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Child Care Centre: 1309 Hillside Avenue Victoria BC V8T 2B3 Fax: 250-361-3260

Web site: www.cridge.org

Child Care Centre

MISSION STATEMENT

The mission of the Children's Programs is to manifest the love of Jesus Christ by:

- * providing for each child's spiritual development
- * providing children with a safe and respectful environment
- * providing the children with consistent quality care
- * providing developmentally appropriate challenges
- * facilitating the development of the whole child
- * modeling age appropriate expectations
- * providing consistent and clear discipline and guidance methods

ADMISSION POLICIES AND PRODEDURES

The Cridge Centre for the Family provides child care services for families that require full-time care for their children. We offer:

- * Child Care for Infants - 6 months to 18 months
- * Child Care for Toddlers - 18 months to 3 years
- * Child Care for Preschoolers - 3 to 5 years
- * Preschool - 3 to 5 years; 2 or 3 morning sessions per week
- * Before and After School Care - Kindergarten to 12 years
- * Sunfun (summer day camp) - Kindergarten to 12 years

We at the Cridge Centre believe that there is the need for a holistic approach to child care in a safe and respectful environment:

- * we are all unique individuals
- * we all deserve respect
- * we are entitled to an education
- * children learn through play and experience
- * a strong and healthy family life is essential to the child's well being

The Cridge Centre for the Family supports the inclusion of all children with special needs in our programs:

- * we work closely with Queen Alexandra Center's Early Intervention Program and their multi-disciplinary team of consultants
- * our environment has been created to be inclusive for diverse abilities
- * the building and washrooms are wheelchair accessible

Upon acceptance of a space in our program each family will be:

- * **required to provide a deposit of \$100 per child to secure a space; this deposit will be applied to your first month's fees and the mandatory Comfort Kit if applicable**
- * asked to complete an age appropriate Ages and Stages Questionnaire* (ASQ) for each child enrolled; this will provide us with a snapshot of where your child is developmentally upon entry
- * ASQ's will be updated and discussed with parents regularly

Parents are encouraged to join in the daily activities or to observe. Please check with your child's caregiver to arrange a suitable time.

HOURS:

Nursery: 8:00 am to 5:00 pm Monday to Friday, year round

Daycare: 7:30 am to 5:30 pm Monday to Friday, year round

**** Note:** Daycare fees are based on a 9-hour day; please discuss your schedule with the Coordinator. Regular use of care longer than 9 hours will result in an additional fee or late fee.

Preschool: 9:00 am to 12:00 pm on Monday, Wednesday, Friday or Tuesday, Thursday, Sep through June

School Age Care: 7:30 am to 5:30 pm Monday to Friday, September through June

**** Note:** SAC is a 10 month program; registrations do NOT carry forward into the following school year

Sunfun: 7:30 am to 5:30 pm Monday to Friday, July & August

Closed weekends and Statutory Holidays

LATE DROP OFF:

In order for the child to enjoy the child care experience fully, he or she must be at the Centre by **9:30 am**. Please inform the Centre if your child is going to be late or absent, as our field trips are planned to start shortly after 9:30 am. The Centre may not be able to accommodate your child in another room when he or she arrives after the class has left for their trip.

LATE PICK UP:

A late fee is charged to the parent when the child is **not** picked up by **5:30 pm (Nursery – 5:00 pm)**. Please call the appropriate program as soon as possible when you are going to be later than your usual pick up time. You will still be charged a late fee, but it will avoid involving Social Services, who are notified if a child is not picked up by closing time. Please see page 6 for a complete list of contact numbers.

If staff is unable to contact you or your “emergency” persons by **6:00 pm**, they will phone the Social Worker on duty to collect the child. A note on the front door will inform you where to pick up your child.

The late pick-up charge is \$10 for every 10 minutes or portion thereof.

For more than 2 instances of late pick-up within a 30-day period the charge increases to \$20 for every 10 minutes or portion thereof.

STAFF:

The staff-child ratio is in keeping with the Community Care Facility Act (Child Care Regulation). The Daycare and Preschool staff is licensed to practice in BC as Early Childhood Educators and as Infant/Toddler Educators where applicable. The School Age Care staff has appropriate qualifications.

The Centre provides work experience and practicum placements for students from:

- * University of Victoria
- * Camosun College
- * Secondary Schools of Victoria
- * Volunteer Enrichment Personnel

All staff, students and volunteers must submit to a Criminal Records Review, and all staff must have a current First Aid certificate, as per licensing requirements. All staff are required to wear ID at all times while on duty, and you will be able to identify staff this way.

MONTHLY FEES:

Nursery:	\$975.00	6 to 18 months (includes diapers)
	\$910.00	19 months to 3 years (includes diapers)
Daycare:	\$765.00	30 to 36 months
	\$675.00	3 to 5 years
Preschool:	\$130.00	3 to 5 years (Tue/Thu mornings)
	\$195.00	3 to 5 years (Mon/Wed/Fri mornings)
School Age Care:	\$120.00	Before School care, from 7:30 - 8:45 am
	\$440.00	After Kindergarten care, dismissal to 5:30 pm
	\$535.00	Before and After Kindergarten care
	\$255.00	6 to 12 years, from dismissal to 5:30 pm
	\$335.00	6 to 12 years, morning and afternoon care
Sunfun (weekly):	\$155.00	For KDG to 12 years (full-time summer program)

PAYMENT POLICIES:

- Payment options are: cash, cheque, debit, or credit card.
- Cheques may be dropped in the payment box in the Childcare Centre lobby.
- You may set up automatic monthly charges to your credit card – contact the Accounting Office
- When a child care space is offered and accepted, we require either a \$100 deposit or a post-dated cheque for the first month's fees. The space will not be confirmed until the deposit is received.
- **After a space has been accepted by the parent / guardian and the child is subsequently withdrawn prior to starting in the Centre, a 15% administration fee will be withheld from the original deposit (the balance will be refunded).**
- Subsequent months' fees are due by the 1st of each month; you are welcome to either leave a series of post-dated cheques or arrange for automatic charges to a credit card to avoid disruption of care.
- If subsidy is involved, the accounting staff must have a copy of the current authorization or verbal confirmation directly from the subsidy office prior to the first day of care.

SUBSIDY:

Subsidies are available from the BC government. For more information contact the Ministry of Human Resources office at 1-888-338-6622. It remains the parent's responsibility for all amounts payable to the Cridge Centre. This includes the responsibility for subsidy, parent portion and any other applicable fees.

LICENSED AND INSPECTED BY:

VIHA Community Care Facilities Licensing, Provincial Child Care Facilities Licensing Board, Ministry for Children and Family Development, and the Victoria Fire Marshall.

“PART-TIME CARE” INFORMATION:

We do not generally have the option of part-time care in any of our Cridge Programs due to staffing and financial considerations. However, if there are two families with the same aged child who have compatible child care needs, they are able to share a space (ie: one family needs care for their child on Monday and Friday, and another family needs care on Tuesday, Wednesday and Thursday).

If this is the case for you, please let the Coordinator know if you would like her to inquire of other parents about a shared space. Should such an arrangement be possible, fees will be charged on a per day basis (as with full-time spaces, fees are based on registered days, not attendance).

If such an arrangement should necessarily come to an end, due to the withdrawal of the other child, you will be given thirty days notice, as well as the option of moving to the available full-time spot.

Parents are always welcome to inquire about part-time availability. As a family organization, we endeavor to help in any way possible. If you have any questions or concerns regarding these conditions, please discuss them with the Coordinator.

HEALTH AND SAFETY:

The Centre is committed to providing a safe and healthy environment. Therefore, when a child displays the following, parents are asked to make alternative care arrangements:

- * a persistent fever (38.8 ° C or higher)
- * symptoms such as unexplainable rashes, vomiting, diarrhea, chronic cough, or pink eye
- * becomes ill at the Centre or develops new symptoms
- * too ill to enjoy the activities

The Centre must be contacted within 24 hours if your child contracts a communicable disease (ie: chicken pox). Other parents will be made aware of the presence of such disease. After a suspected or confirmed communicable disease a child may only return to the Centre with a written medical consent

MEDICATIONS:

First Aid by the Centre’s staff will be provided without any form of medication. The Centre will attempt to contact the parent or an authorized person prior to any medical treatment of a child. The Centre’s staff will administer medication **ONLY** at the written request of the parent **and** according to the doctor’s orders or current instructions as noted on the **original container. (The prescribed medication has to remain in the original pharmacist’s container).** All medications must be kept in the Centre’s locked medicine box in the fridges. Your child’s caregiver will be able to assist you.

Non-prescription medications must be pre-approved in writing by your family physician. Blank forms are available from the program’s Coordinator.

Children who are taking any prescription medication may return to the Centre 24 hours after the start of the medication, provided the child does not display adverse reactions to the medication. **Children who are being treated for impetigo or conjunctivitis (pink eye) may return to the centre 48 hours after the start of medication provided lesions are dry(impetigo) or there is no discharge from the eyes(conjunctivitis).** The Centre’s staff will not administer medication that is added to a bottle of formula, juice or milk.

GUIDANCE AND DISCIPLINE:

The Centre recognizes and respects each child’s uniqueness and individuality. Therefore, the Centre’s staff will provide the child with the freedom to explore, experience, problem-solve and learn through play. The staff will address the behaviour rather than the child when assisting the child in finding appropriate ways of expressing feelings. All children are on a one-month probation to assess our ability to meet the child’s needs. For more detailed information on this subject, please see the Guidance & Discipline Statement.

PROGRAM SPECIFIC INFORMATION:

- Nursery, Daycare, and Preschool:
 - Parents are to provide the following:
 - a healthy snack (for Preschool)
 - a healthy morning and afternoon snack, and a well-balanced lunch (for Nursery and Daycare).
 - Some of our children may have peanut allergies – please check with staff before bringing anything that may contain nuts.
 - a current photo (updated every year)
 - two complete changes of clothes
 - a pair of boots and rain gear
 - a pair of slippers
 - a toothbrush
 - hat and sunscreen where applicable

- School Age Care:
 - SAC fees include Early Dismissal and Pro D days
 - An additional fee of \$3 per day, per family, is charged for Christmas and Spring Break registrations

- Sunfun:
 - A \$100 Deposit is required to guarantee a space in the program (\$15 is non-refundable and covers the cost of the t-shirt each child is required to wear when out on group field trips; the balance will be applied to the 1st week's fees)
 - Parents are to provide the following:
 - a healthy morning snack and lunch
 - swimsuit, towel, sunscreen
 - appropriate clothing and footwear (no sandals) for vigorous play as well as beach activities
 - backpack

- All Programs:
 - A mandatory, one-time fee of \$15 per child is required to provide a Comfort Kit for earthquake preparedness; this will be deducted from your initial \$100 deposit (does not apply to the Sunfun Program); please provide a reassuring note addressed to your child; it will be placed in the child's Comfort Kit
 - **To comply with Childcare Licensing requirements, we must keep a photo of every child in our confidential records** (it will never be used for publicity and will not be accessible for public viewing); photos will be updated every September

Note: all Items brought to the Centre should be clearly labelled with your child's name. The Cridge Centre for the Family is not responsible for any lost, stolen or destroyed personal property.

CONTACT NUMBERS:

Nursery: 250-995-6416 Coordinator
250-995-6401 Classrooms

Daycare: 250-995-6416 Coordinator
250-995-6408 Classrooms # 2 and 7
250-995-6422 Classrooms # 112 and 117

Preschool: 250-995-6416 Coordinator
250-995-6417 Classroom

SAC / Sunfun: 250-995-6407 Coordinator

Accounting: 250-384-8058

IT IS THE PARENT'S RESPONSIBILITY TO:

- **give one month's written notice prior to withdrawal from the Centre;** you will be charged for one month's care after notice is received, even if your child is no longer attending
- pay the first month's fees prior to your child's first day at the Centre
- pay all subsequent month's fee prior to the 1st of each month
- pay the minimum parent's portion for every registered child if subsidy is involved
- notify the Accounting Office if you foresee a delay in payment
- notify the program coordinator of any changes to the original registration form
- sign your child in and out every day he or she is in attendance