



OSC Parent Handbook

WE MAKE LEARNING FUN!

Welcome to Kids in the Grove Inc.

This parent handbook is designed to introduce you to Kids in the Grove programs & policies. We appreciate your interest and participation in our program and look forward to getting to know you & your child! Working together is important in order to be able to provide the best care for your child.

Our Philosophy

To offer a safe and nurturing environment that supports social, emotional, intellectual and physical development. We recognize every child's unique ways of learning and adapt our activities to meet each child's specific needs. Most importantly we provide your child with a fun and encouraging setting to build self-confidence and a positive self-esteem.

Our History

Kids in the Grove Daycare Inc. formerly known as (JK Kids Club) began at James Kennedy Elementary School in 2002. JK Kids Club moved to Topham Elementary School in the summer of 2004; changing its name to Kids in the Grove. In September 2007, Kids in the Grove expanded; opening another facility at West Langley Elementary School!! Our Child Care Facilities are licensed under the Community Care Facilities Act to care for children 3-12 years of age. We are proud to meet and exceed Licensing Requirements by providing trained and educated staff, appropriate child – staff ratios, and proper facility environment and equipment. Even though we are a separate entity and not part of the school curriculum; we still hold a strong & communicative relationship with our host schools. This is important to us as, we are caring for their students and families as well.

Our Kids in the Grove Family

About the Owner

Kimberly Swain- Wishinski, Owner/Operator of Kids in the Grove has been a resident of Walnut Grove for 30+ years; attending both West Langley Elementary & Walnut Grove Secondary Schools. Kimberly & her Husband have 2 Sons who attend West Langley Elementary. Kimberly has been an active participant in the community; working with children since her early adolescence. Seeing a need for a daycare that was convenient to working families, Kimberly opened JK Kids Club in 2002 operating out of local schools. Since then, our name has changed, but our belief has not; "to provide a trusting, open and fair atmosphere so the students can have the ability to express themselves in a comfortable and confident manner".

Our Managers & Staff

Our Managers, Lauren & Sharon are both acting Head Preschool Teachers, overseeing programming, curriculum and operations. Lauren & Sharon are our longest standing staff members and secondary contacts to Owner Kimberly, if and when she is absent from the centers.

Our Preschool Teacher Assistants are both Angela & Jessica along with the rest our Preschool/Out of School Care staff....

All staff have their Early Child Education Certificate, First Aid, Criminal Record Check, References, Immunization Status, and Medical Clearance. Staff continuously update their certificate through workshops and classes.

Our Locations

Office

Owner: Kimberly Wishinski

Cell: 604-619-0267

Email: grovekids@gmail.com

Topham Elementary School

21555-91st Avenue

Langley, B.C. V1M 3Z3
Manager: Lauren Micono Lewis
Phone: (604) 888-2713
Cell: 604-996-2437

West Langley Elementary School
9403-212th Street
Langley B.C. V1M 1M1
Manager: Sharon Carroll
Phone: (604) 882-2779
Cell: 604-996-2463

Hours of Operation

Preschool
9:00 - 11:30

Preschool & Daycare
Topham 9:00-2:30
West Langley 8:45-2:15

Out of School Care
7:00-9:00 / 2:00-6:00
Pro D Days / Breaks 7:00-5:45

Stat Holidays we are CLOSED!

Registration

Enrollment

To register your child we require,

\$50 Non-refundable Annual Fee
(both a registration & reservation fee)
Pre-Auth Debit Form Filled Out & Signed
KITG Reg Form / Parent Agreement
Fraser Health Form

Withdrawal/Change of Registration

Parents are to notify Management providing one month's notice of withdrawal or decrease of attendance. If the required notice is not given then one month's fee will be charged to you in lieu of notice. Should any problems or concerns arise during your child's attendance at our Facility; we reserve the right to have your child withdrawn from our program without retribution and with at least 2 weeks ***Note: we will make all efforts to rectify the problems before this step is taken.***

Government Subsidy

Parents waiting on Government Subsidy Approval MUST enroll and compensate Kids in the Grove the amount of their registration until approval and subsidy payment is received, once Kids in the Grove has received the funds, a reimbursement cheque will be issued to the parent.

Siblings Enrolled

There will be a 10% discount for the second child enrolled which will be subtracted from the monthly amount.

OUT OF SCHOOL CARE PROGRAM

5-12 YEARS

Out of School Care is not only about caring for your child but more! We have made it our goal to "make learning fun"! After school care activities:

Homework Assistance - students work on school homework (staff & their teachers work together and communicate to help improve their studies) Study sheets are also handed out to the students such as math equations, word puzzles, handwriting, story building.

Math - students work on math activities such as; math equations, counting single & double digits, telling time and more.

Reading Chart - students write about their book and receive a "star" for every 10 books read! After "10" stars they receive a prize and certificate! (Math Club & Reading Chart were created solely by the students themselves)

Indoor/Outdoor Play - students enjoy the outdoors after their hard work at studies! We also have access to our home school's gym! 😊

Guidance & Discipline

The goals in our program are to:

- ☐ Demonstrate and encourage appropriate behavior.

- Encourage students to understand and follow program rules.
 - Appropriate supervision of students at all times.
- All staff will be proactive to effectively manage students behavior. These steps include:
 - Working with the families to help students develop their own way to managing their behavior.
- Always having age and ability appropriate activities and events available.
 - Offering and teaching others to have positive feedback, praise and recognition.
 - Establishing natural and logical consequences for the students.
 - Under the “Child Care Licensing Regulations Sec.27”; Staff will ensure that no child enrolled in a facility is, while under the care or supervision of the licensee:
 - subjected to shoving, hitting, shaking, spanking or any form of corporal punishment,
 - subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child’s self-respect.
 - as a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children, and
 - as a form of punishment, deprived of meals, snacks, rest or necessary use of a toilet.

Attendance

As required by Licensing our child –staff ratios will be as followed:

1 staff-8 students, 2 staff - 16, 3 staff - 20

“Licensing requires all parents to sign their child in & out!”

In order to ensure your child’s safe arrival & departure the **child must be signed in & out. We will not accept any child that has been dropped off to sign themselves in. If your child is dropped off without their parent signing in; you, the parent will be contacted immediately!**

Sign in sheets are provided on a daily basis by the entrance and exit of the classroom.

Absences

Please notify us if your child will not be attending our program for the

day. We expect the children's arrival both in the morning & afterschool. If a child is absent, delayed we will do the following:

- Check with the office and have child paged (if possible).
- Complete a thorough search of the school building and grounds.
- Phone the parent or guardian and other emergency contacts.
- If no information has been received, then we contact the police and report the child missing.

Enrollment & Waiting List

Priority is given to Topham/West Langley Elementary students; if there are spaces available other schools are welcome. ***Families will be placed on a waiting list if there are no spaces available. It will be on a first come first serve basis.***

Drop In

If space is available we will accept registrations on a "drop in" basis. **Registration Forms & Fees MUST be handed in prior to drop in date.**
Please note: Prior to drop in; Parents MUST call the Centre first to see if there is space available for their child/ren.

Nutrition

We ask that you pack a nutritious snack/lunch for your child. No candy, sweets or gum please!!

DUE TO ALLERGIES, WE ARE A PEANUT-FREE CENTRE!

Clothing

Depending on how bad the weather is outside, we will be having outside play. So it is helpful if your child/ren wears washable, comfortable clothing that is appropriate for the weather.

Movies

Occasionally we watch a "G" rated movie. Students are welcome to bring movies from home; staff will assess the movie to ensure it is age-appropriate.

Files

Children's registration forms and all other documentation will be kept in files stored in a secure storage area. Access to children's files will be restricted to those who need the information.

Custody Arrangements

If a family has specific custody agreements or court orders, ***a copy must be provided to our staff and will be kept in that child/s files.*** If the parents or guardians live separately, ***staff expect the information given by the enrolling parent/ guardian to be accurate.*** For ***without custody agreements or court orders on file, we cannot deny access to the non-enrolling parent or guardian.*** A copy of pick up and access schedules should be authorized and signed by both parents and kept in the child's file.

Release of a Child

*Please inform us if you have made special arrangements for someone to pick up your child, even if that person is on the registration form. All staff sign a "Release of a Child" policy form so as children are released into that persons care safely! **Staff will only release a child to an "authorized person", who is adequately able to care for the child. Staff will not release a child under 12 years of age to anyone without picture ID.***

Late Pick Up

Please be sure to pick up your child before we close at 6:00p.m. Staff

are scheduled to work until 6:00p.m. sharp and it is against licensing regulations to leave your child unattended. **If you are not on time, you will be charged/invoiced a late pick up fee!**

If possible, please phone us and let us know you are running late so we can reassure your child.

***Late Fees: \$10 for first 15 minutes.
\$1 for every minute after.***

In the event that a child is not picked up by the closing time the following procedures will be demonstrated:

- Staff will attempt to phone the parents .
- If there is no answer, staff will call the emergency contact on the registration form.
- If no one answers there, and the child has not been picked up by then we will contact Emergency Services of the Ministry for Children and Families. A note will be left on the door explaining where the child is.

Termination of Service

Our program is committed to providing a supportive and caring environment for all the families and students. But, termination of services is required if ;

All fees for our service have not been paid accordingly
A family member threatens, abuses, or harasses our staff members, a child, or other family who attends our program.

If we are unable to resolve any problems regarding late pick ups.
If the child's behavior is becoming severely disrupting to our program, other

children, and families.

Termination of services would be our last resort. Before making this decision, we would seek a second opinion:

- We would write a notice to the family requesting a consultation.
 - Consult with professional support services.
- Request for additional staff support through the Ministry of Children and Families.

Health & Safety Plans

All staff is required to sign a Health & Safety Plan for both “Playground Use” and “Washroom Use”. These plans are to ensure that staff will abide and uphold all safety measures to ensure the safety of the students during outside play as well as; during trips to & from the school washrooms. Staff also sign a “Transfer with Care” policy that ensures that all students are transferred to & from their classes safely.

Illness

Students who become too ill to participate in activities should not be in attendance. If your child becomes ill at the center, we will call you! If you are not available then we call your emergency contact. If the situation becomes urgent, then staff will follow the emergency procedures. *If your child becomes sick during attendance at school, we can not for the health of the other students have your child attend.

Please phone us and keep your child at home if they:

- Have a contagious infection, including pink eye.
 - Have a communicable disease.
- Have a fever over 38 degrees Celsius.
 - Are vomiting or have diarrhea.
- Have a skin infection or undiagnosed rash.

Any communicable diseases, contagious infection, pink eye; will be reported to Licensing & Public Health.

Allergies

Kids in the Grove is a Peanut Free, Scent Free & Animal Free Daycare.

Names of the children and staff with Allergies will be posted. Please be considerate and refrain from bringing any products to Daycare that those people may be allergic to. Our most common allergy is peanuts. Be aware if your child happens to bring a peanut item/product they will not be able to eat it. For more information on Peanut Allergies, see our information board in the facility.

Medication

Our staff can only administer medication (prescription or non-prescription) when a Permission Administer Form has been filled out and signed by the parent. All medications must be in their original containers showing dosages and information. The forms can be picked up at our center. ***The medications will be kept in a locked up location.***

Emergency Procedures

When children are in our care, their health and safety is our main focus. So, to promote health and safety we ensure a clean, safe and well-maintained environment. All First Aid Kits, Emergency Contact Information, Allergy and Medical Alerts are kept in the classroom, and taken with us on all field trips.

Please keep us informed and update of any and all changes in your information, including your current phone numbers. All our staff members are familiar with the Emergency Procedures Manual. Fire and earthquake drills will be scheduled and practiced on a regular basis. All drills are kept dated and documented in a binder filed in the classroom.

Facility Closures

In case of Power Outages; you, the parent, must have alternate child care arrangements. This is not negotiable. To operate without electricity, lights, heat, etc.... is not providing a proper environment for your children. This of course, is based on time of year and weather conditions outside. If the school is closed due to snow; we will not be open.

Special Note: We are required to follow the rules and regulations set forth by Licensing, and not by the school board. Even though we are located within the school, we are not part of the school structure or curriculum. We are a separate entity, operating within the boundaries and confines of the school structure.

Should there be any Labor Disputes that do not revolve around the Employees at this Centre (I.e. Teachers Strike); the Facility will not be responsible for any lost time and all fees will still be expected in full. Note: In lieu of a Strike, all avenues & efforts will be explored to keep the Facility open.

Suspected Child Abuse

Any abuse that is suspected to have occurred at daycare and preschool premises, is to be reported to Licensing at **604-587-7610**. If any abuse is suspected to have occurred outside the daycare and preschool, is to be reported to the Ministry of Child and Family Development at **604-660-2421**.

Concerns

We encourage families to discuss any and all concerns they may have regarding any aspects of our program. As it is important that we, the staff, know all of our families needs and requests. Your opinions and comments are valuable to our program. We are committed to reaching appropriate and amicable solutions in a timely manner.

WELCOME TO KIDS IN THE GROVE!!