

***Schola Bohemia Services
Before and After School Care***

***3151 York Street
Port Coquitlam, BC
V3B 4A7
604-761-4167
(During Business Hours Only)***

Info & Registration :

Rita Langrova

604-220-4250

Langrova@shaw.ca

Emergency Shelter:

3120 Coast Meridian Rd. ,Unit41

Port Coquitlam

V3B 5K1

Out of Province Contact in Case of Emergency

ABC District Office

780-474-0063

PHILOSOPHY

Welcome to Schola Bohemia Services Before and After School Care.

The Schola Bohemia Services was established in 2011 to provide care for school age children of working parents. We aim to provide a warm, Christian, home-like atmosphere in which the child is led to an awareness of the Love God has for each one of us. This awareness is the foundation on which the child builds a sense of self worth and self respect. This same foundation encourages the child to reach out in love to others, to live life to the full.

As a team, we are committed to providing a safe and stimulating environment for your children to grow, learn and develop as a whole person. We realize that each child develops at his/her own pace. With our trained staff's knowledge and commitment of child development, it allows us to plan and respond to your child's individual needs.

These are the years of tremendous growth and change. The program is planned with many different experiences so that each child can develop socially, emotionally, mentally and physically in a safe and happy environment. We offer daily planned activities and lots of free choice to develop and increase each child's self esteem.

We encourage the children to take responsibility for their own decisions and actions and accept the logical consequences that follow. In turn, this helps children to resolve their conflicts and improve their problem solving skills.

The Schola Bohemia Services staff believe that parents, staff and children are all a part of the same team; therefore relationships between all are essential to make your child feel like part of our program.

Payment Policy

Hours of Operation:

September to June 7:00am -8:45am 3:00pm-6:00pm

Options	Daily Rate
FULL DAY /DROP IN FULL DAY	\$ 19.50
AM ONLY/ DROP IN AM	\$ 10.00
PM ONLY/ DROP IN PM	\$ 16.50
ProD DAYS	\$ 35.00
EARLY DISMISSAL	\$ 25.00

To calculate your Monthly Fee:

Multiply the daily rate by the number of days in the month you committed to. (Monday through Friday). All payments are due on the first day of each month by cheque or money order payable to Schola Bohemia Services. We reserve the right to close any account overdue by 15 days. Minimum of two weeks Cancellation notice is required or two weeks fee in lieu of that Notice.

If the account is overpaid while Cancellation Policy followed, the remaining money will be returned to client by Schola Bohemia Services on the last day of child's enrollment. Any overpayment while enrolled in the program will be applied to the next month.

Statutory Holidays, Christmas, March Break & Summer

School Bohemia Services will be closed during the Christmas, March Break, Summer and all Statutory Holidays. Parents will be not charged fees for Christmas, March Break and Summer holidays, but regular daily fees will apply to all Statutory holidays.

Schola Bohemia Services will consider to operate a camp during any of the holidays listed above, if operation desired by community (min. 10 children required).

5 business days Cancellation policy prior to the scheduled Camps applies.

ProD Days & Early Dismissals:

If the ProD Day or the Early Dismissal Day falls on the day your child is registered for, and your child will be absent, your regular daily fees will be assessed. If your child participates during any of the days listed above, the increased rates as listed in the chart above will be assessed. This policy will be strictly enforced as your child's presence or absence will determine the staffing for the programs over those periods.

5 business days Cancellation policy prior to the scheduled ProD day/Early dismissal day/Camps applies.

Late Fees:

A \$1.00 a minute charge per child is due for any child remaining at the centre after the 6:00PM closing time and will be automatically added to next month billing invoice.

Drop In

Schola Bohemia Services offers Drop In care option if space is available. Fees will be assessed at the end of each month. "Drop In" is considered as a random/emergency enrollment.

Notice

Schola Bohemia Services reserves the right to accommodate with priority the clients, who require full time care for their children.

Arrival and Pick Up

Schola Bohemia Services program operates from the HLCS Kindergarten A, Gr.3B and Gr.4A classrooms. Co-operation with all staff of HLCS is essential for running a successful program.

To ensure child/ren safety, each child must be signed to the Schola Bohemia Services attendance list

In /at their arrival to the centre/ and

Out /at their departure from the centre/.

This is done by staff of Schola Bohemia Services. Parent's responsibility is to ensure that staff of Schola Bohemia Services is aware of child's arrival and departure, especially if picking up their children from the playground. It is very important that you let us know if your child does not require pick up after school as we will search for your child if we think we are supposed to pick them up.

Nutrition

Schola Bohemia Services does not provide any meals, snacks or drinks to children. Parents are fully responsible to provide variety of lunches and food snacks for their children. Schola Bohemia Services will encourage parents to provide food with maximum nutritional value in accordance with Canada's food guide.

We also take great care to ensure that children with life threatening food allergies are not placed at risk while in our care. Parents are responsible to list all life threatening allergies into the child's application package.

We are not Peanut/Nut Free care, but in case of life threatening allergies to nuts the Peanut/Nut Free policy will be implemented.

Please check with staff for further directions on providing treats for special occasions or birthdays. All parents will be provided with a Summary of Life-threatening Allergies at the beginning of the school year and /or when updates to the Allergy list occur.

Smoke Free Environment

Schola Bohemia is a smoke free environment. Smoking is not permitted anywhere on the premises including the parking lot.

Clothing

Parents must supply their children with necessary and appropriate clothing to keep their children warm, comfortable and dry.

Wheeled shoes are not permitted at any time. They present a serious safety hazard.

We would request that children not wear jewelry while in attendance at Schola Bohemia Services. It is easy for the jewelry to become caught on clothing, toys and equipment in the care. The jewelry can fall off without the child or staff being aware or it can be broken or damaged.

All scarfs must be tucked into the jackets when outside in the playground.

Toys and Electronics

Schola Bohemia Services Program has an adequate supply of toys and games for the children to play with, therefore there is no need to bring toys from home.

If Child/ren decide(s) to bring a home toy to the center, we ask that the toy not be breakable or of weapon type. All children must share the item they bring. If the item is not shared or becomes a concern, the staff may decide to put it away until the child goes home. There will be no trading or giving of toys at the center.

No electronics of any type are permitted ,unless previous arrangements are made with staff.

Movies may be offered during ProD days and camps.

Schola Bohemia Services assumes no responsibility or liability for lost, stolen or damaged possessions brought into the program.

Privacy Policy

Schola Bohemia Services is committed to protecting your personal information. This is our privacy commitment to you. We collect your personal information in accordance with the applicable legislations only to provide the services for which you have requested and to provide you with information about Schola Bohemia Services. Your personal information is processed and stored in a secure and confidential manner with strict access control. Personal information that is no longer required will be shredded and disposed of in a manner that maintains confidentiality at all times.

Behaviour Management Policy Statement

The behaviour management policy of Schola Bohemia Services is to:

- 1) Create and maintain an atmosphere of trust and learning.*
- 2) Encourage children to have respect for themselves, each other and the environment.*
- 3) Teach children self-discipline and responsibility, and to foster the development of a positive self-image.*
- 4) Design programs that give children a sense of control over themselves and their situations.*
- 5) Encourage children to express their feelings in a positive manner and to use words rather than actions to resolve conflicts.*
- 6) Discipline positively.*
- 7) Have a commitment to positive behaviour management as a criterion for employment at Carmelite Day Nursery.*
- 8) Consider the parents of the children as partners in our efforts to provide a safe, stimulating and positive environment for the children.*
- 9) Keep the parents informed of the accomplishments of, and any concerns about, their children.*
- 10) Forbid the use of the following:*
 - a) corporal punishment of a child.*
 - b) deliberate use of harsh or degrading measures against a child to induce humiliation or the loss of the child's self-respect.*
 - c) deprivation, or the threat of deprivation of such basic needs as food, shelter, clothing or bedding.*
 - d) confining a child in an unfamiliar room, or a room separate from other children or adults.*
 - e) screaming or abusive language.*

The staff at our center reviews the Behaviour Management Policy and signs a statement bi-annually that they will comply with these guidelines.

Fire Drills and Emergency Procedures

Safety procedures and drill have been put in place and synchronized with HLCS procedures for:

- *Fires*
- *Earthquakes*
- *Lock downs*
- *Weather*

Program conducts monthly fire drills, as required by the FH Licensing authority. In the event of an actual fire or an emergency situation it may be necessary to evacuate the building. Schola Bohemia Services will use McLeen Park /nice weater/ or an emergency shelter if necessary for children's safety.

Emergency Shelter:

*3120 Coast Meridian Rd., Unit #41
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V3B 5K1
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Out of Province Contact in Case of Emergency

ABC District Office 780-474-0063

Schola Bohemia Services will use the Out of Province contact to provide parents with further update on emergency procedures when local phone lines would be out of service.

ILL CHILDREN

Schola Bohemia Program strives to ensure that all staff and child(ren) remain in good health. The staff will perform a daily health check on all children as they arrive at the centre. Any signs of ill health, marks or other anomalies will be recorded in the daily log. Children will be monitored throughout the day for symptoms of ill health.

A general guideline for determining if your child should be at the childcare is as follows:

*If the child is too ill to participate actively in all aspects of the program including **outdoor** play, the child is too ill to be in child care.*

(Staff are required to maintain the ratio (staff/children) at all times, therefore staff are unable to stay indoors with child(ren) who cannot participate in outdoor activities).

A child should not be at the Centre if he/she has any of the following:

- *Serious diarrhea.*
- *Unexplained vomiting*
- *Unexplained rashes*
- *Paleness or flushed face or constant continual crying*
- *Lice - the child must be free of all lice including nits before returning to the Centre.*
- *Any contagious or infectious diseases as listed by Fraser Health Department /a list may be obtained from the Centre Manager/*
- *Times when a child is not showing signs of a definite illness, but is not able to handle the stress of the day. It will be the decision of the Centre manager and the staff on such occasions as to whether the child can remain at the center or should be taken home.*
- *Fever of 100F/38C or above*

For further guidance, please talk to the Centre Manager or staff. If your child is absent due to illness, please advice the staff as soon as possible about the type of illness your child has contracted. This will help the staff to identify possible symptoms in other children.

If your child is ill with one of the reportable communicable diseases it must be reported to the Centre Manager as soon as possible as other parents must be notified of the illness presence.

Isolation Strategies

A child who develops symptoms of ill health during the stay at the centre that requires he/she be sent home will be isolated from his/her peers and the parent contacted and asked to collect the child from the centre. While awaiting pick up the child will be placed in the other room or a separate part of the playroom to minimize the exposure to the other children.

Exclusion Policy

Schola Bohemia Services Program follows the guidelines instituted by Fraser Health when determining when children should be excluded from care and the length of the exclusion.

In general, a child will be excluded from the program if the illness:

- *prevents the child from participating fully in the program activities of the centre*
- *results in greater care than what can be provided for at the centre (e.g. requesting the child be kept indoors during outdoor play periods)*
- *is an infectious disease that necessitates isolation and exclusion in accordance with Fraser Health.*

Medication Policy

No medication will be given to a child without proper documentation.(Please request more info from Schola Bohemia Services Manager).

If non-prescription medications are to be given, a note from the doctor needs to be provided.

All medication needs to be supplied to the childcare in the original container with the child's name, prescribing physician's and pharmacist's direction for use including dosage.

All medication will be locked in the safe place.

Playground Policy

As a licensed childcare, as per Community Care and Assisted Living Act we are obligated to follow Active Play Legislation.

Schola Bohemia Services recognizes the importance regular physical exercise and fresh air provide for the proper growth and development of the children, therefore all children are expected to participate fully in our outdoor program.

During outdoor play, children must wear the proper attire.

On days when the weather conditions prevent us from taking children outside for their regularly scheduled playtimes, alternate gross motor activities may be provided for the children indoors.

Field Trip Policy

*Schola Bohemia Services plans special trips to places of interest throughout the year. Each time a field trip is planned, parents will be given a permission form. The permission form will outline the destination; date and time of the trip including the time children need to arrive at the center in advance of the trip and the expected time of return to the center, and the method of transportation. If any special items are required for the day's activities, these will be listed as well. The permission forms **must** be completed in full, signed and returned to the center by the deadline listed on the permission form. Children who do not have a signed permission form **will not** be permitted to participate in the trip.*

Homework Support

Schola Bohemia Services staff work close with all HLCS teachers and administration staff in support of your child's/children's learning. Homework time and homework support is offered after the outdoor activities.

Please, note that we can not offer individual "one on one" attention as this is a group childcare.

***Thank you for taking time to read
our Parent Handbook.***

Updated: August 27,2017