



# Highroad Children's Centre

8860 Broadway Street, Chilliwack BC V2P 5W1

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604-393-6667

## ***Welcome!***

We are delighted that you have chosen Highroad Children's Centre for your child's Preschool or Out-of-School program and welcome the opportunity to teach your child and work alongside your family.

## ***I. Our Mission:***

- To show God's love to **all** the children in our community
- To teach them about living a Christ-centered life
- To give a good quality early education
- To provide exciting, stimulating and convenient care.
- To provide support, information and encouragement to families as they progress along their faith journey
- To learn to love and respect each other, as Jesus would have us do

## ***II. Philosophy:***

We believe children learn through play. Children are valued as special, unique individuals and are encouraged to learn and grow at their own pace.

We provide a rich environment full of educational opportunities in which children learn to socialize with other children in an appropriate way.

We offer a nurturing and fun environment in which parents can be assured that their children are getting the best quality educational care. Our programs are designed to meet the spiritual, intellectual, emotional and physical needs of each child.

## ***Preschool***

The preschool is curriculum based, with a wide range of activities including circle times, arts and crafts, dramatic movement and music, gross and fine motor play, beginning

letter/number recognition, as well as social and science exploration. Bible stories, songs and prayer are interspersed throughout the program.

A monthly newsletter will share themes, activities and other pertinent information for the month. Children will participate in baking or cooking activities approximately once a month.

### ***Out-of-School Care***

Staff members provide a safe, comfortable atmosphere where all children feel respected and accepted. The differing needs of school – aged children are planned for, ensuring that all aspects of child development including social, emotional, physical, intellectual and spiritual growth are nurtured and encouraged. Healthy peer relations are promoted by learning to cooperate and collaborate together. Children are given opportunities for and support with homework.

## ***III. Admissions***

**Any child** within the community can apply to our various programs, regardless of their church (or non church) background. As this Centre is a part of Highroad Academy, preference will be given to children who would wish to further their education by attending Highroad Academy in Kindergarten to Grade 12, or who are already attending Highroad Academy.

### ***Kindergarten to Grade 12 Admissions***

Kindergarten to Grade 12 has a **different admission policy** than Highroad Children's Centre. In order to continue their education at Highroad Academy after preschool, families will be **required** to meet a new set of admissions requirements which include regularly attending a local Christian church and having a completed Pastor's Reference form.

## ***IV. Church Home***

The children at Highroad Children's Centre will be learning about living a Christ-centered life and we hope to reinforce what they are learning at home. If you have a church home, we want to affirm and support your church involvement. If you do not have a church home, we invite you to attend City Life Church. Our worship service starts at 10 am each Sunday and nursery and kid church are provided. There are many programs that take place over the course of the year (such as summer kids camp) that we would love to have you participate in.

## ***V. Staff***

The supervisor, assistant teachers and daycare staff of Highroad Children's Centre are Christians, are certified according to the legislation from the Ministry of Children and Families (E.C.E.; E.C.E. Assistant or Responsible Adult) and have proven themselves to be well-suited children's instructors. Substitutes have a minimum certification as a teacher's assistant. All staff have passed a criminal records check. There is a minimum of 1 staff member with their valid 1<sup>st</sup> Aid Certificate on the floor at all times.

## ***VI. Class Days and Fees***

### **All Programs:**

There is a \$30.00 registration fee which must be paid when you hand your application in.

The monthly tuition fee is pro – rated for the year, regardless of any days absent or centre closures. If you go away on a holiday, your fee will remain the same.

Some families may qualify for subsidy through the Ministry of Children and Families. We suggest that you contact them ([www.mcf.gov.bc.ca/childcare/index.htm](http://www.mcf.gov.bc.ca/childcare/index.htm)) prior to beginning any programs at Highroad Children’s Centre, to see if you qualify for any assistance.

**A minimum of one month’s notice is required to permanently remove your child from the centre.**

### **Preschool:**

**The preschool year is from September – June.** The last day of preschool is during the 2<sup>nd</sup> week of June. Your June fee will be pro-rated to take this into account. During the month of August, your beginning of the year schedule, emergency kit information, gradual entry schedule and open house/orientation meeting will be sent to you.

**4 Year Old Class:** \$100.00/month

Monday/Wednesday/Friday 9:05 to 11:30 am

Monday/Wednesday/Friday 12:25 to 2:50 pm



**3 and 4 Year Old Class:** \$80.00/month

Tuesday/Thursday 12:25 to 2:50 pm

**3 Year Old Class:** \$80.00/month

Tuesday/Thursday 9:05 to 11:30 am

### **Out-of-School Care:**

Out-of-School care is available for school age children in full day kindergarten up to grade 6.

We are open from:

7:00 – 8:30 a.m.

2:50 – 6:00 p.m.

**Full time:** 4 or 5 days a week

\$300 a month

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**Part time:** 1 - 3 days a week  
\$180 a month

**This does not include the Summer Program.**

**Drop in fee** (if available space)  
\$18.00

**Extra days** i.e. HRA Professional Development Days, during Christmas or Spring break etc.  
\$12.00 more per day

**Transportation fee:** for pick up at area local schools which include F.G. Leary Elementary school; Robertson Elementary; McCammon Elementary; Little Mountain Elementary; East Chilliwack Elementary; Central Elementary; Cascade Christian School; Mt. Cheam Christian School (we do not service to Promontory/Rosedale/ Sardis or Greendale).  
\$ 55.00 per month.

## ***VII. Pick Up and Drop Off***

### ***Preschool***

The doors open promptly at 9:05 am or 12:25 pm. **Your child must be signed in and out each day.**

**The first two weeks are an adjustment period. Your child's gradual entry schedule will be sent to you in the summer. This is also a trial period for all children as there are times when our Centre may not be able to meet the needs of the child.**

### ***Out of School Care***

Highroad Children's Centre doors open at 7:00. We close at 6:00. We will sign your child in each day. **Your child must be signed out at the end of the day.**

**The first two weeks are an adjustment period. Your child's gradual entry schedule will be sent to you in the summer. This is also a trial period for all children as there are times when our Centre may not be able to meet the needs of the child.**

### ***All Programs***

Please pick up your child on time. A late pick up fee of \$5.00 will be automatically added to your next month's bill after ten minutes and every five minutes thereafter. Exceptions will be made if special circumstances are communicated to staff. Please let us know if you are going to be late by contacting us at 604-393-6667.

## ***Release of Child Policy***

A child will not be released to anyone who is not authorized for pick up. **Exceptions will be made when prior arrangements have been made with staff for a specific day.**

Persons who are not permitted access to the children (such as per a court order) will not be allowed to take children and the authorized parent will be informed. A child will not be released to a parent or alternate if they appear incapable of safe care.

If an authorized adult does not arrive, we will contact the parent by phone. If they cannot be reached, the emergency person will be contacted. If another authorized person cannot be contacted within two hours, a social worker or the RCMP will be contacted for further instructions.

## ***VIII. Transportation***

### ***Out of School Care:***

For your convenience, we offer a driving service to pick up children (after school only) from area community schools (for complete list see information under Class days/fees). There is a minimal fee required for this service. The Driver will be over 19 years old, have a valid criminal record check and hold a valid driver's license. The driver will ensure that all children wear seatbelts and that proper child seats are utilized where appropriate. We have booster seats available for those who need them. Parents will sign a consent form authorizing this service.

## ***IX. Nutrition Policy***

Children bring their own snacks. Please ensure that it is a nutritious snack. Sugary snacks are a treat only, not a basic food group. Conversation is encouraged at snack time and children aren't rushed. A labelled water bottle is strongly encouraged. As birthdays are important to children, parents are welcome to bring a special snack to share with the class that day if they wish to do so.

**Please let staff know in advance in case of any allergies.**

## ***X. Clothing Policy***

Please dress your child in **play clothes** as we "learn through play", which means we can get very messy and we do not want to have to worry about keeping clothes clean (although dresses and skirts can look very cute they are not recommended for playtime).

For health and safety reasons we insist on shoes that are closed in and have non-marking soles which are appropriate for active play (flip-flops, sandals, high heels and wedge soles are not acceptable). Please send indoor shoes or slippers for wearing in the classroom.

Also ensure that your child is dressed appropriately in regards to the weather conditions. We will frequently go outside, so boots and raingear are essential. A hat is a must during hot months.

Each child needs to have an extra change of clothes in case of an accident. Please **clearly label all your children's belongings** including lunch bag, clothes and backpacks and be sure to take home all your child's belongings, including art projects, each day.

**\*\*\*\*Please do not send your child to the centre in clothing with any potentially offensive symbols, sayings, or pictures. If the staff deems something to be inappropriate, they will call the parent and ask the child to be picked up, or bring something more appropriate to change into.**

## ***XI. Field Trips***

### ***Preschool***

We will be going on various field trips throughout the year. You will receive a permission form with detailed information each time we plan a trip. The cost of the field trips will vary. Parent help is most welcome.

### ***Out-of-School Care***

In the event of a field trip (i.e. during holidays) Highroad Academy bus drivers will be utilized. Every bus driver has a criminal record check, is over 19 years old and holds a driver's license appropriate for the operation of the bus or van. The staff to child ratio is maintained. You will receive a permission form with detailed information each time we plan a trip.

## ***XII. Holidays/Closures***

**Highroad Children's Centre is closed for all statutory holidays.**

### ***Out-of-School Care***

- The before and after school program is closed for one week between Christmas and New Years.
- Professional days: the district and Highroad Academy professional days are often different. **Care will NOT BE PROVIDED for School District #33 Professional Days, EXCEPT if Highroad Academy is closed for professional development as well.** Please check your school district calendar and provide alternate care for your child on professional days.
- **There is NO CARE available when Highroad Academy closes for a ½ day professional day.**

### ***Preschool***

The preschool follows the Highroad Academy School schedule. The preschool is closed for the same holidays and professional days as Kindergarten to Grade 6 except for half day professional days, during which preschool will remain open. You may access a regular Highroad Academy school calendar at [www.highroadacademy.com](http://www.highroadacademy.com).

### ***All programs***

**If Highroad Academy is closed due to snow/weather conditions, Highroad Academy Children's Centre will also be closed.** Please listen to FM 98.3 for school closure notices.

In case of power outages, staff will wait for twenty minutes. If the power is not restored you will be called to come pick up your child. If you are not available your emergency contact person will be called.

### ***XIII. Progress Reports***

#### ***Preschool***

Progress reports are issued for the 4 year olds, twice a year, in January and June. They are done to provide parents with information on how their child is doing academically, physically and socially at school. Parent/teacher conference may be arranged after the reports have been sent out.

### ***XIV. Toileting***

#### ***Preschool***

All children need to be toilet trained in order to attend the Preschool program. Exceptions may be made for children who require extra support.

### ***XV. Guidance and Discipline Policy***

#### ***All Programs***

We believe that a child's self-esteem is very important; therefore, all children are approached in a loving, friendly and supportive manner. Discipline is used to teach children to understand limits and behave appropriately, thereby showing respect for themselves and others. We will have realistic expectations according to each child's needs and abilities and will allow time for children to respond to expectations. Children will be offered transitional warnings like "five minutes until clean up" to prepare for change and decrease frustration and anxiety.

Simple, firm and clear statements are given regarding acceptable behaviour. If we see a child becoming frustrated or annoyed, we will attempt to re-direct or encourage the child before negative behaviour occurs. If a conflict or disagreement is occurring, we may act as a mediator and encourage them to talk about how they feel and facilitate problem solving. We will give appropriate substitutes for undesired behaviours.

If a child is being disruptive or misbehaving, they may be asked to sit out for a short period of time. During this time the child may need to be alone or may have a book. When the child is calm, we will encourage the child to talk about their feelings and resolve the situation. If a child has loss of control and is unsafe to himself or others, we will hold the child until calm is restored or they are able to restrain themselves.

Removal of privileges planned ignoring and natural and logical consequences are also methods we use. Positive reinforcement and encouragement is consistently given to each child. While the children are at Highroad Children's Centre, we are the authority. **There will be no form of "corporal punishment" such as spanking, shoving, demeaning words or aggressive actions while at the Centre.**

#### ***Out-of-School Care***

As well as the above mentioned, we adhere to Highroad Academy's discipline policy, with a few variations.

Offenses are classified as:

1. MINOR
2. MAJOR
3. SEVERE

1. MINOR offenses are those that are annoying but not likely harmful to the student committing them or others around them. The staff member involved handles minor offenses on the spot. MINOR offenses include, but are not limited to:

- minor classroom rules
- running in the building
- throwing objects, food etc.
- disobedience
- roughhousing
- appearance standards
- lack of courtesy
- put-downs, unkind remarks

2. MAJOR offenses are behaviours which are disruptive, disrespectful to people or property, insubordinate, or potentially harmful. MAJOR offenses require immediate implementation of the "Discipline Cycle". MAJOR offenses include, but are not limited to:

- repeated violation of MINOR offenses
- defacing property
- bullying, threatening
- stealing, cheating, lying
- filthy talk
- racial slurs
- physical attack on another student
- disrespect for authority or peers

3. SEVERE offenses are those that require immediate removal of the student from the program temporarily or permanently. SEVERE offenses include, but are not limited to:

- promotion or use of alcohol, illegal drugs, or other harmful substances
- actions that purposely bring harm to others or property
- immoral behaviour
- use or possession of a weapon

### **Discipline Cycle for Out-of-School program children**

The purpose of the discipline cycle is to assist parents in the corrective process of their children by:

- making clear the consequences of inappropriate behaviour
- making clear that opportunities exist to develop responsibility for one's behaviour
- requiring students to evaluate their own behaviour
- giving students positive alternatives for inappropriate behaviour
- providing immediate, consistent, and logical consequences for inappropriate behaviour

This cycle applies to MAJOR offenses and repeated MINOR offenses.

Offense #1. The parent will be informed by the staff about the offensive behaviour. The staff member will then document the behaviour.

Offense #2. The staff member will have a meeting with the parent and student concerning the behaviour with prescriptive remedies noted and used.

Offense #3. The staff member will have a meeting with the parent, student and Centre Supervisor. All parties will understand that the next repeated major offense may initiate another meeting which would include Highroad Academy's Principal, which could result in the student being suspended or dismissed from the program.

### **Appeal Process**

If a parent or student has any concerns about disciplinary action, an appeals policy is in effect at Highroad Children's Centre. It is the same as Highroad Academy. Please contact the school office for further information on this process.

### ***Emergency Disaster Planning***

Fire and earthquake drills will be held once a month. Children will be educated on safety awareness and what could happen in the event of an earthquake or fire. Fire extinguishers are checked regularly.

**In the event of an emergency or disaster the children and staff will walk to the northwest side of the parking lot (behind the containers).** Children will remain with staff until it is safe to return. If it is not safe to return we will walk the children to a secure place in Highroad Academy. The staff will then phone parents or the emergency contact number and keeps the children safe until they are picked up.

### ***Health and Illness Policy***

Children are instructed to wash hands before and after eating and also after using the washroom. Counters and tables are kept clean and washrooms are sanitized and cleaned daily.

Immunization records are kept on file, including if a child is not immunized.

**If your child shows any visual signs of illness, please keep your child at home. If you are in doubt, please contact the Centre's staff. The following are possible conditions that could warrant staying at home:**

- Pain – unexplained or undiagnosed pain
- Acute cold with fever, runny nose (green mucus) and eyes, coughing and sore throat. When temperature, well-being and energy are normal, coughing and runny nose may continue (depending on the suspect illness) without the child being contagious.
- difficulty in breathing
- fever: your child must be **fever free for 24 hours** in order to return to the Centre.
- infected skin or eyes, or undiagnosed rash

- Headache and stiff neck – should see a physician
- Diarrhea or loose stool
- Nausea, vomiting or abdominal cramps
- Severe itching of body or scalp
- Children with known or suspected communicable diseases

In the case of serious illness or communicable disease other families will be warned about the potential spread of illness or disease. The Health Unit or Licensing Office will be informed within 24 hours of any reportable communicable disease.

**Medicine will only be administered upon written consent and instructions from the parent for each prescription. All medicines will be kept in locked storage or in the kitchen fridge (if necessary).** A written record is kept of the date, time and staff signature upon administering medication. If we are not comfortable administering a prescription or medicine to a child, it is our right to refuse to do so.

If a child develops visual signs of illness or injury during their time at the centre, the parent or alternate will be contacted and asked to pick the child up. While waiting for pick up, the child will be kept comfortably, in a quiet spot where they can rest and be closely supervised. Reassurance will be given and clothing changed if necessary. First aid will be administered if needed. If the parents are unavailable, the emergency contact numbers will be called. **In a serious emergency situation** the child's physician or an ambulance will be called.

## ***Accountability***

We are licensed by the Provincial Government under the Community Care Facilities Act. This requires us to be inspected on a regular basis and our staff approved by our Licensing Officer through the Health Department.

The Board of Elders of City Life Church oversees and holds the final responsibility of Highroad Children's Centre. The Highroad Academy School Board is appointed by the church eldership and takes responsibility for the education that takes place in the school. Parents who have concerns or questions in regards to the centre are asked to bring them to the attention of the supervisor and centre staff. The school principal and board are prepared to further address any concerns.

## ***Bringing Items from Home***

Highroad Children's Centre is not responsible for lost items. Children should not bring personal items to the centre unless they have made arrangements for show and tell.

## ***Reportable Incident Protocol***

Incidents will be reported in accordance and within 24 hours to the Community Care Facilities licensing office. Some reportable incidents include any type of abuse, disease outbreak, serious falls, aggressive/unusual behaviours, and expected death, missing child, poisoning, motor vehicle injury, other injuries etc. For a more complete list we refer to the reportable incident form. Centre staff will meet to review the incident and

discuss how to prevent future occurrences. The supervisor will also hand a copy of the incident form to the school board for further accountability. A log will be kept in regards to minor accidents including date, time and incident. Parents will also be informed.

### ***Investigation and Abuse Policy***

British Columbia has mandatory reporting laws regarding child abuse. The Family and Child Services Act states that anyone who has reason to believe that a child has been abused or is likely to be abused or neglected has a legal duty to document and report the matter. If a child is in immediate danger, the police will be called to intervene and a child protection social worker will be contacted to determine whether the child is in need of protection.

Staff will telephone Social services, licensing or the police and document any suspected abuse as well as document whom we spoke with and any direction they gave at the time of the call. All documents will be signed and dated. If the abuse happened at preschool the parents would be notified. If a child discloses abuse, staff will not question the child, but will contact the Ministry of Children and Family, or Licensing. In the event of an ongoing investigation at the preschool, staff will provide the licensing office with a health and safety plan of children in care.

The list of reportable incidents includes the following definitions of abuse: \*

**Emotional Abuse:** any act, or lack of action, which may diminish the sense of well being of a child, such as verbal harassment, yelling or confinement perpetuated by a person not in care.

**Physical Abuse:** any physical force that is excessive for, or inappropriate to, a situation involving a child.

**Sexual Abuse:** any sexual behaviour directed towards a child by any persons in a position of trust, power of authority and includes:

- Any sexual exploitation, whether consensual or not
- Sexual activity between children if the difference in age or power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child.

**Neglect:** the failure of a care provider to meet the needs of a child including food, shelter, care or supervision.

(\* taken from Community Care Facilities Licensing Reportable Incident Form)

If an allegation of abuse is made against a staff member, we will immediately document any actions and the situation that occurred, as well as the allegation and call the licensing officer for further direction. Our school principal and school board will also be informed.

