



# Adventure Island Childcare

4355 Okano Place. Victoria, BC.

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Owner and Educator: Nicola Bailey, ECEA

“Miss Nikki”

“Where learning and fun come together as one!”

## **Welcome to Adventure Island Childcare!**

Enclosed in this contract is the parent handbook and registration package that you and I will need for your child's enrolment.

Please complete the Registration Form, Fee Schedule Form, and Emergency Card and return them to Adventure Island Childcare prior to your child's start date. Please take the time to read this agreement carefully as, once signed, it becomes a legally binding contract. Please sign and date all required pages. This contract will be kept on file and is readily available at your request for future reference.

To ensure the space in the Child Care Center is reserved for your child, a deposit of \$250 is required when the contract is signed. This will be refunded at the end of your child's enrolment as outlined in the contract.

Please include six post-dated cheques for the first day of each month for which your child will be enrolled. If for some reason the contract is terminated before all the cheques have been used, the remaining ones will be returned to you.

Please make all cheques payable to: Adventure Island Childcare. An annual receipt will be issued at the end of each year.

## **Thank you for choosing Adventure Island Childcare!**

- 
- Offering exceptional full time and part time quality care to 7 children daily, ages 1-5
  - Licensed through VIHA, accepts ACCB (NOT opted-in to CCFRI)
  - Monthly calendar provided outlining learning activities and weekly outdoor Adventures!
  - Supporting Early Learning and Development and a Preschool Curriculum

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## About “Miss Nikki”

Hello everyone! I want to include a little passage sharing my story and my strong love for children and families.

I was born in England and grew up with my mum, dad, and younger brother. We immigrated to Canada as a family and began our new life on the west coast of Canada. I grew up in the Kitsilano area of Vancouver and have always had a love for children.

After high school, I moved to Vancouver Island to attend the University of Victoria. I began working as a teacher in a local daycare in 2008, where I grew to take on a Managerial role and continued employment for 4 years. During this time, I recognized my true passion for children, and knew that this was my calling, my gift, and my future career. In 2012, I opened Adventure Island Childcare.

I have attended many seminars and workshops, and also began my formal education and training in the online Early Childhood Education Diploma Program at Northern Lights College in 2011. Here I obtained my Assistant Status.

In 2019, my daughter Myra was born, and in 2022 we welcomed our second child River! I am so excited to now have both a part of the group! We also have our loving dog Sunny!

I am committed to providing quality care to children and supporting their families, while fostering strong and caring relationships.

I am looking forward to getting to know each other, and I am so excited for what the future holds at Adventure Island Childcare!

Thank you!

Miss Nikki

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## **Emergency Procedures**

In the event of an emergency: **Call 911**

**Our Location: 4355 Okano Place. Victoria BC V8N 5G7**  
**Cell: 250-857-1217**

1. Children will be alerted by three sharp whistle blows
2. Children will be escorted outside via the closest Exit
3. All Exits are clearly marked.
4. The teacher will take the attendance and First Aid Kit.
5. Areas such as behind doors, washroom and any other areas a frightened child may hide will be checked.
6. The group will meet at the front of the house. Once all children have been accounted for and reassured they will be taken to the following location:

**Charlayne Robinson**  
**250-661-7475**  
**4551 Torquay Drive**

7. As per licensing regulation, our Fire/Earthquake Escape Plan will be practiced on a monthly basis so all children are familiar with our Emergency procedure. We will also include an earthquake drill.

\*If the van is not at the center during an emergency, the children will be walked to one of the neighbour's house. Details:

Name: John Marczyk

Phone Number: 250-472-6903

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Name: Rainy Klassen

Phone Number: 250-858-6794

## Emergency/Disaster Plan

Adventure Island Childcare has created this plan to prepare for any Emergency and Disaster that should occur. We have documented the steps necessary to respond to any such emergency or disaster. Please note that Adventure Island Childcare is using all methods to prevent and mitigate all emergencies as stated in this contract.

### **Disease outbreak: (Please see separate COVID 19 Pandemic Policy)**

- Quarantine the child immediately
- Notify parents and health authorities
- Keep all other children in care safe and healthy
- Sanitization of center
- Child infected is not allowed to return to center until documentation of good health is proven
- Document entire event and steps taken in detail in communication book
- In the case of a community outbreak, AIC will follow instructions from authorities and will close the centre according to instruction from Licensing/VIHA or will follow School District Protocols. There will be no changes to monthly fees in the event of centre closures due to outbreaks

### **Aggressive Behaviour:**

- Secure all children in a safe place while aggressive child is having an episode
- Remove all objects from and around aggressive child that may lead to self-destructive behaviour
- Notify parents, and/or authorities immediately
- Make all efforts to calm the child and to ensure safety of child
- Maintain safety of all children in care until aggressive child calms or parents come to pick up
- Document entire event and steps taken in detail in communication book

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**Earthquake:**

- in an event of an earthquake, teacher will do rapid walk through of center and gather all children
- children are instructed by teacher to go under the table in main eating/craft area
- teacher will do a head count to make sure all children are present
- duck and cover (hands over head) and hold
- count to 100 out loud
- if shaking/movement has stopped, gather all children and go outside to meeting spot by the gate
- teacher and children will then take the same steps as fire drill, get in the van and drive to Sharon Maxey's house on Avalon rd in James Bay and will wait for instructions from authorities. Sharon is my mum.
- all parents notified immediately
- ensure safety of all children at all times
- document entire event and steps in detail in communication book
- practice earthquake drill monthly and document

**DISASTER KITS:**

- In a freezer bag please label and put in the following items:
- 2-3 non-perishable food items
- Family picture with emergency contact information on back
- Small toy, activity or book
- Kleenex or wipes
- Diaper or pull up (if required)
- Bottle of water

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## Emergency Medical Policy

- The parent will be contacted immediately if a child suffers an injury which may require additional care. The parent and care giver will mutually decide on a course of action.
  - In the event of an accident, illness or other incident requiring medical care, Adventure Island Childcare will contact the parent. If the parent is unavailable, Adventure Island Childcare will contact the alternative person named on the registration form to pick up the child and take them to the family physician named on the registration form or to the hospital or clinic.
  - In the event of a serious accident or illness, Adventure Island Childcare will contact an ambulance immediately, prior to contacting the parent and will not be responsible for any cost incurred. If the parent cannot be located Adventure Island Childcare will:
    - Call the child's family physician
    - Call the alternative person named on the registration form to be with the child at the hospital until the parent arrives.
  - The parent agrees to pick up their child immediately if there is an emergency at Adventure Island Childcare and the care giver is unable to continue care of the children for the remainder of the day.
  - Adventure Island Childcare will only give a child medication when the "To Administer Medication" form is completed and signed. All medication, whether it is prescription or over the counter must be in its original bottle or jar and must be clearly marked with the child's name, expiry date and the dose required. The medication
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must be given to the care giver to be stored in a secure location until the child's pick up time.

- The parent will keep the care giver informed of any event or change of routine that may affect the child's health or behaviour.
- In the event of a fire or natural disaster, the care giver will follow the designated policies outlined in the Disaster Policy binder. Please do not hesitate to request a review of policies. Adventure Island Childcare requires that all children have a Disaster Kit.
- All events and incidents will be recorded in the communication book.

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## Illness Policy

The Community Care Facility Act and Child Care Regulations for the Province of British Columbia set out health and safety standards for all Licensed Care Facilities for children. We know that disease outbreaks in child care facilities are not only a medical problem, they can also cause disruptions to staff, parents and children and can result in serious financial problems for all parties involved. Your cooperation and participation in managing the spread of illness in the facility will help a great deal in decreasing these disruptions for everyone.

**CHILDREN ARE NOT PERMITTED TO ATTEND ADVENTURE ISLAND CHILDCARE WHEN THEY ARE ILL OR IF YOUR CHILD...**

- Has a rash
- Has a fever
- Has any yellow or green nasal secretion and where the care giver needs to blow the child's nose frequently throughout the day.
- Has vomited in the last 24 hours
- Has had diarrhea in the last 24 hours
- Is discharging mucus from their nose or mouth when sneezing or coughing
- Has been on antibiotics for less than 24 hours
- Has any discharge from the eyes (pink eye)
- Has a sore throat, headache or earache
- Has Lice

The Child Care Licensing Regulations are in place to protect the health and safety of all children and their families enrolled in the facility. Compromising the illness policy can place the other children at risk and can also cause the facility license to be in jeopardy. Any outbreaks of a communicable illness contracted by children or care giver must be

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reported to the health authorities and may result in a temporary closure of the facility.

Please do not return your child to Adventure Island Childcare until your child is free of all the above symptoms.

All children must be well enough to participate in daily activities and Adventures as described on the monthly calendar. It is the responsibility of the parent to ensure back up care is available for their child when they are not able to attend Adventure Island Childcare.

Immunization records must be attached to the Registration Form and submitted prior your child attending Adventure Island Childcare.

Should the care provider or their own child become ill, a substitute care giver will be called in for the day. Should there be no substitute available, Adventure Island Childcare will close until the care giver or a substitute can return to work.

There will be no reimbursement of monthly fees for any missed days or centre closures due to illness of care providers or the children

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## Screen time/Physical activity Policy

**Screen time:** Adventure Island Childcare does not have a TV in the center. The children have **30-60 mins** of iPad during nap time where they rest and watch a show while the care provider takes their break. Shows or games with a learning focus only are permitted. Younger children who nap do not participate. During the Fall and Winter months, we have a monthly PJ Day where the children either watch a show or a movie. All movies are age appropriate and parents are notified of selection. Children are not forced to watch; they are free to play and move around the room as they please. Children will sometimes watch Cosmic Yoga on youtube to follow along in a Yoga class. All other uses of the Ipad are strictly for music, and short learning clips.

**Physical Activity:** Adventure Island thrives on being outside in nature and exploring all the places our beautiful island has to offer. Our group is outside for a minimum of 1.5 hour each day, rain or shine. We have our school van that we use to drive to parks and other outings, and also have a big backyard with a sandbox. We go outside in the morning and also try to get outside in the afternoon before pick up. The children walk, skip, jump, climb, run, play in the sand/water, and we play games such as soccer, Frisbee, what time is it mister wolf, hide and seek, and running races/obstacle courses. We may stay inside during periods of extreme rain/wind/heat/during wildfire season (smoke hazards)

**Diffusing Essential Oils:** Adventure Island Childcare diffuses Young Living Essential Oils in the classroom to help promote health and wellness, and to make our space smell beautiful! If you have any questions about this, please let me know!

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## The Program

The program will consist of learning experiences accompanied with outdoor Adventures! A monthly Calendar will be supplied to each family to take home. Below is an example of the daily schedule at Adventure Island Childcare. Please note my older child attends Torquay Elementary starting September 2024.

### Daily Schedule/Routine

8:00am	doors open
8:00-8:20am	arrivals/free play/table activities/art
8:25am	leave for school drop off
8:45-9:15am	playing at Torquay school playground
9:30am	morning snack and daily calendar time
10:30am	calendar activity/van adventure
12:00pm	lunch time (either at home or picnic out)
12:30pm	resting with books
12:45pm	group story time
1:00-2:00pm	nap/rest time
2:30pm	leave for school pick up
2:45-3:15pm	playing at Torquay school playground
3:30pm	afternoon snack
3:45-4:30pm	free play/table activities/art/outside time
4:30pm	pick up time, doors close

Please remember that our program can be flexible!

Toileting/handwashing happens before we leave, and upon return to the center. Also before all meal times and after arts and crafts.

\*For our daily school drop off at Torquay, please have your children arrive at the centre no later than 8:20am to join for the morning walk (weather permitting). If this time does not work, please feel free to meet us at Torquay elementary for drop off at 845am, along the way, or once we have returned to the Center at 915am. There may be days my husband Phil will drop off Myra instead.

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## Hours of Operation and Holiday/Vacation/Closures

Adventure Island Childcare (AIC) is open Monday to Friday from 8:00am to 4:30pm.

AIC is closed on all provincial and federal statutory holidays and on the recognized statutory holidays when the holiday falls on a weekend. This includes Good Friday, Easter Monday and Boxing Day.

Adventure Island Childcare will be closed for 2 weeks during Spring break (shadowing the school district closures), 2 weeks over the summer months (last 2 weeks of August) and 2 weeks over Christmas and New Year's (shadowing school district closures). Notice will be given as to the exact dates of these closures as they are subject to change.

The Licensee may also request additional days off or early dismissal for snow days and other weather emergencies (following school districts), personal appointments, family matters, illness, events, travel, or emergencies. AIC may also close if instructed by VIHA or due to a pandemic outbreak.

The monthly fee is not adjusted during months with statutory holidays, Spring Break, Christmas and summer holiday closures, or any additional days off for the licensee as stated above. The monthly fee quoted has been determined to include these closures.

There will be no refund or make up days for any of your child's absences including personal family holidays, illness or change in work schedules.

Adventure Island Childcare is unable to hold your position vacant without continuous payment of your monthly fee. Parents are not permitted to sublet any of their child's space at Adventure Island Childcare.

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## **Drop Off**

There is always an adjustment time during your child's first few days at a new school. I recommend a half day for the first day, to allow for a gradual transition. The first days can be an easy adjustment due to the fact that everything is new and exciting. Once they settle in, your child may occasionally become upset or not want you to leave. This can happen on the first day also. It is usually short-lived, within five minutes of the parent's departing. The care provider will check in after drop off to confirm the child is content. Please arrive with enough time to transition. This allows for the children to settle in and say goodbye to family, and to have some play time before cleaning up and beginning our day. This will eliminate any rush which will assist in a smoother transition for you and your child and myself and the other children in care. It is during this time that I encourage you to trust your caregiver. A quick "goodbye" with a smile is usually easier on the child and the parent. Please feel free to call if you are concerned about your child's happiness after you leave. You will be called by AIC if your child continues to be distressed for longer than a few minutes. \*Please note our morning school walk to Torquay for drop off timing.

## **Pick up**

Pick up time can be hectic with parents arriving, families leaving, and activities ending. We ask that parents arrive no later than 4:25pm and are prepared to spend 5 minutes at the center upon your arrival to allow your child time to finish their activity and clean up and not feel rushed. Experience has shown that expecting your child to leave immediately can lead to challenging behaviour and stress for both the child and the parent. Please feel free to schedule a meeting at a more appropriate time to discuss any questions or concerns. \*Please remember to sign your child "in" and "out" at drop off and pick up times on the attendance record sheet by the front door, and that people allowed to pick up are listed in registration paperwork (siblings age 12+ are allowed to drop off/ pick up with written parent permission). Please communicate any early pick up requests or if there is an alternate person coming for pick up.

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## **Adventures**

Adventures will take place weekly, and will be age appropriate and geared towards the interests of the children. We will aim to leave the center at 10:30am on these days. Please note that any special Adventures are posted on the monthly calendar and some may require early arrival. You may be asked to pack a picnic-style lunch for your child on appropriate days. Please remember to include any utensils needed, a damp washcloth in a plastic bag and a spare Ziploc for garbage. Adventures are covered in the monthly fee. Transportation to and from our Adventure is provided by our Company Van. The van is equipped with car seats/booster seats, care-bag (first aid kit, Emergency Medical Cards, supplies), and required insurance. Please remember to pack appropriate clothing, outerwear, and footwear for Adventures as well as lots of water and sunscreen (when needed). I will have my cell phone on me at all times and will give notice should a planned Adventure change or be cancelled. All Adventures are weather permitting.

## **Toys**

Please do not allow your child to bring toys from home to the center. Toys that come from home can cause many tears when lost or broken and children often have a hard time sharing their special toy with the other children. It is also very difficult for caregivers to keep track of the toys from home and are unable to spend time searching for them at pick up time. On special days your child can bring a special toy for Show and Tell. Please label all items that come into the center. Each child is welcome to bring one special stuffed toy or doll for nap/rest time. This toy would be left at the center.

## **Birthdays**

AIC will celebrate your child's birthday by doing something special with their friends at school. Parents are welcome to bring cupcakes for the celebration, but please be mindful of child allergies when bringing in special food.

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When your child celebrates their birthday and ages up, their respective monthly daycare fee will decrease as per the “Fees” chart on p.24. The fee change will take effect the following month after their Birthday. For example, If your child’s birthday is April 15th the fee change would take effect on May 1st.

## **Sub Teachers**

Adventure Island Childcare may periodically have a substitute teacher to cover any portion of the day between the hours of 8am-430pm. There may be full days covered, along with extended periods of time (for example travel or maternity leave) if needed. Parents are notified when schedule is in place, and a meet and greet/training will follow. AIC cannot guarantee a sub teacher is always available. Sub teachers will have all mandatory credentials on file as per licensing requirements.

## **Rest Time**

Every child is encouraged to participate in the scheduled quiet rest time every day for approximately 1-2 hours (dependent on activity/adventure/school pickup). Older children are not required to sleep but are allowed the allotted screen time, and then asked to do quiet free play and activities (arts and crafts, puzzles, lego or reading) for the duration of rest time. Adventure Island Childcare is only responsible to ensure rest time is available and cannot force, nor prevent children from sleeping while at the center. Please provide a pillow, blanket, stuffed animal, and soother (if needed) for your child’s rest time. All supplies are individually stored and washed regularly. Sleeping children are supervised by use of baby monitor accompanied with frequent checks. Children who are awake are supervised. Please feel free to send along any milk bottles for nap/rest time if needed.

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## **Clothing, food, bedding, and supplies**

Children enjoy experimenting with paints, markers and other art materials with bright colours. I attempt to use only washable materials but frequently items do not wash out completely. Please do not send your child to Adventure Island Childcare in clothing that you particularly value so as not to be disappointed should art material or outside elements accidentally get on them. Please ensure your child has at least one spare change of clothes at the center in their cubby as well as extra socks, underwear and a spare sweater (marked clearly with your child's name if possible). Please also pack weather/outing appropriate outer and foot wear and sunscreen and mittens when needed.

Adventure Island Childcare also asks that you supply diapers/pull ups, wipes, and cream for your child if needed. You will be notified when your child is running out of any supplies at the center.

If your child is in the process of learning to use the toilet, please dress him/her in easy to remove clothes (no overalls/onesies please) and send lots of spares.

The parent will provide a nutritious, adequate lunch, two snacks and water with an ice pack, clean damp wash cloth (in a plastic bag please), cutlery, and any other food items required all in a child size back pack. The care provider may request additional supplies.

Please also provide a blanket, pillow, stuffed animal/doll, or soother (if needed) for your child for their nap/rest time. These items can stay at the center.

Adventure Island Childcare may not be held responsible for loss of or damage to any of your child's belongings. Supplies and clothing may get dirty, damaged or lost during normal daycare activities. Children may not be able to attend should proper gear not be present.

Please supply any a disaster kit and any special medications your child may need.

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## **Guidance and Discipline Philosophy and Policy**

I view each child I work with as a unique individual, with different needs and interests. I respect that each child develops at a different rate, reaches milestones at different times, and is equipped with an individual temperament, and personality. I respect that children come from unique homes, backgrounds and cultures, and from different circumstances. I believe that each child is special, and deserves love and care from others. Children have rights that should be respected by all. I believe children to be independent, and loving people filled with energy, and imagination to share. Children are capable. Children are innocent, loyal, honest, and forgiving. Children are resilient, and enthusiastic about learning, and motivated to explore new things. Children can be risk takers, and are capable of teaching adults a different way of perceiving life.

I will support children's early learning skill development, healthy social and emotional development, and educational interests. I will accomplish this by modelling desirable behaviours, being alert and sensitive to the children's needs, stage of development, and social contexts, and will provide resources and activities to encourage success in all areas of learning life skills. I will use narration, self-talk, and descriptions as tools to guide children's behaviour. I will only ask genuine questions. I will inform rather than direct and I will respond positively to what I value.

My role as an educator in guiding children's behaviour is to help children to perspective take and to be morally autonomous, by allowing them the opportunity to make safe and age appropriate choices. I will help children develop the skills necessary to problem solve, and to acquire emotion regulation and self-discipline.

I will keep children safe, and will also provide opportunities to participate in developmentally appropriate risk-taking. I will encourage rather than praise children when recognizing appropriate behaviour. I believe that it is my duty to help children understand, develop self-esteem and self-worth, and to help them become independent. I model healthy, confident and appropriate behaviour, and I am sincere in my questions and interactions with children.

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I will involve families and the community in the caring and guiding of children, and will be open and respectful towards all cultures and diversities. I will establish strong, caring, and honest relationships with the families and professionals in the community that I work with.

My role as an educator is to understand children's mistaken behaviours, and to help treat the probable causes of children's inappropriate behaviour. I will observe and document children's behaviour and will practice understanding and model problem solving. I will provide the children with unconditional love and attention, and will treat each child with respect.

I will use constructive discipline in guiding children's behaviour, and will inform rather than direct by use of explanations, setting clear limits, and reflective listening and communication. I believe in letting children be children, and bringing fun and humour to my center.

I will provide a loving, safe, nurturing, and stimulating environment that can satisfy the individual needs of children, and that will also challenge the children in their development and maturity. I will establish a daily routine that will provide the children with predictability, and structure. I will help to prepare young children for their future entry into the public school system, and will guide them to be kind, and productive citizens and members of society. My role as an educator is to positively influence the children that I work with, and to have an impact on the lives of the children and their families. My goal as an Early Childhood Educator is to provide quality care to children by developing strong and caring relationships with each child.

If persistent behavior becomes unacceptable or unsafe, the "time away" method will be used in response. The child will be asked to go to a quiet, private area within the same room as the other children to calm down, and will be supervised at all times. Caregivers will promote children to make their own choice of when they feel ready to leave a "time away". Adventure Island Childcare encourages a positive learning experience and will make sure that each child understands why they were placed in a "time away".

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## Withdrawal Policy

The parent is required to give, in writing, one full calendar month notice when withdrawing a child from Adventure Island Childcare. Notice must be given on or before the first day of the last month of care. Notice given after the first will be deemed effective at the end of the following calendar month. Withdrawals without required notice are still responsible for the full month's fees and are subject to forfeit the deposit. Notice given by Adventure Island Childcare terminating your child's enrolment, in no way revokes the terms of withdrawal stated herein.

Adventure Island Childcare will give in writing, one full calendar month notice if for any reason the center is no longer able to provide care for your child. Adventure Island Childcare will notify the parent if the child is displaying consistent disrespectful, disruptive, aggressive, or harmful attitudes or behaviour. It is the parent's responsibility to address the behaviour with the child, and Adventure Island Childcare will work with the family to help support constructive guidance and discipline. If the disruptive or aggressive behaviour continues, Adventure Island Childcare reserves the right to terminate your child's enrolment with two weeks' notice. The remainder of the monthly fee will not be refunded and the deposit will be refunded within thirty days of the child's last day in attendance.

Adventure Island Childcare reserves the right to terminate your child's enrolment immediately at any time without notice and may request immediate removal of the child, due to any inappropriate behaviour where the other children are at risk of being verbally, physically, sexually or emotionally harmed in any way. This may include, but is not limited to, any inappropriate verbal, physical, sexual or emotional behaviour by your child. Adventure Island Childcare is required by law to report any such incident to the Ministry of Children and Family Development. Adventure Island Childcare reserves the right to request intervention from the Ministry of Children and Family Development and/or the police

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to have the child removed immediately if the parent fails or is unable to do so.

There is no refund of any amount of the balance of any monthly fee paid and your deposit will be refunded within thirty days of the child's last day in attendance.

## **Supervision Policy**

Children enrolled at Adventure Island Childcare will be supervised by a qualified and experienced caregiver at all times of the day, on and off site. Adventure Island Childcare reserves the right to employ any qualified care giver at any time without notice. All employees in a Licensed Community Care Facility must have in their personal file as per licensing; a valid criminal record check, referenced work history, three personal references, proof of education, first aid certification and immunization status.

## **Pet/Animal Policy**

AIC has a resident dog! His name is Sunny and he is a male, part great Pyrenees and part Bernese Mountain dog, born March 4th 2023. He has been apart of our program since May 1 2023. Sunny is a big loveable teddy bear. He is socialized with other people, children and dogs. He is groomed on a regular basis. This breed of dog is excellent with children and families, and is a wonderful addition to our home/school. Sunny is fully insured through Trupanion, with maximum coverage including 3rd party liability. His presence is also factored into my daycare insurance policy through Western Financial. Sunny spends time in our backyard, and comes inside the school to say hello as we bring him into our laundry room (this area is gated /close doored and separate from the children's play/eating area). I bring him back outside into the yard during quiet time, and again back inside for the remainder of the day. The children like to pet sunny and give him treats during these transitions. He also has his own gated area upstairs in my personal living space. He may join for local park walks, and may accompany us in the backyard. He will be on leash, and walk trained. He will not be joining us on Adventures in the van.

Adventure Island Childcare has chickens! Our hens live in our fully fenced backyard run which contains our coop where they roam/play, eat/drink, sleep, and lay their eggs. The run is accessed by a door that is secured with deadbolt latches. The children are free to watch the chickens from outside the run during backyard play time. We will enter the run to visit the chickens, change the water, filling up feed, collecting eggs, and cleaning. This will happen daily/weekly/biweekly.

The children will only have access to the chickens with adult supervision.

I will ensure children partake in a thorough hand wash after handling chickens, exiting the run, and before eating. Children are not required to interact or participate in any chicken responsibilities should they choose not to. Chickens and their run/coop are well maintained and cleaned frequently.

Please notify Adventure Island of any allergies, questions or concerns.

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## Food and Drink Policy

Please have your child bring a backpack to school, that will fit comfortably on their back. Inside, please pack a healthy morning snack, a lunch with a substantial entree, and an afternoon snack. We are a no-juice center, so please make sure your child has a full water bottle every day that doesn't leak - stainless steel for summer time to keep cold. Please also pack a damp face cloth in a bag for mess and spills, and necessary cutlery. If needed, please pack a bib and any milk bottles. We also advise an ice pack in your child's lunch to ensure correct temperature of foods especially during warmer seasons.

At Adventure Island Childcare we support and enforce healthy eating habits alongside balanced food choices. We ask that if you have any difficulty with food combinations and variety, to please ask for suggestions as I have lots of ideas and love to offer support.

### Some healthy food choices for your child are:

- |  |                        |
|--|------------------------|
| -sandwiches (peanut butter and banana, honey, jam/tuna/egg/cheese and ham) | -nuts, seeds, raisins  |
| -quesadillas   | -leftovers from dinner |
| -soups   | -boiled eggs/egg salad |
| -yogurt  | -wraps                 |
| -fruit and veggies   | -granola bars          |
|  | -cheese and crackers   |

Should a child run out of food for the day and still be hungry, I will supply snacks. We will let all parents know at the end of the day what their child has eaten and will document as needed in the communication book. More snacks may be requested should your child need more food.

**\* Please be aware of any allergies/cultural diet restrictions that should exist inside the center**

**ADVENTURE ISLAND CHILDCARE PROMOTES HEALTHY EATING HABITS AND LIFESTYLES!**

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## Adventure Island Fee's and Monthly Rates

### Fees

\$250.00 deposit upon registration - refundable at the time of termination of contract \*minus any childcare monies owed and only if proper notice is given (see Withdrawl Policy p. 21)

\$75.00 Registration Fee upon registration - non refundable

Adventure Island Childcare participates in the Child Care Operating Funding Program (CCOF) and the **Affordable Child Care Benefit (ACCB)** - which subsidizes a portion of child care fees should you qualify. Information is available upon request.

Adventure Island Childcare has **NOT** opted-in to the Child Care Fee Reduction Initiative (CCFRI)

Tax Receipts are handed out by the end of February of the following year

### Monthly Childcare rates

#### Full time - Monday to Friday

Infant and Toddler (age 1-2)	\$1,500 per month
Preschool (age 3-5)	\$1,300 per month

#### Part time - Per day

Infant and Toddler (age 1-2)	\$75 per day
Preschool (age 3-5)	\$65 per day

Rates for 1-4 days per week, please discuss with Nicola

#### Out of School Care with transportation \*only when offered

Torquay Elementary (8-9am/2-430pm) \$35 per day

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## **Terms of the Contract**

### **Payment**

Monthly fees are to be paid in advance of the first day of the month, in either the form of six post-dated cheques or automatic deposit as set up through individual banks, confirmed and received at the time of registration. Cheques are made payable to Adventure Island Childcare on the 1<sup>st</sup> of each month. If payment is not made within 5 working days, Adventure Island Childcare reserves the right to enforce a late payment fee of \$5 per day. If there is no payment made after one month, Adventure Island Childcare reserves the right refuse child care services until balance is paid, or until an agreement has been made between parties. There will be no reduction in the monthly fee if there is a disruption in child care due to lack of payment, illness, or withdrawal. There will be an extra charge to cover any NSF fees.

### **Deposit**

A security deposit of \$250 is required upon completion of the contract. The deposit will be refunded one calendar month after the last day of care, minus any fees owing to Adventure Island Childcare, and only if proper notice has been given. Please see withdrawal policy.

### **Subsidy**

Parents receiving the Affordable Child Care Benefit (ACCB) are responsible for application, arrangements, and renewals. The full monthly fee must be paid by the parent until the subsidy is in place and the billing amount is known. Once the subsidy payment has been received by Adventure Island Childcare, the subsidy amount will be reimbursed to the parent. If subsidy authorization is not renewed and received by Adventure Island Childcare by the first day of the month, the ENTIRE monthly fee must be paid in full by the parent to avoid disruption in care. The parent will be reimbursed the subsidy amount when it has been received by Adventure Island Childcare.

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# Adventure Island Childcare

## Registration Form

Please attach 2  
current photos of  
your child.

### Child

Name: \_\_\_\_\_  
Surname Given Middle

Name child responds to: \_\_\_\_\_ Sex: Male ☐ Female ☐

Date of birth: \_\_\_\_\_

First Language: \_\_\_\_\_ Other languages: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Full address and postal code: \_\_\_\_\_

Date of enrolment: \_\_\_\_\_

First day of attendance: \_\_\_\_\_ Last day of attendance: \_\_\_\_\_

### Parent/Guardian(s):

Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

Place of work: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home address: \_\_\_\_\_ Home phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

Place of work: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home address: \_\_\_\_\_ Home phone: \_\_\_\_\_

### Medical Information:

Care card #: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone number: \_\_\_\_\_

### Person to Call/Pick-up child in case of emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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**People (other than parent/guardian(s) and emergency contacts)  
authorized to pick up child from Adventure Island Childcare:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**People not permitted to access child:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Are there custody orders? Yes ☐ No ☐ If yes, please attach  
documentation

**Names of other children(s) living at home:**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Has your child had previous experience away from home? (Ex Daycare,  
preschool etc)** Yes ☐ No ☐

If yes, please explain

Where? \_\_\_\_\_ When? \_\_\_\_\_

**Do you think your child feels comfortable leaving parents?** Yes ☐ No ☐

Explain \_\_\_\_\_

**Does your child suffer from any known medical problems/disabilities?**

Yes ☐ No ☐ If yes, please attach documentation

**List any communicable diseases child has had:**

**Has he/she had any recent illnesses?** Yes ☐ No ☐

If yes, please explain \_\_\_\_\_

**Any allergies?** Yes ☐ No ☐ If yes, please list

If yes, attach special instructions to follow in the event of an allergic reaction

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**What are your child's eating habits?**

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**Favourite foods?**

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**Strong dislikes?**

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**What are your child's nap time routine and sleeping habits?**

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**Does your child use the toilet, or is toilet learning?**

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**What are some of your child's favourite activities/crafts?**

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**Are there are medical, behavioural, or emotional challenges that your child faces?**

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**How does your child socialize and interact with other children?**

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**What kind of discipline/guidance strategies and tools are used at home?**

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**What are your goals for your child at Adventure Island Childcare?**

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**What would you like to see in the Program at Adventure Island Childcare?**

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**Please list any other information about your child that is important to share. This allows Adventure Island Childcare the opportunity to meet all of his/her needs.**

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**BASIC SCHEDULE AND RECORD OF IMMUNIZATION AS SUBMITTED BY PARENT/  
GUARDIAN**

**(ATTACH IMMUNIZATION RECORD - OR RECORD THE DATES)**

First Visit – two months of age: YYYY / MM / DD	Fourth Visit – 12 months of age: YYYY / MM / DD
<input type="checkbox"/> <b>Diphtheria</b>	<input type="checkbox"/> <b>Measles</b>
<input type="checkbox"/> <b>Pertussis</b>	<input type="checkbox"/> <b>Mumps</b>
<input type="checkbox"/> <b>Tetanus</b>	<input type="checkbox"/> <b>Rubella</b>
<input type="checkbox"/> <b>Polio</b>	<input type="checkbox"/> <b>Meningococcal C Conjugate</b>
<input type="checkbox"/> <b>Haemophilus Influenza Type b (hib)</b>	<input type="checkbox"/> <b>Varicella (chicken pox)</b>
<input type="checkbox"/> <b>Hepatitis B</b>	
<input type="checkbox"/> <b>Pneumococcal Conjugate</b>	Fifth Visit – 12 months after third visit: YYYY / MM / DD
<input type="checkbox"/> <b>Meningococcal C Conjugate</b>	<input type="checkbox"/> <b>Diphtheria</b>
	<input type="checkbox"/> <b>Pertussis</b>
Second Visit – two months after first visit: YYYY / MM / DD	<input type="checkbox"/> <b>Tetanus</b>
<input type="checkbox"/> <b>Diphtheria</b>	<input type="checkbox"/> <b>Polio</b>
<input type="checkbox"/> <b>Pertussis</b>	<input type="checkbox"/> <b>Haemophilus Influenza Type b (hib)</b>
<input type="checkbox"/> <b>Tetanus</b>	<input type="checkbox"/> <b>Measles, Mumps, Rubella</b>
<input type="checkbox"/> <b>Polio</b>	<input type="checkbox"/> <b>Pneumococcal Conjugate</b>
<input type="checkbox"/> <b>Haemophilus Influenza Type b (hib)</b>	
<input type="checkbox"/> <b>Hepatitis B</b>	4 to 6 years of age: YYYY / MM / DD
<input type="checkbox"/> <b>Pneumococcal Conjugate</b>	<input type="checkbox"/> <b>Diphtheria</b>
	<input type="checkbox"/> <b>Pertussis</b>
Third Visit – two months after second visit: YYYY / MM / DD	<input type="checkbox"/> <b>Tetanus</b>
<input type="checkbox"/> <b>Diphtheria</b>	<input type="checkbox"/> <b>Polio</b>
<input type="checkbox"/> <b>Pertussis</b>	<input type="checkbox"/> <b>Varicella (chicken pox)</b>
<input type="checkbox"/> <b>Tetanus</b>	
<input type="checkbox"/> <b>Polio</b>	Other Immunizations:
<input type="checkbox"/> <b>Haemophilus Influenza Type b (hib)</b>	YYYY / MM / DD
<input type="checkbox"/> <b>Hepatitis B</b>	YYYY / MM / DD
<input type="checkbox"/> <b>Pneumococcal Conjugate</b>	YYYY / MM / DD

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**BY MY SIGNATURE BELOW I ACKNOWLEDGE THE FOLLOWING:**

I HEREBY GIVE MY CONSENT FOR NICOLA BAILEY, A STAFF MEMBER, OR ANY OTHER ADULT PRESENT AT ADVENTURE ISLAND CHILDCARE TO CALL A MEDICAL PRACTITIONER OR AMBULANCE FOR MY CHILD IN THE CASE OF ACCIDENT OR ILLNESS, IF I CANNOT IMMEDIATELY BE REACHED.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CAREGIVER/LICENSEE (NICOLA BAILEY) SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



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## Adventures

I, \_\_\_\_\_ authorize my child \_\_\_\_\_ to attend field trips away from the facility, and hold no liability to Adventure Island Childcare, the Licensee, or any staff at Adventure Island Childcare, for any accidental injuries which may occur. This includes walks, public transportation and private vehicle transportation by all Adventure Island Childcare caregivers. Adventure Island Childcare will exercise appropriate levels of supervision to ensure adequate safety conditions have been met. If Adventure Island Childcare uses personal vehicles for transporting children, appropriate child restraint car seats for the children will be provided and used in accordance with the manufacturers' instructions.

It is the responsibility of the parent to provide alternative care for your child at any time you do not wish your child to participate on an Adventure. The monthly fee includes the cost of most outings. The parent agrees to provide any additional costs for their child to attend additional special Adventures or events. Parents will be notified of the costs in advance on the monthly calendar provided by Adventure Island Childcare.

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Parent Signature

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Date

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## **Amendments to the Agreement**

Amendments to the terms of this Agreement including fee increases may take the form of a written letter sent home with six weeks' notice which is to be signed by the parent and returned to Adventure Island Childcare. The returned signed letter or document will then form part of this Agreement.

If the parent does not agree to the details outlined in the letter, they will be required to give one calendar month notice in writing. The signed letter or written notice must be received by Adventure Island Childcare one calendar month prior to the effective date of the change.

Please see separate COVID 19 Pandemic Policy if needed.

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## **Child Release Form**

### **1) LATE PICK UP**

If the child has not been picked up by an authorized parent or guardian by 4:30pm the caregiver will try to contact the family and then the alternative person from the authorized pick up list. If none of these attempts result in the child being picked up, the caregiver by 6:00pm is required to notify the Ministry of Children and Family Development. A late fee of \$5.00 will be charged for every 15 minutes after 5:00pm pick up time. If late pick up is an ongoing problem and reasonable effort has been made arrange a solution, then notice of termination of service may be given.

### **2) UNAUTHORIZED PICK UP**

The guardian is required to notify Adventure Island Childcare in writing if someone other than those listed as an authorized alternative person will be picking up the child. If the person picking up the child is not known to the caregiver, information about that person will need to be provided in advance (name, phone number, and physical description). As per Licensing Regulation, the person will be required to show photo identification to the caregiver prior to the child being released into their care. If an unauthorized person arrives to pick up a child or refuses to provide required identification, the child will not be released and will remain under the supervision of Adventure Island Childcare. The caregiver will speak to the individual and explain the center's policy that no child will be released without written authorization from the guardian. If difficulty arises, all reasonable effort will be made to ensure the safety of the child and other children at the Center. If necessary, Adventure Island Childcare will contact the police for assistance.

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### 3) ALLEGED IMPAIRED PICK UP

It is the caregiver's responsibility to the extent possible not to release a child to an authorized person who is unable to adequately care for the child. If the caregiver believes that the child will be at risk, the caregiver will offer to call a relative or friend to pick up the person and the child, or offer to call a cab to pick them up. If the person is driving a vehicle, the caregiver will explain that driving while under the influence of drugs or alcohol is against the law and that the caregiver is obligated to ensure the safety and wellbeing of the child. If the presumed impaired person chooses to get in the car with or without the child, the caregiver will immediately notify the police and provide a description of the vehicle and geographical vicinity. If the caregiver believes that the child is in need of protection, the caregiver will call the Ministry of Children and Family Development.

### 4) CUSTODY AND RELATED COURT ORDERS

If a custody or court order exists, a copy of the Order needs to be placed in the child's file at Adventure Island Childcare. The guardian is responsible for providing accurate and up to date information regarding the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parents are not listed on the authorized pick up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

I, \_\_\_\_\_ have read, understood and agreed to the terms and conditions stated in the Adventure Island Childcare: Adventures, Amendments to the Agreement and the Child Release Form Policies.

---

Parent Signature

---

Date

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## Adventure Island Fee and Registration Contract

Monthly Fee schedule for: \_\_\_\_\_

Childs age: \_\_\_\_\_

Monthly fee: \_\_\_\_\_

**Adventure Island Childcare will provide:**

Full time care ☐

(Monday to Friday)

Part time care ☐

Days of the week: \_\_\_\_\_

Between the times of: \_\_\_\_\_ and \_\_\_\_\_

Commencing date \_\_\_\_\_ End date \_\_\_\_\_

I, \_\_\_\_\_ agree to pay Adventure Island Childcare a \$75.00 non-refundable registration fee upon signing the Contract. I agree to pay Adventure Island Childcare the amount of \$250.00 as a security deposit upon signing the Contract. This deposit will be refunded if proper notice is given at the termination of the contract. Please read page 21 for all terms and conditions regarding withdrawal and repayment information. I have read, understand and agree to the conditions of the security deposit as stated in the Contract. I agree to the terms and conditions of the repayment and withdrawal terms and conditions \_\_\_\_\_ (signature).

I agree to pay Adventure Island Childcare \$ \_\_\_\_\_ on the first day of every month commencing \_\_\_\_\_. I will provide a minimum of 6 posted dated cheques at a time to be kept on file for deposit on the first of each month. If my child leaves Adventure Island Childcare prior to all cheques on file being used, the unused cheques will be returned to me subject to the termination terms set out in the Contract.

I, \_\_\_\_\_ have read and agree to the terms and conditions stated in the Contract duly dated \_\_\_\_\_.

This agreement is a legally binding contract between the parent and/or legal guardian and Nicola Bailey, Adventure Island Childcare. Both parties are legally bound to the terms and conditions. Adventure Island Childcare may take legal action if the terms of the Contract are compromised and the parent or guardian may be responsible for costs associated with said action.

\_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Care giver/Licensee

Date \_\_\_\_\_

\_\_\_\_\_  
Witness

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