



**VICTORY CHILDREN'S CENTRE INC
VICTORY LEARNING CENTRE
14058 88A Avenue, Surrey, BC V3V 7T4**

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FAMILY HANDBOOK

MISSION STATEMENT

To inspire delight, curiosity, celebration and inquiry that will build an intrinsic motivation and long-term love for learning in children, inspiring them to become authors, inventors, designers, dancers, singers, actors ---etc, sowing the seed of victory in every child that comes through Victory Childcare and raising leaders for tomorrow

My Philosophy of Working with Children

Victory Learning Centre is a subsidiary of Victory Children's Centre INC founded by my desire to care for and share love with children. We believe that each child is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. It is my desire as an early childhood educator to help children meet their fullest potential in these areas by providing an environment that is safe, stimulate children's curiosity in discovering who they are, so they can express their own opinions and nurture their own ideas. There are three elements that we believe are conducive to establishing such an environment,

- (1) teacher acting as a guide,
- (2) allowing the child's natural curiosity to direct his/her learning, and
- (3) promoting respect for all things and all people

ABOUT ME

I am Early Childhood Educator with Infant/Toddler and special needs diploma, more than 14-years of work experience taking care of children ages 0 month to 12yrs. I have up to date criminal records and first aid

INFORMATION FOR PARENTS

You are reviewing the policies and procedures agreement for Victory Learning Centre to care for your child(ren). By agreeing with these policies and signing this contract, you have formed a care giving partnership that has one main goal -quality care for your child(ren) while you are away at work, school or special occasion.

You know your child best. The more information you give about your child(ren) the more successful your care provider will be in meeting your child's needs. Ongoing sharing of information is a vital obligation in a caregiver/parent partnership

TERMINATION

Victory Learning Centre 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 my family and/or other children in my care. There will be a full refund of days not attended.

WITHDRAWAL

Parents agree that a minimum notice of one month (notice to be given on the first of the month) for permanent withdrawal of any child from care or agree to pay a months fee in lieu of. No exceptions will be made.

DAMAGES

My home is child-proofed to the best of my ability; however, accidents do happen. Any damage to my home or personal belongings that is willfully caused by your child will be replaced or repaired at the cost of the parents.

Victory Learning Centre will repair or replace broken daycare equipment & toys due to normal wear and tear.

YOUR CHILD'S TOYS

Vast arrays of toys are provided for your child to play with. Please do not bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until nap time.

Children can only come with toys on 'show and tell' days which are usually Fridays. These toys are put away after show and tell.

POTTY TRAINING

I will work in conjunction with parents during potty training. If you have a method that has been working for you, please let me know and I will adopt it for your child. Should you discontinue potty training at home, please let me know. If a child shows no interest in potty training, I may choose to discontinue and try again at a later date. Please do not ask me to offer "candy" to the child for going "potty". We use stickers or stamp.

Child Guidance Policy Statement

Children's behavior is influenced by their overall development, their environment, and their caregivers. Each child differs in terms of his/her activity level, distractibility, and sensitivity. Children must learn to develop socially acceptable and appropriate behavior as they grow to maturity.

Purpose of this Policy

This policy is the guideline that Victory Learning Centre will follow to assist children in developing self-control, self-confidence, self-discipline, respect and sensitivity in their interactions with others. Guidance is required to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others.

Guidance Strategies

It's important that the caregiver 'sets the stage' for a positive atmosphere and maximum opportunities for desirable behavior. This will be done by:

1. Explaining to the children what behavior will be acceptable and explaining the reason for the limits, doing so in a positive way
2. Focusing on the child's behavior, rather than on the child
3. Allowing the children time to respond to the expectations
4. Reinforcing appropriate behavior
5. Being willing to listen and respond in a fair and supportive manner
6. Observing children in order to anticipate potential difficulties

Intervention Strategies

One or more of the following strategies will be used to help create a positive climate and minimize problems in a supportive, rather than punitive way:

1. By establishing eye contact and calling the child's name in a calm controlled voice to gain a child's attention;
2. By remaining near the child in situations where he/she may be losing self-control;
3. Children will be reminded of limits taking their feelings into consideration.
4. For younger children or children with limited attention span and verbal abilities, I will attempt to change the behavior by distracting or diverting the child.
5. Verbal and/or physical assistance will be shown by modeling problem solving if a child is discouraged or frustrated.
6. Children will be offered choices in a non-threatening and non-punitive way to assist them in meeting expectations or to reinforce limits.
7. We will clarify the inevitable or unavoidable outcome of the behavior to the child.
8. If the child is unable to resolve a problem or take responsibility for their actions, they will be re-directed to another activity, or in special circumstances, be limited in the use of a piece of equipment.
9. If all else fails, the child will be removed from the situation in a way that ensures that the 'time away' is a positive learning experience:
 - (a) prior to the use of 'time away' the child will be given an explanation of what it means and what it involves.
 - (b) the 'time away' place will be located within the play area, where they can still be supervised, but far enough from the activity.
 - (c) the child will be allowed to determine when he/she can return to the activity.
 - (d) appropriate or acceptable behavior of the child following 'time away' will receive praise.
10. When a child is ready, they will be provided an opportunity to make amends.

Practices which are unacceptable

Victory Learning Centre considers the following practices unacceptable and will not tolerate their use:

- *corporal punishment, i.e. shoving, hitting, shaking, spanking
- *harsh, belittling, or degrading treatment
- *confinement, unsupervised separation from others, physical restraint as punishment
- *depriving children of meals, snacks, rest or necessary use of the toilet as punishment

SCREEN TIME

The children are allowed to watch Television sometimes after lunch, this gives me room to clean up and make their beds, and it's usually less than 30minutes.

OVERNIGHT CARE POLICY

- I will be assessable to all the children at the play area
- The nap room will take 1 - child while the play room will take 3 - children, total children for overnight care will be 4.
- There will be no need for child monitor in the rooms since I am right there in the play area

The following rules will be followed

No child over 6years will be allowed to share room with another of the opposite sex without direct employee supervision

- a. Sleeping Area
 - i. Has for each child up to 5sqft floor space
 - ii. There is a comfortable bed and crib in the room
 - iii. they will have a safe and suitable place to sleep.
 - iv. Is accessible to the child without passing through another sleeping area
 - v. The rooms are well ventilated and will be kept dry, clean and free from clutter and any unsafe object
- b. There is half bathroom for the children and adequate hot water
- c. If more than three children, the care provider will stay awake to ensure proper supervision
- d. Child to staff ratio will be maintain at all time

Note that;

care will not be provided for more than 13hrs.

Parents should please supply the following items in an overnight bag for your child's stay:

- Pyjamas / dressing gown / slippers
- Clean bedding and towels
- Suitable diapers and wipes
- Toiletries - toothpaste / toothbrush / soap / bubble bath / shampoo etc

- Clothing for the next morning
- Comforter / teddy for sleep if necessary
- Any other items you feel your child may need.

Towel will be sent home on a daily bases while beddings will be once every week for cleaning.

Release of a Child in Care from a Child Care Facility

It is my obligation to ensure that children in my care are supervised at all times. I will not release a child from my care to anyone except the parent of the child or a person authorized by the parent as an alternate, as set out on the Registration Form.

If I feel the person who arrives to pick-up the child appears to be incapable of providing safe care for the child, I will contact the alternate person who has been pre-authorized by the parent, to come and pick-up both the child and person who appears to be incapable of providing safe care for the child.

If someone arrives to pick-up the child who has not been preauthorized by the parent, I will not release the child except parent call and/or provide a written note signed by the parent. The person will also have to provide us with a valid identification

These practices are to ensure the safety of the child in care and provide additional safeguards to the child in care and to me

With respect to the reference of a person “incapable of providing safe care” this means an individual’s behavior that could potentially be harmful to the child such as when the person appears to be intoxicated, is under the influence of medication or has just been in a stressful situation.

If an authorized person arrives to remove the child from care, who in my opinion is incapable of providing safe care, and they insist on removing the child from care and attempt to drive, I will immediately contact the Police.

At no time will a child in care ever be released to anyone under the age of 12 years.

If there is a Custody Agreement that has been filed with the Courts, it is mandatory that the child care provider is supplied with a copy of same. This document may be required if the need arises for the child care provider to contact the Police when the non-custodial parent arrives at the child care facility to remove the child from care.

WELLNESS/ILLNESS POLICY STATEMENT

Parents agree to keep their child/children at home or seek alternate care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Headache or stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
- Nausea or vomiting
- Sever itching of body and scalp
- Known or suspected communicable diseases.

It is required to keep (or take) a child home when the child:

- Is suffering from one or more of the above symptoms
 - Is not well enough to take part in the activities at the daycare including playing outside
- ULTIMATELY THE CARE OF THE CHILD IS THE PARENT'S RESPONSIBILITY

Parents will inform the daycare within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. This is to protect my family and the other families who attend the daycare. Failure to do so is grounds for immediate termination of care.

Parents agree that a child will be symptom free, without the aid of symptom reducing medications such as Tylenol, for a full 24 hours prior to returning to daycare. I reserve the right to ask for a note from your family doctor, depending on the illness/disease.

MEDICATIONS POLICY

Prescription medications will only be given to a child in care with the following conditions:

- As recommended by the doctor
- Parent gives written permission to the caregiver, with full instructions as to dosage, and times to administer medication. (forms are available at daycare for this purpose)
- All prescribed medications must have the child's name on the prescription bottle.
- Non-prescription medications will be administered as per recommended dosages by the parent, written note from the doctor or a written permission from parent.

Care Of A Sick Child And Notification Of Parents

- In the event of your child illness in my care, I 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 your child is seriously ill, you or an alternate must come for the child immediately. If I cannot reach a parent, I 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.

Conflict Resolution Policy

There are a number of specific steps that I will use in my childcare centre to diffuse a tense situation

- I will make myself available to parents during morning arrivals and afternoon departures. Parents are encouraged to inform me of any abnormal or significant incidences within past 24 hours prior to arriving the centre. I will inform the parents of the child's day whilst in care.
- Recognize and acknowledge the problem. I will address issues promptly before it crosses my comfort zone
- I believe communication is very necessary in resolving conflict. I will endeavor to communicate verbally each day but this may not be always possible due to time restraints in the centre. Alternative processes will be in place to exchange information from home to centre and vice versa (email or written note). Every effort will be made to open channels of communication and these will be evaluated regularly to ensure the needs of the parents are being met.
- Parents may ask for meetings with the me to discuss their child related issues, giving one-week notice, allow staff time to prepare and vice versa.
- Parents are also able to e-mail at the centre or send text message
- I may request meetings with parent to discuss child related issues, giving one week notice to allow me time to prepare.
- All effort will be made by me to maintain effective level of communication with parent in order to reduce conflict.

- I the director is responsible for translating information if necessary, to families. Anytime procedures change that affect the operations of the centre throughout the year, parents will be notified.
- Being professional has many faces to it, but the most important is being respectful. Sometimes a parent has a demand that I can't satisfy. In that case, I acknowledge their concerns and explain how decisions like this are made in my program. I will be respectful and firm about our policies at the same time are advised to be respectful too

Parent Code of Conduct

I strive to create a supportive family atmosphere in which the program is an extraction of both home and community. I believe we must all work together in order to meet the needs of our children.

Any deliberate, harsh or degrading measures directed towards me will not be tolerated. I ask that you direct any concerns you may have in person or in writing.

If I am unable to meet your needs, or my standards do not meet your requirements, I respect your right to choose alternative facilities.

Care Provider Role and Responsibilities

The role of an early childhood educator in the life of a developing child can not be overlooked. I acknowledge that I play an important role in the life of your child.

My responsibilities as a childcare provider are to

- nurture, teach, and care for children who have not yet entered kindergarten and supervised older children, before and after school
- help the children socialize with other children of their age group when they are in my care
- provide continuous supervision to children and attend to their health, safety and nutrition needs
- organize activities and implement curricula that stimulate children's physical, emotional, intellectual, and social growth
- help children explore individual interests, develop talents and independence, build self-esteem, and prepare for more formal schoolings
- prepare bottles and change diapers. Making sure the child is fed and dry at all time if I have an infant in my care
- assist parent in potty training for toddlers
- establish and maintain supportive relationships with children and parents
- maintain center, rooms and play areas in a clean, orderly, and safe condition; set up rooms and areas for various activities such as lunch, naps, games, etc.
- records daily observations of children's behavior and activities; monitors behavioral patterns
- works with family to devise learning and development strategies as necessary.

- maintains accurate attendance and registration records; maintains appropriate confidential records.
- monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate office
- maintains child First Aid and CPR; developed myself educationally
- interact positively with children and act as a role model
- provide parents with receipts for the payment of child care fees
- maintain confidentiality and secure all records

Remember, this family daycare is here to serve and meet your need for child care
To help me serve you better, do not hesitate to express your complaint and concern.

The Role and Responsibility of Parent

It is the parent responsibility to

- provide financial support for the child according to their ability and to pay other charges not cover by child subsidy if their child is on subsidy
- provide information about their child
- interact positively with their child and other children and family whenever they come in contact, during drop off or pick up
- bring all complaints, concerns or problems directly to me
- prepare the child for their child care experience by using gradual entry procedure
- inform me of changes in address, phone, employment or emergency information
- inform me of any changes in family situation, custody and access of parent
- inform me of any changes in care hour or day needed, or drop off and pick off
- supply any special food, extra clothing, sun cream, (together with required permission slips to apply the sun cream) house shoe, lunch or infant equipment and supplies that we agree upon
- inform me of any illness or contagious disease that might affect the other child care children or my families
- respect my home, family, property, privacy, culture, religion and other children in care
- ensure they pick up their child at the agree upon time
- provide me with name of emergency back up person
- provide me with authorization to get emergency medical care for their child
- ensure that the child is brought to daycare well rested, healthy, fed and clean
- provide me with appropriate and adequate notice before removing their child from my day care
- ensure that they have read and understand my policy and have signed necessary document as required

Your business is highly appreciated

REPORTABLE INCIDENT

Minor incident will be documented in the incident documentation book at the facility.

I will report every reportable incident to licensing or the authority concern immediately or within 24hrs depending on the seriousness of the incident. The following are reportable incident;

- Food poisoning/poisoning/serious allergy
- A fall involving injury that required medical attention
- Serious injury coursed by another child in care
- Medication error
- Missing or wondering child
- Motor vehicle injury
- Physical abuse
- Sexual abuse
- Unexpected illness
- Disease outbreak in the daycare
- And/or any condition or event which could reasonably be expected to impair my ability or that of my substitute from providing care or which affect the health, safety or well being of the children in care

Lost Child Policy

As soon as I realize that a child in my care is missing from the group, I will secure the other children with a mature adult. I anticipated no such incident, but as a precaution I have instituted the following procedures:

- responsible adult and begin a search of the immediate area
- After two minutes: I will expand the search area. If we are in public building, I will have the child pages if possible
- Get as many people involved as I can in the search
- After ten minutes: I will call the police and inform them of the child's name, age, weight, height, clothing and footwear and record the file number that the police will give me
- Then I will call the parents to inform of what has happened, what is being done and that I will call them back in few minutes to update them
- When the child is found: I will call the parent/guardian, alert everyone else involved, hold a debriefing as soon as possible

- As a follow-up: I will assess the problem and make changes if necessary, to avoid the risk of a similar incident. As well, I would further educate the children in my care about the importance of staying with the group.

Confidentiality Policy

Confidentiality is critical to building trust in my relationships with families, and is my professional responsibility.

Confidentiality will be maintained in the following ways:

All documents, contracts and information regarding the child will be kept in a filing cabinet, which will be inaccessible to everyone except the caregiver, a substitute caregiver and Licensing

At no time will the care provider talk about a child or their family with anyone within the facility, including other clients, and will never talk about a child or their family outside the facility

Smoking Policy

My home is completely smoke free. There is no one smoking in my family.

This is to inform parent that smoking is prohibited in and around care facility when children are present.

Please, do not smoke when dropping off or picking up your child from the day care

Thanks for your cooperation

A Fire Safety Plan

There is an emergency evacuation policy that is reviewed, practiced, and recorded on a regular basis.

In preparation for emergency situations (practice)

- Smoke alarm is in the hallway,+
- and kitchen and will be tested monthly,
- A first aid kit, an attendance record, a pen or pencil and an emergency information card for each child are ready, one in the car, one in emergency bag, and the other in play room.
- Emergency supplies, including water and food will be kept in an accessible place. The supplies will be check and rotated on a regular schedule.
- A buddy system will be adopted and practice regardless of the number of children in the facility.
- All staff (if any) will know how to work the fire extinguishers, shut off gas lines, hydro, water and furnace

- Children will be taught what to do in case of fire, earthquake and other emergencies. Evacuation drill will be practiced once a month and date, time, number of children and outcome and recommendations recorded in a book.
- A simple diagram of exit path from the building to the meeting place will be posted along with all emergency phone numbers
- Our meeting place will be front of the house
- In case we will need to vacate the premises, we will be at Green Timber Elementary School at 144 Street and 88 Avenue or Green Timber Evangelical Church at 88 Avenue

Transportation Policy (I am not transporting children at this time). If this changes in the future, I will follow the following guidelines;

Victory Learning Centre will employ a responsible adult to **pick-up and drop – off children from Simon Cunningham and Green Timber elementary Schools**. My car is insured with 3-million Liability and has collision coverage. Also, I have class 5 BC driving license with a clean driving record. Age-appropriate child car seat or buster seat for safety will be provided for transportation

All parents are responsible in dropping and picking up their child/ren to and from the facility.

For any field trip, we will get yellow bus to transport us, all parent will have to contribute to the payment and also sign transportation agreement forms provided by the daycare.

On field trip, we will be going with the following

1. First aid Kit
2. Flash light
3. Emergency cards
4. Water/snacks
5. lunch
6. Children will be on uniform
7. Extra teachers and volunteers

Child Abuse/Neglect Reporting Policy

As a citizen of British Columbia, I am required to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development as outline in the child, family and community service act.

- It is not my responsibility to investigate or question the circumstances of the suspected abuse. I will not inform you or anyone else of my suspicions and subsequent report to the ministry.
 - If the child is injured, I will examine and question the child to ascertain if the injury needs medical attention
 - It is the ministry responsibility to investigate any report and to inform all those involved of their investigation
 - I will document the incident and the name of the officer I spoke to at the intake
- The health and well-being of the children is my first concern.

Nutrition policy

- Victory Learning Centre is **nut free** as some children may be allergic to nut
- If your child is allergic to any food, please, let me know.
- Parent/guardian are to bring lunch, snack and drink with their child(ren). If no drink, I will provide water for the child. Menu is carefully planned to follow the Canadian food guideline
- Please, do not bring your child with fast food as this will undermine my effort to teach healthy habit to the children.
- During meal time all activities will be packed away, tables set, all children will sit at tables, teacher will also sit with the children and assist in their eating, where assistance is necessary.
- Where the weather permits, the environment will include outdoor eating experiences for the children
- All precautions will be taken to prevent a child from choking, no overly hard raw fruits and the children must sit at all times when eating.

Throughout the day water will be available for the children

DAILY SCHEDULE

Our daily schedule is very flexible to allow for unplanned events or other opportunities that may arise throughout the day. Some days we do not fit all this in....but we try

We have a movie day once a week on Fridays. I choose the movie! We usually watch it after snack in the afternoon or eat our snack while watching the movie. This is only done as a special reward because we had such a good day"

We will be outside everyday to play in the backyard. (weather permitting).

7:30 am - 8:30 am	Arrivals/ Free Play/ Art & craft/Science
8:30 am - 9 am	Morning Snack/Diaper change
9am - 9:30 am	Preschool Writing
9:30 am – 10am	Circle
10 am – 11am	Free Play indoor or outdoor
11 am - 11:15 am	Clean-up Playroom - Wash up for Lunch
11:15am – 12pm	Lunch/diaper change/toileting
12pm - 12:30pm	Reading
12:30 pm – 1pm	Praying /preparing to nap
1pm - 2:30 pm	Quiet/Naptime (Children who do not nap are provided with quiet activities while the others sleep)
2:30 – 3pm	Wake up Time
3:00 pm - 3:30 pm	Afternoon Snack
3:30pm - 4:00pm	Structured Play/ group activities/ puppet theater/ outdoor play, indoor games, etc.
4:00 pm – 5:30pm	Free Play/Parent Pickup/clean-up

Developmental purpose of activities planned.

The purpose of activities plan is to develop the children's

1. large and small muscle as they are growing
2. imaginative power
3. self esteem
4. social skills
5. to teach them to respect themselves and others
6. to teach them the societal value and culture

Outdoor Learning Activities

Regular Daily Activities

Our regular outdoor activities are actively supervised by child care provider to ensure safety and prevent accident. The backyard is fenced to allow children play freely weather permitting.

Below are the outdoor activities;

3:00 to 3:30pm; we take our snack indoor or outdoor

3:30pm; we engage in various activities, we

- Play tennis
- Soccer
- Basket ball
- I encourage motor skills by allowing the children push each other on the tricycle in the field
- Play with sand
- Blow bubbles
- Sing a song
- Play bowling
- Crawling, climbing and sliding on the play castle
- Play with sprinkler if the weather is too hot

4:45pm to 5pm, parent pick-up

In the morning between 10am to 11am will may do act and craft outdoor if weather permit.

4:30pm – 5pm Clean-up by teacher

OTHER FORMS

Field Trip Authorization

It is suggested that provider have two field trip permission forms. One should be a general form that is signed once by the family, for everyday activities such as walking to school or park. A second, more specific permission form should be used for each field trip that is a little more out of ordinary such as swimming, out of town destination or to farm.

General, Local Field Trip Authorization

I _____ give _____ and her employees (if applicable), permission to take my child, _____ on short field trip and other outings as part of the daycare program.

This includes transportation by car, bus, taxi, or on foot AND is granted only if my child will be appropriately restrained in any vehicle.

Parent initial _____ Date _____

Care Provider initial _____

Specific Field Trip Authorization

I _____ give _____ and her employee (if applicable), permission to take my child, _____ to _____ this includes transportation by _____

This permission is granted only if my child will be appropriately restrained in any vehicle and for this trip only.

Parent initial _____ Date _____

Care Provider initial _____

CHILD RELEASE FORM

I, _____, authorize
PRINT NAME OF PARENT/GUARDIAN HERE

the release of my child, _____ to
PRINT CHILD'S NAME HERE

_____. S/he has been
PRINT ADULT'S NAME HERE

informed that picture identification may be required, and that my child must be checked out with the teacher. _____

INITIALS OF PARENT/GUARDIAN

DATE: _____

VICTORY LEARNING CENTRE

14058 88A Avenue, Surrey, BC V3V 7T4

Email: vcc55@yahoo.com; Tel: (778) 881 -7306, Home: (604)951-8447

REGISTRATION FORMS

My Parent/Childcare Provider Agreement

This agreement is between _____ (parent/guardian)

Address _____ Phone _____

Email: _____

and Edith Oratokhai owner/operator of Victory Children's Centre for the care of
_____ (child's name)

HOURS OF OPERATION: Monday to Friday; 7:30 a.m. – 5:30 p.m. (Flexible)

I will be closed on all Statutory Holidays such as New Year Day, Family Day, Good Friday, Esther Monday, Victoria Day, Canada Day, BC Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day and as well as a two-week period in the month of December, I usually follow the elementary school calendar (adequate notice will be given in this regard). All statutory holiday is a pay holiday including my vacation period.

MONTHLY FEES

Monthly fees include all sick days, statutory holidays and vacation time - these are paid days. **Fees are based on booked days not attendance.** Refunds and credits will not be given for days where your child does not attend.

Full Time: (5 days per week) After fee reduction

30-Month to 36-Months \$650 per month (Per child)

37-Months – 6years \$500 per Month (Per child). If not on diaper

Child with Special Needs \$650

There is extra \$50 Charges for 3.5years old and above still on diaper

Note:

- **-A full day rate will be charged for school holidays/in-service days and summer vacation.**
 - **Care will not be given to any child more than 9 – hours. If your child is staying more than 9-hours there is an extra charge \$12/hour**

Part-time and Drop-in: (less than 5 days per week)

Up to 3 - Years \$65 per day (per child)

48Months above \$50.00 per day (per child)

Drop-in \$65/day or \$10/hr/child

AFFORDABLE CHILDCHARE

Parents who qualify for childcare Subsidy must have full approval in place prior to attendance. Any fees not covered by Subsidy are the parents' responsibility and are payable on the first week of each month in advance.

DEPOSIT/REGISTRATION

Half Month deposit of your tuition which will be refunded if you give us a month notice that you are leaving the childcare

A non-refundable deposit fee of **\$50.00** (per child) is required upon completion of registration to secure your child's placement in care.

Registration is not complete, and care will not commence until all the paper work is done. Prior to the start date of care the following must be received by Victory Learning Centre for each child:

- **Registration Form**
- **Immunization Record**
- **Refundable Deposit**

Affordable childcare Forms (parents are responsible for filing out these forms for Victory Learning Centre to sign and making sure that the form is received by the childcare Subsidy Office IMMEDIATELY UPON SIGNING

PAYMENT POLICY

Parents agree that all monthly fees (full time and part time attendance) will be paid first week of each month in advance. Drop-in fees are payable per occurrence.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays and vacation time).

A fee of \$50.00 will be charged for all NSF cheques. Upon a second occurrence of an NSF cheque, all subsequent payments must be made in cash or bank draft.

LATE ARRIVAL /PICKUP POLICY

Please advise the daycare a day before if your child will be arriving before 7:00 am or if your child will be arriving earlier or later than the pre-arranged time.

It is the parents' responsibility to ensure that children are picked up no later than 4:45 p.m. If you are not able to pick up your child by 4:45 p.m. alternate arrangements must be made.

Please notify the daycare if an unauthorized person will be picking up your child. Written permission must be received before I will release a child to anyone who is not authorized on the registration form. I will be requesting to see the person's ID-card

In the event that a parent cannot be contacted, it is the policy of Victory Learning Centre to call an emergency contact should a child remain in care after 6pm.

Late Pick-Up Fee (if your child remains in care after 5pm)

1 hour = \$30.00

$\frac{3}{4}$ hour = \$22.00

$\frac{1}{2}$ hour = \$15.00

$\frac{1}{4}$ hour = \$ 7.50

This is 50c per minute

This late fee is due and payable upon pickup.

PICKUP/DROP OFF TIMES AND PAYMENT

It is further agreed that your child/ren will start attending the daycare on _____
. Arrival time will be at _____ a.m. and pickup time will be at _____ p.m.

PAYMENT

Your first payment will be due on _____ in the amount of \$ _____. All payments thereafter will be due on the first of each month in advance in the amount of \$_____

I/We _____ / _____ have read and agree with the above statements.

Parent/guardian initial

Parent/guardian initial

Note: If child in custody of both parents then two signatures are required.

When the Care Giver become ill

We will make arrangement for alternate qualified care provider. our alternative is a care provider who has completed all required documentation required by Licensing, including a clear criminal record check, healthy and has been interviewed to demonstrate that he/she is competent to work with children.

In conclusion, we are responsible for the protection of all the children in day care. we will ensure their safety and prevent the spread of deceases in the facility

Regular Alternate/Substitute Caregiver Consent Form

I hereby give consent for the caregiver (or substitute) _____ to leave my child/ren in the care of an alternate/substitute caregiver as the care provider has deemed appropriate or necessary. Excepting emergency situations reasonable effort will be made to ensure that both the parent and the children have met the alternate/substitute care provider in advance.

I have read, understand and agreed to the policy of Victory Learning Centre

Parent Name: _____

Sign _____ Date _____

Parent Name: _____

Sign _____ Date _____

Caregiver Name: Edith Oratokhai

Sign _____ Date _____

VICTORY LEARNING CENTRE

Registration Form For Child Care

(Please complete this form for each child)

Date of Enrollment: _____

Name of Child: _____ Birthdate: ____/____/____ Sex: M __ F __
yy mm dd

Full name of Parent(s)/Guardian:

1. _____
2. _____

Address:

1. _____
2. _____

Telephone Numbers: HOME: 1. _____ WORK: 1. _____
2. _____ 2. _____

Place of work: 1. _____
2. _____

Care Card Number: _____ Family Doctor: _____

Phone Number: _____

PERSONS AUTHORIZED TO CALL FOR THE CHILD AND CONTACT IN EMERGENCY:	
Name	Telephone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Names of other children in family:

_____ Birthdate: _____
_____ (yy/mm/dd) _____
_____ (yy/mm/dd) _____

Has the child had previous experience away from home? NO YES If YES, explain:

Do you think your child feels comfortable leaving parents? NO YES If YES, explain:

Special instructions concerning Care, Medication, Diet, or **Formal Custody Agreement**:

NO YES **ATTACH DOCUMENTATION**

HEALTH HISTORY

Has this child any known health problems or depressed immune system?

NO YES - If YES, attach documentation.

List communicable diseases child has had: _____

Has he/she had any recent illness? NO YES - If YES: _____

Any allergies? NO YES - If YES, list ALLERGENS: _____

Attach special instructions to follow in the event of an allergic reaction.

What are the child's eating habits? _____

Favorite foods: _____

Strong dislikes: _____

Basic Schedule and Record of Immunization as submitted by Parent or Guardian
 (ATTACH IMMUNIZATION RECORD OR RECORD THE DATES)

	Date (yy/mm/dd)		Date (yy/mm/dd)
1 st visit – 2 months of age:		4 th visit – 12 months of age:	
<input type="checkbox"/> Diphtheria	_____	<input type="checkbox"/> Measles	_____
<input type="checkbox"/> Pertussis	_____	<input type="checkbox"/> Mumps	_____
<input type="checkbox"/> Tetanus	_____	<input type="checkbox"/> Rubella	_____
<input type="checkbox"/> Polio	_____	<input type="checkbox"/> Meningococcal C	_____
<input type="checkbox"/> Haemophilus Influenzae Type b (Hib)	_____	5 th visit – 12 months after 3 rd visit:	
<input type="checkbox"/> Hepatitis B	_____	<input type="checkbox"/> Diphtheria	_____
<input type="checkbox"/> Pneumococcal	_____	<input type="checkbox"/> Pertussis	_____
2 nd visit – 2 months after 1 st visit:		<input type="checkbox"/> Tetanus	_____
<input type="checkbox"/> Diphtheria	_____	<input type="checkbox"/> Polio	_____
<input type="checkbox"/> Pertussis	_____	<input type="checkbox"/> Haemophilus Influenzae Type b (Hib)	_____
<input type="checkbox"/> Tetanus	_____	<input type="checkbox"/> Measles, Mumps, Rubella	_____
<input type="checkbox"/> Polio	_____	<input type="checkbox"/> Pneumococcal	_____
<input type="checkbox"/> Haemophilus Influenzae Type b (Hib)	_____	4 – 6 years of age:	
<input type="checkbox"/> Hepatitis B	_____	<input type="checkbox"/> Diphtheria	_____
<input type="checkbox"/> Pneumococcal	_____	<input type="checkbox"/> Pertussis	_____
3 rd visit – 2 months after 2 nd visit:		<input type="checkbox"/> Tetanus	_____
<input type="checkbox"/> Diphtheria	_____	<input type="checkbox"/> Polio	_____
<input type="checkbox"/> Pertussis	_____	Other Immunizations:	
<input type="checkbox"/> Tetanus	_____	_____	_____
<input type="checkbox"/> Polio	_____	_____	_____
<input type="checkbox"/> Haemophilus Influenzae Type b (Hib)	_____	_____	_____
<input type="checkbox"/> Hepatitis B	_____		
<input type="checkbox"/> Pneumococcal	_____		

I authorize the child care provider to obtain the following services for this child as necessary:
Physician and/or Ambulance in the event of an emergency.

Signature of Parent/Guardian

Signature of Child Care Provider

Date _____

Date _____

NOTE: If there is a custody agreement in effect, please, give details as they relate to the child in care and attach a copy to this form