



College Heights Community Association
operating as
Kool Cats Child Care

- Kool Cats Kid Care - Kool Cats Family Care - Kool Cats Preschool-

Mission Statement

Kool Cats promotes social, physical, intellectual, creative, and emotional growth appropriate to the various individual needs of children. Our program is all about choices within a safe environment.

Philosophy

Our philosophy is to respect each individual: the children, their parents and the staff, we value family and wish to provide a centre that is an extension to the family. We believe that children learn best through play, with large amounts of play, positive environments, planning and positive role models for healthy development.

Our play-based curriculum supports the development of the whole child- socially, emotionally, physically, creatively, communicatively, and intellectually. This allows for the recognition of each child's unique learning style, abilities, and developmental level. We believe that it is important to offer hands on learning, where the curriculum can emerge from the children's interests, needs and desires, making learning concrete and meaningful.

Our main focus is the growth and development of each child, as well as to encourage individuality and independence in your children. Our centre provides a safe, secure, and trusting environment in which children can develop and grow at their own pace. Creative and stimulating activities are planned which encourage social, emotional, intellectual, physical growth and well-being. Our goal is to promote self-esteem within each child in the centre, while fostering self-discipline and independence. Affirming positive behaviour, redirection, and setting limits will guide children in learning the appropriate skills and behaviours.

As educators we provide the children with encouragement; helping them to know their individuality, to reach beyond themselves and to interact with, and to respect others.

We provide a relaxed learning environment that is colourful and welcoming, while providing the structure and guidance that support a high-quality program. With having separate activity areas, we prepare the environment and plan activities that are appropriate for the age span of the children within the group and consider the different needs, interests, and developmental levels of individual children.

We believe that positive communication between staff and parents is considered to be of the utmost importance, both for the maintenance of an optimal environment and as a model for the

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children. As a role model to your children, we will model good hygiene routines, healthy eating, and active gross motor play while outdoors while encourage earth friendly qualities.

Early Learning

Our childcare program is established through the value of play that incorporates a wide variety of fine and gross motor skills within small and large group learning opportunities. Young children have an urgent need to communicate - to understand and to be understood; therefore, the childcare learning environment is rich with opportunities to share ideas, listen to the thoughts of others, and engage in creative problem solving. The children's interests and developmental needs are foundational when planning activities.

The daily routine is consistent to give children a sense of security about the happenings of the day. Recognizing that children's individual needs vary from day to day, adjustments are made to facilitate a nurturing environment. The length of time for each component accommodates the gradual growth of interest and ability to participate in the activity.

Our daily schedule at Kool Cats Family Care is structured to include each of the following components, we may switch up the order of events to best suit the needs of the children as we flow through our day with the children.

Morning Entry

Indoor Exploration

(Creating/stories/songs, open play etc)

Morning Snack

Outdoor Exploration

(Large muscle activities outside)

Lunch

Bathroom Duties

(Including Brushing Teeth)

Nap/ Quiet activities

Afternoon Snack

Indoor/Outdoor Play

(Play experiences that facilitate all areas of development)

Bathroom Duties/Personal Care are done throughout the day as needed/required.

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Some of the learning centres that will be used to explore the various interests and learning goals include: blocks, puppetry, housekeeping, art, cooking, crafts, water, sand, manipulative toys, play dough, science discovery, pre-math and pre-reading activities, puzzles, dramatic play, painting, creative movement, etc.

Hours of Operation

- Monday to Friday 7:00am-6:00pm
- Daycare is closed on all Statutory Holidays (stat holidays may be observed on the next business day)
- Notice will be given if any other closures are to happen.
- All Kool Cats Buildings will be closed from December 25th till January 1st and reopen on the day after the statutory holiday is observed.
- Preschool follows School District 57 School Calender for closures
- If we are ever forced to close due to unforeseen circumstances families and/or staff will be notified as soon as possible and so will Licensing.

Pets

Being in the company of pets is beneficial for mental, emotional, and physical wellbeing, Kool Cats may have classroom pets and/or visiting animals.

- All Interaction with the pets /animals is always closely supervised.
- Visiting animals should be immunized.
- Children and families are always informed of visiting animals/pets.
- The health and safety of the children/staff is always the priority.

Registration Procedure

- Kool Cats Family Care located at 8008 Malaspina Avenue can accommodate 24 children ages 0-36 months, 25 children aged 3-5 years, and various Preschool and Kindergarten and Grade 1 afterschool care spaces.
- Kool Cats Child Care located at 6989 Gladstone Drive can accommodate various Preschool and Grade 2 and up afterschool care.
- Kool Cats Kid Care located at 6989 Gladstone Drive will accommodate any before school care needs.
- Both facilities are nut and shellfish free centres. No “may contain nuts” items are allowed.
- A completed registration form is required to be submitted, along with a copy of the child's immunization record (if immunized) along with a photo of child being registered.
- Parents who choose not to have their child immunized are asked to state their objection on the registration form. Should there be an outbreak of a disease that the child has not been immunized for, the medical health officer will determine when the child may return.

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Attendance

Regular attendance is important if your child is to receive maximum benefits from our programs. Please call if your child is sick, will be late, or unable to attend. It is important to have your child at the centre no later than 10:00am, this allows for daily outings such as walks and time to get settled in with their peers. As well please notify staff if your family is taking a vacation (so we can staff accordingly) or of any other changes to your child's routine.

Arrival and Departure

It is important to the child's feeling of security and trust that they arrive and depart at consistent times, again this is why its important to ensure your child is at the centre no later than 10am so they do not miss out on morning play and learning.

- Parent/Gaurdians must sign their children in and out of daycare on the record sheet mounted inside the daycare.
- Unless prior notice is given in writing by a parent/guardian, no child will be released to anyone not designated in writing on the child's registration form. The daycare staff will assist in making alternate arrangements if parents/guardians appear unable to safely deliver their child home. In the event that there is a concern for the safety of the child due to the adult's ability to drive safely, the police will be notified

Fees

- Infant and Toddler Full time (0 to 18 months) \$1300/month and (18 to 36 months) \$1270/month
- 3-5 Years Old Full time \$988/month
- Kindergarten to Age 12 Summer Care: \$900/month
- Kindergarten to Age 12 Afterschool Care: *Will be updated by August 2023*
- The centre will be applying for the *Child Care Fee Reduction Initiative* and once we know if we're approved all families will be notified and fees will be adjusted.
- Fees are encourage to be pay by etransfer to payment@koolcatskidcare.ca (automatic deposit no password needed), we also accept post dated cheques or cash. The centre will also accept bi-weekly payments to accommodate parental pay periods with a payment plan signed by both the centre and the parent/guardian.
- The monthly fee is pro-rated for the year, regardless of days absent or holidays.
- When a family voluntarily withdraws from the daycare for any reason, they must give written notice by the first of the month and be responsible for the full fee of that month. If notice is given on the 15th of the month or later, then fees for remainder of that month, plus the next month will be owing.
- We encourage all our families to apply for any or all government subsidies available to them such as [Affordable Child Care Benefit - Province of British Columbia](#) (ACCB) and/or

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[Metis ACCB - Child Care Options](#) (MACCB) to help lower your childcare fees. Approval can take up to 6 weeks and parents/guardians are responsible for paying their full fees until approved.

- Childcare tax receipts will be issued through the HiMama app by the end of February. If someone other than the parent/guardian is paying the fees, the receipt will be issued to the payee.

Staff

- Staff will have various levels of training given their job positions.
- All staff will have a valid First Aid Certificate and be certified/trained to work with the children in their care.
- Staff will maintain a valid licence to practice where applicable.
- In addition, staff will maintain current in professional development through a variety of community networks, seminars, newsletters, etc.
- Practicum students from local colleges may also participate in the program as a part of their professional training.

Fire Drills / Safety

Monthly drills will be held and yearly emergency evacuation drills will be held.

- In the event of a fire or other danger, children will be evacuated according to plan. If we are unable to safely re-enter the building, the children will be relocated to our other facility in Prince George. Kool Cats Kid Care will relocate to Kool Cats Family Care and Kool Cats Family Care would relocate to Kool Cats Kid Care. Parents will be notified via telephone of the location of their children and pick up will be requested.
- In the event of extreme disaster, the daycare will be closed until it is safe to re-open.

Health

If your child is ill, it is best to keep them at home. Please call the centre if your child is not going to be attending that day. Our phone number is 250-964-2668 and follow the prompts for the correct extension number.

- If your child has an infectious condition please notify the daycare immediately. (headlice, chicken pox, measles, mumps, etc.)
- If your child becomes ill at daycare, they will be given a quiet place to rest and the parent/guardian will be notified to take the child home.
- In case of accident or illness requiring a physician, an ambulance may be called if the parent/guardian has pre-authorized permission on the registration form. The parent/guardian or emergency contact will be called immediately.
- Please keep staff informed of any special circumstances that might influence your child's

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experience at daycare.

- Prescription and non prescription medications are only administered under predetermined procedures with written permission and instructions from parents and must be in original container.
- Immunization should be current and a copy of the record must be submitted along with the registration form. (DPT, polio, measles, rubella, mumps, etc.) **Should there be an outbreak of any of the above, or other diseases, any children who have not been immunized will be asked to stay at home until the medical health officer determines when the child may return to the centre.**
- All Staff are required by law, that we report any suspected neglect or abuse of a child to the Ministry of Children and Families. It is our responsibility to protect the child from mal-treatment of any type.
- Smoking and/or vaping is prohibited on facility property including the parking lot.

DISEASE	SYMPTOMS	INFECTIOUS?	REMOVE FROM CENTRE
CHICKEN POX	Fever, Blister type rash	YES Five days after onset	YES From when spots first appear and 5 days after
COLD WITH FEVER	Runny nose, clear discharge, doesn't want to eat, slight cough, plus fever-above 37C. Runny nose, green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to a common cold
COMMON COLD	Runny nose, clear discharge, doesn't want to eat, slight cough	YES Before and during symptoms	NO
DIARRHEA #1	Runny stools. If no other, it could be normal or because of diet.	NO	NO
DIARRHEA#2	Runny stools, fever above 37C., bad smell, fussy, cranky, pain and/or vomiting	YES	YES Until doctor says it is not infectious
EAR INFECTIONS	Fever, clear discharge from nose, cranky, pulls on ear	NO	NO
FLU	Fever is above 37C., cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until symptoms are gone
HAND FOOT AND MOUTH DISEASE	Spots on palms of hands, fingers and soles of the feet. Sometimes on buttocks; for 7-10 days.	YES	NO
HERPES SIMPLEX	Common cold sore, Fever blister or sore around mouth	YES	Decide each individual case with a Public Health Nurse
IMPETIGO	Crusty rash, mostly on face, arms or legs	YES	YES Until on antibiotics 24 hours

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DISEASE	SYMPTOMS	INFECTIOUS?	REMOVE FROM CENTRE
NAUSEA or VOMITING		YES	YES Until it stops
PINK EYE	Thick discharge from one or both eyes, redness or itching of one or both eyes	YES	YES Until seen by a doctor who says child may return
RASHES	Red spots anywhere can be measles, chicken pox, allergies, impetigo	YES	YES Until doctor says it is not contagious
SORE THROAT	Fever, red throat, hurts to swallow (could be strep throat)	YES	YES Until on antibiotics for 24 hours

Active/Outdoor Play

Children will be provided opportunities for active play/outdoor play every day no matter the weather outside.

- Kool Cats will follow and adhere to The Canadian Physical Activity Guidelines [Standard of Practice – Active Play \(gov.bc.ca\)](http://gov.bc.ca)
- Infants (less than 1 year) are physically active several times daily-particularly through interactive floor-based play. – Toddlers and preschoolers should accumulate at least 180 minutes of physical activity spread throughout the day. – Children (5 and older) should accumulate at least 60 minutes of physical activity daily”.
- “Licensed child care programs must ensure a minimum of 60 minutes per day of outdoor active play (indoor active play is acceptable when weather is poor or outdoor physical space is limited). Active play may be accumulated through 15 minute portions of time throughout the day or continuously”. [Standard of Practice – Active Play \(gov.bc.ca\)](http://gov.bc.ca)
- Safety checks of all playground equipment and grounds will be done daily prior to children going outside and any waste will be cleaned up and disposed of accordingly.
- Parent/guardian are to supply their child with appropriate clothing and a water bottle to stay at Kool Cats, water will always be available for children.
- During seasonally nice periods, snacks and lunch may be consumed outside.

Rest/Mindfulness Time

During our full-day programs, we will practice a mindfulness moment, this will also serve as time for children to have a rest, and sleep if they must! We will offer an hour of quiet, mindful activities or a rest mat the child requires one.

- Staff will not leave the classroom unattended while children are napping.
- Staff will be participating in the mindfulness moment as well.

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Clothing

- To maximize your child's involvement in activities, they should wear clothing suitable for active play and painting. (Paint shirts are worn to prevent major paint spillage)
- Children are required to bring a pair of slippers (for infant and toddler) or Velcro indoor shoes (for older children) to wear while inside.
- Please ensure your child is dressed appropriately for the weather.
- We will go outside daily unless the weather conditions make it unreasonable to do so.
- We will go outside in all weather conditions such as sun, rain or snow, please ensure your child has appropriate outdoor clothing for the seasons.
- On sunny/cold weather, please make sure that your child has an appropriate hat to wear.
- Please bring 1-2 changes of clothing to stay in your child's basket at the centre.

Children's Toys

The centre is well stocked with equipment for your child's use; therefore, any toys brought from home should remain in your child's cubby. This prevents major issues concerning a possible breakage or loss of the item. If a child is set on having their home toy with them, staff will wait till the child puts down the item or until the child is ready to put it safely in their bin.

Electronics/Screen Time

Media and electronics will be used appropriately in Kool Cats as we believe in hands on active learning. On occasion electronic devices/screen time is used when written into a child's individual care plan created by the staff, parents/guardians and possibly support staff/outside agencies.

- Children must leave electronic devices at home and/or in their backpack. (i.e., iPads/tablets, cell phones, portable DVD players, and other gaming devices.)
- On occasion the school aged programs have electronics day, and parents/guardians will be notified of these days.
- Sometimes a CD player is used for active movement activities.
- Special activities that may be a demonstration/science activity can be used (under 30 minutes) for occasional, educational purposes.
- Screen time (i.e., T.V. Computer, electronic games) is limited to 30 minutes or less a day.
- Screen time is not offered to children under 2 years of age.

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Snack

Allergy Alert:

We are a nut and shellfish free centre.

You will be notified if any foods will no longer be permitted due to allergies. Should there be a life threatening allergy, we urge your cooperation to avoid packing these foods. Parents are requested to pack a healthy morning snack and lunch each day. Please ensure that the snack includes 2-3 items of the Canada Food Guide. Thank you for not sending candy, chips or chocolate bars.

- Children are encouraged not to share their snacks with other children unless it is a birthday celebration. (Many other sharing opportunities present themselves during the daycare day.)
- Afternoon snacks will be provided by the centre and the monthly menu will be posted.
- Water will always be offered/available to all the children.

Holiday Celebration

- Both of our facilities are inclusive programs that encourage and acknowledge all Birthdays, Holidays and Cultural Events. Parents/Guardians are welcome to add to your child's birthday celebration by bringing a special treat, story, party favor, etc.
- If you would like to invite daycare friends to your child's party, please do not place invitations in the cubbies. Rather, give them to a teacher to distribute to the adults at the end of the day. This is so that the children who are not invited do not feel left out, understanding that it is not usually feasible to invite all the children to the party.

Pictures

Individual photos are taken of each child for their file and cubby bin.

- Throughout the year, photos will be taken, and posted on our Facebook pages or through the HiMama app. We hope that these photos will be a memorable collection that you and your child will enjoy. If you do not wish to have your child photographed or are okay with photos posted in the facility but not on social media platforms, please indicate your preference on the registration form.

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Parent Involvement

Kool Cats Family Care welcomes parent involvement in the centre and we believe it benefits both the program and the child/parent. We see it as a privilege to have parents share their expertise and knowledge with their child's classmates. If you have a special skill or talent that you would like to share, please contact the staff to make arrangements to do so.

There are times throughout the year when parents are invited to join us for celebrations and a "potluck snack" or Community BBQ. These occasions will be announced in a newsletter and posted in the daycare, along with social media platforms.

Parent Communication

- You will be receiving monthly newsletters to inform you of daycare happenings, including possible field trips, interests, reminders, special celebrations, etc. Emails or HiMama app messages will also be sent on some information that is not in the newsletter or as a reminder.
- We also use a communication board to showcase information of the day's events.
- Please notify staff of any pick-up changes, days your child will be away or any other specific details you'd like us to know about.
- Parents are always encouraged to dialogue with the staff and receive updates on their child's participation/development.
- Parents are encouraged to discuss any concerns they may have, and afterhours meetings can be arranged with managers at the convenience of the parents/guardians and managers.

Guiding Behavior

We strive to create an environment that fosters positive social behaviors. This is accomplished by these prevention strategies:

- Using positive statements with children
- Providing appropriate choice opportunities to encourage independent decision-making.
- Involving children in establishing rules, giving them ownership of logical simple rules
- Allowing natural consequences to happen
- Teaching/modeling problem solving skills
- Being an active listener
- Anticipating problem situations before they occur and making necessary changes
- Structuring the environment by providing curriculum which is interesting and stimulating
- Providing predictable guidelines
- Providing routines and appropriate spaces for productive play

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- Giving 10-minute and/or 5-minute advance notice before changing activities
- Modeling the behavior expected from the children

The prevention strategies help create a positive play and learning environment. However, when unacceptable behavior occurs, the following strategies are implemented, not necessarily in order. At all times the child's dignity is kept intact:

- Gaining the child's attention in a respectful way, such as eye level contact
- Asking the child to try to use their words to explain how they feel about the situation
- Reminding children of classroom rules
- Moving close to the situation helps the child re-establish self-control
- Acknowledging the child's feelings
- Asking the children what they think would solve the problem, giving suggestions and modeling problem solving skills as necessary
- Redirecting the child to another activity, removing the play option
- Teaching how to ask for turns and use timers as a tool for knowing when it is their turn.
- Offering the child a place where they can "take a break" and re-join play when he/she is ready
- Physical restraining (holding) is only used when a child is out of control and is in danger to him/herself or others and authorized in a child's care's plan if the care plan includes instructions respecting behavioural guidance. Even when authorized in a care plan this is a reportable incident to licensing

Children will not be subjected to:

- Shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;
- Confinement or physical restraint by an employee, except as authorized in a child care's plan if the care plan includes instructions respecting behavioural guidance;
- Harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self-respect
- Spanking or any other form of corporal punishment;
- Separation, without supervision by a responsible adult, from other children;
- Deprivation of meals, snacks, rest or necessary use of a toilet.
- Emotional abuse, physical abuse, sexual abuse, or neglect

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Bullying

Kool Cats Kid Care and Kool Cats Family Care has **Zero** tolerance towards bullying of any nature.

- Any offensive behaviour towards another child or staff will not be tolerated.
- Any vindictive, cruel, malicious, or humiliating attempts to undermine an individual or group of children or staff members will have consequences.
- Staff will endeavour to provide a positive and safe environment for all children and their families.
- Staff will be aware of all actions of the children as well as listen to complaints from children and/or parents/guardians regarding their safety and other's safety.
- Staff play a strong role in accepting or not accepting negative behaviour within the groups.

Updated July 3, 2023

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