



Campus View

CHILDCARE

OSC

Policy and Procedure Manual

3900 Gordon Head Road
Victoria, BC V8P 4X3
Phone (250) 472-0881
campusviewchildcare@gmail.com
www.campusviewchildcare.com

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ABOUT

History and Philosophy

In the spring of 1992, the Campus View Out of School Club became a reality under the direction of the Campus View Parent Advisory Council. The program began with 20 children and in 1993, the facility grew to become independent from the school, operating as and governed by a non-profit incorporated society. The program became directed by its own parent Board of Directors composed of parents and guardians of the children registered in the Program. CVCC is licensed under the Island Health Authority and is inspected regularly following the provincial legislation as a licensed centre.

As the need for care increased, the Program grew. At present, our OSC program is licensed for a maximum of 94 childcare spaces. We also offer Professional Development camps, Winter Break, Spring Break and Summer Camps. In 2019, we received funding to grow our program again and the type of care we can offer the community. As of September 2021, we now operate under the name Campus View Child Care. In addition to our OSC programs, CVCC also provides a full time daycare program for children ages 3-5 and a part time preschool program.

We believe that coming together and having a community to support our children is the best way to nurture, allow self-discovery and set children up for success from early learning through their early learning years. We strive to provide an environment where the children feel respected, loved, valued, and appreciated. By working together, we hope that the children can feel safe to be themselves and trust the staff in sharing both their victories and their difficulties.

Goals and Aims

CVCC is committed to providing the parents and children in our Program with:

- A safe environment where each child is treated as an individual.
- A team approach between staff and parents to nurture and guide children through open communication and mutual support.
- A stimulating environment that encourages curiosity, exploration and learning, where children can have fun and make positive choices.
- An atmosphere where children can learn to solve their own conflicts in a peaceful and constructive manner and develop positive social interaction skills.

PROGRAM INFORMATION

Management and Direction

CVCC is run by the Director, Tracy Frolek, with general guidance from the Board of Directors. The Director, Assistant Director, staff, and Board work together as a childcare team to provide quality care throughout the year.

CVCC invites all parents with children in the program to become involved. Your participation, input and volunteer abilities are critical to the successful operation of both the Board and the Program. The management and Board meet once a month to discuss and offer input regarding the Program's concerns and successes. Parent volunteers, practicum students or observing students may be involved in the Program from time to time. They will be under the supervision of the Director and staff and will be asked to provide a current criminal record check.. All staff members have CPR/first aid training, 20 hours of childcare training, current criminal record check and immunization records. Our Early Childhood Educators and Assistants must also hold a valid BC certificate.

Hours of Operation

The OSC programs operate between the hours of 7:30 AM and 6:00 PM working around the Campus View Elementary School hours. Specific program hours are as follows:

Before School Care	7:30 AM - 8:45 AM
After School Care	2:37 PM - 6:00 PM
Camp Programs	7:30 AM - 5:30 PM

Closures

The Out of School Care operates Monday to Friday throughout the school year and follows the Greater Victoria School District, and is closed for the following holidays: December 24th-January 1st, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving, Remembrance Day, and the Friday after the last instructional day of the year.

In the event of a School District 61 closure due to weather conditions, power outages, health concerns etc. our Program will also close and remain closed until the school has reopened. If your child is in our Program at the time of closure, we will contact you, or if you are unavailable, others listed on the registration form, and ask that your child be picked up immediately. Although CVCC will do our best to be open during inclement weather, in accordance with police advisories, we may choose to close independently of Campus View Elementary School to ensure the safety of the children, families and staff. In order to ensure operating costs remain covered, any reimbursement of monthly fees will take effect only in the event of an unplanned closure of more than three consecutive day duration. In the event of unexpected staffing shortages or repairs/maintenance, we may ask you to find alternative child care arrangements after we have exhausted all other care options.

Absenteeism

If a child is absent due to illness or vacations, the Program must be notified as soon as possible. Please mark your child absent in the Esikidz app. If your child is participating in any school run extracurricular activities, parents must fill out an Extra Curricular Activities Permission/Release form before the activity begins. If a form is not submitted prior to the date/time of extra curricular activity, staff will not release a child to participate.

FINANCIALS

Payments

Regular monthly program fees are due by the first day of each month, and parents must sign and provide a Pre-Authorized Debit (PAD) form to the Program prior to enrollment. All fees have been amortized over ten months for OSC and are determined each year by the Board of Directors. (Note: fees are subject to change with one month's notice). Credits will not be given for missed days or extended vacations. Monthly fees do not include extra hours (early dismissals, Pro D days, camps).

Our program applies for grants from Child Care Operating Funding (CCOF) and Child Care Fee Reduction Initiative (CCFRI). CCFRI provides two levels of funding (ages 0 - kindergarten and grades 1-5) to lower parents' monthly fees. These grants aid our program in providing quality care at an affordable rate for families and are subject to approval each year.

An annual registration fee per child is required to attend OSC. This registration fee helps cover some of the materials associated with returning children already attending the Program, as well as yearly updates for earthquake kits.

Penalties

The automatic charge for regular payments received after the first of each month is \$5 per day. If fees are still outstanding by the 10th of the month, the child will not be permitted to attend the Program until such time as full payment has been made. Late payments and non-payment will be recorded in the Notice of Policy Violation. Late payment incidents may be removed by full payment of late fees. Exceptions here are where there is a continued pattern of late payment beyond the 10th of each month.

Any NSF or PAD reversals due to lack of funds are subject to a \$30 fee. Each NSF cheque will be noted on the Notice of Policy Violation. Each violation may be removed after full payment, in cash or by certified cheque, of the NSF cheque charge. A continued trend of NSF cheques may result in the Board requiring regular payment by certified cheque, money order or cash.

If your child is late to be picked up, the following will occur:

1st & 2nd time – You will receive a written reminder of our late pick-up policy.

3rd & 4th time – You will receive a reminder of our late pick-up policy and be charged \$25 per each 15 minutes (or portion of) your child is late to be picked up.

1-15 minutes = \$25

15-30 minutes = \$50

31-45 minutes = \$75

5th + times – You will be contacted by the Director and your options for continuing care with CVCC will be presented to you.

Payment must be received within 5 business days of receiving the invoice.

Tax Receipts

Tax receipts will be available from the Parent Portal on Esikidz and it is the parent's responsibility to print their own records. Receipts for camps or extra care are sent by email upon confirmation of payment and enrollment when paid by credit card. Any requests for receipts for monthly programming fees will be available at cost of \$5 per receipt.

Affordable Child Care Benefit (ACCB)

Parents who will be applying for the Affordable Child Care Benefit (ACCB – formerly subsidy) must request an Arrangement Form to be completed by the Program Directors prior to your child attending the program. It is recommended that you contact ACCB at least six weeks prior to your child entering our program, as the processing times will vary throughout the year. Subsequently, if you need to renew the ACCB during the school year, please contact them six weeks before your current contract expires. Any portion of fees not covered by ACCB payments are due and payable on the first of each month. If confirmation of approval from ACCB hasn't been submitted to the Program, the full fees will be payable on the 1st of the month. Once authorization of approval has been confirmed by the Program, you will receive reimbursement of fees minus the parent portion.

ENROLLMENT

Registration Requirements

CVCC uses Esikidz software for registering for all our programs. Registration forms are submitted online and must still be completed before a child can be enrolled in care. The Program must have emergency contact information, health information, immunization records, a current photo and other records required by provincial legislation as a licensed facility. Please note that it is the parent's responsibility to provide the information requested. Incomplete registration forms may be in violation of provincial law and will prevent a child from being registered in the program until the form is completed. Parents are also required to read the OSC Policy and Procedure Manual, sign and submit a Parent Agreement form as well as submit a PAD form to confirm registration.

Where a court order exists regarding custody of a child, a copy of the court order or pertinent sections must be attached to the registration forms. The program policies, including payment and pickup policies, remain as stated in this manual regardless of custody issues and arrangements. In the situation that there is a person(s) not permitted access to your child, please discuss with staff to ensure the safety of your child(ren). The legal guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child and will provide all consents for authorized pick up. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent if they have authorization. If the non-enrolling parent is not listed on the authorization pick up list, the child will not be allowed to leave with that parent.

OSC Priority of Registration

1. Continuing registration for currently enrolled children
2. Children of Staff and Board Members
3. Currently enrolled children adding a program (i.e. before school care)
4. Children enrolled in CVCC Daycare & Preschool
5. Non enrolled siblings
6. Public

Program Withdrawal

If you need to withdraw your child anytime between September and June from OSC or any camp, a Withdrawal Form must be completed. Withdrawal forms must be submitted to the Director providing **ONE MONTH NOTICE FROM THE FIRST OF THE MONTH.** Failure to submit a Withdrawal Form with the required notice will result in fees not being reimbursed. Once a withdrawal form has been processed by the Director, the Program will reimburse fees when required. For a family with continuing registration, September fees are non-refundable if a family decides to forfeit their registered space(s) after June 1st.

Camp and Extra Care Programs

Pro D Day, Winter and Spring Break, Early Dismissals and Summer Camp will be offered on a first come, first served basis. These programs are offered for an additional fee, if numbers warrant.

On school early dismissal days, we try our best to accommodate all children registered in after school care to provide extra care on these days. However, registering for early dismissals will be dependent upon staffing availability and space. The program will contact registered families 3 weeks prior regarding how to register for these dates. Early dismissal care is an extra charge to your monthly fees. On these days, families who choose to **not** register for the extra care, cannot drop off children for the duration of after school hours. We staff according to children who have registered for these dates.

Continuing OSC Registration

Any child that is currently registered in OSC for morning, afternoon, or both morning and afternoon, who requires the **same** hours of care in the following year, is assured a space for the same hours of care the following year. Continuing registration forms will be available on the Program's website. This completed form and a registration fee must be submitted electronically no later than 6:00 PM on the last day of registration to ensure continuing registration status is upheld. Every September, the continuing registration date will be announced on the Year-At-A-Glance calendar available on our website which will give you two weeks to re-register. Once the new school year fees are confirmed by CCFRI, a new PAD form per family will be required for your September fees. This is the final item needed to confirm your continuing registration in OSC. September fees are non-refundable if a family decides to forfeit their registered space(s) after June 1st. When completing your registration, you will need to provide a digital photo, immunizations (only if there have been changes to records already on file), update emergency contacts/authorized pick ups and their information as well as parent/guardian contact information if needed.

Time-Sharing and Subletting

Time-sharing, defined as long-term sharing of a single CVCC space by two different children of comparable ages, may be permitted on a case by case basis. A time-share agreement must be completed by both families and submitted to the Director for consideration/approval with a minimum one month notice from the first of the month. The maximum number of time-sharing spaces will be 2 spaces at any given time and at the minimum of a 60:40 split per childcare space, however this will be at the discretion of the Director.

Subletting, defined as permitting temporary placement of a child not in the program for a period of time until the child originally occupying the position returns from an absence from the CVCC, may be considered on a case-by-case basis. A Request to Sublet form must be completed by both families and submitted to the Director for consideration/approval providing a minimum one month notice from the first of the month.

CHILD/FAMILY INFORMATION

Our after school care provides a monthly calendar of activities on our website which lists planned activities and any extra information you may need as well as a seasonal newsletter. There are planned activities throughout the day, as well as indoor and outdoor free time. There will be a designated snack time every afternoon. Active play promotes children's health and wellness by requiring licensed child care facilities to ensure children are active daily outside with a minimum of 60 minutes per day of outdoor active play (continuous or 15 minute portions of time accumulated throughout the day). Children who attend a program for three or less hours will not be offered screen time, screen time would only be used for a special occasion with prior notice to families.

There are four separate spaces/groups of children within the program - Juniors, Portable A, Portable D and the Gym. In order to provide care for the maximum number of families, children may be moved from one space to another during the school year. Parents will be notified of any change prior to their child being moved. The choice to move a child from one area to another (e.g., from Portable D to the Gym) will be made after careful consideration by the program leaders as to the ability of the child to adapt to the change. Age-appropriate activities will be provided to all children regardless of where they are situated in the program.

Clothing and Outside Play

Weather permitting, we go outside every day. Appropriate clothing must be sent to the program every day i.e. boots, appropriate coats (winter/rain), sun hats and toques, as well as sunscreen for hot days. Proper footwear is important for safe play. In order to protect against inclement weather/accidental soiling, parents should leave an extra set of clothes in their child's cubby or backpack. All programs except Portable D and the Gym before and after school care require a pair of indoor shoes, labeled, to keep in your child's cubby.

Personal Items and Toys

Any personal belongings left at the Program for more than one week will be placed in the Lost and Found in the school. It is your responsibility to claim items left behind. We have lots of age appropriate toys at the program. We ask for children to leave their personal toys at home except on Show and Share days. Toys from home could get lost or broken and can even cause arguments.

Drop Off/Pick Up

It is the parents' responsibility to ensure that your child enters their room if they are attending before school care. Morning transitions can be difficult for some children. Please ensure your child is settled before leaving to help assist in a smooth transition for the child. For Kindergarten and grade 1 children attending before school care, when the school bell rings staff will walk children to their classroom lineups and wait with the classes until their teacher collects them and takes them inside. Children in grades 2-5 are responsible for arriving at their outdoor classroom line up on their own after dismissal from before school care. Staff will remain outdoors if there are any problems until all classes enter the school.

Kindergarten students are picked up by a staff member from their teachers at bell dismissal and escorted to their after school program. Children in grades 1-5 are responsible for arriving in their designated after school care room no later than 10 minutes after the bell dismissal. If children do not arrive after 10 minutes, staff will contact the teacher/school office regarding being absent that day from school, search playgrounds and then call parents or guardians. If no contact has been made with parents/guardians, staff will then contact the emergency contact on the child's registration form. If there still has been no contact between parents and emergency contact or if they cannot verify the whereabouts of the child, we will contact the police and a full search will be launched.

Only persons authorized on the registration form who are 16 years and older will be allowed to pick up your child from the Program. Should you wish an alternate person to pick up your child, you can update your authorized pickups at any time on the Esikidz parent app. Anyone we do not know will be asked to show picture identification. Where a court order exists regarding custody of a child, a copy of the court order, or pertinent sections must be attached to the registration form.

Upon departure, adults who are picking up a child are required to sign the child out and communicate with staff that they are leaving. Parents who would like to have their child sign themselves out to leave the program must provide written permission prior to the time. Once the child has been signed out and left the Program, CVCC no longer accepts responsibility for your child.

We are obligated to ensure the safety and wellbeing of the children in our care and will not release a child to an authorized person who appears to be impaired or unable to adequately care for the child. If the presumed impaired person gets in their vehicle, with or without the child, the staff will immediately notify the police. Should staff believe that the child is at risk or in need of protection; the Program has a duty to report and will call the Ministry of Children and Families.

Upon departure, please come into the Program area to sign children out. Children with written permission from a parent to leave the Program on his or her own must be able to notify staff when they are leaving. Once your child leaves the Program, the Program no longer accepts responsibility for your child.

CVCC expects your child will be picked up by their scheduled pick-up time. If your child is not picked up by their scheduled pick-up time, the staff are required to follow these guidelines:

- After 5 minutes – Phone all contact numbers of parent/guardian(s). If there is no answer, leave voicemail messages.
- After 15 minutes – Phone all alternative pick up and emergency contact numbers
- After 30 minutes – Contact OSC Co Ordinator and/or Directors
- After one hour – Contact Authorities and/or Ministry of Children and Family Development

This does not apply to parents who, due to a legitimate emergency, have contacted the Program and indicated they will be delayed. Please note that our Program is not licensed after closing time and cannot legally take responsibility for children beyond this time. Please refer to the section **Penalties** on page 5 to see fees applied to late pick ups.

Transportation/Field Trips

Parents are responsible for transporting their child to and from the Program. When field trips are planned, we will utilize a rental bus or BC Transit. Signed consent on our registration form is required before your child may participate in any out trips. If the Program is offsite or another location on the school grounds, a sign will be posted on the door with location and return time. If there is an emergency at that time, please contact the office and the Directors try to assist you.

Communication

Program information is mostly distributed to families through email, Facebook page (Campus View Child Care) and posted on our website (www.campusviewchildcare.com). Parents can also expect ongoing verbal communication with staff concerning their child's progress, program activities and program operation. Individual parent/staff meetings will be arranged if concerns arise regarding your child.

Safety of Children

Staff inform the children of the Program rules regarding their safety while indoors and for when playing outside on the playground. The children must use signs in every program space when they need to use the washroom. This way the staff will always know if a child is in the washroom. Staff are constantly counting children whether they are indoors, outdoors or on an out trip.

Guidance and Behaviour Policy

The purpose of this policy is to provide a safe and healthy environment in which all children can feel secure, respected and valued. Each child will be encouraged and supported to develop positive relationships with the other children and staff.

Guidance is always given and modeled in a respectful and positive way. The Program does not use physical discipline or language that humiliates or threatens a child. Each child will be supported in developing positive relationships with others. Staff will outline expectations for the children at the beginning of the program giving the child the best chance of success. Children will be encouraged and supported with practicing problem solving when working through challenging situations. When a child is attempting to resolve an issue with another child, the staff will offer guidance and suggestions to help the child have ownership of the solution. After guidance from staff, if a child is unable to participate in the Program, parents will be called to pick up their child immediately.

When staff are assisting children with managing their behaviours, we will seek to develop a partnership with the parents/guardians. It is desirable that we work closely and honestly with the families to guide children in learning how to manage their emotions. We will seek to create consistent strategies to help the child with behaviours. In the case of ongoing concerns, meetings between parents and staff may include involvement of the Management.

If a child presents with consistent challenging behaviours, the Directors will follow the following steps:

1. Meet with the parents/guardians, Program CoOrdinator and Directors to discuss the behaviour and the strategies that are being used in the classroom. Full parent/guardian and Program partnership is required throughout this process. The Directors may recommend observing the child and conducting a preliminary ASQ (Ages and Stages Questionnaire) with the child.

2. The Directors may recommend that the family request an assessment of the child's behaviour and/or development by Queen Alexandra Centre for Children's Health (QA). The staff of CVCC will work together with QA staff in support of the assessment and will make every effort to implement any resulting recommendations to assist a child to better manage their behaviours.
3. Meet with the parent/guardian to create a care plan for the child to outline behaviour expectations and strategies for supporting the care plan.

Extreme Behaviour

Extreme behaviour is when the actions of a child interfere with the well-being of an individual and/or the entire group. This may include, but is not limited to, purposefully running away, putting oneself or another in extreme dangers, repeated aggressive/unusual behaviour or verbal outbursts

When a child engages in extreme behaviour, the following will occur:

1. The Directors will issue a letter to the parent/guardian identifying the behaviour and the results of the child's actions.
2. The Directors, CoOrdinator, and parents/guardians will meet to create a care plan for the child to outline behaviour expectations and strategies for supporting the care plan. Full parent partnership is a requirement of this process.
3. If a second incident of extreme behaviour occurs, the Directors will issue a second letter to the parents/guardians advising them that if the extreme behaviours continue, the child may be removed from the program.
4. If a third incident of extreme behaviour occurs, the Directors will contact the parent/guardian. The Directors and/or the Board of Directors may permanently remove the child from the centre.

Parent/Guardian Partnership

Without prejudice, the Director, Staff and Board expect parents to:

- Come to the Director or staff with concerns as soon as possible.
- Avoid discussing sensitive issues within earshot of the children.
- Avoid abusive or offensive language while at the Program.
- Avoid physical play with the children.
- Adhere to program policies.
- Behave appropriately around the children, staff and other parents.
- Respect the Program rules and encourage their child to follow them while at the Program.
- Respect and abide by the program's rules and boundaries during outside play (no twirly slide and not passing the cone "fence").

At CVCC, we treat children and staff in a very respectful manner and inappropriate behaviour towards or harassment of the staff will not be tolerated. We also require that all family members and visitors follow this policy by speaking in a respectful manner to all of the staff, other parents, children, and all individuals on the premises. If a parent has a concern with the care of their child, or any incidents in the Program they may set up an appointment time with Management. At no time will serious matters be discussed in front of the children.

If a conflict cannot be resolved, and/or family members or visitors engage in inappropriate or harassing behaviour towards staff, CVCC has the right to terminate the care that is provided for your child. If it appears that the safety of the children or staff members is in any way in jeopardy, this termination will be effective immediately.

Supported Child Care

CVCC is an inclusive learning environment, and welcomes all children and families into our program. If your child requires extra physical, developmental, emotional, behavioral, or dietary support, please contact the Director to discuss prior to attending the Program. The Director will consider each case separately to ensure the Program can safely care for the child and their needs with the other children enrolled in the program at the same time. If a space is available for your child, a care plan will be required and agreed to by the parents of the child and staff. Care plans will need to be re-evaluated every year.

If your child requires an Inclusion Support worker, it is the sole responsibility of the parents to arrange a contract with Supported Child Development through Island Health (Queen Alexandra Centre for Children's Health). This process must be in place a minimum of one month prior to the child's enrollment in the program. To ensure a successful transition into the Program, the support staff will need to be trained and hired before the child can attend the program. Unfortunately, there may be times where the program can't accommodate extra care outside of currently registered OSC (i.e. early dismissals, Pro D Day, Winter and Spring Break, and Summer camp). Extra care will be assessed case-by-case due to the child's needs, support worker availability, funding from Island Health and first-come-first-served registration.

HEALTH & SAFETY

Health Guidelines

The Program does not have facilities or additional staff to care for sick or injured children. Children with mild or contagious illnesses are encouraged to stay at home until the risks of infecting the others have passed. Parents must not send a child to the program if the child is suffering from one or more of the following symptoms:

- **Pain:** Any complaints or unexplained or diagnosed pain.
- **Cold:** with fever, or runny nose and eyes, coughing and sore throat, obviously infected nasal discharge (thick and/or coloured) could be a sign of another bacterial infection.
- **Fever:** 38.3°C or higher accompanied by general symptoms of listlessness, sore throat or trouble swallowing. A child may not return to school until the child's temperature has been normal for 24 hours and no further illness has developed.
- **Infected skin or eyes:** or an undiagnosed rash (this does not include chronic conditions such as eczema or dermatitis).
- **Headache** and stiff neck.
- **Diarrhea:** Must be symptom free for 24 hours and have had one solid bowel movement.
- **Lice:** If lice or nits have been found on your child during care, staff will call parents requesting a pickup to begin treatment. Once you have treated your child, and all lice and nits have been removed, your child can return to the Program. Please inform staff if you suspect your child has lice so that we can provide head checks on other children.
- **Antibiotic treatment:** Children may return to school 24 hours after the start of medication, if none of the above symptoms are evident.
- Is not well enough to take part in regular Program activities.

If a child becomes ill during the day, staff will contact the parents or an alternative authorized person to pick up the child from the Program as soon as possible. Children who have been removed from the Program due to severe illness are not permitted to return without a note or phone call from a doctor assuring that the child is fit to return to regularly scheduled Program activities. If you suspect your child has contracted lice, chicken pox, mumps, measles, fifth disease etc., you must let the Program know immediately.

Medications

Some children require medications to maintain their health, overcome illness or control their behavior. Such medications may be taken or used either on a temporary or long term basis. The administration of medication is done as a service to the children, and is not a regular part of the Program.

If your child requires any medication while they are in the Program, you will be required to fill out a Permission to Administer Medications Form. Dosage and timing for administering medications to your child will be based on information on this authorization form. Any changes in dosage or timing must be communicated to the Director and staff in writing. Information on this authorization should include:

- Name of medication
- Dosage
- Method of storage
- Method of administering (ex. oral, topical)
- Known side effects and treatment of side effects
- Known consequences of missing a dose, receiving it too early or too late, etc
- Name and phone number of child's physician
- Prescription number

No prescription drug will be given unless the container clearly states the child's name, name of medication and its strength, the physician's name and the directions for its administration. Program staff will not administer non-prescription cough and cold remedies or medications that are meant to reduce or suppress symptoms that would otherwise require a child to be absent from the program (i.e. fever medication/headache relief).

Injuries

Injuries occurred during Program time will be treated with the best of staff knowledge and abilities. All staff members are certified with first aid and CPR training. All incidents involving injuries are documented by the program staff. Should your child require more immediate attention, any cost incurred will be the responsibility of the parent(s). If a staff member feels an injury is serious enough (example broken bones), staff will call an ambulance and the parents will be notified about the injury. Any case of suspected child abuse or disclosure of abuse by a child, the Program has a duty to report immediately to the Ministry of Children and Families and Island Health Licensing. All information will be documented by the Program.

Nutrition/Allergies

Everyday our after school program has snack time. Please provide your child with a healthy after school snack daily. We are a nut-aware program; please do not send foods that contain nut products. We also have rules about children sharing and swapping their food with one another to help us in protecting children with food allergies/dietary restrictions. We have fresh drinking water constantly available for the children; they are informed of the water fountain and can ask for water at any time. We encourage healthy eating/lunches without candies, chips, pop and too many treats.

Special treats are welcomed to be brought in to share in family celebrations such as birthdays and holidays. Please let the Program staff know ahead of time so they can plan appropriately.

If your child has any dietary/special health concern, please discuss these with the program before starting care at CVCC. Parents may be required to complete a care plan as well as you must keep the program staff updated on any health changes or changes in treatment.

Emergency Preparedness:

Each month, every program performs evacuation procedures to prepare the children in the event of an earthquake, fire or other disaster. Children practice the duck and cover method in preparation of an earthquake and how to safely evacuate their room in case of fire or earthquake. All programs when evacuating meet out in the middle of the field with first aid kits, phones, sign out sheets etc.