

2019

Summer Registration

@bbbspq



Our Programs

Big Brothers Big Sisters of Prince George is proud to offer child care programs for children and youth living in Prince George since 2010. The program is intended to serve families needing full time, part time or occasional after school child care for their school aged children.

The goal of Big Brothers Big Sisters of Prince George is to expand programming, working proactively with more children and youth in the community.

We're Big Brothers Big Sisters, and we believe in the value and values of mentoring.

Big Brothers Big Sisters of Prince George (BBBSPG) Child Care Programs are fee for service programs operated by and in support of Big Brothers Big Sisters of Prince George. Any revenue generated by these programs are invested back into the agency's core programming to ensure sustainability and create the possibility for growth.

All of our programs are licensed and run by caring and qualified staff.

Big Brothers Big Sisters of Prince George and the child care programs are governed by a volunteer Board of Directors made up of community leaders. The Board of Directors and staff of the Big Brothers Big Sisters of Prince George have assumed the moral and legal responsibility for the safety of the children in our care. To this end we have adopted the policies outlined in this manual.

Goals and Objectives

Our programs' aim is to provide quality child care and has adopted the following goals and objectives:

1. Provide a setting in which a child may make friends and be challenged through new experiences.
2. Develop the child's respect for self and others.
3. Develop the social, cognitive, creative and physical skills and abilities of a child.
4. Develop the child's sense of well-being.
5. Provide positive role-models and form a quality mentoring relationship with the child.

Our programs are committed to responding to the continuing changes in our community, meeting the needs of the children and their families, and continue to be the leader in children and youth mentoring programs.

We are celebrating our 7th Anniversary of our Summer Adventure Day Camps! The child care team at Big Brothers Big Sisters of Prince George are excited to welcome everyone to another exciting summer program.

Programs will run Monday – Friday with drop off starting at 7:00am and pick up no later than 6:00pm. Camps will not run on Canada Day (July 1st) and BC Day (August 5th).

Dropping Off Your Child

Children cannot be dropped off prior to the program opening.

Children must be signed in by parent/guardian. Please ensure staff know you are dropping off your child and please feel free to share any information about the previous night that may be of value to our staff. Please notify the program if your child is going to be absent. This can be done by phoning or texting the program phone (number to be provided upon your child's first day).

Picking Up Your Child

Parents/Guardians must sign out their children and check if they have any messages.

Children will be released only to parent(s) or persons designated by the parent/guardian, upon authentication, if required. All authorized individuals need to be 18 years of age or older unless approved by the Child Care Manager.

In rare circumstances parent(s) may require a person other than those listed on this form to pick up their child. Authorization must be made verbally, in person, or over the phone prior to the delegate picking up. The delegate must present identification before the child is released to them.

All persons, whether pre-authorized or special pick-up WILL BE required to show picture ID if they are unknown to the staff on duty.

Our Summer Program is designed to keep the children engaged in crafts, activities, games and field trips, and these endeavours take our programs away from the site frequently throughout the day. There will be a sign on the door stating our location and anticipated time of arrival back at the centre when we are away. You are more than welcome to pick up at that location or wait for our return. If you are unsure if the group is in the site or away please call our office at 250.563.7410 and someone will be able to help you.

Children will not be released from care when the person appears to be incapable of providing safe care (e.g. intoxicated / drug use). Staff will suggest that the parent/guardian or authorized pick up call a friend/taxi for alternate transportation. If the staff feels a child is at risk and the person makes the decision to drive; staff will call the police.

Late pickups will be subject to a late fee of \$1.00 / minute. If the child has not been picked-up by closing time and the centre has not been advised of the parent(s)/guardian(s) tardiness, the following procedure will be employed:

- Parent will be phoned at home, at work or on cell phone at 6:05pm. In the event that the parent(s) cannot be located within 15 minutes, the emergency contacts named on registration form will be phoned and asked to pick up the child.
- If neither the parent(s) nor the emergency contacts can be reached after 30 minutes, Emergency Social Services (Child Protection Services) will be phoned and asked to take custody of the child. Should it be necessary to contact Emergency Social Services, parent(s) will be informed that their child can be located through Emergency Social Services and/or the RCMP.

Transportation and Field Trips

We also have numerous field trips schedule each week. Transportation to and from field trips will depend on the location of the field trip. Children will be transported to and from our outings and activities by utilizing public transportation, our licensed agency vans or on foot.

Medications

If your child requires prescription medication at the program, please fill in the Medical Administration Form (obtained from Child Care Manager) when you drop off your child. All medications must be in original container, with the label intact containing the following: child's name, name of physician, date of issue and instructions. If the medication is for emergency use (i.e. inhaler or epi-pen) it will be stored in the first aid backpack that goes everywhere your child goes.

Along with the Medical Administration Form there will be a Care Plan created by our Child Care Manager, in consultation with the parent/guardian to outline the process for administering the medication.

Code of Conduct

Big Brothers Big Sisters child care programs work to maintain a positive, nurturing environment at all times. In effort to achieve this, a policy has been drafted to express the conduct expected from everyone in our programs including staff, parents, children and guest. Those individuals who do not follow the code of conduct may have their care terminated without refund.

We are expected to follow a code of conduct when dealing with each other. This code of conduct includes but is not restricted to:

- Treating others with respect
- Being fair, honest and truthful
- Using tone, words and gestures that are respectful and inviting
- Finding a cooperative solution to identified problems
- Discuss concerns away from the child care area
- Informing the staff about changes in the child's life
- Following the illness guidelines

Behaviours that are inappropriate include:

- Use of inappropriate language
- Violence towards another person or yourself
- Purposely causing damage to property
- Talking in a negative, degrading manner about or to any child, family or staff member.

Child Guidance

Punishment of any kind including physical, emotional, exclusion, and humiliation is strictly forbidden. Appropriate child guidance methods include:

1. Discussion of problem and/or re-direction
2. Opportunity for the child to make his/her own choice with the emphasis on positive reinforcement

Staff recognize each child as an individual in regards to age, stage of development, temperament and culture. Staff guide children's behaviours by using prevention and intervention strategies. Staff use their knowledge and skills to ensure that a child's self-esteem is enhanced.

In order to protect the safety of your child, the other children in our program, and our agency staff we will be implementing a 3-stage discipline process that will be enacted if any behavioural instance occurs that requires the parent/guardian to be contacted for immediate/early pickup. Stages are as follows:

1. First incident child will be asked to leave for the day
2. Second incident child will be asked to leave for the day plus the entirety of the next day and a consultation with between Program Manager and parent/guardian will occur
3. In the event of a third incident our agency will not be able to provide future care for your child

Incidents and Reports

When your child has an incident while in care a report will be written. Incident reports are written by the staff who has witnessed or dealt with the incident.

An incident report will be written for a child and shared with their parent/guardian for the following incidents:

- Any injury that requires First Aid (but is not severe enough to be reported to licensing).
- Behaviours that are not aggressive or unusual.
- Inappropriate language or gestures.
- Other incident's that require intervention from staff, removal of a child from care or causes a disruption or delay in programming.

The following are reportable incidents as defined by Northern Health Licensing, and if occur will be reported to our licensing officer:

- | | | |
|----------------------|--------------------|-----------------------------------|
| • Unexpected illness | • Fall | • Disease outbreak or occurrence |
| • Attempted suicide | • Financial abuse | • Emergency restraint |
| • Choking | • Food poisoning | • Motor vehicle injury |
| • Sexual abuse | • Medication error | • Missing or wandering person |
| • Emotional abuse | • Other injury | • Service delivery problem |
| • Poisoning | • Physical abuse | • Aggressive or unusual behaviour |
| • Neglect | • Death | |

To find out how these incidents are defined please refer to *Community Care and Assisted Living Act* Child Care Licensing Regulations.

When an incident report is written, it is considered a reportable incident and the parent/guardian will be contacted to be informed of what happened.

In any instance that the child is immediately displaying violent behaviours (defined: any situation where there is not a progression in his behaviour for staff to try and 'head off' the escalation to violence) that puts other children in our care in an unsafe situation their parent/guardian will be contacted to pick up immediately.

What to Bring to the Program

We ask that everyone brings the following items to the program each day. If there is an item on here that you are not able to provide please speak with our staff.

- Clothes that are okay to get dirty - We sometimes do some messy activities!
- Swimsuit – You never know when a water balloon fight may break out.
- Lunch – Please ensure your lunches are NUT FREE. We do provide morning and afternoon snack.
- Hat – Be sun safe!
- Sunscreen – Please ensure your child can apply their own sun screen.
- Water bottle – H2O is the way to go!

We ask that children DO NOT bring toys, electronics or items from home as they could get lost and or stolen. Big Brothers Big Sisters is not responsible for personal items that are lost or broken while at the centre.

Children will be encouraged to keep all personal items in their backpacks. Staff will also volunteer to hold items until pick up.



What This Summer Will Look Like

July 2nd – 5th: High Tide at the Sea Side

Go to the sea with these fun ocean-themed activities and crafts! This week is filled with sea creatures and water fun!

July 8th – 12th: Wacky Spirit Week

This week is all about showing your spirit! We are participating in Backwards Day, Christmas in July and BBBS Colours.

July 15th – 19th: Wilderness Week

Spend this week in the wild! We will be learning survival tips and crafting with only supplies from the outdoors.

July 22rd – 26th: A Week of Photography

This week is all about creating the unimaginable! Your child will discover their creative side with the photography collages and fun activities. This week is for all artsy and non-artsy types!

July 29th – August 2nd: Animal Antics

Have an animal adventure this summer with games, activities, and crafts that will make your children roar! We are going to discover animals from all over the world.

August 6th – 9th: Back in Time

Each day is a different decade in this week! We are exploring the major era's and have some fun back in time field trips.

August 12th – 16th: Dancing Away Summer

5.. 6.. 7.. 8! We are dancing through the week with many different genres. We will be dancing the night away with hip hop, jazz and many more.

August 19th – 23rd: Music Makes the World Go Round

Spend this week getting groovy to many tunes! We will learn about different instruments, as well as listening to different genres of music. This week is about getting creative through music.

August 26th – August 30th: Summer Throwbacks

We are throwing it back! We have gone through all our summer time favourite activities and games. These fan favourites will be recreated for the ultimate last week of summer fun!

Application Information

Dear Parent/Guardian,

Thank you for your interest in our Summer Program! This program is for children who have completed Kindergarten and are up to 13 years old. You have the option of registering your child a week at a time, the whole month or for drop in days.

The Summer Registration package must be completed and returned to the Big Brothers Big Sisters office at 777 Kinsmen Place to secure your child's space. An agency staff will review the package and notify you if a consultation is required. The Summer Registration package must be completed in full a minimum of 2 days before your child's first day in the program.

Before Completing the Application

Does your child meet the requirements of the program?

- Has your child completed Kindergarten?
- Is your child under 13 years old?
- Is your child interested in engaging in both group and individual activities?

Have you completed your application?

- Have you completed the Registration package in full?
- Have you provided a picture of your child? (Either an electronic or paper version)
- Have you provided either your credit card information or pre-authorized debit form, and completed the payment schedule?
- Is there a copy of any Custody Agreements or Court Orders? (If applicable)

Thank you for choosing Big Brothers Big Sisters as your summer child care provider – we look forward to having your child join our program!

Program and Attendance

July

July 2nd – 5th July 8th – 12th July 15th – 19th July 22nd – 26th

July 29th – Aug 2nd

My child will attend the whole month for \$840

August

Aug 6th – 9th Aug 12th – 16th Aug 19th – 23rd Aug 20th – 30th

My child will attend the whole month for \$660

Disclaimer

As per Licensing Regulation 49 subsection 2: A Licensee must not provide care to a child unless the licensee has first ensured that the child's parents or emergency contact can be readily contacted while the child is in care. Registration forms must be fully completed with the child's care card number, immunization records and a current picture. Forms must be returned to Big Brothers Big Sisters of Prince George a minimum of 2 days before you child begins care.

Children will only be released to individuals who are listed on the Authorized Pick Up List and/or have permission to pick up noted. These individuals must be 19 years or older. If an individual listed on the paperwork is not permitted to pick up this must be noted on the paperwork by the parent/guardian.

When picking up a child please have picture identification on hand. A child will only be released to individual(s) not listed on the Authorized Pick Up List when a Childcare Staff has received written consent from the parent/guardian confirming that the person is permitted to pick up the child. Staff will check picture identification if they have not met the individual before.

I understand and support the policy that prohibits the possession or use of tobacco, alcohol or non-prescription drugs and understand their use, as well as abusive behaviour, is cause for dismissal without refund of fees.

Big Brothers Big Sisters of Prince George reserve the right to request a meeting with either the parent/guardian, or the parent/guardian and child, before accepting the registration package.

Child's First Name _____

Child's Last Name _____

Address _____

Postal Code _____

Going into Grade _____

Date of Birth _____

Parent/Guardian 1

Parent/Guardian 2

Name _____
First Name Last Name

Name _____
First Name Last Name

Address _____

Address _____

Postal Code _____

Postal Code _____

Home Phone _____ Other _____

Home Phone _____ Other _____

Relation to Child _____

Relation to Child _____

Permission to Pick Up Yes No

Permission to Pick Up Yes No

Emergency Contact 1

Emergency Contact 2 (optional)

Name _____
First Name Last Name

Name _____
First Name Last Name

Address _____

Address _____

Postal Code _____

Postal Code _____

Home Phone _____ Cell _____

Home Phone _____ Cell _____

Work Phone _____ Ext _____

Work Phone _____ Ext _____

Relation to Child _____

Relation to Child _____

Permission to Pick Up Yes No

Permission to Pick Up Yes No

Authorized Pick Ups (in addition to the above)

Office Use Only	
Registration Package Received _____	Start Date _____
4 day weeks at \$160 x _____ = _____	Total Fees Due _____
5 day weeks at \$185 x _____ = _____	

Health Information

Family Doctor _____ Phone Number _____

Family Dentist _____ Phone Number _____

Does your child have allergies? Yes No Is this allergy life threatening? Yes No

What is your child allergic to? _____

Does your child have any medical concerns (asthma, diabetes, ADHD etc.)? Yes No

Has your child received a diagnosis from a medical professional? Yes No

Details _____

Is your child taking medication? Yes No Will it need to be administered? Yes No

Is your child a swimmer? Yes No BC Care Card Number _____

Consent

I hereby give permission for images of my child, captured during regular and special Big Brothers Big Sisters of Prince George childcare activities through video, photo and digital camera, to be used solely for the purposes of Big Brothers Big Sisters of Prince George promotional material and publications, and waive any rights of compensation or ownership thereto.

Name _____ Signature _____

Date (MM/DD/YYYY) _____

In permitting my child to attend Big Brothers Big Sisters Summer Program, I the undersigned parent permit my child to participate on various field trips. These may include unscheduled, spontaneous local trips walking or public transportation or on planned outings using our licensed community shuttle service.

Name _____ Signature _____

Date (MM/DD/YYYY) _____

I authorize Big Brothers Big Sisters of Prince George, in the event of accident or illness affecting the child, to authorize on my behalf all procedures; including admission to hospital and necessary treatment there in, as they may deem essential for the care and well-being of the child. Such actions are only to be taken when immediate contact with the undersigned cannot be made. It is understood that Big Brothers Big Sisters of Prince George is not responsible for medical care or ambulance costs.

Name _____ Signature _____

Date (MM/DD/YYYY) _____

I, the undersigned, release and discharge any and all rights and claims for damages and causes of suit or action that I or my child have at any time against Big Brothers Big Sisters of Prince George, along with their employees and agents, for any and all injuries or losses suffered by my child as a result of participating in Big Brothers Big Sisters of Prince George After School Care Program.

Name _____ Signature _____

Date (MM/DD/YYYY) _____

Immunization Record

The Child Care Licensing Regulation, Section 21 (l) (a) states that all children attending licensed care must have a record of their immunization (s). The following information must be recorded on each child attending the program and kept in facility files. A current photocopy of the child's health passport is also acceptable.

The Immunization Program is voluntary. Parents who choose NOT to immunize their child must understand the consequences of this in relation to the nature of a child setting. Big Brothers Big Sisters of Prince George will record those parents who have declined to participate in the Provincial Immunization Program.

My child has been immunized in the Provincial Immunization Program Yes No

My child has received the following additional immunizations _____

BASIC IMMUNIZATION SCHEDULE							
	2 months	4 months	6 months	12 months	18 months	4-6 years	Grade 6
Pneumococcal conjugate	x	x		x			
Hepatitis B	x	x	x				x
Diphtheria	x	x	x		x	x	
Pertussis (Whooping cough)	x	x	x		x	x	
Tetanus	x	x	x		x	x	
Poliomyelitis	x	x	x		x	x	
Meningococcal C conjugate	x			x			x
Measles					x		
Mumps					x		
Rubella					x		
Influenza Vaccine Type F					x		
Chicken Pox vaccine (Vancella C)				x	x	x	x
Human Papillomavirus (HPV)							x

Infants born on/after July 1, 2003 receive the Pneumococcal conjugate
 Infants born on/after July 1, 2002 receive the Meningococcal conjugate
 Infants born on/after January 1, 2001 receive the Hepatitis B or by school entry schedule
 Td- Diphtheria-Tetanus Booster given in Grade 9 and every 10 years after Grade 9

School Entry: (4-6 years of age) DPT-Booster given in Kindergarten Yes No
 Grade 6: Hepatitis B (2 doses) and Meningococcal C conjugate Yes No

The Provincial Schedule of Immunization may change without notice. Parents may attach a photocopy of your child's immunization record if preferred.

Name _____ Signature _____

Behavioural Information

When filling out this section we encourage parents to give us as much information as possible. Knowing about your child's behaviour before hand allows us to take a proactive approach to their individual needs and therefore help to ensure that they are successful and enjoy the program.

Does your child:

- Display signs of anxiety in a group of children? Yes No
- Require assistance dressing, toileting, feeding? Yes No
- Require assistance in following classroom routine/rules? Yes No
- Receive support from a teacher's assistant at school? Yes No
- Have an Individual Education Plan at school? Yes No
- Display frequent aggressive behaviours? Yes No
- Have unique information processing needs? Yes No
- Have difficulty accepting consequences for their behaviours? Yes No

Has your child:

- Been asked to leave a childcare program due to behavioural issues? Yes No
- Received services from Supported Child Care? Yes No
- Required support staff in a childcare setting? Yes No

Additional Comments _____

I require a consultation with the Childcare Manager Yes No

I have clarified any questions I had and I commit and confirm that my child will participate in the full program, including field trips, and my child will follow safety instructions and/or refrain from behaviour that is harmful to oneself and others.

Name _____ Signature _____

Date (MM/DD/YYYY) _____

start something

Payment Contract

Child's First Name _____ Child's Last Name _____

Parent's First Name _____ Parent's Last Name _____

Payment Type Visa Mastercard Preauthorized Debit E-Transfer

Credit Information

Name on Card _____ Expiry (MM/DD/YYYY) _____

Card Number _____

Preauthorized Debit Information (or attach a void cheque)

Name on Account _____ Account Number _____

Transit Number _____ Institution Number _____

I hereby authorize Big Brothers Big Sisters of Prince George to deduct childcare fees from my financial institution or credit card on the 1st 20th of each month.

I understand that a service charge of \$20 will be charged to my account for any returned payments. Failure to make full payment or payment arrangements within five days of the NSF notice will result in your child being removed from our program. X _____

Name _____ Signature _____

Date (MM/DD/YYYY) _____

Payment Schedule

I will be paying my Summer Program fees before my child attends their first day

I will make equal payments on July 1st July 20th August 1st August 20th

I will make arrangements with the Administrative Coordinator for my payment schedule