



Policies & Forms

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OUR PHILOSOPHY AND OBJECTIVES

Philosophy

Thrive Kids Club VCS is a program founded on Christian principles that exists to support parents as they raise their children. Thrive Kids Club VCS believes itself to be an important component of the support system that surrounds its families. At Thrive Kids Club VCS we encourage children to be intrigued by the world around them, to be excited and to be challenged by what they encounter. By taking on the role of guides and facilitators we seek to journey through new experiences as a group and to be present for each child as they make their own discoveries. We believe that by creating this environment children will thrive emotionally, cognitively, physically and socially.

Objectives

The aim of this program is to give children at Vancouver Christian School the opportunity to take part in activities of different forms while their parents finish their work day. Daily we have structured activities such as arts and crafts, sports, drama, music, quiet reading time and homework support. We have unstructured activity times when children are encouraged to use their imaginations to play, create or just relax. Our main goal is to have children engaged in a safe environment, give them the opportunity to do something fun, be challenged to expand their thinking and become involved in something in which they are passionate.

Values & Beliefs

As a Christian based program, Thrive Kids Club VCS staff will demonstrate Christian attitudes and values. This includes: a loving attitude towards others, a respect and concern for the world around us and an understanding that we are all imperfect beings in need of grace and forgiveness. We will use Christian books as part of our program, and offer Christian crafts around Christmas, Easter, etc... but they will not be made mandatory. If a child asks a staff member a question regarding Christianity they will be given an honest answer based on Biblical truths.

Being a Christian based program does not mean that families with different faiths or views are not welcome. Any child

from any faith background is always welcome in any of our programs. We encourage families to talk with their children about what they hear in our program in relation to their own beliefs. We do not set aside specific bible teaching times but rather strive to allow our values be reflected through our actions.

CONTRACT AND POLICY CHANGES

The policies as presented in this manual are an important tool of Thrive Kids Club VCS for the operation of our program. It is of highest importance that both staff and parents know these policies and abide by them.

From time to time Thrive Kids Club VCS will adjust parts of its policies. If deemed appropriate such changes may become in effect immediately without prior notification.

OUR STAFF

Our facility will adhere to CCLR Div. 4, Sec. 34 in regards to staffing and ratios. We will maintain the required staff-child ratio as required by CCLR, Schedule E. They maintain valid 1st aid in a combination with other relevant certifications and work experience.

Our staff continuously furthers their education through relevant training. All persons working with the children are required to have a criminal record check and emergency first aid. Staff continuously upgrade their education through workshops, training, independent study and researching topics of interest.

Substitutes: Substitute staff will be called in when regular staff are away in order to maintain the requirements by provincial licensing.

Students: From time to time, Thrive Kids Club VCS will accept students seeking work. They will have cleared criminal record checks and the necessary training prior to attending.

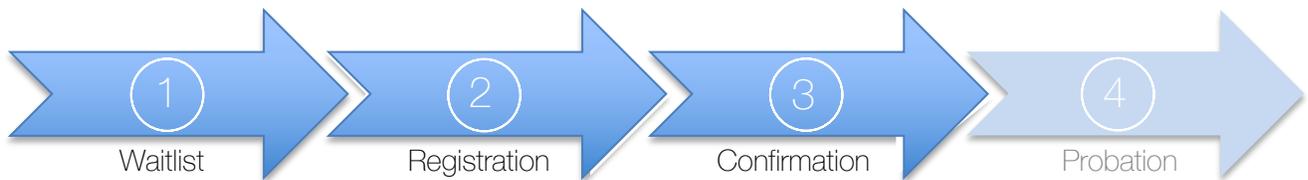
Volunteers: The manager carries out an interview. This includes a criminal record search of all possible volunteers. To ensure that security is maintained, the number of volunteers and students will be limited.

PRIVATE CHILD CARE

Thrive Kids Club VCS strives to create and maintain professional relationships between staff and parents. Parents are therefore not allowed to hire our staff to provide child care outside of the Thrive Kids Club VCS. Non-compliance with this policy may result in significant consequences for the applicable staff. We strictly decline any/all responsibilities in case such an agreement is made despite this policy.

ADMISSION PROCESS

The admission process consists of the following steps:



1. Parents sign up for the Waitlist and pay the waitlist fee of \$30.
2. Parents receive and review our policy manual (if spaces are available).
3. Parents complete the registration process by submitting the following:
 - Signed contract for Thrive Kids Club VCS
 - Completed registration - online
 - Pay registration fee of \$70 - online
 - Policies/Forms with initials/signatures
 - Picture of child (picture must be glued on emergency care form)
 - Post-dated cheques for monthly tuition for full school year
 - Copy of birth certificate
 - Copy of immunization record or immunization exemption form

Note:

Care will not commence until the above process is complete. Waitlist fee and Registration fee are non-refundable.

PROBATIONARY PERIOD

Thrive Kids Club VCS has a 1-month probationary period. During the probationary period the child is observed and assessed to ensure that he/she is able to adjust to the new environment and integrate well into our program. In the event a child is not adjusting well, we retain the right to terminate the enrollment immediately. We will pay special attention to aggressive behaviour or if a child is unable or unwilling to follow directions. No part of any tuition paid will be refunded if care is terminated during the probationary period.

In case we consider it necessary for a child to have a care plan and the child does not have a care plan set in place and/or we did not receive sufficient information about the child's needs we reserve the right to prolong the probation time before admitting a child into our program.

TUITION

Our monthly tuition is as indicated in the contract. There are no deductions for sick days of a child, statutory holidays, professional development days, centre closure, holidays or times where the child might be absent from our centre. Fees are based on booked days not attendance. Refunds and credits will not be given.

Increases in the tuition fee can be expected from time to time. Any changes in fees will be communicated at least 6 weeks before the changes are implemented.

TUITION PAYMENTS AND RECEIPTS

The monthly tuition payment is required before or on the first of each month. Unpaid tuition is cause for immediate suspension and will lead to termination of care.

Tuition payments are received by cheques only. Cheques have to be written out to 'Montessori And More Learning Centre'. Parents must provide post-dated cheques for the full school year (September - June) at beginning of enrolment and each anniversary of the start date in our program. Late payments or returned cheques will incur a twenty-five-dollar (\$25.00) administration fee due immediately. A tuition receipt for tax purposes will be sent out by email before the end of February for the previous year (e.g. a summary receipt for all of 2019 will be sent out in February 2020).

GOVERNMENT SUBSIDIES

Government assistance is available to those that are eligible. Parents of government assisted children need to show their authorization form to the manager before the child can attend our program. For more information about government assistance parents can contact the Ministry of Children and Family Development. Parents are responsible for the renewal of their government assistance. They are responsible for the full payment of the tuition fee should subsidies be cancelled for any reason. If parents wish to start their child before subsidy acceptance a cheque for the full tuition of that month will be needed. The parent will be reimbursed their fees when subsidy is received.

WITHDRAWALS

We require **one full month**, written (e-mail) notice of. If we receive notice less than 30 days before the end of enrolment, Thrive Kids Club VCS will charge the parents for an additional month of care. All outstanding fees must be paid in full. In case parents cancel the registration of their child in our program before the start date the waitlist fee or the registration fee will not be refunded.

If the rules and policies set forth are not followed we will work closely with the parents and children to see if the issue can be resolved. In the best interest of the other children and or/staff, we reserve the right to permanently suspend a child from our program.

PART-TIME ENROLMENT

Thrive Kids Club VCS accepts part-time enrolment on a quarterly basis. In other words, part-time students are only guaranteed a spot in our program for one quarter at a time. We reserve the right to withdraw care for any part-time students at the end of any quarter (Christmas break, Spring break, Summer break) to create space for any new full-time applicants or to adjust to any ratio requirements. Notice of termination of care will be given by email at least 2 weeks prior to the end of the quarter if a part-time student will no longer be able to attend our program in the following quarter.

DROP-IN STUDENTS

Any students at VCS who are not enrolled in our after-school program can join Thrive Kids Club VCS Drop-in if we have any free spots available. Parents need to contact us at least 24 hours prior to drop off and complete our registration package before any child can join our Drop-in.

RE-REGISTRATION

Thrive Kids Club requires a yearly re-register in the spring of each calendar year. Re-registrations of children in our program have priority over new applications. The re-registration fee of \$30 serves to cover the administrative costs during the summer.

POLICY & SAFETY IMPLEMENTATION

Thrive Kids Club VCS adopts a policy implementation process in case where our policies are not followed to ensure the quality of learning and childcare environment.

Thrive Kids Club VCS reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of our staff and/or other children in our care. If care is terminated as a consequence of our policy implementation process or due to termination, no fees will be reimbursed.

COMMUNICATION

The educational and care program we provide best works in a co-operation with the parents. We share an "open door" policy. Both our staff and the families of the children enrolled at the center need to collaborate in a mutually respectful manner in order to have successful communications.

Parents are encouraged to inform us ahead of time if they would like to discuss an issue so that the program supervisor or manager can give you their undivided attention. Parents concerned with the care of their child, or any incidents at the centre are urged to speak with a staff member, and if not satisfied talk to the manager.

CONFIDENTIALITY

It is the policy of Thrive Kids Club VCS that any information or records held regarding the family and child will be kept confidential. The only release of information or records would be for a legal matter that is requested

or required by law.

In order to comply with our privacy policy, we will only use the first name and initial of the family name at the sign-in station. Parents who want us to use another way to identify their child at the sign-in station are asked to inform us of their preference before their child starts attending our program.

CARE AND SUPERVISION POLICY

The purpose of this policy is to outline the importance to provide a safe and secure environment for children in our care and to set forth the expectations towards staff in the responsibility and expectations when supervising children in the centre.

- We will ensure that the staff to child ration in accordance to Child Care Licensing regulations, is maintained at all time.
- We will openly communicate with other staff to update during staff changes and transitions.
- We will maintain attendance logs and keep records of attendance.
- We will be attentive and aware of individual needs of children in our care.
- Be conscientious of any unsafe play and redirect children towards safe positive play.
- We will do a head count before a transition and afterwards.
- We will continuously scan, monitor and count all children in our care.
- We will be aware of our positioning to maintain vision of children at all time.
- We will require families to sign children out of the program on the sign-in sheet provided.
- Remind children with clear simple and repetitive rules that are easy to understand
- We will be readily available to step in at anytime for children requiring assistance and support.
- The room will be arranged in a way to have safe vision of children while in our care.
- No child will ever be left alone or unattended even in an emergency situation.
- We will observe play and behaviour to be aware of any danger that could arise.
- We will maintain a scanning position when engaging other children, teachers or parents.
- We will maintain First Aid Licenses, Educator Licenses and Criminal Record checks on file.
- We will eliminate any potential hazards and ensure places of play are kept safe (equipment in good condition and materials.).
- We will have a Buddy-system with Leader supervision where every child is accompanied to the bathroom by both a leader and another child. The leader does not go into the bathroom but stays within earshot/in the hallway.

HOURS OF OPERATION AND HOLIDAYS

Hours of operation are Monday to Friday, 3:00 a.m. – 6:00 p.m. on school days of Vancouver Christian School. Thrive Kids Club VCS will not operate on days when Vancouver Christian School is closed.

EARLY DISMISSAL AND HALF-DAYS

Many of our staff have other regular commitments before starting their shift at Thrive Kids Club VCS. Therefore, Thrive Kids Club VCS is not running on early dismissal days.

Kindergarten students are welcome to attend our program during the first two weeks in the fall while they have a half-day program at VCS. However, we are not set up to provide care for the students between 12:00 p.m. - 3:00 p.m.



ATTENDANCE

Parents are required to inform us ahead of time **by text** to **604-312-0866** if their child is not attending our program.

SIGN-IN PROCESS

Our sign-in process is designed to ensure a safe and quick sign-in process for the children at Thrive Kids Club VCS. Students in Kindergarten and grade 1 are picked up daily at their class room. They are then brought to our sign-in station at the east entrance of the school. Students in grades 2-5 go to our sign-in station by themselves to sign in and join our program.

If a child who is supposed to be in our program is not signed in by 3:20 p.m. our staff will start looking for the child by scanning the school building and the outside area around the school. If we cannot find the child we will first try to find out from the teacher if the child was at school before contacting the parents. If the child was at school and we cannot reach the parents we are required to call the police and report them as missing.

Thrive Kids Club VCS cannot not be held responsible for children that are not yet picked up by our staff (Kindergarten – grade 1) or not signed in yet (grades 2-5).

CLUBS & TUTORING

Due to licensing regulations regarding staff to child ratios, Thrive Kids Club VCS is unable to bring children to and from any clubs or other extra-curricular activities such as tutoring. It is the parent's responsibility to organize these transitions, especially for children in grades K-1.

Thrive Kids Club VCS cannot be held liable for anything that happens to a child or is done by a child while on its way to an extra-curricular activity, during an extra-curricular activity or on the way back from an extra-curricular activity such as a VCS club or other similar activity.

Children will only be release to leaders of clubs and tutors with the written permission of the parents. Parents must fill out the Club Form at the beginning of each semester and before the start of any such program.

PICK UP

Parents are to ensure that a member of the staff is aware of the departure of their child. It is crucial that parents sign out each child at pick up time. It is the responsibility of the parents to not leave their child unattended after the child is released from our program.

Release of Children:

Parents are required to indicate the name and phone number in writing of all authorized individuals who are clear to pick up the child in the registration form. All parents and/or authorized individuals are to sign-in and sign-out each day the child is dropped off and picked up. Only persons designated to pick up a child will be allowed to do so.

Unauthorized Pick Up:

The parent/guardian is required to notify the caregiver in writing if someone else, other than the authorized persons, will pick up the child. Parents have to provide the name, phone number, and description of the

person. The person will be asked to show photo identification. If necessary, police will be called for assistance. Children will not be released to anyone under the influence of drugs or alcohol, or any person under the age of 16.

ARRIVAL AND LATE PICKUP

The centre closes promptly at 6:00 p.m. everyday. *Parents/Guardians need to arrive no later than 5:50 p.m. to ensure sufficient time to pick up their child so that staff can lock up and leave by 6:00 p.m.* It is the parents' responsibility to ensure that children are picked up and leave our care before 6:00 p.m. If parents are not able to pick up their child before 6:00 p.m. alternate arrangements must be made. Parents will have to inform the staff if they will be arriving late for pickup due to some unforeseen circumstances.

In the event a parent cannot be contacted, it is the policy of Thrive Kids Club VCS to call an emergency contact should a child remain in care after 6:10 p.m. If the parents or an authorized alternate cannot be contacted within 30 minutes, we will consider the child abandoned and call Ministry of Children and Family Development (MCFD). The MCFD will take the child into their custody until a parent or authorized pick-up person is located. A note will be left on the front door at the centre stating where the child may be picked up and/or providing a number to call.

LATE PICK-UP FEE

If parents know that they will be late for pick up they are required to call our program supervisor as early as possible.

A late pick up fee of \$5.00 for every 5 minutes of delay in pick-up of a child will be charged if a child remains in care after 6:00 p.m. (E.g. \$5 if pick-up between 6:05 pm - 6:10 pm) This late fee is due and payable upon pickup or before the next day's attendance. The child will not be able to attend the program until the fee has been paid. In case of repeated occurrence of late pickups our policy implementation process will apply.

FIELD TRIPS

Field trips and outings may be planned for the children. Parents who do not wish their children to participate in certain field trips will need to make other arrangements on those days. The parents will receive information about the field trip and to consent to the field trip. There will be no alternative program for children who do not join us on our field trip.

ACTIVE PLAY

Thrive Kids Club VCS values active play and physical movement. We aim at incorporating physical activities in our program throughout daily routines and activities for a at least 30-40 minutes. This includes engaging children in daily active play, consisting of un-facilitated play and facilitated games and activities. Following the guidelines by CCLR for licensed child care programs we must ensure a minimum of 30-40 minutes per day of outdoor active play (indoor active play is acceptable when weather is very poor).

EMERGENCY PREPAREDNESS

On the event of an emergency where evacuation is needed we will gather all the children to our emergency meeting place on field on the back side of the school or the shelter indicated below. We will seek help from the community and neighbouring volunteers if transport is mandatory. Our goal will be to get the children to safety as quickly as possible

Each child will have an emergency contact card including the child's name, medical number, emergency numbers and contact people. Notes to where we are located will be left on our door at the facility and we will contact families to pick up children as soon as possible. We will test our emergency plan once a year.

FIRE DRILLS

Fire drills are mandatory for childcare facilities as dictated by the health authorities. This is a requirement for us to retain our license. They must be done once a month no matter the weather conditions or season and recorded in the fire drill logbook. Every employee must be aware of these procedures and will implement them if necessary.

1. When the fire alarm is given, the Thrive Kids Club VCS staff is to give the warning fire drill. All instructions and activity must stop, gas-and-oil- burning apparatus and appliances other than those used for heating the building should be shut off, and the children should remain still and quiet to await further orders.
2. Staff will go the nearest exit and open the door. The staff will lead the children outside to the meeting place. (parking lot)
3. The staff on duty will bring with them the emergency backpack, sign in sheet and emergency medications to the outside meeting place.
4. The program supervisor will look through each room before leaving the building.
5. In the parking lot, staff will hold roll call; the roll call is taken from both sign in sheets. Children will verbally respond (here) as their name is called. If a child does not respond when their name is called, the staff member doing roll call must make eye contact with that child before moving on the next child. If no eye contact is made, that child will be presumed missing.
6. If a child is discovered missing, staff may enter building, if it is safe to do so, to look for the child. If it is unsafe to enter the building, the fire department will be informed. A description and photo of the missing child will be given to the fire department when they arrive.

EARTHQUAKE DRILLS & EVACUATION PREPAREDNESS

Thrive Kids Club VCS conducts earthquake drills at least once a year. We want to assure you that our centre is well equipped and prepared to care for your children in the event of this critical situation.

During a simulation, children and staff practice "duck and cover" defensive positions and remain "under cover" facing away from windows for a full 60 seconds, unless immediate evacuation is necessary (fire, gas odor, building collapse).

At the command of "earthquake," the children and staff:

1. Drop under a desk or table if possible. Hold on to the desk or table leg. If there aren't enough sturdy pieces of furniture to get under, practice taking cover next to inside walls, away from windows, overhead light fixtures and tall pieces of furniture which might topple over when the ground shakes. Assume the "duck and cover" position on knees, head down, hands clasped on back of neck or head covered with book or jacket.
2. Face away from windows.
3. Stay "under cover" after earth stops shaking for 60 seconds (staff will count aloud; it is calming and earthquakes or aftershocks rarely last longer than 60 seconds).
4. Practice duck and cover drills outside in your play area, too.

When the time is up and the supervisor or manager deems evacuation is safe, children muster in the parking lot following the fire drill procedure outlined above.

In the event of an earthquake occurring, the following procedures will be followed:

1. No child will be released from our care unless a parent comes for him/her.
2. The children and staff will remain at the centre if the building is safe.
3. In case we must evacuate our centre, we will go to our emergency alternative shelter at

Walmart at 3585 Grandview Hwy, Vancouver, BC V5M 2G7

INSURANCE FOR ASSISTIVE DEVICES

Thrive Kids Club VCS cannot be held responsible for any lost, damaged or broken assistive devices, such as hearing aids, contact lenses or glasses. We ask parents to have adequate replacement insurance for such items should they become misplaced, damaged or broken.

TOYS

Thrive Kids Club VCS cannot be held responsible if personal belongings get lost or damaged.

CLOTHING

Children will be participating in a various of activities such as outdoor play, painting and other craft activities that could cause clothing to become dirty or stained. We will not be held responsible for stained or soiled clothing and ask children to be dressed in clothing that is appropriate for play and exploratory engagement.

FOOD & DRINK

Thrive Kids Club VCS will provide food and drink for children at the centre to maintain their energy, health and state of wellbeing. We will follow Canada's Food Guide guidelines when planning our menus. No child will go without nourishment for longer than 3 hours. We will offer a nutritious snack to all children in attendance at the times identified in the daily schedule. We will ensure that the snacks and drink given to a child is sufficient in quantity and quality to meet the developmental needs of the child, having regard to

- the child's age,
- the number of hours the child is under our care, and
- the child's nutritional requirements and cultural background.

Allergies

Parents must let us know if a child suffers from food sensitivities/allergies. In cases of severe allergies, all parents may be notified, and foods that cause life-threatening allergic reactions will be prohibited at the center. Tree nuts, peanuts, cashews, pistachios, almonds or any food that might contain traces of peanuts are not allowed. We appreciate cooperation with this.

BEHAVIOURAL GUIDANCE

Our centre will abide by the CCLR Division 2 Section 51 and 52.

Safety and respect for all children is an important aspect of our philosophy. We believe that guidance provides children the skills needed to learn to control their own behaviour. Staff will guide children in dealing

with frustrations, anger and other strong emotions. They will encourage children to talk about their feelings (using words) and to work together to solve problems (conflict resolution skills). We will use positive reinforcement to promote accomplishments. Staff will model respectful interaction and promote kindness.

The following guidance techniques will help to promote positive behaviour:

- Using reminders to reinforce limits
- Setting clear simple limits and expectations
- Redirecting or diverting when appropriate
- Modeling problem solving skills and acting or demonstrating a resolution
- Establishing eye contact, using a child's name to gain a child's attention in a calm respectful manner
- Using natural and logical consequences
- Promoting cooperation
- Allowing children time to respond to expectations
- Using logical and reasonable consequences. (I can see that you poured the water on the floor, here is the paper towel to clean it up.)
- Limiting use of equipment. (We are no longer going to play with the cars today because they are being used in an unsafe way.)
- Time away from an activity to calm the situation in order to effectively deal with it. (It is time for you to go do a quieter activity (read a book, do a puzzle) to calm down in order to resolve this issue.)
- If a child's behaviour becomes unmanageable, the parents will be notified. A meeting will be scheduled with staff, parents and possibly the child to discuss the situation and strategies to work on the behaviours. A plan will also be developed on how to proceed if the strategies do not work.

If a child's behaviour is causing harm to others, to himself/herself, the teacher will be a calm presence for all the children and reassure other children involved. The staff will gently intervene if the child is causing harm to another child by separating the children and redirecting the child. In this case, the staff will offer the children alternative activities and promote engaging in a more positive experience by guiding and directing the children towards other options. The staff will invite the children verbally, "let's choose another activity," "this game looks fun instead." The staff will offer alternative choices by also pointing or guiding to other options. The staff strive to promote positive conflict resolution skills by modeling options and choices for the children. Children will have the support from staff during this time and will not be left alone.

Concerns will be discussed with the family and we will work together to promote appropriate behaviour. Violence towards staff or other children will not be tolerated. Continued physical or verbal aggression will result in termination. We will be flexible with each child's needs viewing each child as unique. We consider physical punishment, deprivation or degrading treatment as unacceptable methods of dealing with children's behaviour.

In case there is a special care plan in place for a child we will ensure that the behavioural guidance is consistent with these instructions. If the behavioural guidance includes the use of restraints, we ensure that the restraints are administered only by a staff member who is trained in the use of and alternatives to the use of restraints. (In reference to the Child Care Licensing Regulations Part 4, Div. 2, 51/52)

ILLNESS

Parents will need to keep their child at home, or make alternate arrangements for the following conditions in reference to CCLR Part 4 Division 3 Section 53-55

- Fever over 38.3o C (101oF).
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a “croupy” cough or congested to the point that he/she has heavy breathing.

If a child becomes sick, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication. Any medicine required to treat above symptoms will mean the child is too ill to attend our program. Example of medicine: Gravol, Tempera, Tylenol.

IMPORTANT:

To protect the health of the other children and our staff, children must be symptom free for at least 24 hours before admitted back into our program.

EMERGENCY TRANSPORT AND INTERVENTION

If our staff determine that a child needs immediate medical intervention emergency services will be called. Parents will be informed of any medical transportation.

IMMUNIZATION

Thrive Kids Club VCS is required by the Child Care Regulations to keep an up-to-date copy of each child's immunization record in case an outbreak should occur. Upon enrollment, the staff will ask for a current immunization record for every child.

If a parent has decided not to have their child inoculated, the following procedures then apply:

- The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side- effects and dangers of not being immunized.
- If an outbreak occurs, the parent will be asked to remove the non-immunized child from the centre until it has been determined that the child's health is no longer at risk.

PRESCRIPTION MEDICATION

Administration of medications in licensed childcare programs is regulated by the Child Care Regulations. This policy protects children, parents and staff. Our staff are not formally qualified to make “judgment calls” as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

Procedure:

All medications are kept in a locked container in the wall cabinets in the sink area out of children's reach. Parents must inform staff of any side effects or reaction that medication may cause in a child. (i.e.: hives, drowsiness, diarrhea) Authorization for the Administration of Prescription Medication form must be completed

by parent. Doctor authorization must be provided before staff can administer non-prescription and over the counter medications such as Tylenol, Gravol, teething gel, etc. The "Authorization for the Administration of Non-Prescription Medication" form must be completed by parent and physician.

A "medical consent" form will be filled out by a parent for each prescription required. Medication must be brought to the centre in its original container with instructions from your doctor on how to administer it.

Label must clearly show the following information:

- Child's name
- Name of medication
- Dosage and route (oral, nasal, rectal, eye, ear, or injection)
- Physician's name
- Care of medication (shake well, refrigerate)
- Date to end administration of medication

INJURY PREVENTION

First Aid equipment will be kept in the main activity area out of reach of the children. The center's director will check the equipment periodically. All staff members will be trained in CPR and First Aid. All staff will have current First Aid certificates. When hiring staff, we will record the expiry date of First Aid certificates for future monitoring. All personal information required for handling children's emergencies will be recorded and easily available at all times. Completed and updated emergency information consent cards will be kept with the first aid kit.

NOTIFICATION OF PARENTS

When a child becomes ill, we will make the child comfortable in a quiet place where he/she can rest and will be closely supervised. Parents will be notified immediately and agree to begin to making alternate work arrangements or arrangements for alternate care. If a child is seriously ill, the parents or an alternate contact must come for the child IMMEDIATELY. If we cannot reach a parent, we will call an emergency contact listed on the registration form or the child's doctor may be contacted depending on the seriousness of the illness.

LIABILITY

Thrive Kids Club VCS takes serious the safety of the children under our supervision. Although we will be concerned for the wellbeing of all children there is a chance that by participating in our programs children can potentially get injured. We therefore ask all parents to sign the Parental Waiver, Release of Liability Consent Form.

REPORTING

We will adhere to the CCLR Sec. 29, 30, 31 (A) and 31 (B)

Thrive Kids Club VCS will maintain a log of minor accidents, illnesses and unexpected events involving children that did not require medical attention and were not reportable incidents. Thrive Kids Club VCS must report incidents when a reportable incident has occurred as listed in Schedule H of the CCLR. Child care licensees must by law report when a child is involved in a reportable incident while in care. Thrive Kids Club VCS will notify a child's parent or emergency contact and the medical health officer when a child is or may have been involved in a reportable incident. Child care licensees have 24 hours to notify the medical health officer. 

CHILD ABUSE

The BC Handbook for Action on Child Abuse and Neglect states that if a child is thought to be abused or neglected we have the legal duty to report our concerns. Staff do not determine if abuse has occurred. Failure to report abuse can result in prosecution under the Family and Child Service Act. Staff is not permitted to contact the parent unless told to do so by the Ministry of Child and Family Development. This policy and our commitment to it aims at the well-being of the children in our care.

MISSING CHILD

In the event of a missing child from the centre, the staff will follow the procedures below.

If a child goes missing:

- The remaining children will stay together.
- Staff will call the Vancouver Police and give them a complete description of the child.
- Centre staff will then notify the parent/guardian and inform them of the steps that are being taken to locate their child.

SMOKING

Smoking and the use of smokeless tobacco are prohibited in our building and the area around the centre. Anyone wishing to smoke must leave the property before doing so.

RECORDS

Thrive Kids Club VCS will keep records for each child as required including the following information:

- Name, sex, date of birth, medical insurance plan number and immunization status;
- Date of enrolment in the community care facility;
- Daily attendance record, indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure;
- Name and telephone number of a parent, medical practitioner and emergency contact;
- Any illness, allergy or medical disability disclosed to the licensee by the child or his or her parent or medical practitioner;
- Any medication administered to the child, including the amount and the time at which the medication was administered; any notification of a parent, emergency contact or medical health officer;
- Any special instruction respecting the child's diet, medication, participation in a program of activities, or other matter relevant to the child's care, given by the child's parent to the licensee in writing, and agreed to by the licensee;
- A photograph or digital image of the child, and other information that can be used to readily identify the child in an emergency;
- A record of any person who is not permitted access to the child;
- The date on which the child stops attending the community care facility.

PHOTOGRAPHS

Photographs will be taken to document our discoveries and experiences of the children as well as for program promotion purposes as needed. The parent prior to the child being photographed must sign a consent form to indicate if and how pictures of their children can be used.



Updated: March 15, 2019



ACKNOWLEDGEMENT

By signing below, we/I acknowledge to have received the policies of Thrive Kids Club VCS and have read and understood the policies.

We/I have had the opportunity to ask questions about the policies, and I understand that any future questions that I may have about these policies or its contents will be answered by the owner upon request. We/I agree to and will comply with the policies, procedures, and other guidelines set forth in these policies.

We/I understand that the Thrive Kids Club VCS reserves the right to change, modify, or abolish any or all of the policies and procedures contained or described in the policies as it deems appropriate at any time, with or without notice.

Name of Parent or Caregiver

Name of 2nd Parent or Caregiver
(N/A if not applicable)

Signature

Signature

Date

Date



Forms



PHOTOGRAPH CONSENT FORM

Photographs will be taken to document our discoveries and experiences of the children as well as for promotional purposes as needed. To protect the rights and privacy of the children at our center, we need permission from the parent or legal guardian to take pictures of their child while attending Thrive Kids Club VCS.

Option 1 – General Consent

I/We give permission for the staff at Thrive Kids Club VCS to use pictures of our child for internal use as well as promotional purposes outside the program premises.

Option 2 – Limited Consent

I/We give permission for the staff at Thrive Kids Club VCS to take pictures of my child for the documentation of my child's activities and experiences. These pictures will only be used in our centre and/or be made available to the parents of the children in our centre. (A picture of your child might be passed on to the police or ambulance in case of an emergency.)

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date _____



LOCAL FIELD TRIP AUTHORIZATION FORM

- I/We give Thrive Kids Club VCS and its employees permission to take my/our child on short field trips and other outings as part of the program. This authorization does not include transportation, but only local trips on foot.

- I/We do not give authorization for my/our child to join a local field trips. I/We will organize child care elsewhere if we get notified the day before the trip.

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date _____



PARENTAL WAIVER, RELEASE OF LIABILITY CONSENT FORM

I, the undersigned, as the parent or legal guardian of _____ do hereby give my full consent and approval for my child to participate in activities at Thrive Kids Club VCS.

I understand that there are certain risks of damages and injuries inherent in the participation of my child in these activities and I hereby accept these risks on behalf of my child.

I hereby certify that my child is fully capable of participating in all program activities and that my child is healthy and has no physical or mental disabilities or infirmities that would restrict his/her full participation in such activities.

I understand that it is my child's responsibility to abide by the rules and regulations imposed on the children by the teacher and/or the teacher's aide for the safe conduct of activities in the gross motor skill room and the outdoor activity area.

I hereby, for myself and on behalf of my child, agree to save and hold harmless and fully indemnify Thrive Kids Club VCS management and staff from any and all liability for any personal injury or injury to any third party child resulting from my child's participation in the above mentioned activities.

I hereby release Thrive Kids Club VCS and its entire staff from any and all liability for any injuries that my child may sustain as a result of any activities that take place at the Thrive Kids Club VCS.

I hereby, release Thrive Kids Club VCS and its entire staff from any and all liability for any damages to any property brought to the program by me, my child or any member of my family.

Parent's Name _____

Parent's Signature _____

Date _____



PRESCRIPTION MEDICATION FORM

(Please, check off box if NOT APPLICABLE:)

Thrive Kids Club VCS only administers medication if it has been prescribed by a qualified medical practitioner, it is in its original container and I have a signed permission form with directions.

Physician Section:

Name of Medication: _____

Dosage: _____

Time(s): _____

Special Instructions (i.e.: on full/empty stomach, etc.)

Physician's Name _____

Physician's Signature _____

Date _____

Parent Section:

I authorize Thrive Kids Club VCS to administer the medication prescribed above to our child.

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date _____



IMMUNIZATION EXEMPTION FORM

Section 57(2) (a) of the Child Care Licensing Regulation requires licensed child care programs to have a record of each child's immunization status.

The completion of this form meets the requirement to maintain a record of children's immunization status and will assist in identifying those that may require exclusion in the event of an outbreak of a communicable disease because they are not immunized.

To be completed by Parent/Guardian of:

Child's Name

Date of Birth

Complete Immunization:

- Record of vaccinations attached
- Record of vaccinations unavailable

Incomplete Immunization:

- My child has had some vaccinations
- My child has had no vaccinations
- I do not know

If available, please attach a photocopy of your child's vaccination record to this form.

For example: BC Child Health Passport OR immunization record either in English or any language. Ensure your child's name and date of birth are written on each page.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Club Form



This form must be completed and submitted to Thrive Kids Club VCS before or at the beginning of each semester and/or before any change in a child’s extra-curricular schedule.

Children in grades K-1 are not allowed to transition to other extra-curricular activities on their own. Authorized persons other than Thrive Kids Club staff must ensure the transition. Without an up-to-date Club Form children will not be release to anybody other than persons listed as Authorized for pick-up in the Registration Form. Persons legally allowed to supervise the transition must be at least 13-year-old. Due to licensing regulations, children in our program will not be release to any tutors, coaches, VCS staff or teaching personnel without an up-to-date Club Form.

Children in grades 2-5 will be released to transition to extra-curricular activities at VCS without supervision if we have an up-to-date Club Form.

Name of Child _____ Schedule start-date _____

Current grade _____ Schedule end-date _____

Schedule:	Monday	Tuesday	Wednesday	Thursday	Friday	
Activity:	<input type="checkbox"/> Club <input type="checkbox"/> Tutoring <input type="checkbox"/> Home <input type="checkbox"/> Other _____	<input type="checkbox"/> Club <input type="checkbox"/> Tutoring <input type="checkbox"/> Home <input type="checkbox"/> Other _____	<input type="checkbox"/> Club <input type="checkbox"/> Tutoring <input type="checkbox"/> Home <input type="checkbox"/> Other _____	<input type="checkbox"/> Club <input type="checkbox"/> Tutoring <input type="checkbox"/> Home <input type="checkbox"/> Other _____	<input type="checkbox"/> Club <input type="checkbox"/> Tutoring <input type="checkbox"/> Home <input type="checkbox"/> Other _____	<input type="checkbox"/> Club <input type="checkbox"/> Tutoring <input type="checkbox"/> Home <input type="checkbox"/> Other _____
Name of Club:						
Location/Room #:						
Time of activity:	From: _____ To: _____					
Returning to Thrive Kids Club after activity:	<input type="checkbox"/> No <input type="checkbox"/> Yes					
Name of person to contact if child is not returning in due time (e.g. club leader or tutor):						
Cell phone of person to contact if child is not returning in due time:						

Mandatory for children in grades K-1					
Schedule:	Monday	Tuesday	Wednesday	Thursday	Friday
Name of person picking up your child from Thrive Kids Club to bring to club, tutoring, ...:					

Name of Parent _____

Date _____

Signature _____



EMERGENCY CONTACT CARD

Child's Name: _____

Birthdate: _____

Address: _____

Father's Name: _____

Mother's Name: _____

1. Emerg. Contact: _____
(Name and Relationship)

2. Emerg. Contact: _____
(Name and Relationship)

Authorized Pick-up: _____
(Name and Relationship)

Care Card #: _____ Doctor: _____

Allergies: _____

Other Notes: _____

Picture

IMPORTANT

Picture must fit
and be glued on

Ph: _____

Ph: _____

Ph: _____

Ph: _____

Ph: _____

Ph: _____

CONSENT TO RECEIVE CARE

I/We acknowledge and consent to the following:

- It is the policy of Thrive Kids Club VCS to notify a parent when a child is ill or needs medical attention.
- In case Thrive Kids Club VCS cannot contact a parent and Thrive Kids Club VCS deems it necessary to get immediate medical help for my/our child, they will call for an ambulance for my/our child to be taken to the nearest emergency centre.
- Thrive Kids Club VCS will not be held liable for any of the cost associated with the transportation through the ambulance or any medical care provided.

Child's Name _____

Parent's Name _____

Parent's Signature _____



ALLERGY PLAN

PLEASE, CHECK OFF BOX IF NOT APPLICABLE:

Child's Full Name: _____

Parent/ Guardian 1: _____ Phone: _____

Parent/ Guardian 2: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Doctor: _____ Phone: _____

Date of Birth: ____/____/____ Care Card #: _____

Address: _____

PLEASE NOTE!!! VERY IMPORTANT!!!

- Do not wait for symptoms to get worse.
- GIVE EPINEPHRINE
- CALL 911
- Specify "Allergic reaction" & that auto-injector has been given
- Provide specific location and telephone number
- FOLLOW PROPER 1ST AID TECHNIQUES
- CALL PARENTS

Epinephrine should be administered as the first medication when dealing with a potentially life-threatening allergic reaction. Antihistamines (Benadryl) and other medications should NOT be used instead of epinephrine for treating anaphylaxis.

Symptoms to look for

- Face: Hives, itchy eyes, itchy nose, flushed/red face, swelling of face, lips or tongue
- Airway: Difficulty breathing, swallowing or speaking, coughing or choking, change of voice, sneezing, nasal congestion
- Stomach: Stomach pain, vomiting, diarrhea Total
- Body: Hives, itching, swelling, weakness, dizziness, lightheadedness, loss of consciousness, anxiety, feeling of doom

Anaphylaxis (Allergy) Triggers (To be filled out by the parents/guardians)

Food: _____

Insects: _____

Other: _____

Emergency Treatment Plan (To be filled out by parents/guardians)

Medication required: Yes No

Medication provided by parents/guardians to Thrive Kids Club VCS:
(mandatory if any medication required)

Yes No

Medication name: _____

Expiry Date: ____/____/____

Medication location: _____ (filled out by staff)

Other: _____

I hereby give permission and authorize the staff at Thrive Kids Club VCS to administer the medication listed on this page. I accept the responsibility of supplying the correct drug in the original prescription container and to notify the facility of any changes in the child's condition.

Date: _____ Signature of parent/caregiver: _____