am about possible known closures for the upcoming day. **Facebook site: Summer Breeze Child Care Center**. We will also post through our sandbox parent newsfeed.

IN THE EVENT OF A POWER OUTAGE

If the center is out of power prior to opening or when you arrive you cannot drop off your child. If 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 center the center will close for the remainder of the day. If the center loses power during hours of operation after the first hour you will be called to come and pick up your child. If we lose power in the winter months and have no light or heat, we will call you to pick up immediately as we will not be meeting the health and safety regulations required to operate. If the center is closed on a temporary basis due to weather, fire, flood, or power outage fees will not be discounted or refunded.

INFORMATION

We send out a monthly calendar for the months of July and August for our Summer Camp Programs. The calendars will list the locations of our outings. Sometimes due to business of the location or the Childrens interests the location may change. If there is a change in location, we will send a message through the portal to families to let them know of the change. You can also reach our summer camp team by calling or texting the Class number 778-676-1318

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

HEALTH POLICIES:

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.

If your child has symptoms of any illness, they will need to be picked up from camp. They can return 48 hours after symptoms subside and no other symptoms are present. They may not receive any symptom aiding medication 24 hours prior to returning to care. This means that you can not give medication in the morning that will reduce symptoms and attend care on the same day.

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 several 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** and may not return until the fever has subsided without the benefit of Fever reducing medication. The child may return 48 hours after the fever has subsided and the child has not developed a contagious illness along with a negative rapid covid test. If your child has a fever of 104F or higher, we will immediately contact you. 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 1 or more loose bowel movements within 3-hour period. **The child may not return to daycare for 48 hours and must have had 1 or more normal bowel movements** during that time. If any other symptoms present themselves, we will follow the policy.

VOMITING:

Both vomiting and diarrhea are symptoms that may indicate a bacterial or viral (gastrointestinal) infection or Covid-19 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 48 hours (without vomiting) until symptoms subside and the child is symptom free and can participate in the daily program.**

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 or rash on their skin. The child must be removed from group care until symptoms have been diagnosed by a Dr. With diagnosis the center will then follow the policies based on the illness. A negative rapid test is also required to return.

ALLERGIES, EPIPENS & VENTILORS

It is a parent's responsibility to inform the center 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. EpiPen's are to be provided by the parents and should be kept at the center in a secure 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.

AMINISTRATION 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 a minimum of 24hrs.** 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 5:00 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. If the person picking up is not known to the staff information about the person is required and photo I.D. will need to be presented at the time of pickup. Parents can add alternate pickup person to the registration form through the **PARENT PORTAL.**

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 a child to anyone who seems impaired or incapable of driving or caring for a child. If you are picking up and you seem impaired by any of the following but not limited to illegal/legal drugs, prescription drugs impairing your abilities, the presence of alcohol, and or Mental distress 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 and or MCFD if they are concerned for the safety and well-being of a child.

LATE PICK UP

Our Programs end at 5:00 pm. We require that your child is picked up on time. If you are late picking up your child, a late fee of \$1.00 per every minute after 5:00 pm will be strictly enforced and billed to you through the portal. Please leave yourself enough time to arrive, check in with the Educators about your child's day and gather your child and child's belongings prior to 5:00, so the staff finish by 5:00. Continuous late pick up will result in your family being released from the program and we will no longer be able to care for your child.

CUSTODY

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.

Parent Portal Summer Breeze uses a program called Kindertales as our administrative program for billing, registration, and family information. When you register with us and enroll your child in a program you will receive a link from Kindertales to sign up for the Parent Portal. The portal is a great tool that allows you to send messages to the office, check your billing, see any credits, add contacts, update your personal information, receive newsletters from us and access your yearend tax receipt. This is also how we send out information such as closures and important notifications. There is also an APP for your portable device such as your phone. **To download the app** to your device- Go to the APP Store – search **Kindertales parent app** – download the parent app for free – then create an account (use your email that you provided to us) create a password for the app – Kindertales will then send a verification to your email. Check your email and click verify. Your app is now active. Please note to get a hold of your Childs classroom directly you cannot message through the app. To get in touch with your classroom teachers you must message their classroom cell phone directly using the classroom phone number.

FEES, REFUNDS & LATE PAYMENTS

Registration: For all New Registering Families you will use an online Kindertales Registration link that we will send you. All forms must be complete prior to your child's acceptance into the program. A \$50.00 non-refundable registration fee per child is required for all new registrations enrolling in Summer Camp. Children that currently attend Summer Breeze and are registering into the Camp program will pay a re-registration fee of \$0.00 for Summer Camp enrollment.

Accepted Methods of Payment: Summer Breeze accepts payments of Visa and Direct Debit through your banking institution. When you sign up for Kindertales under the billing section you can input either a Credit Card (credit Card fees apply and are directly added to your billing) or you can input your banking details and Kindertales will debit your account on the 1st of the month for fees owing if your autopay is turned on. Kindertales uses a safe 3rd party payment source. There is a \$3.00 Office Admin Fee each month on top of your monthly tuition fee.

Notice to Withdraw Policy: Summer Camp is a non-refundable booking after April 1, 2024. We secure our summer camp staff based on enrollment and full fees are in effect for the camps booked. Prior to April 1, 2024, you may alter, cancel or change your booking with no charge. Please make any changes prior to April 1 to avoid paying for weeks you do not need.

Late Fees & Non-Payment Policy: If your Child Care Fee is not received by the 3rd day of the month a fee of \$25.00 will be added to your monthly fee. Your child will not be able to return to care if your childcare monthly fees and late fee are not paid by the 5th day of the month. If your childcare fees are not paid by the 5th day of the month your child will lose his/her space.

Subsidy: If your family receives affordable childcare benefit from the government and withdraws or does not attend or return to care. The center will repay the government the subsidy they have claimed for the month and the family will be responsible for the entire amount or the pro-rated amount as set out by the British Columbia Government. Any outstanding parent fees owed and not paid by a family will be collected through the appropriate legal channels such as collections. **If your family income is less than \$111 000.00 per year your family will qualify for subsidy please email the office and we will send you the forms you need to apply.**

Keeping Your Space: In the event your child is away for any reason (including but not limited to holidays, maternity leave, illness, covid or any other unforeseen reason) your regular camp fee will still be in effect.

Camps are non-Refundable.

Dismissal from the Program: In the event that Summer Breeze Child Care Management chooses to discontinue care to a family, due to any of the following but not limited to physical aggression towards children, Educators, management, equipment, and/or safety concerns, or the inability for the center to accommodate the needs of a child and/or family. The center will refund the family with the pro-rated amount less any subsidy that will be repaid to the government. Any outstanding amounts are the responsibility of the family.

Summer Camp, Pro D Day's, Spring Break Camp; Our Camps have a limited amount of spaces and fill up quickly. Children that attend Before & Afterschool with us Sept – June are referred to as (Registered Families). Children that attend only Camps & or drop in for Pro D Day care are referred to as (Non-Registered Families).

Our Spring Break, Summer Camps and Pro D Days are open to both registered and non-registered families. The camps are booked on a first come basis and payment of the registration fee to secure your child's space in the camp is required. Camps and Pro D Day bookings require full payment and are non-refundable if you need to cancel or change the booking so, please be sure that your child needs care for the dates you book. Summer Camp and Spring Break Camp are booked on Weekly Bookings (we do not offer part weeks) but do offer full weeks. You can choose what weeks you would like to book in for and request those weeks. Payment then secures your space. Payment will be auto withdrawn from your preferred payment on the 1st day of the month for all camps booked for that month. Please note that if you cancel your booking your payment will still be due. We have a very strict cancellation policy on camps and Pro D days as we secure staff well in advance and do that based on enrollment of children into the programs. If something comes up after **April 1** and you do need to cancel, and we have children on our waitlist for one of the weeks you want to cancel- if we can fill the space we will not charge you the full fee for the week but a **\$25.00 change fee** will be implemented for **each week** you would like to change or adjust. So please be sure you know what weeks you would like to book.

In the event Summer Breeze Child Care must close due to reasons beyond our control (including but not limited to Snow days, earthquakes, weather, heat, air quality, fire, flood, power outage, pandemic, staff shortage or health emergencies) you will be contacted to pick up your child immediately, & regular fees will still be in effect.

Summer Camp Fees July & August 2024

Category of Care	Monthly Rate
Summer Camp	\$ 275.00 /week (all weeks are the same cost)

First Time Registration Fee \$50.00 Annual Re- Registration Fee for \$0.00

Summer Breeze 2024 Summer Camps

Our Camp Opening will be July 2 Camps run for 8 weeks and finish August 23, 2024. We will continue to follow all health and safety recommendations put out by the province in regards to the Covid 19 Pandemic. Our Program MAY vary from the activities planned due to Covid-19 restrictions; we will notify you via the Kindertales portal of any changes to our day.

Summer Breeze Center Closures & Statutory Holidays

Summer Camp has the following known closures for 2024

April 1, 2024 Last day to make Changes to Summer Camp Booking	<i>All Bookings after April 1 2024 are Final and Non-refundable</i>
Closed June 28	<i>No Camp offered</i>
Closed Monday July 1	<i>Canada Day (closed)</i>
Closed Monday Aug 5	<i>BC Day (closed)</i>
Last Day of Summer Camp Friday Aug 23	<i>Last Day of Summer Camp</i>
August 26-30 NO CAMP OFFERED	<i>No Camp offered</i>

Inclusion

The staff works closely with support networks such as Queen Alexandra Centre for Children’s Health and the Native Friendship Center 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 childcare 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 complied 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 that benefits the child. 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 CHOOSING SUMMER BREEZE SUMMER CAMPS FOR YOUR CHILD

STAFF

Our Programs are staffed in accordance with VIHA licensing standards. We strive to have quality staff that enjoy working with children and families and keep consistency in our programs. Our Programs have amazing, qualified Infant Toddler, Early Childhood Educators, Early Childhood Assistants. All staff have a clear Criminal Record Check on file, first Aid, references. We also have a bus that does transportation to and from field trips. All of our buses are inspected every 6 months in accordance with the Commercial Vehicle National Safety Code Program. Our Drivers are class 4 unrestricted drivers with safe driving records. All safety precautions are taken when transporting children in our bus.

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 emergent curriculum we educate children and prepare them for school through fun interactive experiences that include, play, exploration, creativity, and observation. Our most important job in preparing them for with life skills by encouraging positive socialization and problem solving, with peers, and Educators.
- C) We have an open-door policy with parents, please feel free to pick up at any time.
- D) All disruptive behavior will be documented by staff, the information gathered will be used when communicating with parents (and if necessary, a childcare development consultant 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 is not exclusive to, hurting themselves, others, staff, toys and/or equipment.
- F) Physical, verbal, or emotional negative behavior that impedes the health and wellbeing of other children or staff members by either a child or an adult will not be tolerated and immediate dismissal from the program will occur.
- G) Children deserve to be treated with kindness by their peers and the Educators. Any form of bullying will be delt with by contacting the parent/guardian of the children involved, discussing solutions together. If the behavior continues care will be discontinued.

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 parents 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.
- If Educators in the program cannot ensure the health and safety of all children in care as well as staff the child will be discharged from the program and care may be discontinued without notice.
- If a child is displaying Bullying, disrespect, physical, verbal or belittling behaviors towards other Children or Staff this will be addressed with families and a plan will be implemented if the behavior continues and Educators do not see substantial improvement, the child will be discharged from the program.