

PARKCREST CHILDREN'S CENTRE
OUT-OF-SCHOOL CARE
PARENT PACKAGE

2024-2025

info@parkcrestchildcaresociety.ca

6040 Winch Street, Burnaby, B.C. V5B 2L2
(604) 294-6224

PARKCREST CHILDREN'S CENTRE

Dear Parents(s)/Guardians(s),

Welcome to Parkcrest Children's Centre Out-of-School Care program! Our staff are committed to providing quality care and supervision for children in Grades K to 7. Our programming includes social and recreational experiences for school-aged children to help meet their developmental needs during their school years.

Our Centre is administered by the Parkcrest Child Care Society, a parent board.

Please read this booklet carefully and keep it as a reference. Our policies are reviewed updated as required in collaboration with The Board of Directors, The Director and current licensing requirements. The final page is our parent agreement. This must be read, signed and received along with your registration form. If you need a translation of this information in your own language or if you have any questions about this booklet, please talk to your child's Out-of-School Care (O.O.S.C.) Supervisor during the first few days of school.

Sincerely,

Farhana Kabani
Director

Eligibility

The Parkcrest Children's Centre O.O.S.C. program is open to children of families attending Parkcrest Elementary and Aubrey Elementary schools only.

Registration Fee

A yearly registration fee of \$75.00 per **FAMILY** is to accompany the application for enrollment and is not refundable.

There is also a \$100.00 deposit required for each child. This is a one time fee payable at the time of the initial registration. For parents eligible for subsidy, written subsidy authorization and a deposit in the amount of \$100.00 is still required. This amount will be held on account, and will be returned at the time of withdrawal with the exemptions of any late, or other payable fees owed to the society. Cheques are payable to **Parkcrest Child Care Society (registration fee only)**.

Tuition Fees

Monthly tuition fees per child:

Sept – June fee schedule	
Before & After School Care Kindergarten	\$451/month
With Free Reduction Initiative Program	\$200/month
Before & After School Care Grade 1-7	\$450/month
With Free Reduction Initiative Program	\$335/month

Professional Days, a **few days** during Winter break and a week of Spring Break require an additional \$25/day for administrative fees. Dates to be announced.

***As of August 1, 2023, fees will be payable by pre-authorized debit (PAD). Fees will be automatically debited from the account you listed on the PAD form, submitted at the time of registration, and will be deducted on or around the 1st of each month for the school year (September to June).

Dishonoured pre-authorized debit withdrawals will be re-presented to the bank for payment, in the original amount, three business days following the date that Parkcrest Child Care Society is notified that your payment was declined. You will receive email notification prior to the payment request being represented to the bank. If the re-presented payment is also dishonoured, the \$25 service charge

will apply. Collection efforts will commence such cash or bank draft. Each student will receive ONE service charge fee waived per school year.

Child Care Fee Reduction initiative

***The CCFRI was introduced in 2018 as part of the Province's ChildCareBC Plan to help reduce families' out-of-pocket costs for child care. Beginning September 2023, parents will receive a fee reduction of up to \$320.00/month dependent on grade.

The Affordable Child Care Benefit

We at Parkcrest Children's Centre believe that all child should have access to quality care and education. If you are in financial hardship, please visit <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit> as you may qualify for this benefit. Please apply well in advance (July/August) to determine if your fees can be subsidized. **Please carefully read the illness and extended holiday policy.**

Approved subsidy amounts will be calculated and will apply in addition to the CCFRI portion. Fee adjustments will be made to subsequent fees. A letter outlining parent portions will be provided upon receipt of letter from the Ministry confirming eligibility.

Re-registration

Children returning to the Out of School Care program must re-register in May every year. Re-registration is contingent to any outstanding fees being paid in full.

Waitlist

Our waitlist is tracked by date of email request. Families must email the Centre with an intent to start immediately once a spot is offered. The full months fee will apply if registration of a new child occurs between the 1st and the 15th of any month. Half months fee will apply if registration of a new child occurs between the 16th and 31st of any month.

When a spot is offered and the family intends to register, they will have 72 hours to complete the registration process. After 72 hours, registration will be declined.

When a spot becomes available and a family with an eligible school-aged child (5 years old by December 31) declines it, they are removed from the list. A new email request can be made to be placed on the list with the current request date (bottom of the list).

Child of existing family (sibling):

- If child is ineligible (not yet in Kindergarten), stays at top of list
- If child is eligible and declines, child is removed from waitlist

Holds:

- Child must be eligible (in school)
- Maximum hold is 2 months
- Must be paid monthly

Waitlist Management:

- When a spot is available and if a voice message is left, advise in message that the family has 72 hours to respond, otherwise they will be removed from the list
- Families can reapply by email and will be added back on with the current date

Withdrawal

THIRTY DAYS' NOTICE by the **first of the month** is required in writing in the event of withdrawing your child from the Parkcrest Children's Centre O.O.S.C. program. The last day of care provided will be the last day of the month notice was received. Failure to give sufficient notice will result in full payment of the following month.

All post-dated cheques will be returned in the event that you have given the required 30 day notice by the first of the month to withdraw your child for any reason. The \$75.00 registration fee is not refundable.

Schedule And Hours Of Operation

Our O.O.S.C. program operates on approximately the same dates as the public school system. Out-of-School Care begins the first day of school in September and operates until the end of June inclusive of early dismissals.

Care will be provided on Parkcrest and Aubrey Elementary School professional days, **few days** during Winter break and one week of Spring break (dates to be announced) with an additional \$25/day administration fee.

*Unfortunately, we are unable to offer Kindergarten gradual entry care.

NOTE: The centre will be closed on statutory holidays:

Reconciliation Day	New Year's Day
Thanksgiving Day	Family Day
Remembrance Day	Good Friday
Christmas Day	Easter Monday
Boxing Day	Victoria Day

Program Times

Before and after school	7:00 - 9:00 a.m. and 3:00 - 6:00 p.m.
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Sample Daily Schedule

The following is an approximate schedule of our program. This schedule may vary slightly depending on weather and the needs and desires of staff and children.

Before School (7:00 - 9:00 a.m.)

7:00 - 8:15	Arrival/Greeting & Attendance
7:30 - 7:45	Opening group time
7:45 - 8:30	Free Play (indoor/outdoor)
8:30 - 9:00	Children escorted by staff to Parkcrest/Aubrey Elementary School

After School (3:00 - 6:00 p.m.)

3:00 - 3:15	O.O.S.C. staff arrive at school to meet children in designated areas, take attendance and walk back to Centre with children
3:15 - 3:30	Washroom / snacks
3:30 – 4:30	Free Play (indoor/outdoor)
4:30– 5:30	Craft activities/baking/cooking
5:30-6:00	Cleanup/Quiet Activity
6:00	Centre is closed (Late charges apply)

Included in the Free Play will be O.O.S.C. staff-directed activities such as science discoveries, cooking, arts and crafts, music, baseball, soccer, etc.

Active Play

Child care licensing regulation requires that all children are provided with indoor and outdoor activities that encourage healthy growth and development. Physical activity is a key strategy to improve overall physical and mental health and to prevent childhood obesity.

We, at Parkcrest Preschool, provide a variety of activities for both open ended / free play activities and also teacher lead play experiences. We encourage movement and activity at every opportunity. During prolonged sitting at learning circle for example, short bursts of activity will be implemented. We enjoy Yoga, exercises, movement games and stretching. We have and will continue to encourage movement both indoors and outdoors and have fun in the process.

Screen time at Parkcrest Preschool: We do not offer any screen time for children as our Preschool classes are only two and one half hours long. The time spent at daycare will focus on social interaction and engagement.

Arrival And Dismissal

Arrival time for the children is between 7:00 and 8:15. A parent/guardian must be present at drop off.

The afternoon group will arrive at the Centre between 3:10 and 3:15 p.m.

Heavy/large belongings

It is your child's responsibility to carry their belongings to and from their school. If they cannot carry their belongings due to size and or weight please drop it off/ pick it up for them at their school as it is not the staff's responsibility.

****All items unless dicussed with the supervisor will remain in backpacks. Extra shoes, clothing and lunches/snacks must fit into the child's back pack or placed in a plastic bag tied to the backpack.**

Dismissal time is no later than 6:00p.m. We appreciate your punctuality for dismissal times. If parents are consistently late in picking up their child, the Children's Centre Board may require the withdrawal of the child from the program.

A fee of **\$5.00** per minute will be charged for late pickups as of 6:01pm (according to the "world clock")
Staff must be notified by phone whenever possible if parents are unavoidably detained-late fees will still apply!

If there is ANYONE other than yourself picking up your child, please advise us so that we are able to identify the person you have authorized, whether it be a relative or neighbour. This is an important precaution for your child and the staff. Your child will be released ONLY to the individuals you have authorized.

Communication is Important

It is the parent(s)/guardian(s) responsibility to have good communications with the O.O.S.C. staff and your child to inform everyone concerned if an expected child will be absent from care for any reason. It is imperative that the staff be informed if alternate arrangements for your child have been made(i.e. sick, dental, doctor, early dismissal). It is essential that staff are informed of any absence of a child expected in care. We have a 24hr answering machine for messages when staff are not available. **Failure to notify staff by 2:00 pm will result in a \$10.00 fee. 604-294-6224 or info@parkcrestchildcaresociety.ca**

IMPORTANT

In the event that a child expected in care is missing, lost or runaway the parent(s)/guardian(s) and then emergency contacts will be telephoned in that order. If no one can be reached with information regarding the childs whereabouts the police and or Ministry of Social Services will be contacted. The Burnaby Health Services will also be contacted to report a missing child

Interviews

The O.O.S.C. Supervisor is always available to discuss any concern you may have regarding your child. Parent - Supervisor interviews can be arranged to give parents an opportunity to ask questions and to discuss their child's progress, problems and development on a social, emotional, physical and intellectual level.

Newsletters

Please check your email for our monthly newsletter. They will contain reminders, programming information as well as updates on our Centre information. Our contact number and email is listed at the top of each month's newsletter.

Field Trips

Occasionally the children will be going on field trips to visit areas of interest in the community. Some possibilities are: Science World, recreation centre's, local parks, firehall etc. You will be notified in advance of these trips and will be required to signup in order to have your child take part. Professional Days, a few days during Winter break and a week of Spring Break require an additional \$25/day for administrative fees. Please notify the Centre if your child will be absent on days signed up. Fees are non-refundable.

Clothing

The children will be playing outdoors daily, as weather permits; please dress your child according to weather conditions. If your child is wearing rain boots, you may send along a pair of shoes to wear inside the centre.

To meet fire safety and health regulations, children must wear rubber soled, closed toe shoes/runners inside the centre at all times. No open toe sandals should be worn.

Please leave toys, books, money, candy or other treats at home. Cubbies are cleared daily.

Electronic Access

Access to personal electronics will be restricted. Staff will support children who wish to call their parent/guardian using only the telephone number provided on registration forms.

Staff will make every effort to reach parent/guardian when child is feeling unwell and is unable to fully participate in the regular program.

Snacks

We will provide a daily after school snack. Please provide a nutritious lunch when required.

We aim to teach the children good nutrition and healthy eating habits.

We make acceptations on special party days and may ask for snacks such as chips and cookies.

Health

A record of allergies requiring medication and special medical problems is kept at the Children's Centre along with the doctor and persons to contact in case of an emergency. This information was provided by you on your enrollment form. Additional form to be filled out will be handed out upon program start. Please advise the staff at the Children's Centre of any changes while your child in enrolled so that the information can be kept up to date.

We do our best to maintain safe hygiene and a healthy centre. We need your co-operation so that all can benefit.

PLEASE DO NOT BRING A SICK CHILD TO O.O.S.C. We know that this is difficult sometimes, but it is unfair to expose the staff and other children to infection.

Please inform the O.O.S.C. Supervisor of any communicable disease. (i.e. measles, pink eye, chicken pox, etc..)

Communicable Illness

Children may return to the before and after school care program only when it has been 24 hours (1 day) since last having a: fever, diarrhea or vomiting.

Pink Eye (Conjunctivitis) – 24 hrs (1 day) after being treated with eye drops and no more discharge from the eye.

Chicken Pox – Only when the scabs/ sores have dried up.

Any illness treated by antibiotics – Children can return 24 hrs (1 day) after starting their medication.

Common Cold- if your child's nose is constantly running and they are unable to wipe it themselves, or they are constantly coughing, please keep them home for their own comfort. Colds are bound to happen

however, we ask that your child be healthy enough to participate as their safety is our top priority.

Withdrawal

Without prejudice, a child may have to be withdrawn from the Children's Centre. Withdrawal will take place if the health and safety of the children is in jeopardy or if he/she is not physically, emotionally or developmentally adapting to the program. Withdrawal is at the discretion of the Supervisor in consultation with the Director and Parkcrest Child Care Society Board Chairperson. Parents may appeal this decision to the board. Notice will be given by the Children's Centre for withdrawal of your child and the remainder of the tuition fees will be refunded where applicable.

Discipline And Guidance

Preventive Strategies

These strategies provide for a positive environment and maximize opportunities for desirable behavior.

- **Consistency/limits**

State what behavior is acceptable This will ensure order and will make children aware of expectations They should be few in number, consistently enforced and within the child's ability to understand

- **Offer straight forward explanations for limits**

When children understand the rationale for limits they are more likely to comply and abide by them

- **Positive phrasing**

Phrasing limits positively focuses on what they should do rather than what they shouldn't do. Positive statements reinforce appropriate behavior and serve as a desirable model. Make statements of expectations rather than posing questions. State rather than ask. Offer options only when appropriate. When there is no choice make a clear statement of what is expected: "It's time to tidy up," rather than "Do you want to tidy up?"

- **Focus on the behavior, rather than on the child**

Focusing on the child's behavior rather than their character preserves the child's integrity and offers positive guidance for learning.

Discipline And Guidance continued

State what is expected, rather than pose questions

Posing questions implies that the child has a choice. When it is inappropriate for the child to have a choice (e.g. limits or expected behavior) make a clear statement of what is expected.

Reinforce appropriate behavior

Positive reinforcement builds self-confidence and encourages repetition of desired behavior.

Strategies for Intervention

Inevitably, unacceptable behavior will occur. The following intervention strategies will ensure that guidance is supportive, rather than punitive.

- **Reflective Time**

Persistent refusal to abide by the rules may require that a child be removed from the situation. To ensure that a “reflective time” results in a positive experience, the following guidelines should be used:

- explain what it means and what is involved
- the “reflective time” place is within the play area and in view of the staff but removed from general activity
- no more than one minute per year age of the child

- Always show love and acceptance regardless of child's behavior.

PARKCREST CHILDREN'S Centre

Out-of-School Care Parent Agreement

Child's Name: _____

- 1) I have read the parent booklet and agree to follow its policies and procedures
- 2) I will have good communication with the Out-of-School Care (O.O.S.C.) staff and my child in informing everyone concerned if my child will be absent from care for any reason. **I agree that I will be responsible for a \$10 charge if there is failure to notify staff of any absences from care for any reason.**
- 3) I agree to meet with the O.O.S.C. Supervisor during the first day of school to exchange information, and to complete forms. I will make every effort to be prompt in picking my child up at closing time. I understand that if I am consistently late in picking up my child the Children's Centre Board may require the withdrawal of my child from the O.O.S.C program.
- 4) I will not send my child to school if there is any question of illness. If any child contracts a communicable disease, I will notify the O.O.S.C. Supervisor immediately. I will also advise the O.O.S.C. Supervisor of any allergies or dietary problems.
- 5) I am aware that if my child is unable to attend O.O.S.C. due to illness or holidays, that I am still responsible for full payment of fees.
- 6) I agree to give one month's notice in writing prior to or on the first of the month, for the next full month to the Supervisor in case of withdrawal of my child from the centre to receive a refund, otherwise I am liable for one month's payment of fees in lieu of notice.
- 7) I agree to pay my child's fees using pre authorized payments.
- 8) I will notify the O.O.S.C. Supervisor of any unusual circumstances at home which may affect my child's behavior at Out-of-School Care centre.
- 9) I agree to provide a healthy lunch on Pro-D days. After school Snack will be provided.
- 10) I understand that my child will not be dismissed to ANYONE other than persons who have been made known to the O.O.S.C. Supervisor previously.
- 11) I agree to keep Parkcrest Children's Centre informed of current changes in address, phone number, or any other emergency information.
- 12) In case of injury to my child while in the care, custody or control of the Parkcrest Children's Centre , I hereby waive all claims against the Parkcrest Children's Centre in excess of public liability insurance carried by the Children's Centre. In case of an emergency my child will be taken by ambulance to the nearest hospital and attended to by the physician on duty.
- 13) I understand that if I am late I will be charged **\$5 per minute, per child as of 6:01 pm**(according to the "world clock"). Fees such as late fees and notification fees if unpaid by the end of the school year, will be deducted from the deposit.
- 14) **I agree to pick up siblings at the same time unless prior approval has been granted. NEW****
- 15) In case of car pooling and transportation of children other than my own to and from the Children's Centre. I am aware that at least \$ 2,000,000 third party liability on my private vehicle is required.
- 16) I hereby give permission for my child to go on occasional supervised walks in the neighborhood with the Parkcrest Child Care Society staff during hours of operation.
- 17) I hereby give my child permission to use public transportation on Pro D days.

Signature of Parent or Guardian

Date

PARKCREST CHILDREN'S Centre

OUT-OF-SCHOOL CARE PROGRAM RULES OF CONDUCT

- 1) I WILL TREAT MY OUT-OF-SCHOOL CARE (O.O.S.C.)
SUPERVISORS AND OTHER CHILDREN IN THE CENTRE WITH
RESPECT.
- 2) I WILL RESPECT THE PROPERTY OF THE CENTRE AND TAKE GOOD
CARE OF THE SCHOOL EQUIPMENT AND SUPPLIES.
- 3) I WILL REFRAIN FROM USING OBSCENE LANGUAGE.
- 4) I WILL PARTICIPATE AND COOPERATE IN ALL GROUP ACTIVITIES
WHEN REQUIRED TO DO SO.
- 5) I WILL WAIT IN MY CLASSROOM OR DESIGNATED AREA TO BE
PICKED UP BY THE O.O.S.C. STAFF.
- 6) I WILL BE RESPONSIBLE FOR MY BELONGINGS.
- 7) I AM AWARE THAT THESE RULES MUST BE FOLLOWED TO ENSURE
THE SAFETY AND WELL-BEING OF MYSELF AND OTHERS IN THE
CENTRE. IF THESE RULES ARE BROKEN, MY O.O.S.C.
SUPERVISORS AND MY PARENTS WILL HAVE TO WITHDRAW ME
FROM THE PROGRAM.

Child's Name

Date