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| **First Days**  We wish to ensure that these days are a positive and pleasant experience for you and your child. The moment of saying goodbye is often difficult (It is always important to say goodbye to your child). Discuss with your child your intention to leave and do this in a kind, firm, consistent manner. Prolonging this will only make it harder on your child. Reassure them when you will be back. The staff is there to support you through this. A gradual entry maybe best for your child and we will gladly discuss ideas with you on how to assist in the success for your child.  **Open Door Policy**  The center is open for parents to stop by and see their child at any time. We want you to feel welcome. In addition, if you have any concerns about how your child’s day is going please call the center to check in.  **Arrival and Departures**  Upon arrival children must be brought inside by a parent or guardian. When you arrive please inform the staff of any important information about the child. (Ex. no breakfast, sick yesterday a bad night’s sleep, who will be picking up, if they have had any medicine etc.)  At pick up the children will only be released to those who are named on the authorized pick up form. |  | **About us**  Shining Star Child Care Centre was established in 1995. It is a fully licensed centre offering Preschool, Daycare, and Out of School Care. The Centre is owned by Catherine and Christina Tian and operates with their qualified team of Early Childhood Educators. In our role to provide quality care we continually evaluate our programs to ensure they are meeting the needs of all the children that attend. |  |  |
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| Shining Star Childcare Handbook |

**Screen Use Policy**

We do not allow electronic devices to be used by the children. If a child has personal device, they are to be kept in their backpacks or given to a staff member until they leave to go home.

Licencing states that all programs must limit screen time to 30 minutes a day. Children who attend a program for three or less hours will not be offered screen time.

The use of screens at Shining Star are as follows:

* cell phones are accessible when going on field trips or when doing the out of school care pick up and drop off.
* They may be used to take centre photo’s that follow the parameters as out lined in our parent contract, which specifies when and how the photos are to be used.
* We see our screens as a tool, and as such they are used by our staff in ways to enhance children’s learning, such as looking up information on subjects of interest of the children being discussed in the moment.
* Out of school care children are not permitted to have screen time as they are in care less than the specified 3 hours. However, screen time is allowed on pro-days as the program runs above 3 hours, this screen time may not exceed the stated 30mins a day.

**Guidance**

We maintain a positive approach as a method of guidance, where acceptable behavior is encouraged, modeled, and reinforced for the children.

**Active play policy**

Shining Star staff will plan and implement a variety of physical activities that promote an active lifestyle for our students. Activities will include games that focus on physical literacy and building and learning fundamental movements as described by Canadian Sport 4 Life. With the focus for our age groups being to expose and encourage children to use/develop fundamental movements, through planned activities and games. This activity will follow the stated licencing regulation around activity length.

Preschool: Our active play activities will occur during our daily minimum of 30 minutes of outdoor play.

Daycare: Our active play will occur during our daily outdoor time, which consists of a minimum of 30 minutes in the morning and 30 minutes in the afternoon.

Out of School care: Our active play will occur in our daily outdoor time which consists of 1hour in the afternoon.

If weather does not permit, we will have our active play indoors, spaced out in 2 or more 15-minute intervals.

**Medication**

Before any medication can be kept on the premises or administered the parent must complete and sign a permission form. All prescription medication must be in its original container with the directions printed clearly.

**Withdraw and Refund.**

One month written notice is required to withdraw from the program. Failure to do so will result in the forfeiture of one month’s fees.

**Closures/Emergency Drills**

The Centre closes for **all statutory holidays** and follow the school district with snow day closures. In addition, Preschool (2.5 hr/4 hr) close for all SD70 pro-days**. Fees remain payable.**

In the event of an unforeseen closure parents will be reimbursed for the day and any other days incurred for up to two weeks.

Newsletters are printed monthly to inform families of important information including, special events, dates, or field trips. Daily snacks, activities and other day to day information will be posted on the white board near the program’s entrance.

If there is a concern you would like to discuss in detail, please call us to set up a meeting; so that we are not discussing concerning issues in front of the children and other parents.

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|  |  | **Health**  If your child is sick or has a bad cold, please keep them home so that germs do not spread.  What is too sick? Parents are the best judge of this, but here are a few examples: Fever, vomiting, diarrhea, lethargic and unable toparticipate in the day’s activities.  **Philosophy**  Shining Star offers a program that honors the uniqueness of each child. Our program will nurture each child emotionally, physically, socially, intellectually and spiritually. We model and encourage respect for one another. Our program offers an environment that is prepared for children to learn through play, peer, and adult interaction. This is to give your child an enjoyable and positive experience outside their home. |  | **Contact information**  4409 Gertrude street  Port Alberni BC, V9Y 6J7  Phone: 250-724-9699  Email: [shiningstar@shaw.ca](mailto:shiningstar@shaw.ca)  Facebook: Shining Star Child Care |
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| **Snack and Lunch**  A nutritious snack consisting of two or more food groups will be provided in the morning. We recommend that you send a sandwich (or equivalent) fruits, vegetables, and a water bottle.  Children will be encouraged to eat healthy foods first. At afternoon snack the children will be asked to finish their remaining lunch.  At Shining Star, we are a **juice free** center. Please only send your children with water to drink. And limit high sugar snacks and treats.  **Late Pick Up**  If you are going to be late, please phone us so that we can prepare your child and ourselves for the change. Any pickups after 5:30 will be charged a $5 fee for every 5 minutes late. | **Clothing**  Please send your child in seasonally appropriate clothing that you do not mind getting dirty. For the wetter colder months this includes boots and a muddy buddy (or equivalent).  In addition, please leave at least one complete change of clothes at the center in your Childs’ cubby. If your child is dirty at pick up, you are more than welcome to use our washroom to have your child change before leaving for the day.  While your child is in care with us, we guarantee there to be times they get messy. Whether through outdoor play, art experiences indoors, or mealtimes children will soil their clothing. If there are articles of clothing, you wish to keep clean Please do not send them to Shining Star.  **Please ensure all personal items are clearly labeled.** |
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