

Welcome to our Program!

Contact us: (204)775-3869

Welcome to Valour Community Centre's School Recreation Program! Our program is designed for children between the ages of four and twelve.

Philosophy

We are committed to creating a safe, warm and loving environment for your children where they can learn through play, and grow emotionally, creatively, intellectually, and socially.

About our Programs

Before and After School

Our Before and After School Program is open from 7:00am to 9:00am and from 3:30pm to 5:30pm. Children have the opportunity to play with toys, read books, colour or use our gym. Staff walk the children to school at 8:45am and stay to make sure they enter the school building.

After school the children walk across the field to the centre. They are marked in on the sign in sheet and then they put their belongings away. If they would like to have a snack they are welcome to get something from their lunches. If the weather permits we will take the children outside to play. Indoors, they can use the toys, books, art supplies or the gym.

Nursery/Kindergarten Half Days

Our Nursery/Kindergarten Program runs from 7:00am to 5:30pm. Children who attend morning nursery/kindergarten are taken to school at 8:45am. The staff bring the children directly to their classroom and help them with their jackets and shoes. The morning children will be picked up by staff at 11:30am and brought back to the centre for lunch. After lunch they play in the gym for awhile and then they move to the toy area where they have the opportunity to use the toys, books and art supplies. Snack time is around 2:30pm.

Children who attend afternoon nursery/kindergarten will play at the centre during the morning, then have lunch around 11:30am. After lunch they will play in the gym until it is time to go to school at 12:45pm. A staff will walk them to school and bring them to their classroom. The staff will help with jackets and shoes. At 3:30pm

two of our *Junior Leaders pick up the nursery/kindergarten children. They walk them back to the centre and help them put their stuff away. The children can then have a snack and play with the toys, books, art supplies or in the gym.

*Junior Leaders- Every year we hire 4 or five Junior High students to work after school in our program. Two leaders work every day. They pick up the Nursery/Kindergarten children at 3:30pm and bring them to the centre, then they play with the children until 5:00pm. It's an extra set of hands for us and it gives the students valuable work experience and some money!

Hours of Operation and Closures

Our hours of operation are:

Monday to Friday 7:00am to 5:30pm

We are closed for all calendar holidays (New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Civic Holiday or Terry Fox Day, Labour Day, Thanksgiving Day, Remembrance Day, December 24th, Christmas Day and Boxing Day). For holidays that fall on a weekend we will be closed on the corresponding Friday or Monday.

We reserve the right to close without notice in the event of an emergency (water shut off, no heat, COVID-19, etc...).

Fees

- \$7.00 before school
- \$7.00 after school
- \$19.00 inservice or holiday (full day)
- \$13.00 half day

Valour Community Centre's School Recreation Program is not a provincially run daycare, therefore we do not have subsidized spaces.

Late Pick Up Policy

A fee of \$15.00 per 15 minutes, or any portion of 15 minutes, per child, will be applied if your child remains in our care past 5:30pm. The only time this fee will be waived is in the case of unavoidable emergency (this does not include traffic). This fee is to be paid in cash to the staff who is working that day.

Drop off and Pick up Policy

During the school year (September to June) we will not accept children between 11:00am and 12:45pm. This is the lunch hour and we are too busy with the children to attend to drop offs. Also, sometimes children have a hard time transitioning between playtime and lunchtime. If they are here by 11:00am this gives them time to play with their friends and adjust to being here.

When a child is being dropped off you must bring your child into the centre and go downstairs with your child to put their belongings away. You must then inform the centre staff that your child has arrived.

When a child is being picked up you must come into the centre and go downstairs with your child to get their belongings. You must then inform the centre staff that you are taking your child. You must also sign your child out on the sign out sheet.

****Parents/Guardians MUST** call the centre if their child is going to be absent on a day they are scheduled to be here.

Payment Methods/Payment Policy

We accept cash, debit, Visa and MasterCard. We do not accept cheques. As parents/guardians you must come in to the centre between the hours of 7:00am and 5:30pm to pay your child's bill. We will not accept payments sent with your child or payments made over the phone.

Before and After School Program fees are billed every two weeks (for the two weeks prior to the billing date). Parents/Guardians are required to pay for a full time spot regardless of attendance.

Unpaid fees are subject to immediate suspension or termination of care as well as your name being given to a collection agency.

Bills go out every second Friday. You have until the following Friday to pay. If for some reason you cannot pay your bill on time, please talk to us. We can be flexible if parents communicate with us.

Illness Policy

*****Children cannot attend the centre if they are ill or symptomatic. Parents must let us know immediately the nature of the illness.**

*****If a child or a family member of the child tests positive for COVID-19 we must be notified immediately.**

If a child should become ill while in our care, arrangements for immediate pick up will need to be made.

*****If a child becomes ill (shows symptoms of cold or flu, COVID-19) while in our care:**

1) We will isolate your child (or at least keep them 6 feet away from other children and staff) and make child comfortable.

2) Our staff will wear a mask, and wash hands regularly to maintain a clean environment.

3) We will call you so you can pick up your child. You will need to pick

up your child WITHIN THE HOUR of receiving the phone call.

4) All your child's belongings will be sent home with your child, so they can be washed.

5) Your child can return when they have tested negative for COVID-19 and have been non-symptomatic for 24 hours.

*****A child who has any COVID-19 symptoms will not be admitted to the centre and will be advised to immediately isolate and consult Health Links – Info Sante or their health care provider. We strongly recommend that anyone with symptoms should be tested for COVID-19.*****

Anything communicable – fever, infection, diarrhea, vomiting, pink eye, lice, bed bugs, or any disease or illness that may be passed to the staff or the other children in the centre – with the exception of the common cold, is grounds to keep your child at home for the day. Illness also includes an inability to take part in our everyday activities. If a child should become ill while in our care, arrangements for immediate pick up will need to be made. Should your child require any medications while in our care, you will need to fill out a medication form before we are able to administer the medication. If your child needs a cream or ointment applied they must be old enough to apply it themselves (we will supervise application) or you will need to apply it at home.

Children must be symptom free for 24 hours before they can return to the centre.

Lice Policy

Lice is a fact of life when you have school aged children, unfortunately. However, it is not the end of the world! If we discover that your child has live lice (bugs) we will call you to come pick them up immediately. If you cannot come yourself you must arrange for someone else to come within the hour. If your child only has nits (eggs) then we will still call you to inform you but you can pick them up at your usual time. You must treat your child's hair and remove any live lice before your child can return to our centre. If you find that your child has lice you must let us know so we can check the other children at the centre.

Lice Tips

There are several ways to treat lice. Stores sell many brands of chemical lice shampoos. The pharmacist will know which one you should purchase and be able to tell you how to apply it. They all work in the same way; by killing the live lice and loosening the "glue" that holds the nits on the hair shaft. All of these shampoos are made with harsh chemicals, and you cannot use them on your child more than once a week.

Unfortunately a lot of the lice that are out there these days are becoming immune to the chemicals found in the shampoos so the effectiveness is less than it used to be.

Many stores also sell lice combs which can "zap" the nits. Some brands are more

effective than others. These treatments can also be expensive. No matter which treatment you decide on we recommend buying a plain metal lice comb.

If you are interested in a gentler, cheaper solution there are many "home" remedies available. One that we recommend is mineral oil (available at most pharmacies) and plain white vinegar. Fill a large spray bottle with half mineral oil and half plain white vinegar. Shake well and spray it on your child's hair. You will have to shake repeatedly as it separates. Continue spraying until the hair is completely saturated and wet, rubbing it into the scalp as you go. Wrap the hair in a plastic bag or shower cap and leave it for at least an hour.

Rinse the majority of the solution out of the hair (just with water) and towel dry. The oil will have smothered the live lice and the vinegar will loosen the nits making them easier to pull out. Now comes the hard part; picking through your child's hair to pull all the nits out. We have found that doing this while your child watches T.V. or plays on a device is helpful; it helps them sit still longer. Separate the hair into sections and comb through each carefully. Check small sections at time. If you come across a bug just remove it. They will mostly be right on the scalp. Nits will be on the hair shaft, closer to the scalp. They are very small, mostly white and brown and a little bit shiny so doing this by a sunny window or under a bright light helps. Sometimes the metal lice comb will pull the nits out but you will have to use your fingers for some. Simply pull it the whole length of the hair until it comes off the end. Put it aside on a tissue. Continue doing this until you have gone through their whole head.

This process (minus the oil and vinegar) needs to be repeated every day until you have been free of lice and/or nits for at least a week. You don't need to repeat any of the treatments unless you find another live bug.

All other family members should have their hair checked as well.

All household items that come into contact with your child's head need to be dried at high heat, vacuumed, bagged in an airtight bag for at least a week or frozen for a week. This step is very important as it stops the lice from crawling back onto your child or another person and it stops the nits from hatching. It's best to put the daily items (backpacks, outdoor clothing, pillows, bedding) in the dryer every day. That way it stops any nits you may have missed in your child's hair from hatching on the items and re-infesting the hair. The following is a list of what to do with different items.

In the Dryer (high heat for at least an hour)

- All bedding (pillows and cases, sheets, blankets, mattress covers)
- All cloth toys (stuffed animals, dolls made of cloth)
- Blankets from your couch
- Throw pillows (if dryer safe)

- All clothing that has been in contact with your child (not what's been put away in their closet, just the clothing they've been wearing for the last few days and whatever is in the laundry already)
- All outdoor clothing (hats, mitts, jackets, scarves, etc...)
- Backpacks/bags

To be Vacuumed

- Your vehicle seats and head rests
- Any carseats/booster seats
- Mattresses (both sides)
- Furniture
- Carpets

To be Bagged and Made Airtight (for at least a week)

- Toys/dolls that cannot be put in the dryer
- Clothing that cannot go in the dryer
- Backpacks/bags that cannot go in the dryer
- Any pillows or cushions that cannot go in the dryer
- Any other items that cannot be dried at high heat

There are also some companies who will come and pick through your child's hair for you, but they are expensive. Here is a number if you are interested in taking this route.

- Lice Squad- 1-888-542-3778

Enrollment Requirements

Before a child is able to begin their first scheduled day, the following needs to be done and/or signed:

- Child must be four years of age by December 31st of the current year
- Child must be toilet trained
- Registration form; complete with authorized pick up list
- Information sharing form
- Media release form
- School Program contract signed and returned

**** Spaces will never be held by verbal contract. Forms are required in order for a spot to be held for your child ****

We also recommend that one or two visits, before or after lunch hour, be arranged. This allows your child to see our centre and meet the staff as well as giving you the chance to see how we do things in our program. This is especially important if this is your child's first time in daycare or if they take a little while to become comfortable in new spaces.

Transportation/Outings/Outdoor Play

Outdoor Play

During the warmer months:

We love going outside! Weather permitting we try to go outside every day. Please make sure your child has appropriate clothing (hat, sweater/light jacket if it's cooler).

During July and August our wading pool is open. We swim several times week. Your child needs to have a bathing suit and a towel that they can leave at the centre during the week. We ask that you take them home on the weekend for washing and return them the following week.

When the weather starts to get warm and sunny parents/guardians are asked to donate a bottle of sunscreen. We use this sunscreen on all the children. If your child has an allergy to certain sunscreens please bring a bottle of the sunscreen that works for them and we will keep it separate.

During the colder months:

We go outside weather permitting, which means that if it's warmer than -27 we can go outside! It is important for children to get outside and run around. Even if it's cold and we can only go out for half an hour it still makes a huge difference in their energy level.

This means that your child must have appropriate clothing for the weather. They will need:

- a warm jacket
- snow pants
- mittens/gloves (magic mini gloves are NOT warm enough)
- warm hat/tuque
- scarf/neckwarmer
- warm boots (NOT rubber boots)

Nursery/Kindergarten aged children need to have 2 pairs of mitts at the centre. If we go outside in the morning to play and their mitts get wet, they need a dry pair to wear to school.

Transportation/Outings

During the summer we occasionally go on field trips. Depending on the number of children we have scheduled for that day we will either use public transit or rent a school bus. If the location of the trip is close enough, we will walk.

Termination/Suspension

Valour Community Centre reserves the right suspend your child from our centre. Instances of suspension/termination are rare, but may result from the child having recurring behavioral incidents, or the parent's/guardian's failure to pay their bill repeatedly with no communication between the parent/guardian and the centre.

If your child is having behavioral issues (violent behavior, inappropriate sexual behavior such as touching or repeated comments, running away from staff) we will speak to you about it. If the behaviour continues we will ask you to come in for a meeting with us and your child. You will be given a contract to sign that explains that if your child does not change their behavior by a set date then the child will be suspended for a time (usually three days). If your child continues the behavior after the suspension your daycare spot may be terminated.

We make every effort to communicate with parents and with the child to ensure that suspension/termination does not happen but sometimes we are forced to act on it.

** Please note that when we mention "violent behavior, inappropriate sexual behavior such as touching or repeated comments, running away from staff" we are not referring to normal child behavior. We are aware that children get angry and hit others sometimes and that children, younger ones especially, are curious about bodies and will try to show their friends their body parts. Children make innocent comments about things they overhear without knowing what the comments mean. This is all normal behavior. Your child will not be suspended for being curious or angry in an age appropriate manner. **

Withdrawal

As a parent/guardian you must tell the staff of the School Recreation Program if your child will no longer be attending the program.

All fees are to be paid prior to your child leaving, or arrangements must be made with the staff to set up an alternate payment plan.

Failure to make these payments will result in your name being given to a collection agency.

Damages

This is not a frequently acted upon guideline, as children rarely willfully cause damage. However, if your child willfully causes damage to items in the centre (walls, windows, toys, etc...) the damage is to be repaired, or item replaced, at full cost to the parents/guardians.

Items to be supplied by parents

Items that need to be supplied by parents/guardians include:

- Extra change of clothing to be left at the centre (two or three changes if your child is new to being trained or unsure in new places)
- A pair of indoor shoes to be left at the centre during the winter (these can be Crocs, slip on shoes or runners. They don't need to be expensive)
- Bathing suit and towel during the summer
- Hat during the summer
- A sweater/sweatshirt to be left at the centre (it gets quite chilly in our gym and children very often ask for a sweater)
- Weather appropriate clothing
- Healthy snacks every day

** Please label ALL clothing, lunchkits, bags, shoes, etc... with your child's name. **

Washrooms

Your child must be toilet trained before he/she can start our program. We have washrooms upstairs and downstairs at the centre available for use. If your child needs help with wiping or handwashing that's fine. We understand that children have accidents. We will help them change their clothes and let you know at pick up time that they had an accident. There are no pull ups or diapers allowed in our program.

Communication

Communication between the staff and the parents/guardians is very important! During the day we record any incidents that happen in a binder strictly for the use of staff. This way we can go back and read about anything that's going on with your child that day

and let you know about it at pick up time. Sometimes the staff that dealt with the incident have gone home by the time the child is picked up so it's important that we do this.

Communication is a two way street and it's equally important that parents/guardians tell us what's happening at home as well. If your child was sick over the weekend, is having "crabby" morning or hurt themselves on the way to daycare, we want to know about it! If there has been a major change at home such as divorce or a death in the family, it's good to tell us. Very often a child's behaviour will change when something at home changes. If we know the reason why we can understand the behaviour.

Please feel free to call us during the day if you want to check on your child.

Injuries

Kids are kids. They do get hurt. They may stumble and fall, and get a little scratch, or bang their head and get a little bruise. This is normal. Some kids fall and hurt themselves all the time, and some kids rarely get a scratch.

If the injury required ice, bled a bit, had some swelling or the child was very upset over it we will let you know what happened at pick up time. If your child gets badly hurt while in our care, we notify the parent/guardian right away. This way you can decide if you want to come get them early or not.

For very serious accidents we call the parent immediately and if needed we also call an ambulance.

Allergies

Our staff try very hard to accommodate families with allergies. Currently our School Recreation Program is peanut/nut free as well as fish/seafood free. The community centre building however is not allergen free. This is a public space and during the evening and weekend hours we cannot control what is brought into the building. We let all our School Rec Program families know to not bring these food items to our centre, but sometimes people forget, or they don't read the label. If this happens we ask the child who has the food item to eat away from any allergic children and we clean the space they ate in.

As parents/guardians you can help with this as well! Please talk to your child about not sharing food and cleaning up after themselves to help stop other children from getting sick. This gives the children a better understanding of why they need to be careful.

If your child has an allergy, even just a mild one, it's very important that we know about it. If it is a life threatening allergy and it requires an Epi-Pen or other medication, please make sure that you have filled out a medication form and that the medication is up to date.

Epi-Pens or other medications must be left with the staff, not in your child's backpack. We have a safe place that we keep them.

Parent Involvement

We welcome parent/guardian volunteers! Anytime you want to come and play with us, or help out on a field trip you are welcome! Just let us know if you'd like help and we'll figure out the best day for it.

Photographs/Media

Occasionally we take pictures or have someone else wanting to take them (like a reporter doing a story about community centres). These pictures might go on our Facebook page or our website. This is why we have you sign a media release form. If you would prefer that your child's picture does not get shared then do not sign the form and we will make sure that no pictures are taken of your child.

Toys and Books

Once a month we wash all the toys and put out different ones. We also change the books on our bookshelf at the same time. This way the children get a variety of toys and books.

Toy Days

On our monthly calendar you may have noticed that some days are marked "Toy Day". On inservice days (days with no school) children are allowed to bring a toy to the centre. This is fun for them as they get to show their friends what they bring.

Some toys are simply not appropriate for large groups of children. Please do not bring the following items to the centre:

- Stuffed animals, cloth bodied dolls or blankets (fabric carries lice and bed bugs too easily)
- Lego (we have Lego already and it's very hard to keep ours and the Lego from home separate)
- Toys with lots of pieces (tubs of army men, etc...)
- Pokemon cards or any kind of trading cards (we have had too many arguments and lost cards)
- Violent or inappropriate toys

- Very small or very large toys (a good rule of thumb is nothing smaller than a juice box and nothing bigger than a 4L milk jug)

Do you have any questions? Please feel free to contact us anytime (204)775-3869