



CREATIVE PLAY PROGRAMS 2011/2012

Dear Parents and or Guardians,

Thank you for choosing **Creative Play!** We are looking forward to getting to know you and your child. The following letter and information is provided to help you and your child get off to a good start in our programs and describes the program that your child will be participating in. It covers policies and procedures and includes forms in the back for you to fill out and return to the recreation centre front desk.

The Creative Play Programs start in September with an Open House during the first week of programs. At that time, you will have the opportunity to become familiar with the program and ask questions of the instructors.

The program runs on a similar schedule as the School District Calendar, meaning we do not hold classes during Winter Break, Spring Break or during July and August. However, we do run on the days that the schools have professional days.

It is very important to the success of this program that your child is fully toilet trained before they start in Creative Play Programs. This is for reasons of hygiene as well as staff protection. Pull ups will not be accepted. As another reminder, we ask that you send your child with the following items every class:

- ❖ Sturdy Inside shoes. These help to keep our room clean and your child safe while playing in the classroom and the gym.
- ❖ A change of clothes, as accidents sometimes happen.
- ❖ A small, healthy snack. No candy please! Some suggestions of good snacks are Fruit or Vegetables, Yogurt and a water bottle. We have a very short time for snack, and do not expect this to be a lunch for your child. This is why we emphasize a small snack. Reusable containers (including drink containers) that reduce our waste would be appreciated.

We are here to support you and your child. You are very welcome to stay for the beginning of the class if they are apprehensive. If you would like some helpful tips to make this transition a smooth one, please speak with us!

Welcome to the Creative Play Program!



CREATIVE PLAY PROGRAMS

PARENT HANDBOOK

School Year Program 2011/2012

FEE SCHEDULE

CREATIVE PLAY MONTHLY FEE – \$80

- First month paid in full at registration, remainder set up in post dated payments

KINDERSTART MONTHLY FEE – \$80

- First month paid in full at registration, remainder set up in post dated payments

EN FRANCAIS – \$40.00

- First month paid in full at registration, remainder set up in post dated payments

Please keep all receipts for income tax purposes and for proof of payment in case problems occur (i.e. computer/human error/etc).

Registration is done on a first come, first served basis.

REGISTRATION FORMS

The registration package includes a Registration Form and Parent Handbook on policies and procedures followed in the Creative Play Program. **The parent/guardian must fill out and return all forms before the child may attend the program.** The parent or guardian must notify the centre whenever there is a change in any family or authorized pick-up information. These forms must be kept up to date at all times. This is to ensure your child's safety and health care needs are met.

PAYMENT POLICY

DEPOSITS

Fall ~ The first months fee is required in full upon registration. The cheque is to be dated for the day of registration.

POST-DATED PAYMENTS

Post-dated payments for each month of the school year are required upon registration. This will guarantee your child's spot each month. Failure to submit post-dated payments may result in removal from the Creative Play Program.

Options for Post Dated Payments:

- Cheques - dated for the first of the month.
- Credit Card – post dated authorization
- EFT – Electronic Fun Transfer.

WITHDRAWAL

To withdraw from the program, notice must be provided in WRITING at least ONE CALENDAR MONTH prior to withdraw date to the Recreation Programmer. Verbal notification to staff is not sufficient notice. Parents will be charged for the month if notice is not given one month in advance. Pro-rated refunds will not be given for any reason. Post-dated cheques will be returned either by mail or may be picked up in person from the Recreation Centre's front desk.

CARE & SUPERVISION

1. The Esquimalt Recreation Centre Creative Play Program is supervised at all times by the head instructor and the assistant instructor, with a ratio of one adult for 8 children.
2. Please find below the "Creative Play Expectations", these are guidelines for expected behaviour while participating in the Creative Play Program. We would like parents to take the time to read the rules and discuss them with their child. We also value that children need to take responsibility and be held accountable for their behaviour.

At Esquimalt Recreation Centre Creative Play Program we expect participants, staff, and parents will:

1. **Stay Safe:** be aware of your surroundings and how your actions impact those around you and yourself (e.g., use walking feet, calm body, hands to ourselves, wear weather appropriate clothing, eat healthy snacks).
2. **Be Respectful:** to your friends, instructors, environment and yourselves (e.g., listen to others, problem solve with words, talk calmly, take turns, share, look at nature, take a break from the group when you need to).
3. **Have Fun:** have a positive attitude and enjoy the activities available to you (e.g., play safe, include your friends, suggest activities to the instructors, be creative).
4. **Try Our Best:** try new activities and problem solving before asking an instructor for help (e.g., ask friends for help, be patient, encourage friends in a new activity, keep your body calm with 3 deep breaths).

WASHROOM PROCEDURES

Children registered in the program will be taken to the washroom by an instructor or by a parent or volunteer who is acting as an assistant. The instructor/parent must ensure that more than 1 child at a time is accompanied to the washroom and at no time there be a 1 to 1 ratio.

Children who are registered in the program must be fully toilet trained and be able to go to the toilet **with no assistance**. Instructors will not have any physical contact with the child while toileting unless it is absolutely necessary. Please ensure that your child can do up his/her own pants. Elastic waists are always a preference.

DISCIPLINE POLICY

Guidance and discipline are based on the understanding that each child is a unique individual, and that their behaviour reflects their level of development. As they interact with others they will have many opportunities to develop social skills.

Children in the program will be offered clear, consistent limits and appropriate choices. Instructors will model problem-solving skills and redirect activity when necessary.

If other strategies have proven ineffective an instructor may after issuing two warnings, remove a child from a situation for a short “time out” (no more than one minute per year of age of the child.)

If their behaviour becomes a risk to other children or themselves, a child may be removed from the program.

Children will never be subjected to harsh or belittling language. Physical punishment will not be used at any time.

SIGN IN & OUT POLICY

All participants registered in our Creative Play program must have a parent/guardian sign them in and out each day that the child attends.

Parents/guardians must provide our staff with the names of individuals who can and who can not pick up the child. If a person comes to pick up the child who is not on the list, the parent/guardian will be phoned to verify this arrangement.

Any child/family that has a custody order must leave a copy with our staff.

If a child has not been signed out at the end of the program and our staff did not see the child leave, procedures for a missing child will be initiated.

DRIVING

In the case of an out trip we may ask for Volunteer drivers, in which case we would have drivers fill out an **Adult Volunteer Driver Information** form.

Each driver will attach a copy of their driver's license and a copy of their vehicle Registration/Insurance to the form and have **\$2,000,000 third party legal liability**.

CANCELLED CLASSES

Cancelled classes only occur if an instructor has not been able to find a sub for that particular class or in unforeseen circumstances such as extreme weather. If a class has been cancelled, all parents/guardians will be notified as soon as possible.

Parent/Guardian Agreement

1. I agree to make alternate arrangements for my child if he/she demonstrates an inability to function in the program. *Each child is accepted on a one-month probationary period. **Please note that children must be 3 years of age, by Dec 31, 2011 to participate in the program.***
2. I agree to notify the recreation centre front desk staff **and** our instructors if my residence, place of employment or phone number(s) change.
3. I agree to notify the instructor(s) if there are any changes at home which may affect my child's behavior in the program. *REASON: This will help our instructors to assist each child with their individual needs (ie: moving, new baby, etc.)*
4. I agree to **not** send candy, chocolate bars, gum, etc. with my child to eat during the program. *Please provide a nutritious snack for your child.*
5. Creative Play is not responsible for lost, stolen or broken articles brought from home.
6. We ask that children **DO NOT** bring toys from home except for special days or for show and tell.
7. **I agree to provide weather and activity appropriate clothing, clearly marked with the child's name.**
8. I agree to sign in & out my child(ren) when they are dropped off and picked up each day.
9. Children will not be permitted to leave the centre with anyone who is not listed as an alternate person, unless instructions are received in writing from the parent/guardian. Identification will be required by those other than the parents to pick up your child if unknown to the instructors.
10. I understand that if I **am late in picking up my child**, I will be charged upon arrival to the program, a late fee of \$5.00 for each 15 minutes period that my child is in the program past the finishing time. The only exception will be those making special arrangements with the instructor.
11. When a custodial court order exists regarding visiting rights of a non-custodial parent, a photocopy of the information is recorded on the child's enrollment form and the non-custodial parent may only pick up the child from the centre according to that legal agreement. Any other arrangements for pick up must be entered on the form by the custodial parent on the form.
12. I will not send my child to the program if there is any question of illness. This includes bad colds, bad coughs, flu and any other symptoms that may be contagious. If this occurs child will be sent home. **Please see hand out of what constitutes illness.**
13. If my child has been diagnosed with a communicable disease ie: Chicken Pox I will inform the recreation centre front desk with a phone call @ 412-8500.
14. If my child becomes ill or in the case of an emergency during the day, an instructor/staff person will contact the parent. If the parent cannot be located, an instructor/staff person will contact the emergency contact # located on the **EMERGENCY INFORMATION** form. If the parent/guardian or emergency contact cannot be located, I authorize the Esquimalt Parks and Recreation staff to call my family doctor, or to call for an ambulance, if required.
15. Children and staff are required to wash their hands before snack, outside play, eating or handling food.
16. My child is **fully toilet trained** and is able to remove and pull up clothing as required.

