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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 school-age program and policies. 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.

Key Parent 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 the parent manual
- * be sure your child is picked up before closing time
- * keep your child's personal record up to date
- * help to re-enforce the importance of your child's accountability by checking his / her name tag on the appropriate Area Board
- * contact the centre if your child will not be attending; sign out at the centre even if you pick your child up at his / her classroom
- * be on time with payments and subsidy information; in June you may be asked to provide a deposit for the following September
- * confirm if your child will or will not be attending spring, summer, winter break programs
- * give one month's written notice upon withdrawal from the centre.

Social Contract

This social contract was created by our children for children. Each school-age group has a posted contract signed by each child in that group. Please review it with your child. See also Supervision / Guidance / Discipline.

my social contract

how **I like to be treated...**

with **respect**

wanted – asked to join in and **share nicely**

to be **liked**

listened to

with **nice talking** – no secrets, no swearing, no yelling

no hurting physically – no biting, no hitting, no kicking, no spitting...and so on

no hurting emotionally – no making fun of me, no name calling, no teasing...and so on

fairly – no cheating, no lies, no stealing, no tricking to make me look foolish...and so on

how will I treat others...

with **respect**

by **including them** and **sharing nicely**

by being **polite**

listen to them

with **nice talking**: no secrets, no swearing, no yelling

no hurting physically: no biting, no hitting, no kicking, no spitting...and so on

no hurting emotionally – no making fun of, no name calling, no teasing...and so on

fairly – no cheating, no lies, no stealing, no tricking to make me look foolish...and so on

Questions / Concerns

If you have any questions or concerns regarding your child, the program or staff, 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.

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.

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 (VSB).

We maintain insurance coverage to protect assets, the board of directors, staff and the children who use our services.

History

Our centre pioneered school-age child care in September 1974 with dedicated parents and 12 children from 6 to 12 years old. Since then we have assisted in opening school-age programs in several other schools. Some landmark dates in our history are:

- * 1980 – first Kinderclub starts as DLG kindergarten is only a half-day
- * 1981 – Happiness Is family child care opens in a house across from DLG; operates until 1994 when the house is sold
- * 1983 – new room increases 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 total 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 total capacity to 100 children
- * 2001 – office portable opens after previous space claimed by DLG for a support classroom
- * 2004 – pre-school opens in Junior Portable; Kinderclub ends as DLG kindergarten is full-day
- * 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
- * 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 fall / winter 2022.

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.

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
- * promote necessary social and community skills so your child may successfully pursue leisure activities when he / she no longer needs the security of our centre.

Board of Directors

The board of directors is the foundation and governing body of the centre. It is composed of parent representatives who meet with 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.

Staff

Employees have the 20-Hour Responsible Adult course, 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.

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Hours

We are open Monday to Friday from 7 am to 6 pm. Our hours are subject to change due to VSB rental regulations. Your child should not stay longer than 10 hours per day. During school, the program hours are: Before School: 7 to 9 am and After School: 3 to 6 pm.

We are open regular hours on teacher professional days, spring break, summer and winter break holidays.

We are 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.

We are not able to operate on-site if a strike or severe weather closes the school. We may or may not find alternate space to operate during either of those situations.

Fees / Repayment Agreement

A current fee list is available in our office and is posted on information boards and on our website. We accept cash, cheques (payable to Spare Time) and bank e-transfers.

Payment is required in order to register in all programs.

You will be charged for an NSF cheque. 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 6 pm. The late fees are: \$5 for 1 to 15 minutes late; \$10 for 16 to 30 minutes late; \$15 for 31 to 45 minutes late...

The provincial government may provide 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 there is an unscheduled school closure due to severe weather or a strike:

- * we may operate in an alternate space and there may be an added fee in order to cover expenses like having extended staff hours (or)
- * we may be closed and give a fee credit or refund

Withdrawal

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

Spring, Summer, Winter Breaks

Registration is required to attend during these non-school days. It is important to register as quickly as possible because:

- * enrolment is open to children in the community
- * we need to give notice to our staff as their schedule is set according to enrolment

The registration form includes information on centre activities and field trips for each age group. Field trips are planned according to weather and group size. We use our bus and van for field trips. Some field trips could use public transit and we walk to local parks on some days.

Child's Record

Your child's registration form and emergency consent card must be completed before he / she attends the centre. This information is restricted to those who need to use it.

It is your responsibility to advise the centre immediately of any changes in telephone numbers (home / work), alternate pick-up people or other vital information.

Confidentiality

Confidentiality applies to all verbal and written information about former, potential and enrolled children and families and staff. It also refers to information related to "in camera" board discussions and decisions.

All board members and staff will be expected to fulfill their obligation to respect protection of privacy. Each individual will ensure that no private or personal information is revealed that may cause another individual harm.

No information will be released about a child and the enrolling parent / legal guardian without first receiving written permission of the enrolling parent / legal guardian. This excludes the responsibility as outlined in legislation and when information is subpoenaed by the court.

Trial Period

Your child is subject to a minimum two-week trial. This evaluation will ensure that we can provide an environment appropriate for his / her needs. We will suggest alternatives if our programs are not suitable for your child.

Termination of Services

You will be asked to withdraw your child from the centre if we have determined that his / her behavior jeopardizes the welfare of others or is destructive to the centre's equipment or the environment. You also face expulsion if you are continually late in picking up your child. Your child will be allowed to complete his / her final month if it is possible but we reserve the right to serve an immediate expulsion notice if necessary.

Enrolment

Priority is given to children enrolled at DLG. Siblings of children enrolled in a program will be given priority over others.

Age Groups

Explorers: 5 and 6 year old children in kindergarten and grade 1

Discovery Club: 6 to 9 year old children in grades 2 to 3

Adventure Club: 9 to 12 year old children in grades 3 to 7

Some groups may join together for a shared activity. Moving from Discovery Club to Adventure Club may depend on a child's choice, maturity or available space.

Extra Support

Children who require extra support due to physical, mental or behavioral challenges are screened through the BC Centre for Ability. They join the appropriate age-level program. All staff work with the children with added support staff in a variety of different staff / children ratios.

Supervision / Guidance / Discipline

It's your responsibility to contact the centre if your child will not be attending. Our responsibility for supervision begins when your child signs in and acknowledges a staff.

Children who attend kindergarten and Grade 1 are taken to and picked up from their classrooms. For other children, After School supervision follows this routine: if your child is not present for the 3 p.m. sign in by a reasonable time - 3:30 p.m. being the latest, we check his / her classroom and school grounds; if not accounted for, we call you at home and at work; if no contact is made, we call the emergency contact; if no contact is made at all we call the police to report a missing child. For those who are late arriving by school bus we call the bus company before we call you.

Staff walk kindergarten and Grade 1 children to the washroom. Children in grades 2 to 7 must tell a staff when they are leaving a room to use the washroom. Staff will monitor them as needed. Staff in the office, which is beside the girls' washroom, and staff in rooms 119 and 120, which are beside the boys' washroom, will monitor those areas. Staff will only use the washrooms when not being used by children.

Each age group has specific staff. Some staff float between age groups and organize activities, or monitor an area for all children.

Explorers (kindergarten / grade 1) program has a licensed ratio of 1 staff to 12 children. The Discovery Club / Adventure Club programs (grades 2 to 7) have a licensed ratio of 1 staff to 15 children.

Children and staff work together on establishing centre guidelines and logical consequences. 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.

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.

Your child may be removed from a situation if he / she shows a persistent refusal to respect the rules of safety for self, others or the environment. We use the Social Contract to explain to a child why he / she is being redirected to another activity or play area.

Harmful actions are not permitted at the centre. Staff and children are not permitted to shove, hit, shake or spank a child. Confinement and physical restraint are not permitted. There is zero tolerance for verbal, emotional or physical bullying or sexual abuse by staff or children – see Social Contract. Children are not left alone in isolation or deprived of food, rest or use of the washroom as a form of punishment.

You will be told if there is a discipline problem with your child.

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.

We are opposed to gender stereotyping and do not guide your child to a "boys" or a "girls" activity.

Staff will address any language used by your child that is sexist, racist, foul or otherwise abusive.

Supervision / Guidance / Discipline continued

A child's questions or comments about sexuality, religion and personal habits such as smoking, alcohol and drug use may be answered in a manner that is appropriate to his / her age. We remind children that those are topics for a home discussion in order to respect the beliefs and values of each family.

Our supervisors and the DLG teachers share some learning and behavior information about individual children. If we notice any changes in your child's behavior we work with you and the school administration to try and find a solution to the problem.

Health / Safety / Emergencies

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 in consideration for the health of other children and staff.

If your child becomes ill or is injured while here, you will be called and he / she may rest in the office until you arrive. If your child becomes ill or injured while at school, he / she is under the care of the school staff.

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. We do not share EpiPens with DLG. If your child has an EpiPen we need to keep one in our emergency backpack.

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.

A fire drill is practiced every month by the staff and children. Fire extinguishers are placed in rooms and our vehicles. We also practice earthquake drill.

If we must evacuate the school property, children are to be taken to the common room of the Eburne Landing Co-op 8828 Hudson Street at 72nd Avenue. A staff and a board of director live in the co-op. A staff would contact you from this location.

Missing / Lost Child: On Site

When looking for a child on DLG property at sign in time staff check (confirm):

- * our office for any attendance information given by a parent or the DLG office
- * check school classroom, gym, washrooms, playground
- * contact parent
- * contact police if needed

When looking for a child at other times of the day, staff:

- * ask staff and children in each room when the child was last seen and check washroom and gym
- * check outside DLG property
- * contact parent
- * contact police as 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
- * no information would be released to the media without written consent of both the parent and the board of directors

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.

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 apprehend 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 to 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

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 authorized, the policy on unauthorized persons will be followed.

If custody has not been legally determined and conflict between the parents and / or their family member 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.

Before School

Indoor play includes individual and group opportunities like art, board games, puzzles, building with Lego, Keva or Magformers. Explorers stay with our staff when we go outside. The school provides outdoor supervision at 8:30 a.m. and the Discovery Club and Adventure Club children may then choose to be with children who do not attend the centre. Please let us know if you do not want your child to go outside.

After School

Staff meet Explorers at their classrooms and sign them in. The Discovery Club and Adventure Club children are expected to go directly from school to sign in.

Explorers have an opportunity to read or do puzzles while waiting for everyone to finish snack. Outdoor play is the first group activity when weather permits. See Active Play. Inside "choice time" allows children to play in designated areas like the art corner, dress-up, cars, building and games. Baking and other staff-directed activities are announced each day.

Discovery Club and Adventure Club are offered snack after sign in. Outdoor play is an option when weather permits. See Active Play. Inside play options include: art, baking building, board games, computers (See Screen Time).

Please let us know if you would like your child to do their homework while at the centre.

Active Play

Our first choice for all children is to be outside for active play. We use the DLG playgrounds, paved courts, fields and sandbox for individual and group activities: These include: balls for basketball, soccer and others for throwing / catching / bouncing; ball hockey; capture the flag; hoops; parachute; shovels and buckets for digging; skipping ropes.

Inside active play includes balance beam, hopscotch, stepping stones dance and yoga. We have "fitness challenges" determined by rolling special dice and played on a Wii – see Screen Time. We use the DLG gym when it is available.

We supervise 45 minutes or more of indoor or outdoor active play daily in the Before and After School program. We supervise 90 minutes or more of active play on full days.

Screen Time

The centre has television monitors and computers. We use them for interactive group play like Just Dance and yoga; instruction; individual homework, writing stories for our website newsletter and gaming. We do not allow children to search the Internet on their own or to access personal e-mail accounts. We do not allow children to play games on their cell phones. Screen time is limited to 15 minute turns whether a child is playing or watching.

Food

We use the kitchen beside the 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.

Morning and afternoon snacks may be served in other rooms licensed for child care with leftovers and dishes returned immediately to the kitchen. Breakfast and lunch are served in the lunchroom. We follow Canada's Food Guide for appropriate food and portions.

The Before School program offers breakfast from 7 a.m. to 8:30 a.m. Cereal and toast and milk or water are offered daily with other items like pancakes or waffles featured on a rotating basis.

The After School program offers snack at 3 p.m. Fruit and milk or water are served daily with other items like cheese / crackers, buns with jam, centre baking by children, popcorn or store-bought snack items are served on a rotating basis. We usually do not serve snack "seconds" after 5 p.m. in order not to interfere with dinner.

On days without school, 10 a.m. and 3 p.m. snacks and a lunch are provided.

We prepare and serve the DLG Hot Lunch program which is offered to all students. We follow Canada's Food Guide for appropriate food and portions. Monthly menus are available in each classroom and in our office. We serve a similar lunch on days without school.

Spare Time and DLG are nut free zones.

Clean Up

All children and staff are responsible for keeping the centre clean and organized. We appreciate your co-operation in waiting for your child to tidy up before leaving the centre.

Staff use the engineer's cubby room sink in the boys' basement and the industrial sink in the girls' washroom to clean up art materials.

We use the DLG recycling blue bins in the girls' basement and the outside dumpsters for garbage, food waste and cardboard.

Clothing

It is a good idea for your child to have a change of clothing in his / her backpack. There may be room to keep it here but cubby space is limited. We have a small selection of clothing that may be used in emergencies. The DLG Lost and Found is in the hallway by the school office.

In the summer: children wear our T-shirts for field trips; bathing suits and towels should be available everyday - brought on Monday and taken home on Friday.

On snow days: In order to play in the snow, your child must wear a winter jacket and snow pants, or a full snowsuit, boots, gloves, hat or hood; or have a complete change of clothes, including socks, for inside play. We do not want children to play inside in their wet outdoor clothes.

Area Boards

Area Boards are directories designed to help you locate your child at sign out time.

Your child has a name tag on an Area Board near his / her sign out book. We encourage accountability and ask your child to move his / her own name tag to the appropriate spot on the board which marks where he / she is located.

We monitor the boards with spot checks ("Is your body where your name tag says it is?") and limit area options for those who cannot handle this independence. You can help by praising your child when his / her name tag leads you to the correct play area and by reinforcing the importance of this responsibility when the Area Board is not used correctly.

Sign In

There is a sign in / out book with daily attendance sheets for each age group.

During school, there is a morning sign in for those in Before School care and at 3 pm the staff monitor the sign in of everyone for After School care. The DLG safe arrival program accounts for each school child by 9:30 am and again at 1:30 pm.

On all non-school days, we have a morning check by 10 am and our regular 3 pm sign in. It is helpful if you can let us know the approximate time your child will arrive at the centre on these days as it saves time with phone checkups and in starting fieldtrips.

You must call us or send a note if your child is going to be away from school or the centre. 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 returning after an absence.

Sign Out / Safe Release of Children

Look for your child's name tag on the appropriate Area Board.

Write the time and your initials in the sign in / out book – older Discovery Club and Adventure Club children are allowed to sign out as to your instructions.

Our responsibility ends when your child is signed out and left the centre.

If you pick up your child at the classroom before 3 pm you must let us know. If you are here at 3 pm pick up your child at the correct sign in / sign out book not at the classroom. If you pick up your child directly from the front or back fields please be sure to tell a staff.

Children may walk home if the centre has a parent's verbal or written permission. Children must be 10 years or older and no child may leave on his / her own in the dark. We confirm whether someone will be at home or the child has a key. We ask the child or someone at home to make a "safe arrival" call to the centre.

Staff 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.

Sign Out / Safe Release of Children continued

If you are going to be late, please try and call the centre. If we have not heard from you by closing time our procedure is:

- * call you at home / work; if there is no answer
- * call an alternate from your child's file

The sign in / out book is also used for messages to you ("see staff" or "bumped head on playground, applied ice 4 pm") and from you ("will pick up early for the dentist").

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 usually given to your youngest 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.

From Home

Your child should not bring: candy, gum, money or toys / games - items brought for school show-and-tell will be put away during centre hours.

Transportation

We have a mini-van and a 24-seat bus for field trips. We may also use public transportation or rental school buses. Staff who drive the bus have a special class 4 license.

Telephones

Our telephone is for business. Children are not allowed to use our phone to call you or a friend in order to make social plans. Children are not allowed to use their cell phones for social calls or to play games.

Evaluation

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