



2017 - 2018 Parent Hand Book

Columbia
Naramata,
Parkway &
West Bench

Leapin Lizard's Daycare Inc.
Robin Kroon, Owner
250-460-2383

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INTRODUCTION

Welcome to Leapin Lizards Before & After School Licensed Daycare! Located within the Columbia, Naramata, Parkway and West Bench Elementary Schools. We provide positive learning experiences in an atmosphere of happiness, acceptance, encouragement and trust.

PHILOSOPHY

We believe all children have the right to a safe supervised environment. We promote respectful interactions that strengthen, build relationships and provide a sense of value to everyone at our facilities. We believe learning through play-based educational experiences is a key in providing high-quality childcare. We provide a variety of activity choices to support learning and memorable experiences.

CONTACT, LOCATIONS, BEFORE & AFTER SCHOOL DAYCARE SCHEDULE

Facility	School Day Mornings	School Day Afternoon
Columbia - 250-770-7641 - Manager, Elaine Patterson 250-460-2384 1437 Allison St. Penticton, BC V2A3X5	7:00am - Bell	Bell - 5:30pm
Naramata - 250-770-7643 - Manager, Jenny Blackmur 250-486-5222 3660-8th St. Naramata, BC V0H 1N0	7:30 am - Bell	Bell- 5:30pm
Parkway - 778-476-1999 - Manager, Jen Chamberlain 250-486-2590 265 Kinney Avenue Penticton, BC V2A 3P2	7:00 am - Bell	Bell - 6:00pm
West Bench - 250-770-7647 - Manager, Robin Kroon 250-460-2383 1604 West Bench Dr. Penticton, BC V2A 8Z3	7:30 am - 8:50am	2:45pm - 5:30pm

BEFORE & AFTER SCHOOL FEES - GRADES 1-5

Facility	Full Time 5day/wk	Part Time 3day/wk	Drop- In	Spring Break & Pro-D daily fee
Columbia	\$250 / mo	\$150 / mo	\$15 / day	\$30 / day
Naramata	\$250 / mo	\$150 / mo	\$15 / day	\$30 / day
Parkway	\$250 / mo	\$150 / mo	\$15 / day	\$30 / day
West Bench	\$250 / mo	\$150 / mo	\$15 / day	\$30 / day

KINDER-CARE - BEFORE & AFTER SCHOOL FEES - KINDERGARTEN

Facility	Full Time 5day/wk	Part Time 3day/wk	Drop- In	Spring Break & Pro-D daily fee
Columbia	\$330 / mo	\$250 / mo	\$17 / day	\$30 / day
Naramata	\$330 / mo	\$250 / mo	\$17 / day	\$30 / day
Parkway	\$330 / mo	\$250 / mo	\$17 / day	\$30 / day
West Bench	\$330 / mo	\$250 / mo	\$17 / day	\$30 / day

- Flat monthly rates are averaged out over the year based on daily rate
- Early dismissal days will be billed extra for those requiring the service
- Direct deposit or post-dated cheques are required
- All Leapin Lizards childcare facilities will be open and offer full-day childcare services during BC Teacher's Job-Action Strikes

2017/18 SCHOOL YEAR SCHEDULE

Tuesday, September 5, 2017 – ProD Day – OPEN Full-day
 Wednesday, September 6, 2017 – OPEN Before & After School Care
 Friday, September 29, 2017 – ProD Day – OPEN Full-day
 Monday, October 9, 2017 – Thanksgiving Day – CLOSED
 Friday, October 20, 2017 – ProD Day – OPEN full-day
 Friday, November 10, 2017 – ProD Day – OPEN full-day
 Monday, November 13, 2017 – Remembrance Day – CLOSED
 Friday, December 22, 2017 thru Monday, January 1, 2018 – Winter Vacation – CLOSED
 Tuesday, January 2, 2018 thru Friday, January 5th, 2018 – Winter Vacation – OPEN Full-days
 Monday, January 8, 2018 – OPEN Before & After School Care
 Monday, February 12, 2018 – Family Day – CLOSED
 Friday, February 16, 2018 – ProD Day – OPEN Full-day
 Monday, March 19, 2018 thru Friday, March 23, 218 – Spring Break – OPEN Full-days
 Monday, March 26, 2018 thru Thursday, March 29, 2018 – Spring Break – OPEN Full-days
 Friday, March 30, 2018 – Good Friday – CLOSED
 Monday, April 2, 2018 – Easter Monday – CLOSED
 Monday, April 2, 2018 – OPEN Before & After School Care
 Monday, April 16, 2018 – ProD Day – OPEN Full-day
 Friday, May 4, 2018 – ProD Day – OPEN Full-day
 Monday, May 21, 2018 – Victoria Day – CLOSED
 Friday, June 29, 2018 – ProD Day – OPEN Full-day
 Monday, July 2, 2018 – Canada Day – CLOSED
 Monday, July 9, 2018 – Summer Schedule* – OPEN Full-days **reference Summer Schedule*
 Tuesday, September 4, 2018 – ProD Day – OPEN Full-day
 Wednesday, September 5, 2018 – OPEN Half-day

2018 SUMMER SCHEDULE, LOCATION & FEES

Leapin Lizards provides summer school-aged daycare on weekdays at the Columbia and Parkway locations. A detailed weekly activity list will be available and provided by Leapin Lizard Staff. Payment for summer daycare is due in advance and will ensure a spot is reserved for your child. Special arrangements or post dated cheques for the last week in August may be discussed with Leapin Lizard Staff. Fees are based on \$30.00/day. Additionally all Leapin Lizards childcare facilities will offer full-day childcare services during BC Teacher’s Job-Action Strikes.

Dates Columbia & Parkway Locations	Hours	Weekly Fee
July 2, 2018 – July 6, 2018	CLOSED	
July 9, 2018 – July 13, 2018	7am - 5:30pm	\$150.00
July 16, 2018 - July 20, 2018	7am - 5:30pm	\$150.00
July 23, 2018 – July 27, 2018	7am - 5:30pm	\$150.00
July 30, 2018 – August 3, 2018	CLOSED	
August 6, 2018 – August 10, 2018	CLOSED	
August 13, 2018 - August 17, 2018	7am - 5:30pm	\$150.00
August 20, 2018 – August 24, 2018	7am - 5:30pm	\$150.00
August 27, 2018 – August 31, 2018	7am - 5:30pm	\$150.00

DAILY PROGRAM ROUTINE

- Morning arrival - relaxing time to read, play a quiet game, or catch up on homework.
- School bell - Leapin Lizards Staff will walk children to meet school office staff, to then proceed to their classes. Kindergarten children will be presented to their teacher ensuring safe arrival
- After School - Grades 1-5 children are expected to check-in themselves to Leapin Lizards. Grade 1 children can be picked-up from their classrooms upon parental request. All Kindergarten children will be picked up from their classrooms by Leapin Lizard Staff
- Washing hands and enjoying a snack
- Free Time - specific play choices are provided daily. Including outside time, group activities or games, playground visits, soccer, gym time, freeze tag, puzzles, arts & crafts, reading and homework. In addition, special guests are invited periodically to facilitate arts and crafts or special events
- Pick-up Time - children are offered quiet activities like reading or board games

POLICIES & PROCEDURES

Admission & Enrolment: All children must be students at the Location where care is provided. With the exception of summer daycare, spring break care, and care provided on Pro-D days.

Orientation: In recognition that entry into a new program requires transition time for each child, every effort will be made to help children feel comfortable and keep parents informed of this progress. If concerns arise, parents are encouraged to communicate this with the Leapin Lizards Supervisor.

Meals & Snacks: Parents are to provide meals and snacks for their children. Children have access to and are encouraged to drink water. Juice may be provided on special occasions. Popcorn is offered on the occasional Friday while playing Bingo or watching a movie.

Supervision: Leapin Lizards staff will supervise children by ratio 1 staff to 12 children. The ratio will be elevated during higher attendance to have 3 staff members on duty. Staff members all have valid First-Aid certification and communicate using walkie-talkies while activities are offered in separate areas.

School Closures & Holidays: Leapin Lizards will make effort to provide care during most school closures. Childcare is offered at the Columbia and Parkway locations during Pro-D days, school closures, Spring Break and the majority of Summer Holidays. Any additional childcare is not included in regular monthly fees. Additional charges will be levied if care is required during these times where care is provided. All Leapin Lizards facilities will be open and offer full-day childcare during teacher union strike actions.

Program Responsibilities: Leapin Lizards will:

- Ensure the safety and well being of each child
- Be open for childcare at the hours agreed to
- Inform parents of changes or concerns
- Guide children in developing appropriate social skills
- Treat children with respect and fairness
- Develop and implement a quality program to encourage creativity and imagination
- Notify parent or guardian immediately if child becomes sick or injured

Parent Responsibilities:

- Be prompt with childcare payments
- Inform supervisor if your child will be absent or late
- Inform supervisor of changes at home that may affect your child's mood or behaviour
- Completely fill out registration form and Leapin Lizard contract
- Ensure your child has weather appropriate clothing

Payment Refund & Withdrawal Notice:

- Payment of childcare fees are due in advance at the beginning of each month
- Parents receiving childcare subsidy must have an authorization number before childcare will be provided

- Fees over and above the subsidy portion are the responsibility of the parent to pay on time
- Drop-in fees are payable on the day of drop-in childcare is provided. Unless a pre-arrangement has been made with management
- Payment is required in full, regardless of absent days due to illness, vacation or other
- Unless otherwise agreed - 30 days notice in writing is required by parents who wish to terminate the contract. All post dated cheques will be returned at the date of withdrawal
- The management of Leapin Lizards has the right to terminate the contract due to continual behaviour issues of a child. Extenuating circumstances will be considered
- Refund may be provided if withdrawal is in the best interest of the child and the decision has been mutually agreed upon by all parties at the discretion of the Manager
- If childcare is interrupted by unforeseen circumstances (fire, earthquake, or school strike closure) an appropriate alternative venue will be sought. If no other venue has been secured, reimbursement will be made as soon as conveniently possible
- All post dated cheques will be returned at the date of withdrawal and refunds will be made by cheque to be either picked up or mailed to parents home address
- Leapin Lizard's offers Direct Deposit for childcare payments. Upon notice being given that a child is not going to be attending, direct deposit will be immediately removed

Late Pick-Up: If a parent is late to pick-up their child, staff will call parents. If a parent cannot be reached, the emergency contact will be called. If the child has not been picked up, Leapin Lizards Staff will notify the *Ministry of Children and Families*. This action will be taken to ensure the safety and well being of your child.

Parental Access: Parents are welcome to visit the facility to observe and/or participate, at any time while their child is in attendance.

Safe Release of Children: Identification will be required until the staff have met all the authorized people involved. A child will be released to person(s) authorized by the parent, in writing, on the registration form, or by letter held in child's file. If an unauthorized person comes to pick-up a child, staff will first:

- Double check child's records, speak to other staff to make sure a change has not been made.
- Then staff will contact the parent or guardian, if still no authorization, staff will not release the child.
- Have the parent come to pick up their child.
- If an authorized person(s) has come to pick-up a child, and staff strongly suspects the child will not be safe due to alcohol, drugs or unsafe form of transportation, staff will notify the parent immediately to pick their child.
- If the parent comes to pick up their child and we strongly suspect the parent is unsafe due to drugs, alcohol or unsafe vehicle, we will offer to call another authorized person on their list or a taxi cab.

Smoking: Smoking is not permitted inside or outside any Leapin Lizard Facility premises.

Abuse: Staff have a duty to report suspected child abuse. Child abuse can be physical, emotional, or sexual. It can also be neglect or failure to provide basic needs. If staff suspect abuse, the situation will be reported to the *Ministry of Children and Families*.

Health: Consideration is appreciated for the protection of all children, their families, and the Leapin Lizards staff. Any child or staff experiencing a temperature, severe cough, nausea, diarrhea, or green excessively runny nose, should stay home. If the symptoms (runny nose and eyes, or coughing) are caused by a known allergy such as hay fever or asthma the child is not contagious and may attend classes. Staff must be notified if a child develops a communicable or contagious disease that other children may have been exposed to. If a child becomes ill during care Staff will contact parents. If the parents are not available, the emergency contact will be called. For more information refer to the *BC Center for Disease Control - Quick Guide to Common Childhood Diseases*.

Please keep you child at home or find alternate care for the following conditions:

- Chicken Pox (virus) Fever, blister type rash, followed by itchy scabs.
- Fifth Disease (human parovirus) Raised, red, warm rash first apparent on cheeks. Followed by a lace-like rash on body.
- Hand Foot & Mouth Disease (Coxsackie virus) Fever, sore throat, blisters in mouth lasting 4- 6 days. Blisters on hands and feet lasting 7 - 10 days.
- Herpes *cold sores* (virus) Clear blisters with red base, usually on lips, which crust and heal within days.
- Croup/Laryngitis (virus) Loud barking cough, fever, raspy voice, and high pitched noise when breathing in.
- Impetigo (*Staph or Strep* bacterial) Clusters of bump like blisters that develop a yellow crust.
- Norovirus (Norwalk) Nausea, vomiting, diarrhea, abdominal cramping, fever, headache, muscle aches and fatigue.
- Head Lice (insect) Tiny white eggs firmly attached to hair shaft. Grayish-White adult lice 1-2mm in size. Severe itchiness. Lice hatch in 7 days from date of contact and reach maturity 8 - 10 days later.
- Influenza - *Flu* (Virus) Fever, cough, sneezing, runny nose, headache, body aches, exhaustion, sore throat, nausea, vomiting and diarrhea.
- Pink Eye (Virus OR Bacteria) Teary, red, itchy, painful eyes. Swollen eye lids and fever.
- Strep Throat (bacteria) Fever, sore throat, swollen glands, pustular tonsils.

Discipline Policy: At Leapin Lizards discipline means teaching children appropriate and acceptable behaviour. Staff will help and guide each child to learn self-control, self-confidence, self-discipline and sensitivity in their interactions with others. No form of corporal punishment will be tolerated at Leapin Lizards. Leaping Lizard Staff use explanations as to why a certain behaviour is wrong, communicate clear and consistent expectations and setting simple limits on these expectations. The time-out strategy will be used. Children will be asked to sit quietly within the same room or area as other Staff and children for a set amount of time -1 minute per year of age.

Staff may not bring every discrepancy in your child's behaviour to your attention, however, if difficult behaviours continue, parents will be advised and offered the opportunity to work together toward an acceptable outcome.

APPENDIX

Registration Form — Page 9

Parent Contract — Page 10

Emergency Consent Card — Page 11

Registration Checklist — Page 12

LEAPIN' LIZARD'S REGISTRATION FORM

Date Received: _____

Enrolment Date: _____ Withdrawal Date: _____

Child's Name: _____ Birth Date: _____ Male Female

Name of Parents/Guardians: _____

Physical Address: _____

Mailing Address: _____

Home Number: _____ Work Number: _____ Ext: _____ Cell Number: _____

Email address: _____

Family Dr. : _____ Dr.'s Telephone: _____ Care Card Number: _____

Description of Child: Height: _____ Weight: _____ Hair Colour: _____ Eye Colour: _____

Please supply current colour photograph of your child(ren). Does your child have any distinguishing features? Yes No

If yes, describe _____

Persons to contact in case of emergency (OTHER than parents or guardians)

1. Name: _____ Relationship: _____ Phone # _____

2. Name: _____ Relationship: _____ Phone # _____

Immunization Records, as required under the health act. (Attach PHOTOCOPY from Interior Health or ACTUAL DATES required)

DPTP/HIB (4 doses & booster) _____

MMR (2 doses) _____

HEP B (3 doses) _____

Other _____

Not Immunized, conscientious objector.

Other Health Concerns: Allergies? If yes, what kind? _____ Epi-pen? Yes No

Asthma? Convulsions? Other medical problems?

Colds Bronchitis Sore Throats Urine Infections Hay Fever Bleeding Nose Ear Infections Skin Conditions

Is child on any medications? Yes No If yes, what? _____

Has child any vision, hearing or speech concerns? _____

Learning/Physical Concerns? _____

Any behaviour/emotional concerns? _____

Special diet? _____

Other Concerns? _____

Is child toilet trained? Yes No _____

Significant changes in your child's life (i.e. death, separation, move, new sibling)? Yes No If yes, what? _____

Special instructions about food likes and dislikes, nap time, toilet, favourite things, fears, religious and/or cultural observances, etc. _____

Is there a custody agreement or restraining order? Yes No (if yes a copy must be provided)

The following people are NOT authorized to have access to my child:

Name	Relationship	Contact #
_____	_____	_____
_____	_____	_____

I understand that the Caregiver or Manager must report any accident or incident of a suspicious nature.

I have read and agree to the above information and will notify the Leapin Lizard's Caregiver or Manager if there are any changes.

Signature of Parent / Guardian

Date

LEAPIN' LIZARD'S CONTRACT

Initial

_____ I agree to the payment of \$_____ Per _____ To be paid _____ (Weekly, monthly, or in advance.)

Fees: Do Do Not Include: Breakfast Lunch Dinner Snacks Transportation
Special Diet Special Activities

_____ I, the undersigned, will make every effort to be prompt in bringing my child to Leapin Lizard's at _____ (hour) and picking my child up from Leapin Lizard's by _____ (hour).

_____ Any time over and above the agreed hours of care, will be charged as overtime at the rate of \$_____/hr.

_____ In the event of absenteeism due to illness, vacation, etc., NOT initiated by the Caregiver, I understand I am still responsible for full payment, unless otherwise arranged as noted below. _____

_____ I will not send my child to Leapin Lizard's if they are ill and I will notify the Caregiver if my child has come in contact with a communicable disease.

_____ In the case of accident or illness I authorize the facility staff to contact a physician and/or ambulance. I accept responsibility for payment of ambulance fees.

_____ In case of caregiver emergency I authorize a substitute caregiver to care for my child.

_____ I have received a copy of the Leapin Lizard's Parent Handbook. I have read and agree to all of the policies as provided to me.

_____ Only the following people have access to my child:

Name:	Relationship:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ I give permission for my child to participate in: Spontaneous walking trips with the caregiver: Yes No
Spontaneous car trips with the caregiver: Yes No

_____ For any other spontaneous or planned field trips, a separate consent is required.

_____ I give permission for my child's photograph to be taken and possibly used for general advertising of Leapin Lizard's.

_____ By initialing I confirm receipt of the Leapin Lizard's Refund Agreement.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Caregiver Signature	Date

Enrolment Date: _____ Withdrawal Date: _____

It is the responsibility of both the Caregiver and the enrolled child's parents to let each another know if the child seems unhappy or that the arrangement is unsatisfactory for any reason. This contract can be terminated by either party during the adjustment period of 5 _____ (Days/Weeks/Etc.) After this adjustment period, termination of Daycare services requires thirty (30) days notice by either party in writing.

_____ Please be aware that ALL Child Care Facilities and registration information is open to visits from the Local Health Centre Staff such as: Licensing Officers and Public Health Nurses. These visits are for information and support.

I have read and agree to the above information and will notify the Caregiver if there are any changes.

_____	_____
Parent/Guardian Signature	Date

**LEAPIN' LIZARDS
EMERGENCY CONSENT CARD**

CHILD'S NAME: _____ BIRTHDATE: _____
 MALE FEMALE Surname First Name(s) CHILD LIVES WITH: _____
PHYSICAL ADDRESS: _____
MAILING ADDRESS: _____
MOTHER'S NAME: _____
WORK PHONE: _____ HOME PHONE: _____ CELL PHONE: _____
FATHER'S NAME: _____
WORK PHONE: _____ HOME PHONE: _____ CELL PHONE: _____
EMERGENCY CONTACT: _____ PHONE: _____
EMERGENCY CONTACT: _____ PHONE: _____
CHILD'S DR: _____ PHONE: _____
ALLERGIES: _____
MEDICATIONS: _____
CHILD'S DENTIST: _____ PHONE: _____
CARE CARD #: _____ DATE EFFECTIVE: _____
DESCRIPTION OF CHILD: Height: _____ Weight: _____ Hair Colour: _____ Eye Colour: _____
DISTINGUISHING FEATURES: _____

_____ In the case of accident or illness I authorize the facility staff to contact a physician and/or ambulance.
Initial I accept responsibility for payment of ambulance fees.

LEAPIN' LIZARDS

Registration Check List

- Registration Form
- Contract
- Immunization Record - Photocopy or Actual Dates
- Emergency Consent Card
- Colour Photograph & Description