



Parent Hand Book

Columbia,
Parkway &
West Bench

Leapin Lizard's Daycare Inc.

Robin Kroon, Owner

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INTRODUCTION

Welcome to Leapin Lizards Before & After School Licensed Daycare! Located within the Columbia, 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 V2A 3X5	7:00am - Bell	Bell - 5:30pm
Parkway - 778-476-1999 - Manager, Robin Kroon 250-460-2383 265 Kinney Avenue Penticton, BC V2A 3P2	7:00 am - Bell	Bell - 5:30pm
West Bench - 250-770-7647 - Manager, Alicia Jackson 778-559-2320 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	\$260 / mo	\$160 / mo	\$15 / day	\$30 / day
Parkway	\$260 / mo	\$160 / mo	\$15 / day	\$30 / day
West Bench	\$260 / mo	\$160 / 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
Parkway	\$330 / mo	\$250 / mo	\$17 / day	\$30 / day
West Bench	\$330 / mo	\$250 / mo	\$17 / day	\$30 / day

- Part-time childcare is based on availability and only available at the West Bench location, full-time childcare is always priority.
- 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
- Leapin Lizards will be open and offer full-day childcare services during BC Teacher's Job-Action Strikes and unforeseen school closures

SCHOOL YEAR SCHEDULE

The school year schedule is subject to changes. Leapin Lizards staff and managers will work with each parent/guardian to ensure childcare services are available during any unforeseen closures. Childcare will be available Before & After school on school days, full-days on Pro-D Days and/or Administration Days and full-days during unforeseen school closures when possible, subject to updates provided by the Interior Health Authority regarding revisions to health and safety protocols. Full-days during Winter break are subject to enrolment. Spring break open full-days.

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/day. Additionally all Leapin Lizards childcare facilities will offer full-day childcare services during BC Teacher's Job-Action Strikes and unforeseen school closures.

[CLICK TO VISIT OUR ONLINE CALENDAR!](#)

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 or unforeseen school closures.

Leapin Lizards holds a spot for each child and cannot fill cancelled spots last minute - So if a child is enrolled in any school closures or school holidays payment is required in advance, in-full, and is non-refundable.

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. Leapin 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 8

Parent Contract — Page 9

Emergency Consent Card — Page 10

Registration Checklist — Page 11

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 Status:

- Complete
- Not Complete
- Not Immunized

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

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: _____

THE FOLLOWING PEOPLE DO NOT HAVE ACCESS TO MY CHILD:

NAME:	PHONE:
_____	_____
_____	_____

ADULTS AUTHORIZED TO PICK UP MY CHILD:

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ 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
- Emergency Consent Card
- Colour Photograph & Description