

## Information for Parents

### Welcome to Summit Kids Afterschool Program!

**Ph: 250.803.2996**

Summit Kids is a fully licensed school-aged program. We care for children aged 5 to 12 and have a maximum of 24 children in our program. All our educators here strive to bring the best program possible for your children. We know that a day at school can be exhausting so our goal is to provide quality program that supports the needs and development of your children afterschool. We will provide a safe and happy environment for your children to have fun and explore in.

#### **Hours of Operation:**

Our hours of operation are 6:30-8:00am and 2:00-6:00pm on school days and 7:30am to 6:00pm on Pro-d days.

**On Pro-D days we ask that all children are signed in before 9:00am**

**If your child will be absent for the day or you will be away on holidays please let us know.**

**A quick text will do wonders! 250.803.6306**

#### **Paperwork**

All child registration forms must be completed before any child can begin the program. If subsidy is being applied for than approval or pre-payment is necessary before care can begin.

#### **Fees and Payment**

Please see attached current fee schedule and deposits required.

**Payment is required by the 1st of the month prior to the month owing. There are no refunds due to a child's illness or absence.**

You will be charged for all reserved days, even if your child does not attend. All fees are subject to change with one month's notice. In the event that Summit Kids is forced to close the centre, any prepaid fees will be returned to the client for services not already used.

Subsidy is accepted and must be applied for and approved before care is provided. The affordable child care benefit plan application can be found online.

We provide sunscreen over the summer and require a \$10.00 fee. This will be added to your invoice for July 1<sup>st</sup>.

## **Withdrawal**

We require one month's written notice for withdrawal or schedule changes. Please email [samantha-wood@hotmail.com](mailto:samantha-wood@hotmail.com) or call 250-803-2996

## **Late Pick Up**

We are closed at 6:00pm, children are to be picked up and out the door by this time. Late pickups will be charged \$5.00 for the first minute and a \$1.00 per minute after that. Fees are to be paid to the staff on duty- if you do not have cash, you may pay the next day. Please be respectful of our closing times and pick up your children before closing time!

## **Snacks**

We provide a nutritious snack daily after school. We follow the Canada Food Guide and will provide a nutritious snack from two of the food groups for your child each day. Sweet treats may be provided occasionally during special activities. We also bake and cook with the children, all foods served to children will be written on the snack board and posted daily.

Parents are required to prepare children's lunches when attending for full days, that includes pro-d days, winter break, spring break and summer holidays. Children need to have frozen ice packs in their lunches when coming attending full day camps to keep their food cold throughout the day.

## **Clothing**

Please send your children with appropriate clothing for the weather. We spend the majority of our time outside. Please send any extras needed for the weather, hats, mitts, sunscreen, boots etc... Please feel free to leave your extras(labelled) in our room.

We do get messy and have fun!! Please make sure they have play clothes ☺

**Please label all your children's belongings, lunch kits, containers, clothes etc...**

## **Active Play and Screen Time**

We spend the majority of our afternoons unstructured outdoors playing. We do not have many traditional climbers in our center and leave our play to the children's imagination with loose parts being a staple in our yard. The children are encouraged to build obstacles out of boards, stumps, rocks, climb trees, engage in sand/water & physical play. We often head out on a hike, walk, adventure after school and encourage high energy active play among our group! On out of school care days/camps we are outside for 90% of the day- We head out on an adventure in the morning and aim to be back by 4:30. We hike, bike, climb, run and have fun! Active play is very important for children's development and bodies. During school hours children are often not very active. At Summit Kids we give them the opportunity

to burn off their energy! “Active play can help build strong bones and muscles, improve balance, coordination, and assists with the development of gross and fine motor skills. Active play also helps to promote children’s confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.” (Director of Licensing Standard of Practice)

During play and outings children are actively supervised by the program leaders and risks are continually assessed in each environment.

We do not engage in screen time (Television, Tablets etc...) on a regular basis. We may have a movie day every once in a while on a very cold day or head to the theatre for a special movie on a Pro-D day but that is always preceded by a physically active morning.

### **Open Door Policy**

We believe that parents are the most significant adults in a child’s life. We strive to create mutual respect between parents and caregivers- a partnership for the benefit of the child and family. Our doors are open to parents at all times.

### **Arrival and Departure of Children**

Children will be signed in by the program leader or parent and are to be signed out by the parent or guardian at pick up. If someone else is going to be picking up the child, the centre is to be notified and the person picking up must be on the authorized pick up list on the registration form.

No child is to leave the center with an adult whom the program leader believes to be under the influence of drugs or alcohol. If, in our opinion, they are placing a child at risk they will be reported to the RCMP. An alternate pickup person will be contacted to pick up both the adult and child.

### **Behavior Guidance Policy**

In our program we model relationships based on respect for the child and each other. We encourage children to make appropriate choices and decisions and to take responsibility for their behavior and accept the natural consequences of their actions.

Limits and expected behaviors are clearly defined so that each child understands what is expected of them. We try to anticipate and prevent inappropriate behavior by recognizing the child’s triggers and actively re-direct or remind children of expected & appropriate behaviors or offer choices.

The children are encouraged to verbalize their feelings and talk their way through to finding a solution to any given situation in a positive way. Positive problem solving is encouraged and children are supported through this if needed and are set up for success.

The children’s positive behaviors and actions are continually reinforced and rewarded to encourage their self-worth and self-image.

When needed children are reminded of what the expected behavior is and may be re-directed if needed.

When needed we make sure the children have the space and time to cool down if they are feeling frustrated or upset. We are available to talk about it when they are ready. In some situations we may need to discuss what happened, what other choices could have been made and what we can do next time the same situation comes up. If you have any questions about our behavior policy please feel free to discuss it with a program leader.

Summit Kids reserves the right to terminate care for children who continually put themselves or others in danger or are a constant disruption to the group. However, before care is terminated, a meeting will be held with the parents, teachers and Director.

## **Evacuation**

Our program practises large scale evacuations yearly so that in the event of a large scale emergency we will be prepared- our emergency meeting place is Salmon Arm Secondary. If the situation deems it and we need to relocate to a further location we will post our location on the door of the program. Please make yourself aware of the Emergency Info BC website as it is the Government of British Columbia's official channel for large-scale and provincial-level emergency information, alerts and notifications. If there has been a mandatory registration centre set up that the group may have been ordered to go to; this will inform you of our whereabouts. <http://www.emergencyinfobc.gov.bc.ca/>

## **What to send your child with on Camp/Pro-D Days**

**Label everything!! The more labels- the more things will come home to you when they are misplaced!**

### **Clothing**

Please send your children with appropriate clothing for the weather. We spend the majority of our time outside & active. Please send any extras needed for the weather, hats, mitts, sun clothes, boots, runners etc... Please pack extras- in case they need to change- we get wet, muddy, messy and encounter ever changing weather conditions! We all like to be warm and prepared!

- A spare change of clothes including socks can be left in a ziplock bag labeled at the center.
- In summer months children are required swim gear daily. (Suit and towel) You may leave this at the center as well if it is helpful!

We do get messy and have fun!! Please make sure they wear play clothes ☺

### **Food**

We are active all day and this works up an appetite. Please pack your child(ren) **a large lunch** with snacks and **a large water bottle**. We do not have access to microwaves and do not provide meals.

A labeled water bottle may also be left at the center for your child ☺

**Please label all your children's belongings, lunch kits, containers, clothes etc...**

**If your child will be absent for the day please text us to let us know:**

**250-803-6306 (Summit Cell)**

## Summit Kids Childcare Fees- Effective September 1, 2018

### After School Care

2:00pm to 6:00pm on School Days Only

**\*\$50.00 Non-refundable Registration Fee due upon registration**

**Includes pick-up from school along with nutritious snack and activities.**

5 days per week- \$380.00/month

4 days per week- \$320.00/month

3 days per week- \$240.00/month

2 days per week- \$176.00/month

**Additional: Pro-D days, Early Dismissal, Spring & Winter Break. \$25/day for 7:30am-6:00pm (only charged if needed) Please give 30 days notice for these days if care is required.**

**Drop In Fee**

**\$45.00/Full Day**

**\$25.00/After School Care**

### Before & After School Care

6:45am-8:15am & 2:00pm to 6:00pm

**\*\$50.00 Non-refundable Registration Fee due upon registration**

**Includes drop off & pick-up from school along with nutritious snack and activities.**

5 days per week- \$495.00/month

4 days per week- \$396.00/month

3 days per week- \$312.00/month

2 days per week- \$216.00/month

**Additional: Pro-D days, Early Dismissal, Spring & Winter Break. \$28/day for 6:45am-6:00pm (only charged if needed) Please give 30 days notice for these days if care is required.**

**Drop In Fee**

**\$48.00/Full Day**

**\$28.00/After School Care**

### Summer Day Camp Fees

7:30am to 6:00pm

**Only children booked 5 days a week may be charged per week. Notice must be given by June 1<sup>st</sup> each year for the weeks you require- you will only be charged for these weeks. \$200/week (\$160/week for week 1 and 6)**

**5 days a week= see above**

**4 days a week=\$720.00**

**3 days a week= \$560.00**

**2 days a week = \$400.00**

**Drop In for Summer Camp Weeks is \$220/week. You may pick any week there is space. Fees to be paid upon registration. (non-refundable after June 1<sup>st</sup>)**

**Drop in is \$45.00 per day upon available space.**

**\$250 deposit is required for new registrations. Non-refundable after June 1<sup>st</sup>.**