

THREE BEARS

CHILDREN CENTRE

9887 Cameron Street
Burnaby, B.C. V3J 1M3
Tel: 604-444 3302
Fax: 604-444-3304

Email: threebearscentre2021@shaw.ca

Web: www.three-bears.ca

THREE BEARS CHILDREN CENTRE

2

Dear parents,
We are pleased to welcome your child to our centre

Philosophy

At the Three Bears Centre, the staff and children work together to create a warm and relaxed child oriented environment in a happy, safe place where he/she can enjoy and develop his/her potential through play to: * Explore, *Discover, *Use his/her imagination, *Have fun.

We provide:

- *Space in which to grow
- *Material with which to create
- *Freedom within limits
- *Love for individuals.

He/she will be given every opportunity to grow in all stages of development which are: Physical, Intellectual, Emotional and Social.

Center and Staff

The center is licensed and registered by the B.C. Government through the Minister of Health under the in-Community Care Facilities Licensing Act. Educators and assistants will be E.C.E qualified or be enrolled in the E.C.E program. They will also have CPR and a Criminal check.

Our program.

The program is designed to meet the many needs of your child. Group time gives your child the opportunity to think and grow intellectually. We explore rhythm and music, experiments in science, listen to and act our stories, create with a range of art materials. Occasionally, children will take part in making their own snacks. We help your child emotional development by providing drama experience where he/she can act out feelings via puppets, housekeeping corner or other areas which help him/her express emotions that he/she would otherwise not feel free to express. Your child's physical development can be divided into two groups: The large and the small muscles. The large motor muscles are the one that help us move, such as: jumping, climbing, balancing etc. All of the above are important to your child and, when the weather permits, we spend time outdoors. The small muscles are developed by using pegboards, puzzles, threading, pasting, paint and pencils and many other activities that encourage eye/hand coordination. Our program will help your child learn and grow at his/her own speed. With his/her friend, he/she can share the joy of discovery and take pride in accomplishments. These are our goals for the children in our care. We hope your experience with our School will be a very fulfilling and a happy one.

Arrival and departure.

All children must be brought directly in the classroom and picked-up in the classroom. They must also be signed *in* and *out* on the list placed on the bulletin board.

The closing time for the centre is 06:00 pm sharp. An overtime charge will be made to those parents picking-up their children after this time. The rate of the surcharge is: \$10.00 for the first 15 minutes after 06:00 pm and \$1.00 for each additional minute.

Should you be unable to be at the center at closing time, you must make arrangements to have your child picked-up by someone else. Note: However, only those people whom you have listed on the registration form will be permitted to leave with your child. We must be notified of any changes from this, or he/she will remain at the school. (This is a very important safety measure). Any adult sent by parents to pick-up their child, must show his/her identification if he/she is not known by the staff. The child will not be otherwise released to anyone.

Fees from September 2021 – August 2022.

Under 3 years of age: (per month)

Centre fee	Reduction	Parent portion
5 days per week - \$995.00	\$350.00	\$645.00
4 days per week - \$840.00	\$280.00	\$560.00
3 days per week - \$705.00	\$210.00	\$495.00
2 days per week - \$560.00	\$140.00	\$420.00
1 day per week - \$350.00	\$70.00	\$280.00
1 day only - \$85.00	\$18.00	\$67.00

Over 3 years of age: (per month)

Centre fee	Reduction	Parent Portion
5 days per week - \$895.00	\$100.00	\$795.00
4 days per week - \$778.00	\$80.00	\$698.00
3 days per week - \$635.00	\$60.00	\$575.00
2 days per week - \$500.00	\$40.00	\$460.00
1 day per week - \$310.00	\$20.00	\$290.00
One day only - \$80.00	\$5.00	\$75.00

Note that Government subsidies are available to parents. Parents need to contact the Ministry directly for eligibility. Ask the center for a form if you need one. The center may accommodate 'Special Needs' with the help and support of Child Care B.C. Note: the fees are subject to change every September 1st and last for one year until the 31st of August.

Payments.

Payment is to be made by post dated cheques, each to be dated the first of each month and given at time of registration. If paying by cash, payments must be made on the first of each month. If

parents have to be reminded after the first week, they will be charged a \$20.00 late fee per week for each week the fee is late. There will also be a \$25.00 for NSF Checks and no check will be accepted for that month. If payment is not up to date after one month, no care will be provided for the child until the payment is up to date. It is also required that 1/2-month fee be paid in advance at time of registration as a deposit.

If you wish to withdraw your child from the Centre, it is requested that you give at least one month notice for the space to be re-filled.

In this case, all the remaining cheques will be returned, including the ½ month deposit.

If the one-month notice is not given, you will be liable for the month.

Note that the monthly fee is to be paid in full even if a child misses school for vacation, sickness or for any other reason not due to the centre. This is to ensure that he/she keeps his/her space in the centre, which would otherwise be allocated to another child.

Snacks and Lunches.

The children will bring their own snacks and lunches

Field trips and excursions

During the summer the children may go on field trips using the public transportation (bus, sky train or walking to a park)

A consent form must be filled and signed if your child s to participate in any field trip. If a child is late arriving to the centre when the group is at the park, the parent must deliver the child directly to the teacher and not drop him/her off in the proximity of it.

Medical.

The center must be notified in writing as to any medical concern and what the center staff need to do in each specific case: seizure, allergies, anaphylaxis, epi-pen etc.

Medication

We may administer a temporary medication provided it is in its original container, clearly marked with dosages information and a medication request has been completed. As much as possible, parents are encouraged to administer the medication at home. If medication must be administered by staff, at least two staff will be present when administering.

Discipline and Guidance.

In our center, we follow the 'Community Care Facility Act of Child Care for British Columbia'. The following is taken from page 15 of the Community Care Facility Act and is upheld by our staff.

Discipline:

The licensee shall ensure that no child enrolled in a facility is, while under the care of supervision of the licensee,

- *1. -Subjected to showing, hitting, shaking, spanking or any other form of corporal punishment.
- *2. –Subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child’s self respect.
- *3. –As a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children and
- *4. – as a form of punishment, deprived of meals, snacks, rest or necessary use of a toilet.

Guidance Strategies: Prevention.

- *1) Establish Clear, Consistent and Simple Limits.
- *2) Offer Straightforward Explanations for limits.
- *3) State Limits in a Positive Way Rather than in a Negative Way.
- *4) Focus on the Behaviour Rather than on the Child.
- *5) State what is Expected, rather than Pose Questions.
- *6) Allow Time for Children to Respond to Expectations.
- *7) Reinforce Appropriate Behavior with Both Words and Gestures.
- *9) Ignore minor incidents. (Adults, who work with children, need to develop tolerance to certain amount of noise, clutter, and attention-seeking behaviour. If children’s activities are not infringing on the rights of others, it is often best to ‘take a breath’, rather than to speak).
- *10) Encourage Children to Use Teachers as a Resource
- *11) Scan. (When caregivers observe children in their activities, they are in better position to anticipate potential difficulties and to prevent problems. Circulating often enables the adult to gain total awareness of what is happening and to foresee troubles).

Guidance Strategies: Intervention.

*1) Gain Child's Attention in a Respectful Way.

*2) Use Proximity and Touch.

*3) Remind.

*4) Acknowledge Feelings before Setting Limits (i.e., "It is hard to wait for your turn, but the rule is that we line up for the slide").

*5) Teachers Model Problem-Solving Skills. (The intent of modeling a problem-solving approach is to provide resources for overcoming obstacles to success. Whether the problem relates to working with materials or interacting with others, following the steps of problem solving helps children learn the process involved. As children become more familiar and experienced with this process, they can be encouraged to generate suggestions or alternatives of their own)

*6) Offer Appropriate Choices.

*7) Use Natural and Logical Consequences.

*8) Redirect.

*9) Limit the Use of Equipment. (I.e. "the climbing frame is 'off limits' now because the climber is broken" -----or----- the climbers are not listening to the safety rules).

*10) Time away. (Persistent refusal to abide by the rules of safety for self, others and the environment may, on occasion, require that the child be removed from general activity. In using this strategy, the attitude of the caregiver must ensure a positive learning experience.

Reporting of suspected 'Child Abuse'

The law requires the school to report suspected or disclosed Child Abuse. Failure to do so may result in prosecution under the 'Family and Child Services Act'. The reporting procedures are designed to protect the child.

1) Impaired Parent or Guardian

If a Parent or guardian shows up at the school to pick-up his/her child and is in an apparent impaired state, mostly if he/she is driving, the school is not allowed to release the child. In this case, the Authorities (Police) will be called.

2) Parent or guardian late for child pick-up.

When a parent or guardian is late to pick up his/her child, the staff will try to contact them or the 'emergency contact' which was entered in the application form. If all fails, and the parent or guardian have not contacted the school within an hour, the staff will call the 'Ministry of Children and Families Emergency Services' who will then come and take the child into care until the parent/guardian can be located. **Please note:**

THE STAFF IS NOT ALLOWED TO TAKE THE CHILD HOME WITH THEM!!

Health.

A copy of your child's immunization record is required upon registration. Your child must be fully toilet trained prior to starting school. Also, for the benefit and health of the rest of the children, your child should not be brought to school for the following reasons:

- 1) Fever (including the day after the fever subsides).
Fresh colds, watery eyes, runny nose and discomfort.
- 2) Gastro-intestinal upsets (diarrhea, vomiting etc).
- 3) A child with known or suspected communicable diseases.
- 4) Unexplained pain
- 5) Difficulty in breathing, wheezing.
- 6) Sore throat or trouble in swallowing.
- 7) Infected skin or eyes.
- 8) Undiagnosed rashes.
- 9) Headache and stiff neck.
- 10) Severe itching of either body or scalp (scabies, lice's).

Ill children are unhappy at the school, therefore, the speediest and best medicine for them when they are sick, is plenty of rest and quiet. If your child becomes ill at the preschool, parents or guardians will be contacted and, if not reached, the child will be put to rest comfortably until dismissal. If it becomes an emergency, an ambulance will be called and the child taken to the nearest hospital.

Note: The public health department requires notification of any contagious illness so that preventive measures can be taken for the rest of the children.

Center Policy on head lice.

8 If

a child contracts head lice, he/she must stay away from the center for 48 hours minimum and receive treatment to eliminate the problem. He/she must be lice's free when he/she returns to the center. If the child returns to the center with lice, he/she will be sent home immediately and will not be allowed to the center unless the parent/guardian provides a signed note from the child's doctor or health department that the child is free of lice. This is to ensure that no one in the center, be it a child or a teacher, is exposed to contract the head lice problem.

EARTHQUAKE PREPAREDNESS

Experts say that we can expect a major earthquake in British Columbia. We do not know when this will happen. It could be in the very near future, but it could also be in 200 years.

In conjunction with the health department, our center is going to take the steps necessary to be prepared. No one knows where anyone will be at that specific time, so being prepared, can make all the difference.

- The center will be doing earthquake drills.
 - The staff at the center will be responsible for the group of children in their care at the time. They will stay with them until everyone is accounted for and up to 72 hours if necessary.
 - We will stay in our facility unless it would be necessary to move to a safer location. Then we will be going to Cameron Center where we will remain with the children.
 - For each child attending the center, parents are required to gather a "comfort pack" for his/her own child/children. Items should be small enough to fit into a large 'freezer Ziploc' bag (12 inch x 12 inch). The bag should contain the following items:
 - * A comforting letter from the parent to the child.
 - * One I.D. picture of the child as well as one I.D. picture of the parents and one of parents together with the child and siblings in the picture. These I.D. could be extremely important in the case where the child's parents cannot be located for a certain amount of time.
 - * A phone number for any 'out of province or even out of country' contact. The phone lines are usually more available out of province or out of country than they are in town.
- *We will gather a number of "first aid items" a collection of emergency articles and food for up to 72 hours for a complete class.
- *We have a list and would like each family to provide one item for our emergency earthquake preparedness.
- * Water and non perishable snacks must also be provided for a period of 72 hours.
- Note that all of the above items need to be in place by the child's first day.
- We hope that we never have to need any of this. However, being prepared could make an enormous difference for the comfort and safety of all the children.

Parents can also get information on the ‘Web’ at: WWW.prep.bc about being prepared for yourself and your family at home, at work or in your car while traveling.

9

TRAFFIC AND PARKING!!!

The Church has approached us several times with complaints that our parents are not following the safety rules for driving in and out of the facility: not parking in the proper spaces, driving around the wrong way, driving too fast etc. The church also advised us that parents should not leave their car parked at the school and leave to go shopping. The church will have your car towed away if left in the parking lot while you go to the mall or if it is not parked properly. Please, we need your cooperation on this matter to ensure the safety of everyone, mostly our children. Please remember, the child who is put in danger may be YOUR OWN.

When bringing your child to school, please park in the parking spaces across from the Centre entrance and at the back of the church. Please, do not park in the ‘Reserved 24 hours’ stall at any time. This slot is strictly reserved for the church use only. Also, park only on spaces reserved for visitors. Do not park anywhere else and do not park in front of the church or on the driveway. This would block the lane and it is strictly forbidden by the Fire Marshall. It can be very dangerous for the children when incoming vehicles are hidden by improperly parked ones. Please, do not make “U” turns in the parking spaces in front of the Centre. ‘U’ turns are not permitted. The cars must follow the “ONE WAY” signs and go around the back and exit from the north side of the church. PLEASE, follow these rules to make it safe for everyone, especially for the children. Thank you.

Clothing

Please dress your child in comfortable play clothes. It is important that he/she feels free to engage in messy activities without being concerned about his/her clothing. Also, when the weather permits, the children will be playing outdoors. So, please, dress your child according to weather conditions. If your child wears boots, please send along a pair of slippers or shoes to wear indoors. Please leave a change of clothing in the school for your child in case of accidental wetting or water play. The bag with the clothes in it should have the child's name on it.

For the group care nap time, each child should have a bottom sheet to cover the mat (a crib sheet works well), a blanket and any special item the child may use. All items should be labeled and included in a bag, also labeled with the child's name. Parents should, periodically, take the sheet and blanket home for washing.

Also, parents are advised to label any container the child brings to school to ensure it is returned to them for re-use. It could, otherwise, be lost if not identifiable.

Bulletin Board.

The parents' bulletin board is an informative place. Please check periodically for information on coming events or news. Parents are welcome to use the board to share news.

Birthdays.

Please notify the staff if you wish to bring a cake or sweets for your child's birthday for all to share.

Art Work.

Occasionally your child's artwork will remain at the school for display purposes and for a short time only (usually one or two weeks).

Child registration and profile

11

Child care facility: _____ Full name of child: _____

Usual name of child (if different)

Gender	Child's Date of Birth	Starting Date
_____	_____	_____
Address		postal code _____
_____	Phone no _____	

Parent or Guardian	(Mother)	(Father)
	Name _____	Name _____
	Address/Phone (if different from above) _____	Address/phone (if different from above) _____
	_____	_____
	Name and address of work place _____	Name & address of workplace _____
	_____	_____
	Phone (include local) _____	Phone (include local) _____
	Hours at this location: _____	Hours at this location: _____

Persons	Name	Relationship	Phone
<u>Authorized</u>	_____	_____	_____
To pick-up Child	Name _____	Relationship _____	Phone _____
(Include Parents)	Name _____	Relationship _____	Phone _____
	_____	_____	_____
Alternate Person(s) to Call in case Of Emergency	Name _____	Relationship _____	Phone _____
	Name _____	Relationship _____	_____

Person not authorized to pick-up child:

Emergency Care Card Number: _____

Health Info. Family Doctor (please include name, address and phone number)

LANGUAGE SPOKEN IN THE HOME _____

If appropriate, English Speaking Contact: _____

Immunization Record Declaration

Community care Facilities (CCF) licensed to provide care to children or youth are Required to have a copy of the immunization Record on file for each person in care if in the event that an outbreak of a communicable disease should occur. This information will assist in the immediate exclusion of those who are immunized.

In recent years, CCF's appear to to be having difficulty in acquiring a copy of the Immunization Record from families and facilities are being coded for being in noncompliance with the legislation.

Although Licensing expects a copy of the immunization record to be on file for each person in care, this form has been provided to:

- * assist in identifying those children who are not fully immunized and
- * assist CCF's in meeting Section 21(1) (a) of the childcare Licensing Regulation.

To be completed by Parent/Guardian:

Child's/Youth's Name	Date of Birth

Complete Immunization: (Please check X)

- Written proof of vaccinations attached.
- Written proof of vaccinations unavailable.

Received immunizations in:

Year of last vaccine	City	Province	(If not in Canada, include country)

Incomplete Immunization: (Please check X)

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

Parent's/Guardian's Printed Name	Date
----------------------------------	------

Family and General Household Information

13

Please list your child's older and younger siblings:

Please name all members of your child's household and relationship to the child:
(E.g. Grandma Beth, John- teenage cousin, Aikio-exchange student/border):

If there is a custody agreement, please give details:

Please describe the discipline method used at home:

! Group Care (30 mo-3 yrs): full time ____,Part time ____,Days_____

Class

Preferred ! Group Care (3 to 5 years): Full time ____,Part time ____,Days_____

Please tell us: Where did you hear about us?

Parental Agreement

Child's name: _____

(Parent Initials)

_____ I have read the parent booklet and agree to follow its policies and procedures.

_____ I will not send my child to school if there is any question of illness. If my child contracts a communicable disease, I will notify the staff immediately.

_____ I am aware that, if my child is unable to attend the centre due to illness or holidays, I am still responsible for full payment of agreed fees.

_____ I agree to give one-month notice in writing in case of withdrawing my child from the Centre. Otherwise, I am responsible for full payment of fees for the month.

_____ I agree to pay my child's fee on the first day of each month (if not giving postdated checks)

_____ I will notify the staff of the Centre of any circumstances at home, which may affect my child behavior at the Centre

_____ I agree to provide my child with a nutritious lunch for my child's day.

_____ I understand that my child will not be dismissed to **anyone** other than the person(s) who have previously been made known to the staff.

_____ I agree to keep the Centre informed of current changes in address, phone number or any emergency information concerning my child.

_____ I agree to have pictures taken of my child for general record keeping or Centre records.

_____ In case of necessity or I cannot be reached immediately, I give permission to the Centre to call a physician/ambulance to have my child taken to the nearest hospital emergency.

(Signature of parent or guardian)

(Date)



I give consent for my child to be taken for short field trips within walking distance.
(*field trips that are not within walking distance will require separate permission forms to be filled out*)

(Signature of parent or guardian)

(Date)

HEALTH INFORMATION

Please indicate any special circumstances that staff should be aware of
(Feel free to attach a separate sheet if necessary)

On medication (please list) _____

Allergies (please list) _____

Behavior difficulties (please describe) _____

Vision or Hearing problems (please describe) _____

Speech or language (please describe) _____

Others (please describe) _____

Indicate accident(s), illness(s) or operations your child has had and include date of incident:

Emergency--- Consent Card (please attach child's picture)

Child's Name _____ Birthdate _____
Surname First Names Year/Month/day

Address _____ Phone _____

Mother's Name _____ Phone _____

Father's Name _____ Phone _____

Emergency Contact: _____ Phone _____

Child's Physician _____ Phone _____

Allergies/Medications _____

Medical Conditions _____

Care Plan Number _____

Permission for Emergency Medical Aid in case of accident or illness.

I hereby give permission to Three Bears Centre Staff to call a physician
or ambulance in case of accident or illness of my child _____
when I cannot be immediately reached.

Date

Signature of Parent/Guardian _____