

# Port Coquitlam Children's Centre

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*operated by the Port Coquitlam Daycare Society*



## *School Age Care Handbook*

*Located in the Meridian Village Townhouse Complex*

## **School Age Care Philosophy**

Our philosophy is based on the knowledge that children learn through play. The environment is thoughtfully set up with many success oriented opportunities to encourage growth of the “whole child” through art, science, literature, music and free play.

The program is designed so the children will have many different positive experiences. Each child will have the opportunity to develop socially, emotionally, mentally, and physically in a safe, inclusive, happy and natural environment.

At the Port Coquitlam Children’s centre, we strive to increase the child’s natural curiosity about the world around them and we model how to be environmentally responsible. The program reflects a natural setting to play in and explore. It includes plants, natural materials and resources with an emphasis on recycling and resourcefulness. We take a collaborative approach within our centre and welcome everyone’s input and ideas to continue to promote environmental education with the children.

We encourage autonomy, self confidence and responsibility by instilling problem solving skills, modeling independence and encouraging individuality. We acknowledge the children’s accomplishments and always validate the child’s emotions. In doing this, it shows the children that they are smart, they are unique and they are important!!

## School Age Care Daily Schedule

7:00a.m.	free play and open ended table activities
8:00a.m.	Clean up for school
8:20a.m.	Bus leaves for Blakeburn
8:40a.m.	Walk to Birchland
3:15p.m.	Return from school, free choice, activity options available, art/science,
3:30p.m.	Snack
4:00p.m.	Outside time, weather dependent; inside child's choice
5:00p.m.	Inside play activities
5:30p.m.	Centre closes

## Arrival/Pick up

Please have your child here by 8:30a.m. if they walk to school and 8:15 a.m. if they are transported by bus.

If your child does not attend in the morning we will assume they are not attending in the afternoon and we will not look or wait for them. If you need pick up on those days that your child does not attend in the morning, **it is your responsibility to message us via Brightwheel by 2 p.m. and let us know.**

## Nutrition

**Lunch-** on most days your child will eat lunch at school but on professional days or summer holidays your child will need to bring a lunch to the centre. **You must provide an ice pack in your child's lunch.** The provincial food policy states a meal includes one food from each of the four food groups.

**No candy or pop is permitted.**

## Peanut Butter/Nutella/Nut Butter Restriction

Please do not send any peanut butter, nut spreads or Nutella products in snacks or lunches. We have several staff and children in the centre with allergies and find these products challenging to control. A great alternative is WOW Butter.

## Special Occasions

For special occasions staff may ask parents to bring food to share. Due to health reasons we will be very specific about what we need. **Baked goods must be bought and in original packaging, unopened. You must provide a dated receipt to verify date of purchase. All food that requires cutting must be brought to the centre for a food safe trained staff to assist.**

## **Fire/Earthquake Drills**

Once a month we will practice a fire drill and every second month we will practice an earthquake drill. Although this can be alarming if it is your child's first experience, it is a necessary procedure which teaches your child what to do at our facility in the event of an emergency.

## **SAC Supplies**

Parents must supply their children with the necessary and appropriate clothing to keep their children warm, comfortable and dry. Please provide a spare change of clothing to be left at the centre.

## **Professional Days and Holidays**

We will provide care on professional days and holidays. Your monthly fees do not cover these days. You must sign up for care three full days in advance on the signup sheet provided. If you sign up and do not attend you will still be billed for the day. You may cancel up to 48 hours before the pro d day.

## **Toys**

Children may bring toys to the centre but they must be shared with all other children. If they do not want to share, they will put the toy away. We are not responsible for lost or broken toys. We will disinfect all toys that are brought from home.

## **Physical Activity and Screen Time**

It is recommended that active play and physical movement be incorporated in the child care environment throughout daily routines and activities for a total of 120 minutes. These will include facilitated play directed by staff such as group games, soccer, follow the leader, tag, etc. Also included will be non facilitated play like balance beams, catching, throwing, kicking, skipping, hopping, building block towers, dancing, etc.

Children enrolled in the school age care program (5 – 10 years) will participate in 60 minutes of outdoor active play (indoor active play is acceptable when weather is poor or outdoor physical space is limited).

Children enrolled in our child care centre will not have daily screen time.

## **Supplies**

Please ensure your child has an extra change of clothes at the centre at all times. We do go outside rain or shine so please dress your child appropriately.

**Thank you for taking the time to read our School Age Care Handbook.**

**Welcome to the Port Coquitlam Daycare Society!!**