

The Clubhouse at Cottonwoods Group Daycare and Infant Toddler Programs

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A Branch of The Clubhouse Child Care Center
Main Office: 839 Sutherland Avenue
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Parent Information Handbook

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CLUBHOUSE AT COTTONWOODS PARENT HANDBOOK

POLICIES AND ADMISSIONS AGREEMENT

Welcome to The Clubhouse at Cottonwoods. To ensure the smooth running of the Center and the well-being of your children, please read the following policies. If you have any questions, please do not hesitate to ask.

You must read, understand, and agree to abide by The Clubhouse policies in order for your child/children to attend the Center.

The Clubhouse at Cottonwoods reserves the right to cancel this agreement at any time if cancellation is in the best interest of the child/children and the Center.

MISSION STATEMENT

The Clubhouse at Cottonwoods is a branch of The Clubhouse Child Care Center. We are a child-centered facility that utilizes friendly service and a kind, knowledgeable staff to provide a quality program for group daycare and Kindergarten care. This care is provided in a clean environment that addresses the individual needs of each child through a whole child approach: social, emotional, recreational, and educational.

CUSTOMER CARE

The Clubhouse is a non-profit society governed by a Board of Directors that meets every month. All parents are welcome to attend. A General Meeting is held annually, and it is important that all families attend. Child care and dinner will be provided for the children.

CLUBHOUSE AT COTTONWOODS INTERGENERATIONAL CENTER: PROGRAM PHILOSOPHY

The daycare provides an environment that promotes the emotional, social, intellectual, and physical development of the individual child. This development is nurtured through art, music, stories, and manipulative and large muscle play. Through example and loving care, we emphasize appropriate behaviour and problem solving skills. Dedicated, caring educators offer a child-centered foundation. Early learning, school readiness, and fun are key concepts used to encourage the growth and development of all our children.

We aim to bring young people and older adults together to interact, engage, educate, support and provide care for one another. By supporting intergenerational connections we increase the level of affection and cognitive stimulation available to children in the Group Daycare environment as well as to the senior residents of Cottonwoods care facility.

FEES AND PAYMENTS

Payment is set at the time of registration. In order for your child to be registered in the program, you must provide a series of post-dated cheques—September to June.

Monthly fees are due on the first day of each month, regardless of absenteeism due to illness, vacations, or statutory holidays. The space that is booked must be paid for. There is no reimbursement for sick days or statutory holidays that fall on scheduled days.

This policy is in place to comply with the child : staff ratio regulations set out by the Child Care Licensing Department. Any variation of this policy is at the discretion of the manager and the board of directors.

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PLEASE NOTE:

- There will be a fee for any N.S.F. cheques.
- **2% interest will be charged on all fees that are 30 days overdue**
- Receipts for income tax purposes will be provided at the end of each calendar year.

For more information regarding fees for specific **programs, please consult the fee schedule enclosed in your parent package.**

TIMES AND DAYS OF OPERATION

The Clubhouse at Cottonwoods is open Monday through Friday, 7:00 a.m. to 5:30 p.m.

The Center will be closed on the following statutory holidays:

Labor Day	New Year's Day
Thanksgiving	Good Friday
Remembrance Day	Easter Monday
Christmas Day	Victoria Day
Boxing Day	Canada Day
	Civic Holiday (August)

The Center is closed for maintenance during the last week of summer holidays.

REGISTRATION

In order to register your child with the Center, you must provide the manager with:

- **signed agreement**
 - **immunization records**
 - **post-dated cheques**
 - **any required subsidy forms**
 - **signed consent sheet**
 - **a copy of any court order pertaining to your child(ren)**
- An appointment with the manager and a tour of the Center are required prior to registration . Once a space is confirmed you will need to complete a registration package and return it to the Centre. **If any information is missing from your registration form, your child is not properly registered with the program and may not attend until all information has been provided.**
 - The Clubhouse also provides Pre-school, Kindercare and Out of School Care. If you would like more information regarding these programs, please do not hesitate to ask.

FULL-TIME CARE POLICY

A full-time child is a child who attends the Center four or more days a week. The full-time child may attend the Center between the hours of 7:00 a.m. and 5:30 p.m. The times of arrival and departure are established when the child is enrolled at the Center. If the drop off or pick up time changes, even for one day, the Center must be notified. It is necessary to maintain a child:staff ratio within the limits of licensing standards.

Payment is set at the time of registration. Post-dated cheques are required for the first day of each month and must be given to the Center in order to complete registration. The space that is booked must be paid

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for. There is no reimbursement for sick days or statutory holidays that fall on scheduled days.

This policy is in place to comply with our child:staff ratio regulations as set out by the Child Care Licensing Department. Any variation of this policy is at the discretion of the manager and the board of directors.

PART-TIME CARE POLICY

A part-time child is a child who attends the Center for three or less scheduled days every week over the course of the year, and shares a space with another part-time child so that between the two they attend for the full week. These days are scheduled for the year, and both children are guaranteed a spot as long as both are enrolled in the program. If one child withdraws, the other will be responsible for full-time fees unless another part-time child is found. Part-time spaces for children are limited and are at the discretion of the manager. The cost is set at the time of registration and will be paid the same way as a full time space. Post-dated cheques are required for the first of the month and must be given to the Center to complete registration. Booked space must be paid for. There is no reimbursement for sick days or statutory holidays that fall on scheduled days.

DROP-IN POLICY

All children must be registered at The Clubhouse at Cottonwoods prior to being accepted for drop-in. A space must be booked at least 24 hours in advance and would depend on availability. Drop off time will be no earlier than 7.00 a.m., and pick up time will be no later than 5:30 p.m.

Unless it was canceled 24 hours in advance, any booked spot must be paid for. Any variation of this policy is at the discretion of the Manager.

WITHDRAWAL

In the interest of both parties, there is a 30 day trial period beginning on the child's start date. The contract may be terminated by either party during this time. The family will be charged for the days of care given, and any unused fees will be reimbursed within two weeks. After the 30 day trial period, one month's written notice is required if a child is leaving the Center. One month's fee will be required in lieu of notice. Unused post-dated cheques will be returned to the parent upon withdrawal from the Center. In the event of a health and safety issue and we are unable to give one month's notice, any unused portion of fees paid will be refunded within two weeks.

ARRIVAL OF CHILDREN

Children must be delivered by a parent or guardian into the care of the staff at the Center. Parents or guardians are responsible for signing their child/ children in on the daily attendance sheet. Children must never be left at the door or dropped off outside the building. It is unacceptable for anyone under the age of 19 to sign a child in or out of the Center, even if the parents/guardians are waiting for the child/children in the vicinity of the room.

DEPARTURE OF CHILDREN

Parents or guardians are responsible for signing their children out on the daily attendance sheet.

When the parents/guardians pick up their children from the playground, parents/guardians must first inform the staff who are at the playground and then enter the Center to sign out their children.

Children must be picked up promptly at the end of their scheduled day. Parents are responsible for notifying the Center if they are going to be delayed picking up their child/children for any reason.

Consistent arrival and departure times must be scheduled by parents and adhered to. This is important in maintaining a correct staff : child ratio.

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PLEASE NOTE:

Closing time is strictly enforced. If your child is picked up after 5:30 p.m., you will be billed a \$10.00 late charge per child. This late fee will also apply if the child is picked up later than the set departure time.

Staff will not release children to anyone other than the parent, unless informed in writing prior to pick up. Anyone permitted to pick up a child must arrive at the Center with photo identification.

If a child has not been picked up by the parents/guardians at closing time, every effort will be made to contact the parents/guardians and the emergency contact(s). If the staff are unable to contact the appropriate adult within two hours, the Manager will contact The Ministry of Children and Family Development and arrange care for the child until the parents can be contacted.

CLOTHING:

Upon arrival at the Center, your child must be fully and appropriately clothed for the season. It is common for young children to have accidents, so please ensure that your child has a full change of clothes—socks, underwear, pants, and a shirt. All clothing must be labeled with your child's name. The Center accepts no responsibility for loss of clothing or other articles.

To provide additional comfort during nap time, please bring a blanket and a stuffed animal for your child from home. These items will remain in the daycare room and will be laundered at The Clubhouse at Cottonwoods on a weekly basis.

Children need safe footwear, such as runners or sturdy sandals with ankle support and a strap around the heel. Running shoes must only have velcro bindings. Shoes with slippery soles, backless sandals, flip-flops, or slippers may not be worn in the Center. Dress shoes are not appropriate for the daycare room or the playground. During the winter, please ensure that your child brings shoes which are designated for indoor use only.

ROUTINE FOR ENTRY AND EXIT AT THE CLUBHOUSE

The Clubhouse Childcare Centre maintains an open door policy to ensure that parents and guardians have easy access to their child/children. However, for the safety of the children, the exterior and interior doors leading into the Cottonwoods Centre remain locked at all times.

Please follow the procedure outlined below. If you have any questions or concerns, please do not hesitate to address them to the management.

For drop-off and pick-up parents may park in the roundabout in the front of Cottonwoods. Your vehicle may remain in this spot for 5 minutes, giving you enough time to enter, drop-off or pick-up, and sign in or sign out your child. If you will be longer there are 2 designated Clubhouse parking spots in front.

To enter the Centre, you must ring the doorbell. Staff will then be able to by-pass the lock so that you can enter.

Please Note:

The Clubhouse Child Care Center is a smoke free zone. Please refrain from smoking in and around the Center.

CUSTODY, ACCESS, AND CHILD SAFETY

On the registration form you must list everyone who has permission to sign your child out of the Center. As the Center provides service to many blended families there may be many adults on each child's pick up list. Staff must be certain that the person who has come for your child is the person you have designated for that day. To ensure the safety of the children and the Center, we must all adhere to the regulations outlined below.

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Staff will not release children to anyone who is not on the pick up list. Changes to your pick up list must be made with the manager and initialed.

Even if someone is on your pick up list, he or she will not be permitted to pick up your child unless you have provided written notice prior to pick up.

If you have not notified the Center of an alternate arrangement, or if there is any confusion regarding pick up, a staff member will call you to clarify the situation. If we cannot reach you, we will not allow your child to be signed out. If necessary, we will phone your designated emergency contact and request that he or she comes to pick up your child.

Anyone on your pick up list must be prepared to show identification when requested. There may be a staff member on duty who is unacquainted with the person designated to pick up; in that event, the staff member is obligated to verify identity.

You are responsible for ensuring that anyone designated to pick up your child is aware of these policies. When staff request identification or refuse to release a child to someone who is not on the pick up list, they are following mandatory safety protocol; these measures are not based on a judgment of suitability and should not be taken personally.

The Clubhouse has an open door policy for parents only. No one else will be granted access to your child while they are at the Centre.

Copies of court orders pertaining to custody and access to your child must be supplied at the time of registration, or when they come into effect.

SEPARATION

The beginning of daycare is an exciting time in a child's life, but that excitement may also be accompanied by confusion and uncertainty. In order to foster feelings of confidence and security, and to ease the transition from home to preschool, we offer the following suggestions to parents:

- In advance of the first day, discuss daycare in positive terms with your child. Affirm that daycare is a safe and fun place to learn and play.
- Explain to your child that the daycare staff are always available to help.
- Tell your child when you will be leaving and when you will be returning.
- Say goodbye in a positive but firm manner, and reassure your child that you will see him/her soon.
- Tears are not uncommon. Be assured that they dry quickly once children begin to play and explore.

TOILETING

Toilet training is a developmental milestone for all children, and as such we recognize the importance to ensure success.

In consultation with the parents, the Early Childhood Educators will individualize a toilet training program for each child. **The process will be documented on individual tracking sheets.**

Diapers, training pants, and/or any creams needed for diapering must be provided by parents.

It is important to have a full change of clothes at the Center. **All clothing must be labeled with your child's name. The Center accepts no responsibility for loss of clothing or other articles**

REST TIME

As per licensing regulations, a sleep room is set up and all children will have a rest time every day. Rest times will be based on the needs of the children, as some may need more than one nap per day.

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PLAYGROUND

Outside play time will be scheduled so that only one group is on the playground at a time. The infant children will be taken out to the playground, using strollers if necessary. Any children who are walking will be in direct contact with a stroller or a staff.

MEDICATION AND ILLNESS:

Children who are ill must remain at home. The parent should call before 9:00 a.m. to inform the staff when a child will not be attending the Center due to illness. If the child becomes sick at the Center, the staff will call the parents/guardians and request that they pick up the child.

If a child has been absent from the Center because of a contagious illness, the child must have a doctor's permission to return to the Center. When visiting your doctor, please ask for a written note stating when your child is no longer contagious and can return to the Center. Some examples of contagious illnesses include: pink eye, chicken pox, impetigo, etc. For a more complete list of common illnesses, symptoms, and recommendations, please refer to "Illness in Child Care—A Quick Guide"

Please Note: The Medical Health Officer is the ultimate authority if there is a dispute about a child's suitability to return to the Center.

NO MEDICATION WILL BE ADMINISTERED WITHOUT FOLLOWING THE PROPER PROCEDURES

If you wish any medication to be given to your child, you must fill in a medication form. We may only administer prescription medication or non-prescription medication that is accompanied by a doctor's note. Prescription medication will only be given if it is in its original container. Vitamins or medications found in a child's possession or in a backpack will be removed and given to the parent.

THERE WILL BE NO EXCEPTIONS

You must give permission for the staff of The Clubhouse at Cottonwoods to obtain the necessary medical aid, including ambulance service, for your child/children in case of an accident or injury.

Illness In Child Care — A Quick Guide

Disease	Symptoms	Infectious	Remove from Centre
Chicken Pox	Fever, blister-type rash	YES	YES from when spots first appear until dry
Cold with Fever	Runny nose, clear discharge, lack of appetite, slight cough, fever above 37°C.	YES before and during symptoms	YES
Common Cold	Runny nose, clear discharge, lack of appetite, slight cough	YES before and during symptoms	NO
Diarrhea #1	Runny stools	NO	YES
Diarrhea #2	Runny stools, fever above 37°C, bad smell, fussy, cranky, pain and/or vomiting	YES	YES
Ear Infections	Fever, clear discharge from nose, cranky, pulls on ear	NO	YES for 24 hours
Flu	Fever above 37 C, cranky, in pain, may have runny nose, nausea, vomiting	YES	YES until symptoms are gone for 24 hours
Hand, Foot, & Mouth Disease	Spots on palms of hands, fingers, and soles of the feet. Sometimes on buttocks; for 7 to 10 days	YES	YES
Herpes Simplex Virus (Common Cold Sore)	Fever blister or sore around mouth	YES	YES
Impetigo	Crusty rash, mostly on face, arms, or legs	YES	YES Until on antibiotics for 24 hrs
Nausea/Vomiting		YES	YES Until vomiting has stopped for 24 hrs
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	YES	YES Until seen by a doctor who says child may return
Rashes	Red spots anywhere— could be measles, chicken pox, allergies, impetigo	YES	YES Until doctor determines that it is not contagious
Sore Throat	Fever	YES	YES Until on antibiotics

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			for 24 hrs
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NUTRITION

A daily lunch program is provided for Group Daycare and Infant Toddler programs. Menus will be posted each week. The regular menu will be modified as needed to meet the needs of children under 36 months. The children will be offered a healthy and nutritious lunch each day, as well as morning and afternoon snacks. Breakfast is also available until 8am each morning. The Centre is responsible for ensuring that every child receives the proper daily nutritional requirements, as outlined in the Health Canada Food Guide.

Please discuss your child's individual nutritional needs with the staff. To ensure the health and safety of your child, it is crucial that you inform the manager of your child's allergies. Depending on the severity of those allergies, the manager may have you complete a separate form which describes your child's allergies and outlines the proper procedures for staff to follow in the event of an allergic reaction. All staff will be aware of the information contained in this form. We hope that due diligence in this area will protect your child from harm.

PLEASE NOTE:

FOR THE SAFETY OF CHILDREN WITH ALLERGIES, THE CLUBHOUSE AT COTTONWOODS IS A NUT-AWARE FACILITY. PLEASE DO NOT SEND YOUR CHILD WITH ANY ITEMS THAT MAY CONTAIN TRACES OF NUTS.

GUIDANCE POLICY:

Behavioural guidance is essential to the smooth running of the Center. It is a continuous process of guiding behavior to assist children in developing self-control, self-confidence, and self-discipline. The children will learn to be responsible and accountable for their own behavior. We want to enhance the child's self-respect and respect for others. With the staff's knowledge of child development and the growing relationship with the children, potential problems can be anticipated and avoided if we:

1. Set limits and expectations with simple, clear and consistent guidelines.
2. Explain limits in a positive rather than negative manner.
3. Focus on the behavior rather than the child.
4. Reinforce appropriate behavior and redirect unacceptable behavior.

These guidelines will be reinforced during the daily activities of the Center, and all staff will model appropriate, acceptable behavior. Unacceptable behavior will result in a conference between the child, staff, and the parent.

It is requested that children do not bring their toys to the Center. Toys from home often cause added disruptions for both the children and the staff. We provide a wide range of stimulating, educational toys for all children to enjoy.

HEALTH AND SAFETY OF CHILDREN: OUR LEGAL RESPONSIBILITY

Suspected Abuse/Neglect

It is our legal responsibility to report any suspected abuse or neglect. **In the event that we suspect abuse or neglect, it will be reported to the Ministry of Children and Family Development.** If your child has had an accident — no matter how insignificant it might seem— please inform the staff as soon as possible.

Under Child Care Licensing Regulations, the following policy is in effect:

If the staff believe or suspect that the parent or guardian picking up the child/children seems to be under the influence of alcohol or drugs, or if the adult does not seem able to provide safe care for the child/children:

1. The staff will explain their concerns to the parent/ guardian and offer to call a cab.
2. The staff will offer to call the emergency contact.
3. If the adult is a designated person who has per-mission to pick up the child, the parent or guardian will be called and asked to pick up the child/ children.
4. If the parent /guardian insists that the child/children leave with them, the staff will call the R.C.M.P. and the Ministry of Children and Family Development to inform them of the situation.
5. If the situation becomes dangerous, the staff will call 911 and request assistance.

EMERGENCY EVACUATION PLAN

1. At the sound of the fire alarm, staff will gather the children together. One staff will lead the group out of the building. One staff will be at the back of the group. Staff will carry any child who is unable to walk.
2. The group will proceed through the parking lot to the back fence.
3. The supervisor will collect the attendance sheet and the emergency file box, check the Center and the bathrooms for children, close all doors, and then proceed outside to join the children and staff.
4. Outside, attendance will be taken. When all the children and staff are accounted for, the group will exit the property onto Glenwood Ave, turn right on Ethel, left at Sutherland to the Clubhouse on Sutherland.
5. Phone the Fire Department.
6. If necessary proceed with Emergency Relocation Plan.

EMERGENCY RELOCATION POLICY

Should an incident occur in the vicinity of the Centre that makes it necessary to relocate the children to another area of town, the following procedures will be in effect:

1. Follow the emergency evacuation plan
2. Call Daphne Bowden, the General Manager (250-863-5497), explain the emergency and request transportation for the children and staff.
3. The General Manager will call Immaculata Regional High School (250-762-2730). They will be informed that there is an emergency evacuation required and we will need to relocate the children to their location.
4. Put all the children into the Clubhouse vehicles.
5. If necessary, staff vehicles will also be used to transport children.
6. Upon arrival at Immaculata, settle the children in the gym with the staff.
7. Call the children's parents and request that they pick up the children immediately at Immaculata Regional High School.

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INSURANCE AND FIELD TRIPS

The Clubhouse at Cottonwoods maintains fire, theft, and liability insurance. Staff vehicles that may be used occasionally for transporting children carry extra liability insurance. All staff driving children will carry the proper license required by the Motor Vehicle Branch. Our transportation policy is available to parents upon request.

You must provide your consent for The Clubhouse at Cottonwoods to take your child/children on suitable field trips. Your permission will be obtained when you initial the field trip consent section of your registration form. The Center will give ample notice when field trips are going to occur.

COMMUNICATION

Open communication between the staff and the families is essential for the smooth running of the Center. Newsletters will be sent out monthly, and notices will be posted on the parent communication board.

Please advise us of any changes in your family or schedule, however insignificant you think those changes might be. When you need to inform staff of holidays, alternate pick ups, changes in scheduling, etc., please submit a written copy of those changes to the room supervisor or manager.

Everything must be taken into consideration when caring for your child. Ask questions, share concerns, express your needs, and tell us what you like about the Center. We want to hear from you. Parents are welcome to drop in at any time.

In partnership, we will be able to provide a wonderful experience for your child.

CONTACT NUMBERS

The Clubhouse at Cottonwoods.....250- 860-1448

Central Okanagan Child Development Association
(C.O.C.D.A)250-763-5100

Child Care Subsidy.....1-888-338-6622

Clubhouse Child Care Center (Main).....250-860-4393
Caroline Noga (Executive Director)
Daphne Bowden (General Manager)
Joanne Muller (Manager of Early Learning)

The Clubhouse at Raymer.....250-860-6177

The Clubhouse at A.S. Matheson.....250-860-4336

A.S. Matheson Elementary 250-763-3371
Casorso Elementary..... 250-763-8088
Raymer Elementary..... 250-762-4823
St. Joseph Elementary 250-763-3371

Health Unit.....250-868-7700

Hospital (KGH)250-862-4000

Kelowna Child Care Society.....250-762-3536

Ministry of Children & Family Dev't.....1-877-387-7027