PUDDLE JUMPERS

4302 PARKER STREET
Burnaby, B.C.
604-294-4413

SCHOOL-AGE PROGRAM
Thank you for choosing Puddle Jumpers for your daycare needs. This package is to help you get familiar with our center and bring your attention to important information regarding our child care facility. Please read this over and ask any questions that come to mind. Our staff is willing to help welcome you and your family to Puddle Jumpers.

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE, PHILOSOPHY AND KEEPING YOU INFORMED</td>
<td>3</td>
</tr>
<tr>
<td>WHAT TO BRING FOR YOUR CHILD/OUTINGS/NUTRITIONAL FACTS</td>
<td>4</td>
</tr>
<tr>
<td>ADMISSIONS AND WITHDRAWALS/ARRIVALS AND DEPARTURES</td>
<td>5</td>
</tr>
<tr>
<td>HOURS OF OPERATION/BIRTHDAYS/ILLNESS POLICY</td>
<td>6</td>
</tr>
<tr>
<td>FEES/EMERGENCY DISASTER PLAN</td>
<td>7</td>
</tr>
<tr>
<td>CHILD EMERGENCY KIT</td>
<td>8</td>
</tr>
<tr>
<td>GUIDANCE AND BEHAVIOUR POLICY</td>
<td>9</td>
</tr>
</tbody>
</table>
Purpose

Puddle Jumpers Daycare opened in March 1997 to provide quality child care to children ages 2.5-12 years old. We provide an environment that is safe and inviting for them to learn and grow. We are located at 4304 Parker Street and service families in the Burnaby area, as well as surrounding communities.

Philosophy

At Puddle Jumpers we believe that Children learn through play. While playing children learn to interact with other children and adults. Children are encouraged to interact at their own pace and develop their emerging abilities through both planned and free play activities. With love, respect and acceptance we provide an environment that welcomes each child. A stimulating program helps children develop cognitively, physically, socially and emotionally. We believe that families are a valuable resource. By working with families we are certain that we can develop the child as a whole. Through daily communication, newsletters, parent boards and parent meetings, we feel we will be able to develop a positive environment for children and their families. Although we are not a parent participation program, parents are welcome to be involved in and out of the classroom. Puddle Jumpers believes that each child needs to learn about the community they come from. We show children the different relationships people have with their community partners. We do this through field trips and inviting guests into our centre. We accept practicum students, volunteers and other outside agencies into our program.

Keeping You Informed

Please check the parent board regularly for notices and information regarding our program. If you wish to discuss your child's progress or have any questions or concerns, please feel free to speak with the staff.

There will be a monthly newsletter that will be handed out each month. You will be able to take home and read this at your convenience. Please take time to read them as there will be important information and reminders.

It is very important that you call the center if your child will not be in attendance that day. Also, if you are dropping your child off at school or picking them up the staff needs to be notified so they are not waiting at the school to have them join the group. *Please note by not calling and keeping us informed, the whole group is kept behind at school waiting. So it is very important that we know.
What to Bring For Your Child
In order for your child to fully participate in all activities, please bring your child in comfortable, washable play clothes, and safe foot wear. Outdoor exercise and play are about getting dirty. Outdoor play and exercise are important aspects of our program and we will be outdoors for part of each day unless the weather is particularly bad. Please bring appropriate clothing for our changing seasons and weather.

In Winter/Fall: warm clothes, appropriate jacket, boots, and extra set of dry clothes, umbrella, hat, and gloves.

In Spring: light clothes, jacket, extra clothes in case of drastic weather changes (or send your child in layers), hats, shoes with a heel strap (NO FLIP FLOPS).

In Summer: sunscreen, hat, swim suit and towel, proper walking shoes, NO backless sandals or flip flops, a backpack that is big enough to carry all the above items and still able to be carried by the child.

Kitchener Elementary School is a walking school and children must be prepared to walk in all types of weather!

Please label all clothes and personal articles with your child's name.

Afternoon snack is provided. During professional days and spring/summer vacations a bagged lunch is required for every field trip day. Every once and a while a hot lunch day will be provided. Parents will be notified of cost and which days these will be.

OUTINGS: Puddle Jumpers occasionally takes field trips. These field trips are provided at little or no cost to families. Should a field trip require additional costs, parents will be given 2 or more weeks notice of the additional price.

NUTRITIONAL FACTS: We provide afternoon snack for the children. Snacks provided will be posted in a specific location for you to see what your child has been offered at daycare. If your child has any food restrictions or allergies notify the staff immediately. You will need to provide your child with a lunch and a morning snack that is healthy. We have a microwave to heat up items that may need to be heated.

DUE TO SEVERE ALLERGIES: NO PEANUT PRODUCTS PLEASE!
ADMISSIONS AND WITHDRAWALS

The school age care program’s enrollment is open to children 5 years of age to 12 years of age and services Kitchener and Gilmore Schools. Once you have chosen Puddle Jumpers Daycare a deposit of $100.00 is required. This will be taken off your first months fees. THIS DEPOSIT IS NON-REFUNDABLE. During the first 30 days at Puddle Jumpers, if you feel that Puddle Jumpers can not meet the needs of you and your child, you can withdraw your child without notice. Alternative, if Puddle Jumpers feeds that the program is not meeting the needs of your child, you may be asked to leave without notice. After the first 30 days, if you choose to withdraw your child from the program, or your family is asked to leave, once month written notice is required. During the summer months (July and August), if your child does not require daycare but will need daycare come September, you can give once month written notice and a $100.00 deposit to hold your spot.

ARRIVALS AND DEPARTURES

Each child must be dropped off to the center by a parent or a designated person (as authorized on the pick up list) into staff supervision. The person that drops off that child will need to sign that child in on the sign in sheet. They must fill out what time the child is dropped off, what time the child is expected to get picked up and who dropped them off. When the child is picked up they need to be signed out the same way (what time they got picked up and who picked them up). The staff at Puddle Jumpers daycare agrees that custody agreements can be stressful and traumatic. If there is a current custody agreement or one arises while your child attends our center, we require any court documents outlining the agreement on file.

We strongly encourage Gradual Entry for every child. This allows your child to slowly become familiar with the center and also gives you a chance to experience the program. Gradual entry varies for each child. On average we book half days before your child attends a full day at daycare.

All children registered in the school age program must arrive at Puddle Jumpers prior to 8:30am. We will take attendance then get the children organized for school. On professional days and school vacation, all children need to be at the center by 10:00am, unless otherwise instructed due to an outing. If you choose to pick your child up throughout the day and then return them to the center please
make prior arrangements with the staff to assure we account for your child within ratio.

NO CHILD SHALL BE DROPPED OFF OR PICKED UP DURING ANY WALKING PORTION OF THE PROGRAM.

This includes walking to and from school, to and from the park, and walks around the neighborhood.

**Hours of Operation**
The daycare will be open from 7:15am-6:00pm. It is important that you pick up your child by closing time. If you are late there will be a late fee. The fee is $1.00 for every minute you are late and must be paid within 24 hours.
The Daycare is closed for the following days:

<table>
<thead>
<tr>
<th>Good Friday</th>
<th>Easter Monday</th>
<th>Victoria Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada Day</td>
<td>B.C Day</td>
<td>Labour Day</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Remembrance Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>New Years Day</td>
<td></td>
</tr>
</tbody>
</table>

**Birthdays:**
If your child has a birthday while attending Puddle Jumpers Daycare, parents are welcome to bring a cake on their special day. Please remember that we are a NUT FREE center due to allergies.

**Illness Policy:**
For the safety of the children in the center, if your child has any of these symptoms you will be called to pick up your child:
- fever of 101 or higher
- is vomiting
- has diarrhea
- is not capable of taking part in the program

If your child needs medication that has been prescribed by a doctor, there is a medication permission slip that must be filled out before the staff will administer medication to your child. The medication must be in its original bottle. We can NOT give your child non-prescription medication unless it is accompanied with a doctor’s note.

If your child has a communicable disease (chicken pox, pink eye) please advise the staff. Your child will need to be removed from the center for the duration of the disease and we will alert the other families of the center.
Fees
Fees are due at the first of each month. In order to meet our budget requirements, you will be required to pay the full months fees regardless if your child does not attend due to illness or holidays.
It is our policy that all fees are paid with post-dated cheques. These need to be kept up to date. In the event of us receiving an NSF cheque, the fees are as follows:
1\textsuperscript{st} time: $25.00 \quad 2\textsuperscript{nd} time: $50.00 \quad 3\textsuperscript{rd} time: payment in cash only

During Christmas, Spring, and Summer holidays, the school age fees will change to reflect the full day program and children activities. All fee increases will be given in writing one month prior to the upcoming vacationing time.

Fees paid after the 5\textsuperscript{th} of each month will be charged a $20.00 penalty. Parents who have made previous arrangements to pay fees in installments or on the 15\textsuperscript{th} will be exempt. However, these fees due on the 15\textsuperscript{th} and received after the 20\textsuperscript{th} will be charged the $20.00 penalty.

If your family is eligible for subsidy, it is your responsibility to keep all claims current and on top to date. If you are not full subsidized, your portion of the fees are due on the 1\textsuperscript{st} of the month as well.

EMERGENCY DISASTER PLAN
Although earthquakes and other natural disasters are not something we like to think about, the reality is that they can happen. With this in mind the staff at Puddle Jumpers Daycare has a detailed plan on how to handle such a situation. The staff and children participate in monthly fire drills and evacuation drills to help prepare for such an event. It is important that your child has proper foot wear that they wear at all times in the building.
The children and staff will only evacuate the Puddle Jumpers Daycare building if it is deemed unsafe. In the event that the children are evacuated from the Puddle Jumpers Daycare building our primary relocation site (if safe) is the KITCHENER SCHOOL GROUNDS.
One major concern during this time is communication. They have been told that in such an emergency it will be very unlikely that local calls will be able to be made. In this event parents are asked to call:
Pine River United Church in Ripley, Ontario
#1–519–395–5371
If local calls cannot be made parents are asked to call this number to obtain information. They will be able to provide information about where the children have been evacuated to if our primary site is unsafe. The staff at Pine River United Church will try to make sure that all calls are answered or will leave a message on their answering machine.

As well you will be given a business card with our emergency contact number on it, be sure to keep this in your wallet or at work.

**CHILD EMERGENCY KIT**

In an emergency situation children can become easily confused and upset. Many of them can be relieved to some extent by the presence of a special toy or other comfort items. Please supply the following items to the center as soon as possible.

We will add them to existing emergency kits.
- a picture of your child (wallet size), as recent as possible
- comfort item (stuffed animal or toy), the smaller the better
- a picture of your family, as recent as possible
- contact sheet (attached to the back of this form)

Each child in the center has a bag (about 60) so the smaller items the better. These items will be returned to you when your child leaves the center.
GUIDANCE AND BEHAVIOUR POLICY

At Puddle Jumpers our goal is to provide a safe and healthy learning environment in which children can feel secure. Each child will be encouraged and supported to develop positive relationships with peers and staff. In order to accomplish this goal we will be using guiding techniques which are positive and not punitive.

These techniques include:

1. Demonstrating affection and caring for your child through appropriate forms of verbal and physical interaction.
2. Maximizing opportunities for appropriate and positive behavior for your child through the program and activities.
3. Providing clear, simple and consistent limits regarding appropriate behaviors within the center.
4. Focusing on the behavior, not the child.
5. Positive reinforcing of appropriate behavior.
6. Ignoring minor incidents which are not harmful to self and others.
7. Reminding children of limits and clarifying them.
8. Recognizing or labeling your child’s feeling in situations which may be difficult for him/her.
9. NEVER, physically punishing children. Harsh or belittling language will not be used at any time.

Parents are encouraged to question staff if they are unclear on any incidents within the center.

I agree to pay Puddle Jumpers Daycare $_____________, on the first of each month. I have read and agree to the above Policies and Procedures. I would like to receive monthly receipts _____ or one receipt at the end of the year _____. (please check one).

Parents Signature: __________________________ Date: ______________

Witness: _________________________________