

Lake Country Imagination Academy

Parent Handbook



LOCATION: 10251 Newene Road, Lake Country, BC V4V 1V2

PHONE: (250) 766-4502 ~ regarding billing or registration

EMAIL: lcimaginationacademy@gmail.com

HOURS OF OPERATION:

Preschool: Monday – Friday 9:00am – 12:30pm

Ashley: 10251 Newene Road, Lake Country, BC V4V 1V2

2021/2022 Fee rates (GST included)

Tuition: Tues/Thurs \$299.25/month September through June

Mon/Wed/Fri \$383.25/month September through June

Registration/insurance (non-refundable): \$152.00 per year

(This includes an annual membership to Gymnastics BC which can be used at Lake Country Gymnastics and at other affiliated gyms throughout BC)

Working together with parents for “Active Bodies, Active Minds!”

At Lake Country Imagination Academy it is essential for parents to work with the caregivers to ensure that the child(ren) in care is/are comfortable, healthy, happy, and safe. The following is an outline of some caregiver and parent responsibilities:

LCIA Responsibilities:

- To make sure the care and play areas are safe for children at all times
- To make sure the children know and practice good health and hygiene
- To make sure that children are supervised at all times
- To notify parents of any health or other problems noticed about a child
- To call the parent, or if necessary, an ambulance, if a child is suddenly ill or injured
- To be able to handle an injury, emergency, or fire in a safe way
- To make sure that all people over 12 years of age in the preschool have had a criminal record check
- To make sure there are appropriate qualifications for substitute caregivers and other employees
- To follow the written guiding and caring policies
- To keep confidential all information received about a child or a family

Parent Responsibilities:

- To pick up child(ren) on time
- To let the caregiver know if the child will be late or not coming (see “Reporting an Absence”)
- To give all information needed to care for a child by filling in the registration form completely and accurately
- To keep the child home if he/she is ill, or to pick them up if they become ill while in care
- To let the caregiver know if there are any major changes in the child’s life (i.e. separation /moving/death/new addition to family)
- To bring the child enough food for the time they are at preschool/open play and to ensure that the food provided is nutritious. For nutritious foods see Canada’s Food Guide (one can be provided to you upon request)
- To provide an extra set of clothes to be kept at preschool in a labeled bag (pants/shorts, shirt, underwear and socks)
- To ensure your child has a pair of clean, labeled shoes or slippers for indoors that they can put on independently
- To pay fees on time

Lake Country Imagination Academy Policies and Procedures

Guiding and Caring

When guiding and caring for the children we understand how important it is to know each child individually and we ensure that all guiding and caring is done respectfully and with the child's best interests in mind. Some of our techniques include redirection, giving choices, setting clear boundaries and limits, and natural consequences.

Gymnastic, dance and music classes

Each day, the children will attend a gymnastics, dance or music class. Please send your child to preschool in comfortable, stretchy clothing. We are not able to change the children into specific dance or gym attire, therefore, it is important that they arrive ready to dance or do gymnastics! They will take both gymnastics and dance in bare feet, but can bring dance slippers if they want. LCIA children will be given the option to perform on stage at the Lake Country School of Dance year end show in June.

The Frog class (Mon, Wed, Fri) will receive music instruction once a week. The music program is Do Re Me and Maria's World Music and Rhythm Talk syllabus.

Active Play

At LCIA we believe that active bodies have active minds and that active play promotes healthy growth and development. Each day the children will have many opportunities to be active between our dance and gymnastics classes, music and movement and outdoor play times. Screen time will only occur on very rare or special occasions. Ex. We may watch a short video when learning about sun safety.

Communication

We will be communicating mainly through email (in addition to face-to-face time at class), so it is imperative that you update us with any changes to your email address. A regular newsletter will be sent via email as well.

Reporting an absence

If your child is going to be absent from preschool you can email at lcimaginationacademy@gmail.com anytime or call the office at (250) 766-4502.

Preventative Health Measures

To help prevent illness, we will sanitize all toys and equipment on a regular basis; ensure all children know and practice the rules of health and hygiene; and ensure that children do not attend the center if they are too sick to be in care.

When a child is too sick to be in care

- A child is too sick to be in care if they are vomiting or have vomited within the last 24 hours.
- A child is too sick to be in care if they are lethargic and unable to participate in all daily activities including outside time.
- A child is too sick to be in care if they have a fever of 101F or higher.

Notification of Illness or Injury

If a child becomes ill or injured while in our care, a parent will be notified immediately. If a child becomes ill while in care, they will be provided with a quiet place to rest and will be closely supervised.

Medication Administration

Medication will only be administered to a child if it is in its original container, the parent has signed for permission and in the event of prescribed medications, the prescription is in the child's name.

Food/Nutrition

Families are responsible for providing snacks/ lunch and a water bottle for their child. Please ensure that all food is prepared ready for your child to eat. There will be extra snacks on site if children require more than is provided for them. Water bottles will be filled up if children require more than was provided for them. It is always a good idea to label water bottles, lunch boxes, snack containers etc.

Smoking/Vaping

Smoking/vaping is not permitted on the property or in the facility. Anyone smoking/vaping will be asked to put the cigarette out or leave the property immediately.

Suspected Abuse or Neglect

It is our legal responsibility to report any suspected abuse or neglect. If abuse or neglect is suspected we will not discuss it with others or the child. We will phone the Ministry for Children and Family Development.

Emergency Evacuation Plans

In the event of a property evacuation we will relocate to 3130 Berry Rd. In the event of a neighbourhood evacuation, children will be transported to The District of Lake Country Office. In the event of an area/community evacuation, children will be transported to whatever safe place as per instructions from the Command Centre. Children will be transported by caregivers and/or parent volunteers. Post evacuation and upon returning to school, appropriate measures will be taken to ensure that children feel safe and comfortable.

Pick Up Policies

1. A child will be released from care to:
 - a) a parent (unless the preschool has copies of a custody agreement);
 - b) a person authorized in the child's registration form; or
 - c) a person authorized by way of either written or verbal direction given by the parent to an LCIA employee
2. Impaired pick up:

If a parent or authorized person arrives at the center to pick up a child and we suspect they may be under the influence of drugs or alcohol, the following steps will be taken to ensure the safety of the child: a) the caregiver will offer to phone another driver or a taxi, and b) if the person insists on driving the child, the RCMP and the Ministry for Children and Families will be notified as they would be breaking the law and endangering the child.
3. Late pick up:

If a parent or authorized person arrives late to pick up a child the parent will be charged \$10 for the first 10 mins. and \$2 per minute after that.

Parental Access

Parents have access to their children, unless the preschool has copies of a custody agreement stating otherwise, at all times while their child is in care.

Fees

Fees are payable via preauthorized debit on the 1st of each month. If fees are not paid in full by the 7th day of the month the child will not be able to attend preschool. If the fees are still not paid in full by the 15th day of the month your child's spot will become available to other customers. Refunds will only be given under certain circumstances approved by the manager. Refunds will not be given if your child is away because of illness or holidays.

Ending a Contract

For families to end their contract written notice is required. A minimum of one full month payment will be charged. Please note withdrawal notice given after the 1st of the month will be considered the 1st of the following month.

LCIA has the right to end a contract if our certified ECE deems circumstances are in violation of licensing regulations/and or LCIA policies (i.e. not potty-trained).

Closures

The preschool will be closed for all statutory holidays as well as 2 weeks for Winter break in December and 2 weeks for Spring Break in March. The last day of Preschool will be Wednesday, June 29th, 2022.

Please check this box to indicate that you are in compliance with the parent handbook.

Parent/Guardian (print name): _____

Signature: _____ **Date:** _____