



Spare Time Fun Centre

# Parent Manual

Preschool Child Care

## **Spare Time Fun Centre**

at David Lloyd George Elementary School  
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## **Contents**

1. Welcome
2. Key Parent Responsibilities
3. Questions / Concerns
4. Licence / Insurance
5. History
6. Mission Statement
7. Objectives
8. Board of Directors
9. Staff
10. Days
11. Hours
12. Fees / Repayment Agreement
13. Withdrawal
14. Termination of Services
15. Supervision
16. Extra Support
17. Behavioral Guidance
18. Health
19. Prescription Medicine
20. Emergencies
21. Reporting Child Abuse
22. Apprehension by the Ministry for Children and Families
23. Custody and Access
24. Activity Plan
25. Screen Time
26. Food and Nutrition
27. Clean Up
28. Clothing
29. Sign In
30. Sign Out / Safe Release of Children
31. For Home
32. From Home
33. Evaluation

## **1. Welcome**

- We take pleasure in welcoming your family to the many benefits of Spare Time Fun Centre.
- We hope that your child will enjoy being with us. Our activities are based upon his / her needs and interests.
- This manual outlines our preschool policies and programs. As you depend on us to provide information about Spare Time and your child, we hope you will share with us any relevant child care or home concerns you or your child may have.
- Thank you for choosing our centre. We look forward to serving you and your child.

## **2. Key Parents Responsibilities**

When your child is enrolled at our centre we ask that you remember these key points:

- ask a supervisor to clarify anything you do not understand in this manual
- be sure you sign in and sign out your child according to preschool hours
- keep your child's personal record up to date
- provide post-dated cheques or a subsidy authorization number at registration time; in February you will be asked to complete a returning form for the following September; in June your fee statement will be automatically deducted \$100 deposit fee if it's the last month for your child.
- give one month's written notice upon withdrawal from the centre.

## **3. Questions / Concerns**

- If you have any questions or concerns regarding your child, the program or Staff members, please speak to a supervisor.
- If you are not satisfied with the supervisor's resolution you may contact a parent representative from the board of directors.
- If the problem cannot be immediately resolved you may request a special board meeting.

## **4. Licence / Insurance**

- We have a provincial licence under the authority of the Community Care Facility Act of the ministry of health. The licence regulates the site conditions, Staff qualifications, program content and maximum enrolment.

## Licence / Insurance continued

- We are a non-profit society and a registered charity. We operate at David Lloyd George (DLG) Elementary School but we are not part of the Vancouver School Board.
- We maintain insurance coverage to protect assets, the board of directors, Staff and the children who use our services.

## 5. History

Our centre pioneered school-aged child care in September 1974 with dedicated parents and 12 children from 6 to 12 years old. Some other landmark dates in our history are:

- 1980 – first Kinderclub starts
- 1981 – Happiness is family child care for 3 to 5 year olds opens in a house across from DLG; operates until house sold in 1994
- 1983 – new room increases school-age licensed capacity to 75 making us the largest centre in B.C.
- 1986 – redevelop DLG basement and open the Challenge Room for Kinderclub increasing the centre's licensed capacity to 95 children
- 1990 – Hot Lunch expands from serving just Kinderclub to offering soup / sandwiches to the whole school
- 1991 – Hot Lunch now includes a daily entree and salad bar which serves 270 children
- 1992 – Leader Portable opens on upper field after moving out of a DLG classroom
- 1997 – Challenge Room claimed by school for classroom space so Junior Portable opens on upper field for Kinderclub and Before and After School programs for Juniors and Leaders increasing the centre's licensed capacity to 100 children
- 2001 – office portable opens after space taken by DLG for a support classroom
- 2004 – preschool opens in Junior Portable; Kinderclub program ends as DLG starts full-day kindergarten
- 2007 - Spare Time purchased VSB portables for the Safe Base and Imagination Station programs
- 2010 – our staff supervise the VSB StrongStart (birth to 5 years old) parent and child afternoon program until 2016 when VSB moves the program to another school

History continued

- 2019 – preschool and school-age programs move to shared space inside DLG as portables are removed from property to clear space for the construction of a new school scheduled to open in 2021.

## **6. Mission Statement**

- We recognize individuals: your child is encouraged to develop his / her social, emotional, physical and intellectual skills. Your child is responsible for his / her own actions. We promote self-worth and confidence.
- We meet in groups: our centre believes in equality and strives to be non-sexist and non-racist. Our programs try to reflect the various cultures of the children. We promote respect for others and co-operation.
- We participate in the community: children use and contribute to the neighborhood. We promote a sense of belonging and steps to independence.

## **7. Objectives**

- Our objectives are to:
- Provide a safe and comfortable place for your child.
- Establish reasonable limits for your child consistent with his / her own abilities; make him / her accountable to someone.
- Provide resources so your child may develop talents and explore new interests; offer passive and active opportunities.
- Assist you in raising a responsible child by giving consistent guidance – the direction your child receives will ultimately rest with you.

## **8. Board of Directors**

- The board of directors is the foundation and governing body of the centre. It is composed of parent representatives and staff supervisors. The board approves policies and budgets. It sets the fee rates according to a mandate for a self-sustaining centre that must cover all expenses with the fee incomes. Board members are elected at the annual general meeting held in the spring and meet as scheduled from September to June. You are invited to attend the board meetings.

## **9. Staff**

- Preschool staff is directed by a supervisor who has an Early Childhood Education license. Some employees may have training as an ECE Assistant. All Employees have a criminal record check, first aid training and appropriate medical documentation,
- Staff may need to know personal information about your family in order to work effectively with your child but that information is kept confidential. Supervisors take full responsibility for staff actions and conduct only during regular centre hours.

## **10. Days**

- Preschool for children who are 3 to 5 years old operates Monday to Friday from September to June.
- The preschool enrolment day options are:
  - Five days: attend Monday to Friday
  - Three days: attend Monday, Wednesday, Friday
  - Two days: attend Tuesday and Thursday
- Preschool is closed during DLG teacher professional days and the spring, summer and winter break holidays as the room is used for school-age child care.
- The centre is closed: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, B.C. Day, Labor Day, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day.
- The centre is closed if DLG is closed due to severe weather or a strike.
- Your preschool monthly calendar and our website shows all of the key dates during the preschool year.

## **11. Hours**

The preschool enrolment hour options are:

- 9 am – 11:30 am, includes snack
- 9 am – 1 pm, includes snack and lunch
- Please follow the preschool hours - do not sign in early as children in the school-age Before School program use the same room; do not sign out late as DLG Staff use the room.

## 12. Fees / Repayment Agreements

- The current fee information is available in our office, is posted on our information board and is on our website. We accept cash, cheques (payable to Spare Time) and bank e-transfers. You will be charged for any NSF cheques.
- Payment is required in order to register in the program.
- You are required to pay a \$100 deposit to hold a space from June to the following September. The \$100 will be credited to your last month's daycare fees.
- If fees are not paid according to our financial policy and suitable arrangements cannot be agreed upon then termination of our services may be required. **Outstanding fees with a 10% surcharge will be forwarded to a collection agency.**
- We reserve the right to charge a late fee if you pick up your child after 11:30 a.m. and / or 1:00 p.m. The late fees are: \$5 for 1 to 15 minutes late; \$10 for 16 to 30 minutes; \$15 for 31 to 45 minutes late...
- The provincial government provides subsidy for families who qualify. Information is available in our office and there is a subsidy link on our website.
- Child care costs are income tax deductible. Your receipt will be ready in February.
- Fees are required regardless of your child's possible absence due to sickness or a vacation. There is no refund if you withdraw your child. See Withdrawal.
- If preschool days are missed due to DLG being closed:
  - we may extend the preschool year by adding extra days in June (or)
  - we may operate preschool in an alternate space (or)
  - we may give a fee credit or a refund

## 13. Withdrawal

- One month's written notice must be given if you want to withdraw your child from the program.
- One month's fee will be charged if you do not give proper notice. Failure to give notice seriously affects the program and delays other children from being able to enroll.

## 14. Termination of services

- Termination of services may be required if: fees are not paid according to our financial policies (see Fees); you do not abide by the expectations in this manual and successful resolution of the differences is not achieved; you or a family member harasses, threatens abuse or commits a violent act toward a Staff, child or a family member in our program; continued late pick-up; your child's behavior is severely disruptive or physically threatening to the well-being and safety of other children, Staff or the environment, and additional support for your child is not available. Your child will be allowed to complete his / her final month if it is possible but we reserve the right to serve an immediate termination of services if necessary.

## 15. Supervision

- Outdoor supervision plan
  - Outdoor activity is an opportunity for children to develop large muscle skills and to promote their creative and constructive development. We use the DLG playground, fields and sandbox.
  - Our staff:
    - Maintain staff to child ratios
    - Maintain regular inspection of equipment and the grounds
    - Ensure that all playground equipment is appropriate for the age and development of the children
    - Scan and count children regularly
    - Monitor and limit the number of children on climbing equipment
    - Have a cell phone, first aid kit and emergency contact cards available at all time
  - Parents:
    - We have outdoor play throughout the year so please have your child in appropriate clothing for the weather including items like a hat, sun glasses, scarf, mittens as needed.
    - We provide appropriate sunscreen. Please tell us if you have put your own sunscreen in your child's backpack.



## Supervision continued

- Offsite supervision
  - Children will walk in pairs and stay together as a group
  - Children will wear a Spare Time T-shirt which has centre's name and phone number on it
  - The first aid kit, emergency contact cards and cell phone will be available at all time
  
- Washroom supervision
  - Staff walk kids as a group to the washroom:
  - After snack time
  - Before lunch
  - Staff will assist the child when needed.
  - Individuals need to go to the restroom at other times: the staff will be on standby to take the child to the washroom when needed.

## **16. Extra Support**

- Children who require extra support due to physical, mental or behavioral challenges may join the preschool. All Staff work with the children with added support staff in a variety of different Staff / children ratios.

## **17. Behavioral Guidance**

- Our responsibility begins when you sign in your child and acknowledge a staff.
- Children and staff work together on establishing centre guidelines and logical consequences. Reminders and limits are expressed in a positive manner. Appropriate behavior is reinforced and praised while inappropriate behavior is addressed with a focus on the behavior rather than the child.
- Staff must be informed of any event or change or routine at home which might affect your child's behavior. You will be told if your child has persistent challenging behavior at the centre.
- Your child may be redirected from a situation if he / she shows a persistent refusal to respect the rules of safety for self, others or the environment. We are opposed to gender stereotyping and do not guide your child to a "boys" or a "girls" activity.

## Behavioral Guidance continued

- Staff will address any language used by your child that is sexist, racist, foul or otherwise abusive.
- The purpose of giving age and development appropriate behavior guidance is for ensuring children are safe and respectful of themselves and others and the centre equipment.
- Staff do not spank, hit, shake, shove or use other physical restraint to punish children. Children are not left alone in isolation or deprived of food, rest or use of the washroom as a form of punishment. There is zero tolerance for verbal, emotional or physical bullying or sexual abuse by staff or children.
- Behavior Guidance for Children with Care Plans
  - Children with support needs have specific behavior guidance outlined in their Support Guide. The centre copy of the guide is kept in the child's file and may be reviewed by any centre staff. A child's Support Guide is prepared by centre staff, parents, BC Centre for Ability staff and other support professionals involved with the child. The guide includes any special strategies and adaptations recommended when dealing with the child's challenging behavior.

## 18. Health

- Do not bring your child to the centre if he / she:
- has a communicable disease
- has a contagious infection, including pink eye
- has a sore throat, watery eyes, is sneezing or coughing frequently and has a constant runny nose (signs of the first two or three days of a severe cold)
- has a fever over 38 degrees Celsius or has not been free from fever for a minimum of 24 hours without the use of fever suppressant medication
- is vomiting or has diarrhea
- has an undiagnosed rash
- is not well enough to participate in program activities
- You should report communicable diseases promptly to the centre in consideration for the health of other children and staff.

## Health continued

- If your child becomes ill or has a minor injury while here you will be called and he / she may rest in the office until you arrive. In the event of an emergency requiring medical or dental attention, we will take your child to the hospital, call an ambulance or call his / her doctor or dentist. We will contact you or a designated alternate.
- There is no smoking or vaping anywhere inside or outside on the school property.

### **19. Prescription Medicine**

- Prescription medication must be in its original container, clearly indicate your child's name, doctor's name, medication name, dosage required and frequency of medication.
- You must also sign our prescription medicine chart.

### **20. Emergencies**

- A fire drill is practiced every month by the Staff and children. Fire extinguishers are placed in rooms and our vehicles.
- Earthquake drills are practiced. Each child has his / her own earthquake kit stored in the classroom.
- If we must evacuate the school property, children will be taken to Marpole Neighborhood House at 8585 Hudson Street.
- Missing / Lost Child: On Site
  - When looking for a child on DLG property, staff check:
    - check school washrooms, classrooms, common areas like the lunchroom and gym and outdoor school property
    - contact parent
    - contact police if needed
- Missing / Lost Child: Off Site
  - When looking for a child off DLG property:
    - staff will tell the senior staff present who will then tell other staff and relevant adults – facility staff if in a building
    - senior staff will designate which staff to search and which staff to supervise the other children
    - if search of the immediate area is unsuccessful, staff will contact the police and centre staff, who will contact the parent
    - senior staff to stay at the search area until the child is found or until redirected by centre staff

## Emergencies continued

- no information would be released to the media without written consent of both the parent and the board of directors

### **21. Reporting Child Abuse**

- If staff has reason to suspect child abuse or neglect it will be reported to the ministry of children and families as required by law. The board of directors will be informed if a report is filed.

### **22. Apprehension by the Ministry for Children and Families**

- The child, Family and Community service Act defines when a child is in need of protection. Decisions related to when, how and where the ministry of children and families can apprehended a child rest with the ministry. If and when a social worker from the ministry intends to apprehend a child at the centre, a supervisor will be responsible for responding to the situation. Prior to the child being removed, the staff will verify with a ministry supervisor that the social worker is authorized to apprehend the child. It is the responsibility of the ministry to make all reasonable efforts to notify the family of the apprehension.

### **23. Custody and Access**

- If parents live separately, we expect that the information provided by the enrolling parent is accurate. Without a custody agreement or court order on file at the centre, staff cannot deny access to the non-enrolling parent. If one of the parents is not authorize, the policy on unauthorized persons will be followed.
- If custody has not been legally determined and conflict between the parents and / or their family members is evident, we may not be able to care for the child unless both parents and / or other family members sign a written agreement confirming details regarding authorization for pick up and access to information about the child.
- If a family has a custody agreement or court order, a copy must be provided and placed in your child's file.

### **24. Activity Plan**

- Preschool is based in DLG room 120. It set up as a comfortable and enriching environment where your child may gain needed skills before entering kindergarten. There are a variety of activities such as arts and crafts, baking, math, science, music and movement and alphabet phonics. Your child's day includes circle time and a daily activity which are theme based, indoor free play and outdoor play time.

## Activity Plan continued

- We use the DLG playgrounds, paved courts, fields and sandbox for group outdoor activities. These include: balls for throwing/ catching/ bouncing; scooters and plasma cars; hoops; parachute; shovels and buckets for digging.
- Inside active play includes balance beam, hopscotch, stepping stones, balloons, dance and yoga. We use the DLG gym when it is available.

### **25. Active play, Screen Time**

- Children practice yoga one day a week by watching Cosmic Kids Yoga videos on a projector screen. The total screen time for yoga lasts 15 minutes or less.
- Preschool may watch one or two educational videos related to the monthly theme. Each video lasts for 20 minutes or less. Any video that is longer than 20 minutes we will divide into two parts to complete it so educational screen time lasts 20 minutes or less when shown.

### **26. Food and Nutrition**

- We use the kitchen beside the DLG lunchroom to store and prepare food and to clean dishes. All of the appliances and supplies in the kitchen and the freezer and items in the dry storage locker, which are in the girls' basement, are owned and maintained by Spare Time.
- We have a Vancouver Coastal Health permit to operate a food service establishment with more than 50 seats. Our cook and other staff have FoodSafe certification.
- We provide a nutritious snack from 10:10 am to 10:25 am and a nutritious hot lunch from 11:50 am. to 12:20 pm. Preschool has the same lunch as the DLG Hot Lunch program which is prepared and served by Spare Time staff. We follow Canada's Food Guide for appropriate food and portions for snack and lunch.
- The snack and lunch are served in the preschool room with leftovers and dishes returned immediately to the kitchen.
- Children can drink water as needed.
- Spare Time and DLG are nut free zones.

### **27. Clean up**

- All children and staff are responsible for keeping the centre clean and organized.

Clean up continued

- We appreciate your co-operation in waiting for your child to tidy up before leaving the centre.

## **28. Clothing**

- Please bring an extra set of clothing for your child everyday to cover any accidents or wet weather.
- We do not wear outside shoes in the centre so you may include inside shoes if you do not want your child to play in socks.
- We have a small selection of clothing that may be used in emergencies.

## **29. Sign In**

- Please call the centre if or send a note if your child is going to be away. It is not necessary to call daily if your child is away on consecutive days but it is advisable to call the centre when your child is ready to return after an absence.
- The centre is not responsible for your child if you arrive late for a field trip for which prior notice has been given.

## **30. Sign Out / Safe Release of Children**

- If you are going to be late, please try and call the centre. If we have not heard from you by 11:30 a.m. and / or 1 p.m. our procedure is:
  - call you at home and work; if there is no answer
  - call an alternate contact from your child's file
- Staff will talk with you about your child's day but we also use the sign in / out book to keep track of messages for you and from you ("I will pick up early for the dentist").
- Staff members will not release a child to an unauthorized person. Alternate people who pick up your child must be named in either: your child's registration form; a signed letter by you; in person or by a telephone conversation. Alternate pick-up people may be required to present photo identification. Please make your own alternate pick up arrangements.
- Staff will not release a child to anyone who is alleged to be impaired and thus unable to provide adequate care. We will offer to call an authorized person to pick up the child. If the presumed impaired person chooses to drive, Staff will call the police.

### **31. For Home**

- Most of our notices are sent to parents by e-mail or posted on our website. If we have a paper notice to send home it will be given to your child to put in his / her backpack or left at his / her sign in / out book. If you have more than one child at the centre, notices are given to your oldest child.
- Our website has a newsletter section with photographs and stories written by children.
- There is child care resource material in the office. You are invited to borrow these books.

### **32. From Home**

- Bring daily a water bottle with your child's name on it.
- Your child should not bring: candy, gum, money or toys / games.
- On planned show-and-tell days, items from home will be put away after they are shown at circle time.

### **33. Evaluation**

- We value your opinion about our policies, programs and Staff. Please feel free to give us a note or send an e-mail.