



LakeView Daycare
& After School Care

Lakeview After School Care

9104 179 Ave NW,
Edmonton, AB T5Z 2K9
Telephone:780-4572132

Parent Handbook

PHILOSOPHY

Lakeview After school care believes in fostering every area of a child's development; including their social, intellectual, cognitive and emotional needs.

"Learning through Play" is what we believe in.

Lakeview After School Care provides a safe and loving environment in which to meet these needs. While learning through play, the children engage in activities that stimulate their thinking and problem solving skills. Mornings contain an academic component implemented to develop and train the children intellectually. The After School Care strives to meet each child's unique needs as well as their family's needs. The purpose is to encourage independence and to respect every child's individuality.

GOALS

Physical development

To provide ample opportunities through games and play for children to develop and control their muscles.

To develop motor skills through age appropriate activities such as art, puzzles, play dough, beads and small manipulative toys.

To encourage healthy, independent eating habits and proper rest.

Social Development

To give each child the opportunity to interact with their peer and mature adults in order to stimulate social growth and relationships. This will be accomplished through free play, small group interaction, music, and by the supportive relationship between the staff and the child.

GOALS

Cognitive Development

To prepare the environment so that it provide stimulating and challenging material that will encourage each child to observe, interact and seek solutions; therefore truly learning.

Some of the activities include age appropriate games, stories, poems, and finger plays. Concepts such as numbers, shapes, letter, and colors will be developed through learning centers and other activities.

Emotional Development

To encourage children to express, yet control their emotions appropriately.

To comfort the Children through stressful times.

To be examples of love, joy, peace, patience, gentleness, kindness, goodness, faithfulness, and self-control.

OUTSIDE PLAY

Outdoor activities are a regular part of the daily schedule. Weather permitting; children will have time to play outside each day. If a child is well enough to come to After School Care, they are well enough to play outside.

ILLNESS

Please do not bring your child to After School Care if he/she is ill. Children will not be accepted if they are sick or exhibit any of the following:

Unusual Rash

Fever

Runny nose with color discharge

Excessive coughing

Diarrhea

Vomiting

Discharge from eyes or ears

Head Lice

Communicable Diseases

Children with a mild cold can attend After School Care if they can participate in normal activities. They will be monitored and if the cold reaches the point that the child no longer will play and requires special attention and comfort, then a parent will be required to pick up the child and keep the child at home until they are symptom free. If a parent cannot be contacted, emergency contacts will be notified and they will need to pick up the child.

Those policies will benefit all children in the After School Care. Your compliance is appreciated. We wish to keep the center a healthy place to be.

ADMINISTRATION OF MEDICATION

All medication shall be administered only on written approval of a parent/guardian and then only during a specified duration of time. Prescription medications shall be administered only as directed on the label. Medications must be provided and stored in their original container. After School Care staffs are able to administer

Medication to the children ONLY if a medication administration form has been appropriately filled out and signed by the parent.

HEALING DAYS/ ABSENCES

For the welfare of your child, as well as the other children, please make other arrangements in the event that your child is ill. Parents are required to phone and notify the After School Care if their child will be absent that day or any day following. When your child is sick it is very important that he/she fully recovers before they return to After School Care.

Parents are also required to notify the After School Care when their child will be absent due to family vacations.

A reminder that fees are still due even though your child may be absent (see attendance policy)

DRESS AND PERSONAL BELONGINGS

Parents are asked to dress children in clothes, which allow for their complete participation in all activities. This means that they may get soiled with sand, paint, food, etc. while engaging in the learning process. Shoes must be worn at all times.

The following items need to be provided by the parent:

- ★Indoor and outdoor shoes.
- ★A complete change of clothing, including underwear, and socks, appropriate for the weather, to be kept at the After School at all time.
- ★During summer months; swimsuit, sun hat, and a towel
- ★Proper outerwear for outside play. Please be sure your child has all necessary items each day: hat, mittens, snow pants, boots and a coat in winter for example.

Soiled clothing will be sent home and a clean change of clothes must be brought back the next day of care.

As we have many children, please clearly mark all of your child's belongings with his/her name.

Things not to bring:

Toys brought from home can be a distraction to your child and can cause unnecessary competition and stress. Please do not allow your child to bring items from home except on special "Show and Tell" days.

Children are not permitted to bring or chew gum.

Children will not be received into Care between the hours of 11:30 am and 3:00 pm. Any late morning sign in must be completed before 11:30 am and any afternoon sign in must be after 3:00 pm. The lunch and naptime routines must be respected to help ease stress and ensure that their physical needs are met.

Lakeview Daycare is responsible for the safety of all children in its care. An important area of concern is the release of children to authorized persons only. Therefore, the release policy will be strictly adhered to at all times. Children may be released ONLY to the people indicated in the registration form and on the Emergency Cards as alternate or emergency contact persons. To make adjustments to this general authorization parents must notify the daycare in advance.

RELEASE

Any persons wishing a child to be released into their care must prove their identity. If they are unknown to the attending staff, they will be required to produce Government issued picture identification. If identification cannot be provided, the staff will refuse the release of child. This procedure is not to offend anyone, rather it is simply a measure taken to protect the child.

In certain situations, access to a child may be restricted. A copy of legal documents must be submitted to the daycare and parents will be advised of the steps the daycare can take to uphold the restrictions. In the event that guardianship of a child is shared by more than one party, complete legal disclosure must be made to the daycare in writing to define whose care the child is to be in, at all times. If divorce or separation proceeding have been instituted, or begin while a child is enrolled at Lakeview Daycare, legal documentation of the child's guardianship must be provided. Only the persons indicated as holding guardianship will be permitted to sign a child out of Lakeview Daycare's care.

Lakeview Daycare must be provided with written, legal, clarification of the child's care and custody arrangements, detailing pickup schedules from the daycare for the child. It is expected that all parties involved will abide by the custody arrangements awarded by the court

Lakeview Daycare will not be drawn into, or be involved in any way, with the personal affairs of any family break up. The interest of the day care is to provide the best possible care to the children while they are signed in, and it is the responsibility of the parents and/or guardians of each child to ensure that full parent portions of the

monthly fees are paid on or before the 1st of each month.

Parents/Guardians whose children are not present in the day care are not permitted on Lakeview Daycare grounds, property of facilities, without a prearranged appointment with the daycare director.

EARLY ARRIVAL

No child shall be left at Lakeview Daycare prior to 6:30 am. If you arrive prior to 6:30 am, please wait until 6:30 am to enter the building with your child. Staff will be ready to assist you and your child at 6:30 am.

LATE PICK UP

If any child is left at the daycare centre after 6:00 pm, a basic fee of \$20 plus an additional \$1, 00/ minute will be charged per child until the time the child is removed from the day care. Late fees must be paid directly to the daycare prior to placing the child into the Centre on the following day. A written warning will be issued by the Director to parents for habitual late pick-ups.

Please be aware that if a child has not been picked up from the Centre by 6:05 pm and the parents have not contacted the Centre, the Director will notify the designated Emergency Contact Person for that child, to come pick up the child. If we cannot contact an Emergency Contact, Child Welfare will be contacted. Children must be picked up from Lakeview Daycare no later than the closing time of 6:00 pm. Staff will not be available for lengthy conversations at this time. If you have a concern or issue that requires an extended amount of time for discussion, please set up an appointment in advance.

INCIDENT/ACCIDENTS - Physical

Minor cuts and abrasions suffered while at the daycare will receive proper care. Specifically, the injury will be washed with soap and warm water and properly bandaged. Injury and treatment will be recorded on an Incident/Accident form. Parents will be notified if their child has been involved in a slight incident/accident when they pick them up in the evening. Parents will be notified immediately if an accident occurs wherein a child required emergency medical care.

Incident Reporting: Policy for Incident Reporting:

A serious illness or injury to a child that occurs while the child is attending the program and/or any other incident that occurs while a child is attending a program

that may seriously affect the health or safety of the child, the Centre director/designate must report each incident to the Child Care Services within 24 hours.

Behavioral

Difficult behaviour, which is destructive, disobedient, abusive or harmful to the child personally, or to others, will be observed and recorded on an Incident/ Accident form. The problem or issue will be discussed with the parent on the day, which it occurs. If the behaviour continues, consultation will take place with the staff, Director and parents so that possible solutions can be explored.

COMPLAINTS

Lakeview After school care strives to meet all registered families childcare needs. It is important that parents clearly communicate their expectations.

If issues come up of problems arise:

- 1). The parent is encouraged to first calmly discuss the issue with the teacher/staff member that is directly involved. If a mutually acceptable solution cannot be achieved, then a meeting with the Director is necessary.
- 2). In the meeting with the director, every concern will be addressed and all necessary actions will be taken.

WITHDRAWALS

Lakeview After School Care requires one month's written notice for withdrawal purposes. Notice of withdrawal is required on or before the 1st day of the child's last month in the After School Care, and failure to provide this will commit the parents/guardians to paying another complete months' day care fees. All withdrawal notices must be submitted to the director.

POLICY

LUNCH/ SNACK MENUS

Lakeview After School Care follows a menu for two snacks (one morning and one afternoon)

For snacks at least two of Canada's four food groups are covered.

Parent's MUST provide lunch for their children (should lunch be unavailable the centre will provide lunch for the child)

ALLERGIES

Posted in the kitchen area of the daycare and in ALL rooms is a list of food allergies or special diets that individual children may have to follow (make sure we know your child's allergies.)

A child will have a food supplement if he/she is allergic to the one on the menu.

Parents are requested to provide a nutritional diet for their child. Staff may assist by discussing food choices with parents.

Cultural

Please inform staff if your child can't have certain foods due to religion or ethnic reasons.

Parent Participation / Involvement / Volunteer Policy

LAKEVIEW DAYCARE & AFTERSCHOOL CENTRE

Lakeview Daycare & Afterschool invites parent participation in our program. Parents and staff work together as a team and commit to provide the best experience for your child's ongoing development. Parents are welcome to visit the centre at any time, of the day.

Join in on field trips, or attend any special events. We encourage daily contact with the director or room teachers so that any information regarding your child's day can be shared. If there are any other areas in which you can assist the center, we encourage your input. We do encourage, parents to come to the centre and share information about their culture, food, clothing, home language etc., where children get exposure to new cultures and also give an opportunity to staff to use the information in their planning.

On monthly basis, the center puts out newsletter or posts upcoming events on a parent board located at the entrance of the Center. Monitoring sheets, daily schedule, policies, menus and programs are also noted. As the center enforces an "Open Door" policy, please feel free to drop in.

we welcome input from you as we work in partnership towards the well-being of your children.

Updated: December 2015 Added to policy binder/ parent handbook.

PROGRAM ACTIVITIES ON SCHEDULED SCHOOL DAYS

LAKEVIEW AFTER SCHOOL CARE

6:30-7:45am	Arrival Time/Morning Snacks/ Free Play
7:45-8:30 am	Clean-Up Time/ Getting Ready for School
8:30- 11:00 am	Morning Kinder Activity /Outdoor/Free Play
11:00-12:15 pm	Kinder pick-up/Kinder Drop-off/free Play
11:50-12:30 pm	Lunch Time/Bathroom Time
12:30-3:00 pm	Afternoon Kinder Activity Time/ Outdoor/Free Play
3:00-3:10 pm	Clean-up Time/ Bathroom Time
3:10-4:10 pm	Arrival from School/Bathroom time/ Afternoon Snacks/Free Play
4:10-4:20 pm	Circle Time/Group Time
4:20-5:15 pm	Activities/Clubs/ Free Play
5:15-5:30 pm	Clean-up Time
5:30-6:00 pm	Quiet Time/Table Activities/

End of the day chores

Updated: December 2015

Added to Parent Handbook/Staff Manual

PROGRAM ACTIVITIES ON NON-SCHEDULED SCHOOL DAYS

LAKEVIEW AFTER SCHOOL CARE

6:30-7:50am	Arrival time/ Free play
7:50-8:00 am	Clean up
8:00-8:45am	Bathroom time/Morning Snack/Free Play
8:45-9:00 am	Circle Time/Group Time
9:00-11:45 am	Activity/Free play/Outdoors
11:45-12:00 pm	Quiet time (reading, quiet activities)/ Bathroom Time
12:00-12:45pm	Lunch Time
12:45-1:00 pm	Quiet Time/Free Play
1:00-3:00 pm	Activities/Free Play/Outdoors
3:00-3:15 pm	Clean Up
3:15-3:30 pm	Circle Time/Group Time
3:30-4:00 pm	Bathroom time/ Snacks
4:00-5:00 pm	Activities/Free Play
5:00-6:00 pm	Quiet Time/Table Activities/

End of the day Chores

Parents will be notified concerning special events/activities/fieldtrips

Updated: December 2015

Added to Parent Handbook/Staff Manual

Emergency Evacuation Procedure

ACTION Will BE TAKEN AND RESPONSIBILITY ASSIGNED ACCORDINGLY

- ★ Any staff member, who discovers the emergency, pulls the fire alarm immediately. Alarm located by the main front and the back exit door. (Both in Afterschool & Preschool).
- ★ Director or Supervisor in charge will contact the fire department immediately, by calling 911 and obtain the emergency binder.
- ★ All children will be alerted and lineup. They will be led by the staff as far as possible from the fire scene and taken out through the nearest exit door. All attendance lists are taken by the staff.
- ★ Staff checks the attendance sheet to make sure all children are present. Children are assured and explained as to what is happening.
- ★ Staff who has been assigned and make responsible will check all rooms, including washroom, to ensure no child is inside.
- ★ Attendance will be taken outside the building and the group will then proceed to the relocation site at 8841 - 180 A Avenue NW (I block behind the After School Center).
- ★ Walk in a line to the designated evacuating place.
- ★ Attendance check will be taken again at the relocation site.
- ★ Immediately upon arrival at the evacuation site, the supervisor / director will call all parents to notify them of the incident and where they may pick -up their children. Reassure the parents that their children are safe.
- ★ It is extremely important that all staff remain calm at all time, so as not to alarm the children. There should be no whispering of the incident while with the children.

Added to Staff Manual, Posted in each room and at the entrance, Added to Parent Handbook

Lakeview Daycare & After School

Updated: September 2015

HOURS OF OPERATION

Lakeview After School Care is open from

6:30 am to 6:00pm,

Monday through Friday

Lakeview After School Care will be closed
on all statutory holidays and some civic holidays.

The following statutory holidays will be observed and the
daycare facility will be closed:

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holidays
Labour Day
Thanksgiving
Remembrance Day
Christmas week

Parents will need to find alternative child care provision for
these holidays.

Please Initial Here

Lakeview After School Care Mission Statement

*Lakeview After School Care serves the
Children and their
families by providing a safe, happy
and healthy
multicultural environment. We do
this by
delivering high quality childcare
services to the
families within the community and
surrounding areas.*