

# God Bless You

Christian Life Children's Centre

clcccr.com

"A Home away from Home"



Revised: June 2025

# DIRECTORY


1. Introduction
2. Philosophy
   - A. Each child has great value
   - B. The staff's role
   - C. Our belief
   - D. The family
   - E. Parent Conduct
3. Our Goals
4. Children To Be Served
5. Operating Hours
6. Early Care & Learning programs
7. Group Childcare—School Age programs
8. Arrival & Departure & Parking
9. Daily Routine
10. Transportation
11. Fees
12. Payment of Fees & Deposit
13. Other Fees
14. Withdrawal
15. Health & Safety
16. Reporting Suspected Child Abuse
17. Parent Involvement
18. Discipline & Guidance
19. Snacks & Lunches
20. Clothing
21. Bedding
22. Playthings
23. Field Trips
24. Personal Information & Privacy






Christian Life Children's Centre
clcccr.com

## 24. FIELD TRIPS

On suitable occasions, children may be taken for field trips. The children will be under staff supervision at all times. Parents will be asked to sign a ***FIELD TRIP PERMISSION FORM.*** If a parent chooses not to give permission for their child to go on a field trip, they are choosing to make alternate care arrangements for the duration of the field trip. Many of our field trips require transportation via our buses. Each of our buses are licensed with ICBC and carry extensive liability coverage. They are considered Commercial vehicles and as such are inspected regularly by a Licensed Inspection Facility as well as inspected by the driver each day before being used. Our drivers are required to hold valid Professional drivers licenses with a minimum of Class 4 rating and regularly scheduled Drivers Abstract reports are required by our Centre. Our staff will inspect play areas prior to letting children play to make sure the area is safe and will make sure children know the boundaries they must stay in– staff will spread out in the play area to better supervise and monitor children.

***FOR SAFETY MEASURES ON FIELD TRIPS...***Our Centre requires ALL children (excluding Tidal Wave children) to wear a green pinny while out on field trips. These pinnies are provided by CLCC at no cost to the family. The pinnies help our staff easily identify our children when we are out in the community and are only worn when on fieldtrips away from the Centre.

## 25. PROTECTION OF PERSONAL PRIVACY AND INFORMATION

CLCC shall take all necessary steps required to protect the personal information, including, but not limited to, information about children and their parents/guardians and, more specifically, it shall:

Only permit access to personal information to our employees on a need-to-know basis solely for the purpose of providing childcare services to the children in our facility and preparing related administration reports;

Withhold the personal information or any part thereof to any third party without the written consent of the parent/guardian of the child(ren) unless required or permitted by law.

Christian Life Children's Centre
clcccr.com

# INTRODUCTION

*Welcome to our centre*

We look forward to our future together.
We hope that our enriching program and quality care will provide an atmosphere that both you and your child will be comfortable within.

CHRISTIAN LIFE CHILDREN'S CENTRE is licensed with the Community Care Facility Licensing Board of VIHA for:
Group Child Care (1—3 yrs.) Group Child Care (2.5—5 yrs.)
Preschool (3—4 yrs.) Group Child Care School Age (K—12 yrs.)

CHRISTIAN LIFE CHILDREN'S CENTRE
is a non-profit society managed by a Board of Directors.
It is an inter-denominational Christian Childcare Centre, affiliated with Christian Life Fellowship.
Employing Early Childhood Educators, Infant & Toddler Educators & Out of School qualified staff.

*Executive Director:* Teresa Langford
ed@clcccr.ca

*Office administrator:* Wendy
office@clcccr.ca

*Finance/billing:* Julie
finance@clcccr.ca

*Admissions/Program Co-ordinator:* Carmen
admissions@clcccr.ca

445 Merecroft Road Campbell River, BC V9W 6K6
Phone: 250-287-7436
*For more information please visit our Website:*
**www.clcccr.com**

# 2. PHILOSOPHY

## A. Each Child Has Great Value

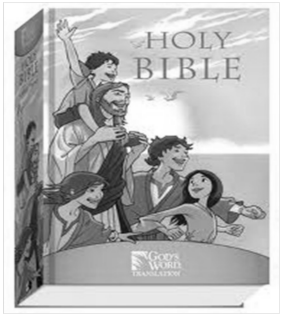
Christian Life Children's Centre is a home away from home. We believe that children are important individuals and should be treated with respect and dignity regardless of race, beliefs, or diverse abilities and needs. All children need to be loved, nurtured and guided to grow physically, emotionally, mentally, and socially in the best way possible.

*As a centre we work closely with professionals in the community such as those at Dogwood Place Child and Youth Development Centre, Family Services, PacificCare, and others. In our efforts to support each family and to meet each child where they are at in their individual developmental journey, we will work in partnership with each parent/ guardian as they are the expert on their own child/-ren and we may also request parent/guardian permission to connect with some of these community resources. No identifying communication will happen without parent/guardian permission.*

## B. The Staff's Role

Christian Life Children's Centre believes that 'play' is the primary learning medium for children. Therefore, children are provided with many play-centered activities to encourage exploration, curiosity, and social interaction. Our staff strive to be supportive, gentle & encouraging, working to build the child's self-esteem. Reasonable limits are set and the children are provided with a secure, clean, bright, cheerful, and loving environment. All staff are qualified and meet the requirements established by government licensing agencies.

## C. Our Belief




We believe that God reveals His personal self through creation, the Bible, and the life of Jesus. In order to have a personal relationship with God, a person must believe that God exists and that His Son Jesus Christ is the way to know God. Here, the Christian ethic is taught and followed. Children hear both secular and Bible stories, sing a variety of secular and Christian songs, and pray before meals.

## D. The Family

Children are encouraged to respect their parents and love their families. Each family's differences are respected and staff will work together with parents to uphold values that will build a strong community.

# 20. SNACKS & LUNCHES

- We request that parents provide a healthy lunch and an *am* and *pm* snack for their child/ren if the program requires them. We request that pop not be provided and that chocolate, or candy/chips are limited please.
- Children with dietary restrictions may be asked to provide individualized snacks or food items for their children.

# 21. CLOTHING

1. Children should wear clothing suitable for active play both indoors and outside in a wide variety of weather situations.
2. In the gym or outside, children are required to wear running shoes or sandals with gripping sole, firmly strapped on the foot. No "Holeys" or "Flip-flops in gym or playground please!
3. A full change of clothing for emgergency should also be provided if applicable.
4. Parents, please make sure your child has all appropriate clothing for each seasons needs.
5. Please label your child's clothing, shoes, etc. If you believe your child has misplaced an item, please check the lost and found box by the office. Once a month we will put up a lost & found table in the lobby. All items not claimed by the end of that week will be donated to a local charity.

# 22. BEDDING

Children attending full day programs (<school age) are encouraged to bring a blanket and/or other rest time things.

# 23. PLAYTHINGS

Children are discouraged from bringing toys to our Centre unless for "Show & Tell" days. In the event that children do bring personal toys, our Centre is not responsible if they become damaged or lost.



## 18. GUIDANCE STRATEGIES

Children's positive behaviour will be reinforced with praise. They will be given choices and age appropriate limits so they will feel secure to verbalize feelings whenever possible. Our staff will:

- Try to encourage children to settle differences themselves in a kind and respectful way with support when needed.
- Help the child/children find a solution to their problem that is agreeable to all.
- Redirect when a child is unable to cope with the situation.
- Staff will request additional staff to assist if needed.
- Staff and families will work together to support children with behavioral challenges by creating a "behavior safet plan".

We recognize that when a child becomes overwhelmed, the child may need time and space to self-regulate. We will provide strategies and opportunities to meet those needs.

## 19.ACTIVE PLAY

Christian Life Children's Centre adheres to the "Active Play" policy set by British Columbia Director of Licensing Standards. Physical activity promotes healthy growth, development and supports body control and movement. Active play also helps promote children's confidence, learning skills, creativity and social interaction skills.

Active Play at CLCC is provided through Outdoor and Indoor Facilitated and Un-Facilitated play.

**Active Play Programming Activities consist of:**

- Play in natural playgrounds, local parks, woods
- Field Trips to the Bowling Alley, beaches , community playgrounds, pools and skating rinks, etc.
- Outdoor games/sports
- Gym facilitated/un-facilitated activities or free flow play

### E. Parent Conduct

As a parent of a child attending Christian Life Children's Centre, we request that all parents model the respectful, responsive, and kind language that we want to foster in the children that attend our programs. We expect that each parent will communicate with program staff or the office if they feel more time to address their concerns is needed.
We reserve the right to cancel a child's contract for care if a parent chooses not to remain respectful to other parents, staff members, or children in our care.

## 3. OUR GOALS

- To provide quality care and meet individual developmental needs through a creative, stimulating and challenging program.
- To develop an awareness of God, His love for each child through the use of Bible stories and songs, and to equip children to know how to find peace with God.
- To teach children to respect and value themselves and others.
- To be supportive of families as we work closely together for the best interest of their children.
- To ensure fiscal and financial stability while maintaining a safe and professional work environment.

## 4. CHILDREN TO BE SERVED

Christian Life Children's Centre provides care for children

## 5. OPERATING HOURS

**Group Childcare (3-12yr):** Mon - Fri 7am-**5:30pm**
**Teddy Bear** *Toddler Room* 7:30am—**5pm**

*Open Discretionary days, Spring Break, Summer, Christmas Break and Professional Development days*

**Our Centre is closed all BC Statutory Holidays**
*Current Operational Calendar indicates additional closure days*

## 6. EARLY CARE & LEARNING

*Programs offered for children ages 1 to 5*

***British Columbia's Early Learning Framework 2019***

*Children birth—8 years*
*Developed by the Ministry of Education in partnership with the Ministry of Health and the Ministry of Children and Family Development.*

This document supports and guides our Early Childhood Educators when developing daily programming at our centre.
We study each area of Early Learning:
*Well-being and Belonging, Exploration and Creativity, Languages and Literacies, Social Responsibility and Diversity.*
Educators discuss and plan how to meet the learning goals for our Toddlers as well as for our Preschool-age children.
Early Learning is the foundation for lifelong learning, and the basis for individual, social, economic, and environmental wellbeing.
Child psychologists have determined that "Play" is vital to children's healthy development and learning when the environment is age-appropriate and conducive to fun-filled learning experiences.

**Part Day Early Learning Programs**

**Koalas** (3yr olds)

*Tuesday, Wednesday, Thursday*
9am-12pm Sept-June

**Hedgehogs** (4yr olds)

*Tuesday, Wednesday, Thursday*
9am-12pm Sept-Jan
8:30am-12:45pm Feb-June

*These programs will not operate during school Pro-D days, Christmas and Spring break. With notice these programs might also be cancelled if School District #72 is closed due to teacher's strike, snowfall , etc.*
*A refund of fees for applicable time will be provided at the end of the affected month.*

**Full Day Early Learning Programs**

*2day/week minimum contract*

**Teddy Bears** (1-3yr olds)

**Panda Bears** (3-4yr olds)

**Busy Bees** (4-5 yr olds)

## 16. REPORTING SUSPECTED CHILD ABUSE

The Child, Family and Community Service Act states that all children in the Province of BC "are entitled to be protected from abuse, neglect and harm or threat of harm". The Act also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry of Children and Family Development.

## 17. PARENT INVOLVEMENT

### A. PARENT PARTICIPATION

Our Children's Centre is open for observation by parents at anytime. No notice required. However, please stop in at the Office before proceeding to your child's room.

### B. PARENT COMMUNICATION

**E-MAIL is our primary communication tool**




In addition to digital versions, general information for parents will also be posted on bulletin boards around the Centre. Classroom information; monthly newsletters and calendars are available in the Sign-In Clip Boards and on Classroom bulletin boards. It is the responsibility of the parent to keep well informed by reading the posted and emailed information.

Like us on Facebook

Due to strict licensing regulations we **REQUIRE** registered parents to inform OFFICE of **ALL** changes to pertinent information for every person listed on their registration form (parents, authorized pick up & emergency contacts). This includes address, all telephone numbers, etc. If custody status changes, please advise the office. It is also very important to provide copies of any restraining orders or specific custody orders to the **Office.**

## 15. HEALTH & SAFETY



A) The health of each child in our Childcare Centre is of great concern to us. To ensure a healthy environment for all within our Centre, we require that you keep your child home if he/she has one or more of the following conditions and notify the Centre's Office by 8am.

B) A child should be kept at home if the child is not well enough to take part in the regular program, which includes daily outdoor activities regardless of weather.

- ☹ *A fever (100.4°F /38°C or higher)* ***Ear Temperature Reading***
- ☹ *Vomiting, or diarrhea within 24 hours prior to attending*
- ☹ *A heavy nasal discharge, constant cough, or sore throat*
- ☹ *Infected skin or eyes*
- ☹ *A known or suspected communicable disease*
- ☹ *An undiagnosed or untreated rash, itching of body or scalp*

**All instances of above items must be disclosed to the Centre**

C) Child may return when they have been symptom free for *24 hours* and/or if prescribed treatment has been administered for 24 hours.

D) In case of accidental injury, we will immediately contact the parent and, if necessary, transport the child to the closest Emergency Room or call an ambulance. Therefore, it is vitally important to keep all relevant information and phone numbers up to date.

E) We encourage cleanliness, orderliness and good health habits.

F) Medication needed during the program will only be given by the staff. All medication must be labeled with the directions printed clearly. A medical permission form must be signed by parent/ guardian.

G) If a child should become ill, the Centre will notify parent. If unable to contact parent, the Centre will release child into the care of authorized "emergency contact".

## 7. GROUP CHILDCARE—School Age

Program before and after school for children in Grade 1 to grade 5

*Kindergarten before school care to be determined per school/school yr

Program operating **7am-5:30pm** on all School District #72 Non-Instructional days




## 8. ARRIVAL & DEPARTURE & PARKING

♦ Children **must** be brought inside the building by a parent and be signed in and out each day. Please be sure that a staff member has seen you and understands the child is being left in our care. Students arriving by our buses are considered signed in.

♦ Please do not park in bus spaces or drive-thru area. For the children's and public's safety, no vehicle should be left running while unattended.

♦ Only responsible person(s) as designated on the registration form should deliver and pick up the child/ren. Only people specified on the registration form will be allowed to take your child/ren off the premises **unless otherwise advised in writing**.

♦ In the event that a child is not picked up by end of program time, every effort will be made to contact the parent or "designated" contact person named on the registration form. If unsuccessful, the Childcare supervisor will contact the Ministry of Children and Family Development, who will then initiate their own procedures.

♦ If the parent or authorized person sent to pick up the child has been judged incapable of providing safe care, the staff in charge will contact the parent/guardian if applicable, or will call and alternate authorized person. If neither of these strategies are successful, the staff will call the Ministry of Children and Family Development and ask for the support of social worker to meet the child's immediate needs. If the person proves to be challenging these decisions, the staff will then contact the RCMP for further support.

**WE ARE A SCENT-FREE BUILDING**

Many People, including staff and children at the centre are extremely sensitive to sunscreens, perfumes, colognes, aftershaves and other scented products. Please do not wear them at any time in the building.

Thank you

## 9. DAILY ROUTINE

Varies from room to room and available upon request.
All programs encompass free open play, active play, fun planned activities, field trips, snack/lunch times and rest time. Our programs spend as much time as possible in play outside.

## 10. TRANSPORTATION

Transportation is provided for most local schools. Staff escorts/walks students each afternoon from Pinecrest. Buses go to designated schools for students scheduled. Driver will call the school office (if available) regarding absent children to have them paged to the bus.



If a child does not come to the bus within five minutes of the dismissal bell the bus driver will inform the school office and move on to next school. Pick-up for students missing their bus then becomes the responsibility of the parent. Staff of CLCC will contact parent.

In circumstances where parent or alternate is not able to pick child up at their school, parent may request CLCC bus to return, if possible, and parent will be charged a pick-up fee of **$15.00.**

## 11. FEES

A one time $30.00 non-refundable registration fee is required. A minimum of 2 days per week is required for all contracts. Monthly fee is due regardless of absenteeism due to illness, time off or inclement weather.

Please see separate Fee Schedule for detailed information.

An invoice is prepared and emailed to families approximately 7-10 days before the fees are due. Following payment being received, a receipt is prepared and emailed to families. If you are unable to provide us with an email address, you may stop by the office to request these statements.

## 12. PAYMENT OF FEES & DEPOSIT

To facilitate administrative procedures, **P**re **A**uthorized **D**ebit (**E**lectronic **F**unds **T**ransfer –**EFT**) is required. Several options for withdrawal dates are available. Please speak to the office staff for more information. For families who are unable to participate in PAD, you may pay your fees by cash or debit **BEFORE the 1st** of each month.

Extra days may be available based on space and means additional day charges. These will be billed at the time of booking and those fees are due with the next scheduled payment. Contracted days may be reduced with a minimum of 30 days notice and are subject to a $20 administration fee. Adding days to a contract may require being waitlisted for that spot. Please see the office for waitlist forms.

Failure to keep account up to date, will result in space being cancelled. As a non-profit organization we are unable to provide care without timely payment. Following cancellation of space, all arrears fees must be paid prior to re-enrollment.

## 13. OTHER FEES

- **LATE FEES of $25.00 for every 15 minutes after end of program will be charged.**
- **RETURNED PAYMENT fee is $25.00**
- **BUS RETURNING FOR A CHILD AT A SCHOOL is a $15.00 charge**.
- **CONTRACT CHANGE FEE is $20.00 fee, charged for each change to Contract schedules**
- **SCHOOL AGE CHILDREN: $15.00 Fee if Parents do not notify CLCC office by 1:30 PM when their child does not need a bus/walk pick up that day.**

## 14. WITHDRAWAL

In the case of withdrawal before the end of contract period, **a minimum of 30 days' notice is required, or 30 days' fee in lieu of notice.** Refund of any credit balance remaining on account after the notice period will be refunded by cheque.