



## Bridge Kids Parent Package

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# Bridge Kids Philosophy

## Philosophy

Our out of school care program is founded on the belief that children's development is best fostered through mentorship, friendship, and leadership. We strive to create a safe and nurturing environment where children can explore and discover their potential. Our programming and activities are licensed, nature-based, and infused with faith-based values.

We believe that time spent in nature is essential for children's well-being and development. Through outdoor exploration, children can learn about the natural world and develop a sense of wonder and connection. Our faith-based approach encourages children to develop strong moral and ethical values, while also nurturing their spiritual growth. Our tagline, "exploration, wonder, and possibilities," reflects our commitment to providing children with opportunities to learn, grow, and discover their full potential. We seek to foster a sense of exploration and discovery, both of the world and within each individual. We strive to help children become confident, capable, and compassionate individuals who are equipped to make a positive impact in the world.

We strive to create a warm and nurturing environment, ensuring that families and children feel a sense of belonging and security. We recognize the importance of diversity and inclusion, and value and celebrate the different abilities, cultures, and backgrounds of all children and their families.

## Goals

At Bridge Kids, our goals are to:

- Encourage a love for nature by promoting exploration.
- Foster spiritual growth by developing social-emotional and regulations skills.
- Support children in developing self-confidence and a positive self-image.
- Encourage creative and critical thinking, as well as a love of learning.
- Develop leadership skills by assigning responsibilities.
- Encourage teamwork by sharing ideas, and supporting one another.
- Provide a safe and supportive environment where children feel comfortable expressing themselves and trying new things.

# Bridge Kids Core Values



## Families Matter

Every Child & Family Matters to God,  
Which is Why They Matter to Us



## Respect

Offering & Teaching Respect  
As it is Given Not Earned



## Communication

Honest & Open Communication  
with Kids, Parents & Staff



## Excellence

In our Environment, Mentorship,  
Training, Programming, & Execution

## Services

### Service Offered

Bridge Kids is a licensed school age program that is licensed for 42 children. To be in the program, kids must have started kindergarten and can attend up to 12 years of age.

### Adult to Child Ratio

We follow the licensing requirements of 1 adult for every 12 children and/or 1 adult for every 15 children (if no kindergarten or grade 1 children are present).

### Staff Qualifications

Staff must have a minimum of 20 hours of training, a valid first aid certificate with CPR, three reference letters and a clear criminal record check as per licensing requirements.

### Hours and Days of Operation

After School Care **2:30-6:00**.

Early Dismissal **12:30-6:00**.

Full Day Camps **8:00-5:30**.

Full day camps include professional development days, Christmas camps, spring break and summer. On full days, please plan for children to be onsite **between 9:00 am - 4:00 pm** unless pre-arranged.

Bridge Kids will be closed for one week of Christmas break, the first and last day of school, the Friday before August long weekend, as well as the following Canadian statutory holidays:

- New Years Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- National Day of Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day

## Registration and Evaluation Period Policy

All children are subject to a **3 month evaluation period**. This will ensure that our centre can provide your child with an environment appropriate to their needs. If, following the evaluation period, we find that our program is not suitable for your child, we will inform you and try to suggest alternatives.

## Financial Policies and Procedures

### Fees

As of July 1st, 2023:

After School Care **\$435/month**

Full Day Camps **\$50/day**

Fees are paid monthly and are due by the first of the month. Payments can be made through our online payment system which supports credit cards, debit cards, Google Pay, Apple Pay, and more. We do not accept cash payments. We also accept e-transfer through [finance@thebridgekelowna.com](mailto:finance@thebridgekelowna.com). Please put your child's name in the memo section. If a password is necessary, please use the word: bridgekids. If necessary, payments can be made in person through credit or debit.

Our after-school care fee is charged per month regardless of attendance from September-June, with the exception of December and March which are prorated due to Christmas and Spring Break Camps. After-school care fees include early dismissals and pro-d days. Our fees include pick-up from school, participation in activities, and most out-trip fees.

Full day camps have separate registrations. The one exception is that all kids registered for after school care are automatically registered for pro days.

**Fees are subject to increase each year on July 1st by about 3-5%.**

### Subsidy

Subsidies may be available to qualifying families. **Parents/guardians are responsible for the full monthly fee until their subsidy has been approved and received by Bridge Kids.** Once the subsidy is in place, parents/guardians will be responsible for paying the difference if the fees are higher than the approved subsidy.

For more information, go to the Affordable Child Care Benefit website to see if you qualify, and to apply:

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

## Child Care Fee Reductions Initiative (CCFRI)

Bridge Kids is a part of the Child Care Fee Reduction Initiative (CCFRI), through the governments of British Columbia and Canada. They are making licensed child care more affordable for families throughout the province. The CCFRI is a part of the Province's ChildCareBC plan to help reduce families' out-of-pocket costs for child care. Until now, fee reductions were only available to families with children kindergarten aged. Fee reduction amounts will vary for each family, but they result in similar average child care costs for families. Starting September 2023, families may see a reduction of monthly fees of up to \$57.50 per month reflected on their invoices. All Bridge Kids families are enrolled in this initiative.

## Attendance and Fees Paid

No child shall be in attendance at Bridge Kids without prepayment of fees in full or with a detailed repayment plan. If you need to make arrangements for a late payment, please **make a written request (via email)** before the due date to the administrator at [office@thebridgekelowna.com](mailto:office@thebridgekelowna.com).

## Failure to Pay

You will be reminded prior to when the invoice is due to pay. If registration is not paid, your child will not be allowed to attend Bridge Kids without a detailed repayment plan. **Any payments not received after 10 business days, may result in your child being withdrawn from the program.**

## Withdrawal Policy

If it becomes necessary to permanently withdraw your child from Bridge Kids, you must give **30 days' notice in writing (via email)** to the manager, from the first of the month. Otherwise, one month's fees will need to be paid in lieu of notice. No refunds or credit are given for change of registration or attendance including full-time, part-time, or day camps without 30 days' written notice.

## Admin and Enrollment Fee

Bridge Kids charges a **\$25 admin fee** for new families joining the program. There is also a **\$50 enrollment fee** per family to hold your space for the next school year. Both fees are non-refundable, however the \$50 goes towards your monthly fees. The enrollment fee is charged yearly.



## Late Pick-Up Fees

For any child picked up after closing time there will be a **\$10 charge for every ten minutes**. If you are late, you will be required to pay the late fee. It is the responsibility of the parent/guardian to pick children up by the centre's closing time. If you cannot make it on time, you must make arrangements to have an alternate person pick up your child.

If no one arrives at closing, staff will contact guardians and emergency contacts. The Ministry of Children and Families will be contacted if we aren't able to reach anyone. They will deal with the situation accordingly.

If the parent/guardian is late picking up a child more than three times in one month, the child may be subject to having his/her registration at Bridge Kids cancelled.

## Failure to Notify Absences Policy

There will be a **\$20 fee** for each time a child is absent without prior notification.

Licensing regulations dictate that Bridge Kids staff may not leave the school without your child unless they have verification of their absence. Please make sure that staff are informed that your child will be absent **prior to 2:00pm on that day**. You can notify Bridge Kids staff using the parent App to update absences and holidays in your child's calendar. During full day care, please notify the staff **by 9:00 am**.

## Refund Policy

Typically, if your child is absent for illness, vacation or centre closures, the monthly fee will still apply. However, we understand that circumstances beyond your control may arise, and we are happy to work with you on a case-by-case basis. If you have questions about our refund policy, feel free to contact us.

### **Refund Policy for After School Care**

Refunds/Credit for days of unused prepaid care are only available during after-school care under special circumstances including:

- If during that month Bridge Kids chooses out of necessity to discontinue care of a child, Bridge Kids will refund all fees from the date of discontinuation to the end of the month.

Absolutely no refunds are given for temporary absence due to sickness, changes in schedules, extracurricular activities, family visits, vacations, etc.

## **Refund Policy for Full Day Care**

**No refunds without 30 days written notice (via email),** and credit is only given under special circumstances.

## **Sibling Discount Policy**

Bridge Kids offers a sibling discount to families to assist them in managing the cost of childcare services and make it more affordable. If a family has three or more children enrolled in the daycare, they will be eligible for a sibling discount. The third child is 10% off, fourth 20% off, etc.

## **Termination of Services**

Our evaluation period for every new child is 3 months. During this time, staff will assess and observe the child to identify any unique needs. Staff are dedicated to providing the best support and guidance to each child in our environment to ensure their success.

The following are some of the reasons why we may choose to terminate services:

- Non-payment of fees: If tuition fees are not paid on time, we may choose to terminate services.
- Health and safety concerns: If we are unable to provide the required level of care to a child, or if they are at risk of harm or neglect.
- Violation of policies: If a parent/guardian fails to follow the rules and regulations as set in the parent handbook.
- Inappropriate behaviour: If a child or parent/guardian behaves inappropriately.
- In re-occurring situations of extreme behaviour, or if your child is endangering others' feelings of safety and security, then your child's registration in our program will be terminated.

## **Arrival, Departure and Safe Release**

### **Sign In and Out**

Children must be signed in and out upon arrival/departure. Children can only be signed in/out by an authorized person (minimum 19 years of age) as listed on their registration form.

### **Intoxicated/Impaired Pick-Up Policy**

In the event that a parent/guardian should appear to be impaired when arriving at the centre to pick-up a child, the staff will try to privately address them. If the staff suspects intoxication, they will ask the parent/guardian to call an alternate person or taxi. If they won't call an alternate ride home, and leaves with the child in their vehicle against the staff request, then the staff must call the RCMP and the Ministry for Children and

Families as soon as they leave the premises. \*\* Please note that a parent/guardian does not have to have consumed drugs or alcohol in order to be intoxicated. A parent/guardian may be having a reaction to medication, cough syrup, or be a diabetic, etc.

### Parental Access Policy

Authorized parents/guardians will have access to their child/children while in care whether at the centre or on an out-trip. If a parent is on the list of people not allowed access to the child, we must have the proper documentation on file to deny one parent access over the other.

### Safe Pick Up List

Upon registration, you added other emergency contacts or people who are allowed to pick up your child. You can update this list, adding or removing people at any time. Your child will only be released to people on their safe to pick up list.

### Alternate Pickup Person

We must be notified **in advance in writing (by text or email)** if you have planned an alternate pickup person. You may make changes to this list of people by notifying Bridge Kids. A staff member will check the I.D. of any unrecognized person picking up your child. If they are not on the list, a call to the parent/guardian will be made to obtain verbal and written consent in the form of text or email for the child/children to be picked up by this person.

Your child will not be released if notification has not been given. If your child is not to be picked up by this person, they will be asked to leave the centre. Staff will distance the child, exercise caution, and contact you if there are any concerns.

### People Not Permitted to Pick Up Policy

Staff will be made aware if there are specific individuals who are not allowed to pick up your child and will act accordingly. If one of these people arrives at the centre, you will be contacted immediately. Every effort will be made to distance the child from the person in question. \*\* If there is a court order in place restricting certain individuals from having contact with the child, we will need a copy of the record on file to help with enforceability.

## Health and Safety

### Health Policy

If the child becomes ill during the day, he/she will be supervised in a quiet area away from the other children. The parent/guardian, or alternate person will be contacted to come to the centre and take the child home. We do not have extra staff for prolonged care of sick children.

In case of an emergency, the family doctor and/or the nearest hospital emergency centre will be called. Parents/guardians will be contacted immediately. In case of injury to your child while in the care, custody, or control of the centre, all claims against Bridge Kids will be waived, in excess of public liability insurance carried by the centre.

Sick children are not permitted to be in care at our centre. You must inform us **within 24 hours** if your child is ill or is suspected of having been in contact with a communicable disease. Bridge Kids will equally notify parents/guardians of a child who becomes ill while in care.

\*\* We are obligated to notify the local Medical Health Office within 24 hours of it coming to our attention that a child enrolled in the centre has a reportable communicable disease.

### Common Reportable Diseases

- Food borne illness (all Causes)
- Diphtheria
- Giardiasis
- Hepatitis A, B, & C
- Measles
- German Measles (Rubella)
- Meningococcal Disease  
(bacteraemia or meningitis)
- Mumps
- Pertussis (whooping cough)
- Tuberculosis
- Sexually Transmitted Infections  
(need to be reported due to abuse issues)
- Waterborne Illness (all causes)
- Bacterial or Viral Meningitis
- Hemolytic Uremic Syndrome (E Coli toxin of Hemorrhagic Colitis or hamburger disease)

## Illness Policy

### Symptoms the child has but can still come to the centre

The child may attend childcare if their symptoms are non-contagious and are well enough to take part in the regular programming. Symptoms that the child may have but they can still come to the centre include:

- Runny nose (clear colour).
- Coughs.
- Eye pain or eyelid redness.
- Rash (without fever).
- Any chronic symptom/condition (non-contagious).
- Symptoms caused by allergies (non-contagious).

### Symptoms that require exclusion

Please keep the child at home or seek alternate care arrangements for kids that are suffering from one or more of the symptoms below. Ultimately if the child is not well enough to take part in the regular programming, they should stay home.

- Extreme pain.
- Cold or Flu symptoms (runny nose and eyes, coughing and sore throat).
- Difficulty Breathing - wheezing or persistent cough.
- Fever (100 degrees F/38.3 degrees C or more) accompanied by general symptoms such as listlessness or sluggishness may be an early sign of an illness that requires a doctor's attention.
- Sore Throat or trouble swallowing.
- Infected skin or eyes, or an undiagnosed rash.
- Headache and stiff neck (should see a physician).
- Unexplained diarrhea or loose stool.
- Nausea and vomiting.
- Severe itching, dry skin of either body or scalp if caused by head or body lice or scabies.
- Children with known or suspected communicable diseases.

### Criteria that must be met before they can return

Your child should be symptom free. Once the child's temperature, well being, and energy have returned to normal, the child may no longer be contagious, and may be able to return to the child care facility even though coughing and runny nose may persist. Kids are considered contagious one day before symptoms begin and about 5 days after. For cases of vomiting and diarrhea, kids are typically contagious for 24 hours. If your child has met all these requirements but is on antibiotics, they may return 48 hours after beginning antibiotics.

If symptoms are caused by allergies and are therefore not contagious, then kids do not have to be excluded.

#### Serious Illnesses and Doctor's Note

In the case of certain serious illnesses, we require a doctor's approval in writing before your child can return to the centre. If your child requires extra care when returning, parents/guardians will need to notify Bridge Kids staff. Parents/guardians will need to provide information and sign a care plan outlining extra care needed before they can return.

#### **Infectious Disease Policy**

If needed, our centre follows protocols set in place by the Health Authorities. Please note that our policies change with the release of the latest information. Bridge Kids strives to follow all government mandates while creating a consistent plan that is in line with the school district. Though some mandates may change, our centre is committed to continuing extra cleaning protocols, and safety measures to ensure that our families' care is held to a higher standard.

#### **Physician Information**

Bridge Kids requires current physician information for all children at the centre.

#### **Immunization Policy**

Parents/guardians are required to keep us up-to-date on their child's immunization status. Status is: not immunized, partially immunized or fully immunized. Please be advised that unimmunized children may be excluded from the program during a period of communicability.

#### **Medication Policy**

Staff can only administer medication with a **signed "Consent to Administer Medication" form** with detailed instructions. The form must provide written instructions detailing the dosage and time of administration. All medications must be kept in a locked container at the centre and will be administered by a staff member. All medication, both prescription and over the counter, **must be current, in the original container and with no handwritten changes**. Staff will keep a detailed record of dates and times of medication administration.

Please note, that for any medication that isn't regularly/routinely given, parents/guardians must provide detailed instructions/criteria that must be met before it can be given. Licensing does not allow us to give medication "as needed".

## Supervision and Safety Practices

Our supervision and safety practices always take into consideration a child’s abilities, clear and simple rules, risk management and potential hazards. Kids are always supervised by a responsible adult who regularly does head counts, positions themselves strategically to maximize field of vision and scans/circulates throughout the play area.

## Air Quality Health Index Policy

The AQHI will be monitored by staff using the Central Okanagan Air Quality Health Index by BC Air Quality. Staff may at any time limit, cancel or shorten outdoor activities if the levels get too high. During times of poor air quality, we will provide alternative indoor activities to ensure that our children are still able to engage in physical activity and play. This decision is made in accordance with the guidelines set forth by the BCCDC as directed by Interior Health and Licensing, which advises that children and individuals with pre-existing health conditions are at greater risk of experiencing negative health effects from exposure to wildfire smoke.

PROVINCIAL AQHI	AQHI RISK CATEGORY	HEALTH MESSAGE FOR PEOPLE AT HIGHER RISK	HEALTH MESSAGE FOR GENERAL POPULATION
1	LOW	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
2			
3			
4	MODERATE	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms.	No need to modify your usual outdoor activities unless you experience symptoms.
5			
6			
7	HIGH	Reduce or reschedule strenuous activity outdoors.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms.
8			
9			
10			
10+	VERY HIGH	Avoid strenuous activity outdoors.	Reduce or reschedule strenuous activity outdoors, especially if you experience symptoms.

Central Okanagan Air Quality Health Index:

[https://www.env.gov.bc.ca/epd/bcairquality/data/aqhi.html?id=AQHI-CENTRAL\\_OKANAGAN](https://www.env.gov.bc.ca/epd/bcairquality/data/aqhi.html?id=AQHI-CENTRAL_OKANAGAN)

## Emergency Procedures

### First Aid & Emergencies

Emergency backpacks are mandatory everywhere we go (including indoor and outdoor activities and out trips). These include a first aid kit, child information and extra supplies. All staff are trained in and hold a valid first aid and CPR certificate. All staff are knowledgeable about children's specific needs and are equipped to handle most emergencies.

### Emergency Evacuation Plan Policy

We practice fire drills monthly. Parents/guardians will be notified in case of evacuation. Please save the centre's cell phone number for communication purposes. We always carry the cellphone (250-826-5437) with us in case of an emergency evacuation.

#### Evacuation Locations

- Building evacuation: along the sidewalk by the shed.
- Property evacuation: Orchard Park Mall (By Springfield & Cooper Rd/Old Navy)
- Neighbourhood evacuation: McDonalds - 120 Old Vernon Rd (Reeds Corner)
- City evacuation: Wholesale Store - 2501 34 St. in Vernon

In case of evacuation, parents/guardians will be notified as soon as possible. You will then be required to pick up your child(ren) as soon as it is safe to do so.

If we need to leave the neighbourhood, there is an emergency supply kit on the bus for short-term needs. If we need to leave the city, staff will grab the long-term (72 hour) emergency supply kit before leaving the facility if possible.

To ensure that kids can exit the building in a timely manner, activities designed to help them practice lining up quickly are done regularly. Sometimes these are timed with a special reward if they beat a specific time. Other times they are not timed, to practice that specific skills are done safely. Both techniques are used to teach them to be calm, safe, quick and to build muscle memory.

## Children's Information

### Information Policy

It is the direct responsibility of the parent/guardian to promptly advise the centre of any changes in address, telephone number, alternate pick-up person, custody arrangements, or any other vital information. Up-to-date records are essential to the



well-being of the child/children under our care. It is the parent/guardian's responsibility to communicate regularly with the centre staff. Staff must be informed of any event or change of routine at home that may affect your child's behaviour.

## Care Plans

Care plans are required for any child requiring extra support. Developing care plans for children requires a thoughtful and comprehensive approach. At Bridge Kids, we want to meet with the family to gather information about the child's background, needs, and goals. This is the time to understand the child's current level of emotional, physical, and intellectual function, review any existing assessments, and discuss the family's perspective on the child's needs. From there, we can develop a plan that is tailored to their individual needs. This plan would include diagnoses, any adaptations necessary for safety/comfort and any modifications to the program so the child can best benefit from the program. It is important that we track the child's progress and to regularly review and make any necessary adjustments based on the child's progress. The care plan will be reviewed at least once a year with the family.

## Suspected Child Abuse Duty to Report

Please note that if we suspect a child is being abused or neglected, staff are required by law to report this to the Ministry of Children and Families. Our staff are trained in warning signs of abuse and neglect, how to respond to a child and are aware of their responsibility to report any suspected child abuse or neglect.

These are the definitions of abuse and neglect as outlined in licensing regulations:

- Emotional Abuse: any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement, perpetrated by a person not in care.
- Physical Abuse: any physical force that is excessive for, or is inappropriate to, a situation involving a child and perpetrated by a person not in care.
- Sexual Abuse: any sexual behaviour directed towards a child by any person in a position of trust, power or authority, and includes any sexual exploitation, whether consensual or not.
- Neglect: the failure of a care provider to meet the needs of a child, including food, shelter, care or supervision.

At Bridge Kids, we are committed to ensuring the safety of all children in our care. We take our responsibility to protect them seriously, and we will take any suspicions of abuse or neglect seriously.

## Confidentiality

At Bridge Kids, we understand the importance of protecting the confidentiality of the children, families, and staff. We strive to ensure that everyone's personal information is kept safe and secure. We have put in place the following policies to ensure that all confidential information is treated responsibly:

- We will not release any child or family information, including name, address, or phone number, to any outside parties without the express written consent of the family or unless we are required by law to do so.
- We will maintain all child and staff records in secure files, accessible only to authorized personnel.
- We will maintain the confidentiality of all records even after a child has left.
- We will destroy any confidential information properly to protect the privacy of those involved.

## Program & Activities

### Activity Policy

Bridge Kids programs are designed to develop your child's good character through decision-making and relational skills, with a focus on their physical, emotional, and spiritual health. Each day children are given a variety of activities to choose from, including arts and crafts, baking, sports, out-trips, etc. All activities last until 5:00pm. For your child to get the most from our program, **please pick up after 5:00pm whenever possible.**

### Christian Education

Bridge Kids presents Bible-based beliefs while encouraging children to think critically and make decisions for themselves. Teaching is done through normal daily activities like games, arts and crafts, singing and music, movies, dramas, free play, etc. Bridge Kids program does not include a specific Bible study program. If you have any questions or concerns regarding the spiritual aspect of our program, please don't hesitate to talk to the manager.

### Clothing and Personal Possessions

Each child should wear comfortable, washable and weather-appropriate clothing that allows them to play. Spare clothing can be kept at Bridge Kids in case of accidents. Shoes must be worn at all times. Please provide inside shoes, especially during the winter months. Please label your child's items. In respect for themselves and others, children's clothing must be modest.

Children should not bring toys or other personal items to Bridge Kids unless they are approved by the staff. These items may get lost, or damaged in our highly active environment. We understand that children may have special comfort items that are important to them, so we encourage parents/guardians to talk to the staff if they would like to bring something special to the centre, especially during the first few weeks.

## Out Trip Policy

Parents/guardians are notified about all pre-planned out trips with a monthly calendar. Weather conditions or other factors may result in spontaneous or cancelled out trips.

All out trips will return to the centre **no later than 4:50pm** (after school care) **and 4:00pm** (full days) unless otherwise stated. All out-trips have an emergency plan in place and are well supervised. Please let the Bridge Kids staff know **before 2:30pm** during the school year if your child is not allowed to go on out trips. Please note that all children are required to attend out trips during all full day camps (some exceptions can be made on in days). Please pre-arrange any early pick-ups with a staff.

## Treat Walk

Please do not send additional money with your child except on designated days such as treat walks or piggy bank days in summer. Kids are not allowed to share money with other kids except siblings or to pool it together to buy more expensive items or get better deals. Please let us know if your child has lost their treat walk due to a consequence or other situation. Our treat walk rules include no caffeine, no gum, and small slurpees only. Staff do their best to help children make decisions but we cannot guarantee how the kids will spend their money.

## Full Day Camp Item Requirements

For full day camps, please ensure your child has a backpack, backstrap sandals (no slides or flip flops), shoes and/or water shoes/shoes that can get wet, a bathing suit, towel, water bottle (big enough for a full day), sunscreen, bug spray, lunch and minimum 2 snacks. Bridge Kids has kids life jackets, but you may also provide them as needed.

## Toileting Policy

All children who attend Bridge Kids must be toilet trained. Out trips may or may not have bathroom facilities. Staff check bathrooms before use and monitor for child safety. During after school care, the activity can be cut short to return to a bathroom if possible. If bathroom needs occur while on an out trip and NO bathroom is available staff will coach kids to go outside in a hygienic way while maintaining their privacy and safety.

## Walking and Transportation Policy

When going on walking out trips or being transported in a vehicle, kids must adhere to strict guidelines and rules to maintain their safety. Kids are reminded of the rules before each out trip.

## Nutrition Policy

It is recommended that children bring a balanced lunch and snack. Meals should include 3 out of the 4 food groups while snacks include 2 out of the 4 food groups, which include:

- Vegetables and Fruit.
- Grain Products.
- Milk and Alternatives.
- Meat and Alternatives.

## Meals and Snacks

Children are provided with a designated snack time but must bring their own snack and water bottle from home. During full day camps, please send your children with a nourishing lunch and enough food for 2 snacks times.

If your child does not have any food left over for snack, we will provide them with one. We will not provide a snack if they still have food in their lunch kits. Ultimately it is the parents/guardians responsibility to determine their child's diet and nutrition.

**We also require that all snacks be nut-free.** Bridge Kids is a nut-free zone, and works diligently to ensure that no nuts are on site.

Please make sure that your child's food is kept in a container that will keep it at the right temperature (hot or cold with use of a thermos, ice pack, etc.). Disease-causing bacteria can grow rapidly on items such as meat, eggs, and dairy. As per licensing, any food left at room temperature for more than two hours must be discarded. Please note: Full day camps usually don't have access to a fridge.

## Kitchen Activities

We believe kitchen activities are good for kids. Benefits can include:

- They learn about nutrition and healthy food options.
- It allows them to learn and improve on maths skills.
- It helps improve reading skills.
- Children can express their creativity.
- It builds pride and self-esteem.

- It allows them to practice such skills as pouring, stirring, and measuring.
- It helps them develop sensory awareness.
- It challenges their palate and food choices based on culture, ethnicity and alternate eating choices (ex. Gluten free or vegan baking).

We provide children with food during special activities (baking, etc.). You can find this information on the calendar and posted in the parent app. Staff who prepare food have a valid food-safe certificate and ensure food is prepared and stored properly. Staff work closely with the posted allergy chart to ensure children's safety. Please let us know right away if there is a change in your child's diet or you are limiting certain foods for your child, so we can mirror your efforts.

### Clean-Up Policy

All children are responsible to help keep Bridge Kids program areas clean and orderly. Please allow time for your child to clean up what they were using before they leave.

### Table Time

Table time is from 5:00pm-5:30pm. All children are required to participate in reading, quiet activities, or homework during this time. Program staff are available to help with homework.

### Active Play Policy

Bridge Kids provides daily opportunities for active play (physical activity which includes moderate to vigorous bursts of high energy that raises a child's heart rate). This is done through both child driven activities and facilitated games and activities. We spend a **minimum of 30 minutes outside every day** being active.

**We always go outside**, except in cases of extreme weather like hail or severe storms. When the weather does not allow outside time, we will make up that time indoors. Please make sure your child has the adequate and appropriate gear to play outside. Staff monitor children during winter months for excess cold, however we are still required to play outside up to -20 degrees celsius. If kids are appropriately dressed, we can play outside up to -28 degrees celsius and/or we limit outside play time.

### Screen Time Policy

At Bridge Kids, we do not include screen-time activities in our daily routine. However, on special occasions we may show a short video to enhance a lesson or activity. We pre-screen, monitor and supervise all screen time and limit videos to a 5-minute maximum. Screen time is limited to 30 minutes or less of a day. **Kids' personal**

**devices are not allowed.** If kids need to contact parents/guardians, they should ask a staff member to do so on their behalf. In the case of a longer period of screen time (a movie, etc.), due to a special occasion, kids must have active intermissions every 30 minutes.

## Junior Leaders

Bridge Kids considers any child who is 9-12 years old to be a junior leader. We run a 3 year junior leader program to grow and develop young leaders who naturally change their environments because of how they think and act. Through this program kids will begin to see themselves as leaders, and are equipped to keep developing those leadership skills. They will be empowered to help change the world.

We will hold leadership activities and opportunities 3-4 times per month during after school care. Kids will learn different leadership skills with a different focus every month over the 3-year term. They will have opportunities to practically apply these skills both inside and outside of the Bridge Kids environment.

There is also the opportunity for these young leaders to participate in retreats. These have included in the past: a weekend at Big White, and a Junior Leader Sleepover in the summer.

## Celebrations

We love to celebrate birthdays and holidays at Bridge Kids. We strive to honour cultural celebrations. We want to build awareness of the cultural diversity in our community. Please communicate with staff **one month in advance** if you have any suggestions or any events you do not want your child to participate in. This gives us space to have age-appropriate conversations about different cultures, backgrounds, and beliefs, as well as introducing activities that promote an understanding of diversity.

## Behaviours

### Bridge Kids Rules

At Bridge Kids we have one encompassing rule: Children must show respect at all times; respect for themselves, respect for others, and respect for property. Consequences are based on the following guidelines: consequences must be natural, logical and appropriate for a child's age, children's feelings must be acknowledged & dealt with in a positive manner. Under no circumstances will the staff use any form of corporal punishment to discipline a child.

## Guiding Policy

Guidance in a childcare setting is the process of providing support, direction, and assistance to children as they develop socially and emotionally. Guidance also involves creating a safe and nurturing environment for children to explore and learn, encouraging activities that promote physical, social, and emotional development, and helping children to develop problem-solving skills. By having a clear guidance policy, Bridge Kids works to ensure that all children are treated fairly and consistently. Furthermore, it is important to remember to be patient and understanding when working with children, and to provide plenty of opportunities for them to express themselves, both verbally and through play. Staff will work with the child to teach self-regulation, recognizing and responding to their physiological state first. We want to help kids learn to manage themselves and the situations they are in by giving them the tools and language they need. Kids can produce great solutions when we give them the opportunity.

## Prevention Strategies

- Set Clear, Consistent, & Simple Limits.
- Give Easy to Understand Explanations for Limits.
- Say Limits in a Positive Way, Rather Than in a Negative Way.
- Focus on the Behaviour, Rather Than on the Child.
- Say What is Expected, Rather Than Ask.
- Provide Choices.
- Give Children Enough Time to Respond to Expectations.
- Reinforce Appropriate Behaviour, With Both Words and Gestures.
- Encourage Children to Use You as a Resource.
- Be Alert.
- Proximity/Nearness.

## Intervention Strategies

- Get a Child's Attention in a Respectful Way.
- Use Proximity and Appropriate Touch.
- Reminders.
- Acknowledge Feelings Before Setting Limits.
- Redirection.
- Offer Appropriate Choices.
- Use Natural and Logical Consequences.
- Limit the Use of Toys/Equipment.
- Model Problem-Solving Skills.
- Provide Opportunities for Children to Make Amends.

We ensure that our facility is continually meeting and exceeding licensing requirements. As per the licensing regulations, staff are not allowed to:

- Shove, hit or shake children.
- Confine or physically restrain children.
- Belittle or degrade children (verbally, emotionally, or physically).
- Spank or use any form of corporal punishment.
- Separate children from the group without adult supervision.
- Deprive kids of meals, snacks, rest, or use of a toilet.
- Abuse or neglect the children.

## Behaviour Concerns

If the child's behaviour becomes a serious concern, you will be required to pick up your child early. A staff member will be available to discuss issues during pick-up time. If your child has caused other children to feel unsafe, they may be required to miss an additional day of care.

## Behaviour Care Plans

If we feel your child needs a care plan, we will request to meet with you to go over your child's needs, strengths and abilities to create a plan in partnership to help your child be successful in our centre. This could include identifying the target behaviours, and selecting interventions. Management will regularly review the plan and make any necessary adjustments based on the child's progress and notify you of changes.

## Extreme Behaviour

In re-occurring situations of extreme behaviour, or if your child is endangering others' feelings of safety and security, then your child's registration in our program will be terminated.

## General

### Visitors

We understand the importance of having visitors who can provide support and guidance for our children. We may have community partners, volunteers or other support workers attend our program sometimes. We do not allow visitors to interact directly with our students without prior approval from the manager and completed paperwork. All visitors must have a valid criminal record check and references.



## Smoking/E-cigarettes

We are committed to providing a safe and healthy learning environment for our kids. As such, we have a strict policy that prohibits smoking and the use of e-cigarettes on church grounds. This policy applies to all staff, and visitors. We ask that everyone respects this policy and refrain from smoking or using e-cigarettes in and around the premises.

## Staff Policy

Staff behaviour is monitored and controlled by the Manager or Program Director during regularly scheduled program hours during on and off-site activities. Although staff are encouraged to live a life worthy of modelling to the children, Bridge Kids does not monitor the conduct and actions of staff members while outside of their work hours away from the program areas.

## Communication with Families

At Bridge Kids, we strive to maintain open and effective communication between staff, parents/guardians, and children. Staff will communicate regularly with families about the progress of their child. This may include emails, in person updates, and/or text messages. Parents/guardians are encouraged to communicate with staff and each other respectfully and courteously. We believe that open communication is essential for a successful learning environment. We believe that we are partners in educating your child. Parents/guardians can request meetings, or communicate with staff in person, via text or by email. Our doors are always open.

You will find our bulletin board located by the main entrance. Here you will find the monthly calendar and up to date information about our staff. Additionally, we have copies of our monthly calendar online. This can be conversation starters with your kids about what is coming up and help with the transition to Bridge Kids.

## Family Involvement

We believe that family involvement can help our centre be more successful. We hope family involvement can increase relationships and the value of partnership in raising these children. Families are encouraged to share resources and techniques they use at home that can benefit the centre. Family members may also have skills, hobbies or jobs that are of interest to the children and could come as a special visitor during one of our weekly rallies or activities. This would need to be set up two months in advance. To volunteer, please talk to the manager and complete a volunteer file (including references and criminal record check).



## Parent/Guardian Responsibilities

Please **read and check** the following, indicating that you will respect the parent/guardian responsibilities:

- To give all the information needed to care for my child by thoroughly filling in the application form.
- To immediately notify Bridge Kids manager of any changes of pick-up details, phone number, email, address, or work placement.
- To provide monthly payments on time and keep subsidy contracts current.
- To use the parent app to mark my child absent before 2:00 pm on school days and 9:00 on full days if my child will be absent. Otherwise, I will pay the no call fee of \$20.
- To call/text Bridge Kids to let them know if my child is not allowed on out trips or will be picked up early.
- To call/text Bridge Kids to notify staff in advance if someone other than myself is picking up my child and to add anyone to the safe to pick up list.
- To be on time in dropping off and picking up my child/children. Any time over and above the agreed hours of care, I understand I will be charged a late pick up fee of \$10 per ten minutes and there will be a call to the Ministry of Children and Families if no one can be reached. Drop off is before 9:00am on full days. Pickup is 5:30pm on full days and 6:00pm for after school care and early dismissal days.
- To sign my child in (on full days) and out (everyday).
- To notify Bridge Kids staff and keep my child home if they are sick, or to pick up my child early in the case that they become sick while at Bridge Kids.
- To let Bridge Kids know if my child has a communicable disease or health issue, or has been in contact with a communicable disease or health issue, including but not limited to issues like head lice, pink eye, chicken pox, cold and flu strains, etc. within 24 hours.
- To let Bridge Kids know if there are major changes in my child's life, including but not limited to: moving, an addition to the family (new babies or siblings,

roommates, new relationships, etc.), separation, divorce, custody battles the kids may become aware of, death or sickness in your family that may affect my child, and especially changes in medication that may affect behaviour. This information is vital to staff understanding and assisting my child's emotional and behavioural well-being while at Bridge Kids.

- To send my child with a healthy lunch and/or snack(s) that meets Canadian Health Food Guide standards.
- To notify staff or manager if at any time my child becomes uncomfortable or discontent attending Bridge Kids for any reason.
- To notify Bridge Kids staff or manager if at any time I have health, safety or programming concerns or questions.
- I realize that if termination of Bridge Kids registration and attendance is required for any reason, 30 days' written notice is required by either party in writing. If my child is putting other children or staff at risk, immediate expulsion will take place, without 30 days notice.
- I realize that Bridge Kids facility, program and all application/registration information is open to visits and viewing from Interior Health Authority staff including: licensing officers, public health nurses, fire chiefs, etc. These visits are to ensure that health and safety standards within our facility meet or exceed licensing regulations.

***By signing you agree to have read, understood and agreed to the parent handbook & parent/guardian responsibilities.***

***Children's Names:*** \_\_\_\_\_

***Parent/Guardian Names:*** \_\_\_\_\_

***Parent/Guardian Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

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