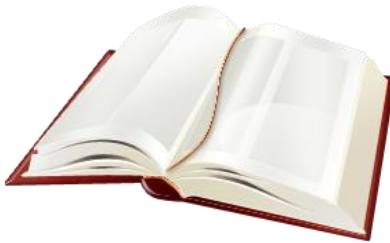


Banff Child Care Centre

# Parent Handbook

## Policies and Procedures



**Proudly Serving the Bow Valley**  
**Since 1976**

Revised May 2017

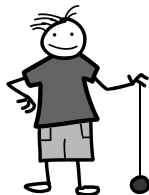
# Welcome!

**Our mission is to work with families and our community to provide quality child care and opportunities for personal growth in a nurturing atmosphere of activity and fun!**

## Parent Handbook

The Board of Directors and staff welcome you to the Banff Child Care Centre. We are a non-profit Centre that has been providing child care services to the Banff Community since 1976.

The overall operation of Banff Child Care Centre is co-managed by a volunteer Board of Directors and professional administrators. The Banff Child Care Centre's Board of Directors consists of any interested centre parents and persons belonging to the community. We invite interested parents to attend the monthly board meetings and new board members are nominated each year at the Annual General Meeting. Board members serve on a two-year volunteer capacity. We encourage all parents to become involved in organized committees for, fundraising, finance, human resources, planning and communications. If you are interested in information about these volunteer positions, please feel free to speak with a Board Member, the **President** or with our Executive Director. Our Executive Director, Administrative Assistant and qualified Early Childhood Educators provide the day-to-day operations of the Centre and child care programs.



We encourage you to get actively involved in the Banff Child Care Centre by attending field trips, assisting in our fundraising efforts and openly communicating with staff.

This handbook has been designed to help you to better understand our Centre's organization, policies, procedures, and goals. We ask that you take the time to read through this handbook carefully. If you have any questions after reading this handbook, please contact the **President** or the Executive Director. They will be happy to discuss your concerns or questions to ensure a pleasant child care experience for all.

**Please note that this handbook is a living document and as such it is subject to updates and changes at the discretion of the Board or the Management Team.**

**Banff Child Care Centre  
The Day Care Society of Banff**

P.O. Box 1454  
349 Big Horn Street  
Banff, Alberta T1L 1B4

Phone: (403)762-3339  
Fax: (403)762-3012  
General email [banffchildcare@telus.net](mailto:banffchildcare@telus.net)



**"Banff Child Care Centre - Mountains of Fun and Learning"**

# General Information

## Name of Organization

Our organization is known as The Banff Child Care Centre, and is a registered charity in Alberta with the legal name of The Day Care Society of Banff.

## Hours of Operation

Banff Child Care Centre is open year-round, Monday to Friday from 7:30 am to 6:00 pm. The facility is closed on government statutory holidays. (Please see the list below).

## Statutory Holidays

The Banff Child Care Centre is **closed** for the following holidays:

- New Years Day
- Alberta Family Day
- Good Friday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Day
- Boxing Day (if it falls on a week day)



## Facility Description

The Banff Child Care Centre is located at 349 Big Horn Street in Banff, Alberta. We are an accredited facility licensed to care for a maximum of 82 children aged 12 months to six years. Our facility has 41 square feet per child and includes six classrooms, a multi-purpose playroom, a commercial grade kitchen, and two large and fully equipped outdoor playgrounds.

## Purpose

The purpose of the Banff Child Care Centre is to create a safe, secure, and happy environment for children, staff and families. Our prime objective is to provide activities for the enjoyment and development of children in a relaxed atmosphere. Our focus is on encouraging the development of a positive self-image, self-confidence, open communication, and trusting relationships between children, staff, and parents.

Our program promotes an environment which allows each individual child the freedom to enhance their social, emotional, physical, intellectual, and creative development. All children will be encouraged to develop their independence, decision-making skills, and a sense of responsibility. The program will provide the opportunity for children to have a variety of play experiences in a stimulating environment and allow freedom within set limits.

# Goals of the Banff Child Care Centre

## **For Children:**

1. To provide opportunities for being with other children in a setting that fosters all areas of child development including social, physical, cognitive, creative and emotional.
2. To provide an opportunity for meaningful play that is based on the child's individual needs, interests and abilities.
3. To provide appropriate play experiences that contributes to the developmental needs and interests of the child.

## **For Parents:**

1. To provide quality child care for families in a safe and enriched learning environment while they pursue employment or other interests.

## **For the Community:**

1. To help meet the needs of the community by providing quality child care programs.
2. To contribute to the growth and development of future citizens.
3. To enhance the role of the Banff Child Care Centre as an integral part of the community.
4. To provide a setting where people of different backgrounds can work together.
5. To provide support to families in all areas of the development of their children.

## Enrollment Policy

Banff Child Care Centre offers the following child care:

### **Infant Care**

- Cub Room: 12 months - 19 months
- Pika Room: 19 months - 27 months

### **Toddler Program**

- Chipmunk Room: 24 months - 35 months
- Grizzly Room: 32 months - 40 months

### **Preschool Program**

- Cougar Room: 3 years - 4.5 years
- Elk Room: 4 years - 6 years



Enrollment in the above child care programs is open to children within our age limits, provided the program can meet the needs of the child. Enrollment is granted without discrimination in regard to: gender, race, creed, religion or political belief. Children currently enrolled at the Banff Child Care Centre have first priority when it comes time to transition to the next level of child care. When moving children up to the next room we take into consideration where your child is developmentally, not just chronologically.

We base their developmental age on the 'Ages and Stages Questionnaire' (ASQ). Although there is an approximate '*starting age*' listed for each room, this is merely a **guide** and children move up to the next room when a **place becomes available**, and they are developmentally and chronologically ready. The '*starting age*' is the minimum age for progression to the next room regulated by Alberta Child Care Licensing.

### **Cub Room**

The Cub Room offers care to our youngest children, those from 12 months to 18 months of age. Due to the young age of the children in this room, the Cub Room is unique from the other classrooms at the Banff Child Care Centre offering specialized care for infants in a group setting. Every effort is made by staff and the Centre to offer as much individualized routine care for each child as possible and to introduce the child to the regular routine as they develop. The Cub Room does not offer part time care due to the high demand for care in this age group and consistency for the children. If you have any questions about the Cub Room schedule or enrollment, please feel free to speak with the Executive Director.

### **Enrollment Guidelines**

The Banff Child Care Centre strives to serve the early care and education needs of Bow Valley families. The guidelines for the enrollments are as follows:

- When looking for new children to start at the Centre, we refer to the waitlist of the corresponding age. Families are contacted and are offered a full time position; they may decline the position two times and remain at the top of the list. On the third offer however, if they decline, they will be put at the bottom of the list.
- All families are offered a full time position first as this is the Centre's primary offering. Childcare spots for children under age three are generally full time due to the demand of families needing full time care due to work schedules.
- If a family is looking for part time care, they may decline the full time position and remain on the waitlist at their same position up to three times. Families requesting part time may retain their place on the waitlist when offering full time and decline if they prefer to wait should a part time spot become available.
- Once through the waitlist and the families who requested full time decline, the position may be offered to a family at the top of the list who requests part time or if the position is full time, it may be offered to new families.
- When part time positions are available, the Centre aims to combine two families into a one week period ex: One child attends Monday, Wednesday and Friday. The other child attends Tuesday and Thursday.
- When offering part time availability to parents, the Centre requests their preferred days and will attempt to meet the community's needs and accommodate as many families as possible.
- When children move to the next room, we attempt to keep the part time children who share a space together. The Centre attempts to fill the immediate available space, however will consider the next month if it will complete the room enrollment. As the Centre is staffed at full capacity, we strive to keep maximum enrollment in each room.

## **Enrollment Process**

To finalize your registration and reserve your space at the Banff Child Care Centre, parents complete the following steps:

### **1. Pay the Registration Fee**

All new families pay a one time \$50.00 administration/orientation fee. This is paid at the time the spot is accepted and confirmed. This fee is non-refundable and applies to all accounts (full-time, part-time, and drop-in). In the event that a family terminates care, and then resumes attendance at the Centre within one year of the original admission date, the administration fee will NOT be charged a second time. A \$25.00 administration fee will apply to re-instate a terminated account if more than one year has passed since the original admission date.

2. **Return a completed registration form within 10 days** to the Administrative Assistant. (Note: licensing requires that these documents be in place prior to a child attending the program) Please update all contact information as changes occur for you and confirm at least once each year when requested.



### **3. Pay 50% of the First Month's Fee**

Fifty percent of first month's fees are due when a family confirms acceptance of a space in the child care centre. The remaining amount owing will be withdrawn on the first of the month the children is enrolled. Partial months will be prorated to include those days in which the child has been enrolled.

4. **Orientation**: An orientation with new parents will take place at the Banff Child Care Centre to discuss policies and answer parent's questions.

5. **Complete orientation times** in the Centre for your child prior to their first day.

6. **Obtain Security Fob** – the Banff Child Care Centre has a keyless entry system for all persons authorized to enter the building. Families are issued with a maximum of 3 fobs to use to enter the building. Fob deposit is \$15 per Fob, which is refunded upon their return. Should you lose a Fob, please let us know immediately and we can de-active that Fob for security reasons.

**Upon receiving these items, your child's space will be reserved and held for you until your start date.**

## **Waitlist Policy**

Often all spaces in a given age group are filled and waitlist is maintained. Please note that unborn children are not accepted onto the waitlist. Parents may register their child on the list after they are born. To ensure fair and equal access, the following policies will be observed:

1. Children currently enrolled in any Banff Child Care program will have priority when it comes time to transition to the next child care age group.
2. Families that currently reside in the Bow Valley will be given priority for openings in all of the child care programs.

3. Should there be an opening in a program and no family is waiting for a space, it will then be offered to families beyond our waitlist.
4. Names go on the waitlist in the order they were received at the office.
5. Spaces are offered as they become available.
6. If a family passes on a space, the position will move to the next name on the list.



## Your Child's Experience with Us

### **Arrival times**

Children start their day comfortably and integrate well into the group when they arrive in time for morning snack at 9:00 AM. If you arrive at the Centre after 9:30am and your child's group is on an outing, parents need to either meet the group on their outing or wait with the child until their child's class returns to the Centre

### **Our Early Learning Program**

The Banff Child Care Centre enjoys a balanced approach to assist children with development of the whole child.

**Social Development** will be promoted through the following approaches:

1. Provide an environment for children to work independently and to share and work cooperatively in small groups.
2. Provide an environment that fosters positive behavior in children.
3. Help children appreciate differences and respect the personal feelings and property of others.
4. Provide opportunities for social interactions that help children develop appropriate skills for social relationships.
5. Provide opportunities that facilitate a child's feelings of belonging to family, community, and the world at large.

**Physical Development** will be promoted through the following approaches:

1. Provide indoor and outdoor activities that encourage the development of large and small muscle skills appropriate to each child's level of development through size and age appropriate furnishings.
2. Promote the development of self-help skills through daily routines such as hand-washing, dressing and resting and feeding times.
3. Encourage good health and safety skills in a group setting that promotes kindness and respect for self and others (sharing space indoors, walking at a good pace for all, holding a rope to stay connected)
4. Develop a flexible daily program that responds to the needs and interests of the children through the Emergent Curriculum practice.
5. Provide an environment of curiosity, reasoning, and problem solving skills by having teachers listen to the questions children ask and encouraging self-discovery.
6. Provide experiences and materials that encourage creative endeavors such as music, art, movement play, storytelling, and construction within daily scheduling.

**Emotional Development** will be promoted through the following approaches:

1. Help the children develop a positive self-concept.
2. Help the children develop a perception of self.
3. Help the children express positive and negative feelings in appropriate ways.
4. Provide a comfortable atmosphere in which the children feel proud of their cultural heritage, and cultural sharing is encouraged.

**Creative Development** will be promoted through the following approaches:

1. Awareness and working knowledge of Emergent Curriculum philosophy and program planning that is child centred and relates to the children's current life experiences.
2. A variety of supplies and materials, such as beautiful junk, will be placed so children will have easy access to the materials in sufficient quantities to allow an abundance of experiences.
3. Children will be encouraged to solve problems in novel ways thus learning to look at a problem from several angles and generate solutions.
4. Through dramatic play props, children can try on a new identity and play out new or familiar scenarios in a safe social setting

Positive Attachment will be promoted through sensitive interactions with parents and children with staff members. Parent support will be offered through the Banff Child Care Centre in partnership with the Bow Valley Parent Link programs and Bow Valley Early Childhood Coalition.

**Intellectual and Language Development** will be promoted through the following approaches:

1. Model good language and listening skills by adults in the classrooms.
2. Provide opportunities for children to develop receptive and expressive language skills within a natural play setting.
3. Encourage communication which is appropriate for their level, including non-verbal interactions and intention to communicate.
4. Provide age appropriate activities, which encourage development of concept building skills, classifying, ordering, determining direction and perceiving spatial relationships.

## Daily Programming

The first objective of the Banff Child Care Centre is to provide a warm, nurturing environment for children's development. The Centre uses an Early Childhood Education approach when putting together its program.

The Early Childhood Educators plan activities that include whole group, small group and individual play opportunities that help the children develop social skills and learn to play co-operatively.

Children are encouraged to be independent and assist with cleaning up toys and lunches. The staff members encourage children to learn to dress themselves and manage toileting and feeding.

There are a variety of learning centres available to the children: water table, science, blocks, puzzles, dramatic play, large-muscle apparatus, art, sand table and more. The children participate daily in short stories, music and art projects.





We spend a lot of time outdoors. We believe that children benefit from the freedom that outside play allows. Fresh air and exercise, exploring nature, sensory development and community contact are other reasons for our emphasis on outdoor play.

Daily programming includes an enriched preschool curriculum designed to teach children school readiness skills in preparation for the start of their formal school careers. These skills include: pre-reading and pre-writing skills, colour, number and shape recognition, exposure to math, science, social studies, health, and language arts, among others.

If you have any questions or concerns about our indoor program or outside play, please talk with the Early Childhood Educators in your child's room or the Executive Director. We welcome your feedback!

### **Outdoor Play Comfort and Safety**

1. Please make sure that your child has appropriate clothing for our changing mountain weather. Consider layers for warmth, rain gear, appropriate and safe footwear, hats, gloves, neck warmers, (safer than scarves) snow pants or suits etc. as needed. Extra clothing and gear are needed for rainy or snowy days.
2. Children need footwear that provides support to the foot and does not pose a tripping hazard. We recommend shoes that have Velcro type fastening until your child is ready to tie their own laces. Please note that 'Crocs' are not safe for active outdoor shoes.
3. Should your child have special needs regarding care while involved in play, please communicate these requests on the child's registration form or in writing to the Executive Director.
4. Sunscreen and bug repellent are important precautions for keeping children safe and healthy for outdoor play. We offer a sunscreen/bug repellent program each spring for a flat fee to cover the costs for the season or parents may choose to provide these for your child in adequate supply to last throughout the season.

## **Rest and Sleep**

Comfortable rest and sleep are important factors in ensuring a child feels secure and safe in a child care environment. The Centre's Rest and Sleep Policy is based on recommendations from the Public Health Agency of Canada, Alberta Child Care Licensing Regulations and current best practice.

### **Purpose and Scope**

- The Banff Child Care Centre defines 'rest' as a period of inactivity, solitude, calmness or tranquility and can include a child being in a state of sleep.
- If a family's beliefs and practices are in conflict with recommendations by the Public Health Agency of Canada or Alberta Child Care Licensing standards, then the Centre will consider an alternative sleep or rest practice, if provided with written advice from a medical practitioner.

- In accordance with Alberta Child Care Licensing staff will not force a child to sleep nor will they deprive a child from sleeping.
- To minimize interruptions to the children during rest periods, parents are asked to arrange pick up and drop off of children before or after nap time when at all possible.

## **Practices**

The primary safe resting and sleeping practices for children in care at this Centre are:

- All children will rest with their face uncovered.
- The rest environment, equipment and materials will be safe and free from hazards.
- Staff monitor resting children at regular intervals and supervise the rest environment as per licensing regulations and best practice standards.
- Quilts and duvets will not be used as bed linen. Pillows, soft toys, lamb's wool and cot bumpers etc are not used in the Centre - light bedding is the preferred option.
- Quiet experiences will be offered to toddlers and preschoolers who do not fall asleep.

## **Protective behaviours and practices**

### *Supervision of resting children*

- All children who are resting will be supervised by staff in accordance with Alberta Child Care Licensing Regulations.
- All children who have fallen asleep in the Centre will be monitored regularly with specific attention to breathing patterns.

## **Hygiene practices**

- The babies' cots are cleaned with sanitizer weekly.
- Each child has their own bed linen.
- Children's bed linen will be washed weekly.
- Bed linen is supplied and washed by the Banff Child Care Centre and the child's family brings in a blanket for the child to use during nap time. Blankets will be sent home at the end of each week for washing.
- Other resting materials or aids, such as nap time comfort toys are sent home with the child regularly for cleaning by the family.

## **Rest environment aesthetics**

- The Centre's room temperature, airflow and lighting is regularly monitored during rest periods. This includes how music or language can assist children to rest in a calm and relaxing environment.

## **Rest and sleep times are approximate in each room:**

- Infant Program rest time – 12.30pm – 2.30pm
- Toddler programs rest time – 12.30pm – 2.30pm
- Preschool Program rest time - 1:00pm – 2:30pm.
- **Please note, as the year progresses, some of the Elk room children do not nap, however they do have quiet time.**

At 2:30 we start to put the blinds up and turn the lights on. Children who are awake get off their bed and begin activities. Children that are still resting are able to wake up naturally and join the activities when they are ready.

# Sample Daily Routine in our Rooms

**All routines are approximate and may change with weather and children’s needs.**

<b>7:30 – 9:00</b>	Arrival and Free Play in Learning Centres
<b>8:45 – 9:30</b>	Circle and Snack
<b>9:30 – 10:00</b>	Multi Room Play, Free Play in Learning Centres, Open ended art
<b>10:00 – 11:15</b>	Toileting, Morning walk ( <i>if weather permits</i> ), Indoor/Outdoor Activities
<b>11:15 – 12:15</b>	Circle and Lunch
<b>12:15 – 2:30</b>	Nap/Quiet Time
<b>2:30 – 3:00</b>	Quiet Activities and Circle
<b>3:00 – 3:30</b>	Afternoon Snack
<b>3:30 – 4:30</b>	Art/Sensory Activities/ Multi Room Time
<b>4:30 – 6:00</b>	Outdoor Play/indoor play, Free Play/Pick Up

## Emphasis on Nutrition

The Banff Child Care Centre serves a regular daily schedule of one main meal and two snacks. Our goal is to serve highly nutritious and delicious meals and snacks.



*Example:*

Morning Snack	9:00 am	Milk or water, fruit, cereal or bagels etc
Lunch	11:30 am (Cub, Pika, Chipmunk & Grizzly) 12:00pm (Cougar & Elk rooms)	Varied meals: Salad, hot dish, sandwiches, fruit, water etc
Afternoon Snack	3:00 pm	Vegetables, fruit, water, low sugar home-made cookies, muffins or crackers etc.

The Centre conforms to the Canadian Food Guide’s basic food groups and guide for nutrition for children. We provide a selection of food from the following food groups: milk and milk products, meat and meat alternatives, breads and cereals, and fruits and vegetables.

The Centre strives to provide food without artificial flavourings, colourings, preservatives, or additives. Salt and sugar intakes are also minimized. Whole grains and whole-wheat products are used whenever possible.

The Banff Child Care Centre recognizes that breast milk is the recommended and normal food for healthy growth and development of infants and young children. The Banff Child Care Centre promotes and supports breastfeeding by members of the public while they are using our premises.

If your child has food allergies, a special diet or food preferences we ask that you bring in substitutions so that we can best meet your child's needs (however, if your child requires a milk beverage substitute the Centre will provide soy milk or coconut milk with morning snack).

We do require a thorough medical history provided for a child with multiple or severe allergy complications, and for safety reasons, you may be required to supply your child's food in this case. Families that prefer specific diets for their children (such as Celiac diets and other specialized diets) will need to provide all food for their child and will be offered a small reduction in child care fees.

### **Easing Separation Anxiety**

Separation anxiety can be defined as a child's verbal, physical and/or emotional expression of unease when a primary caregiver departs. It is typical for a child to display this type of behaviour and to feel uncomfortable at first. Should your child experience separation anxiety staff are always willing to assist.

It will be easier for your child if you do not prolong your departure, especially during the first few weeks. A child who is anxious will not become any less distressed if you stay "just a little bit longer". It is better that you say good-bye, reassure them that you will return, and then address a staff member to assist with your departure. If there is a positive exchange between a parent and another adult, the child will approach the staff member with more ease and trust. It is very important to make your child aware of your departure as children become frightened of any separation. We would also like to impress upon you the importance of routine. It will be much easier in the long run if you do the same thing every day. This way your child(ren) will quickly understand what happens at what time of day and will build a stronger trust with you.

## **Child Guidance for Positive Development**

The Banff Child Care Centre believes that children develop best when their personal, social and emotional needs are met and when there are clear and developmentally appropriate expectations for their behaviour.

We aim to guide children to behave in socially acceptable ways and to understand the needs and rights of others. The principles guiding behaviour management exist within the program for supporting personal, social and emotional development.

#### **Our staff:**

- Keep up to date with legislation, research and thinking on promoting positive behaviour and on handling children's behaviour where it may require additional support;
- Access relevant sources of expertise on promoting positive behaviour within the program for supporting personal, social and emotional development; and to
- Have relevant in-service training on promoting positive behaviour.
- Provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- Familiarize new staff and volunteers with the Centre's behaviour management policy and its guidelines for behaviour.

- Expect all members of our Centre - children, parents, staff, volunteers and students - to
- At the Banff Child Care Centre we work in partnership with children's parents. Parents are regularly informed about their child's behaviour by the Early Childhood Educators and/or Executive Director. We work with parents to address recurring behaviours and decide jointly how to respond.

## **Toys and Personal Belongings**

The Banff Child Care Centre encourages children to bring in toys from home to the Centre when it is for educational purposes or for comfort during sleep time.

Children and parents are welcome to speak with the classroom teachers to see if they can bring in educational items that they might like to share with the class during 'Circle Time'. If the teacher's feel that the educational item will benefit the children's experience while at the Centre they will encourage you to bring it in on a specific day. We ask that the child/parents hand the item to the teacher at sign-in (and it will be stored safely on the teacher's desk) and it will be brought out during 'Circle Time' and it can be collected by the child/parents at sign-out from the teacher's desk.

From time-to-time teachers may plan a special activity or lesson where children are invited to bring in items from home (such as a 'Teddy Bear Picnic Day' or 'show and share'), parents will be notified well in advance and can decide if they would like their child to bring in items for the event.

Many children like to sleep with a *special sleep toy* or comforter (such as a special blanket) that the child finds comfort in when taking a nap – this type of special sleep toy is welcome at the Centre. Children that have a special sleep toy store their toy in their cubby, or with their blanket, until it is nap time and at the end of nap time the sleep toy is put back.

Toys brought from home that do not meet the needs stated above tend to cause problems during play time with arguments arising over sharing of toys, the toys tend to get mixed-up with day care toys, and they often get lost or broken. In order to avoid these problems, the Centre asks that children not bring in toys from home.

Toy guns, swords and other 'weapons' of any kind are not permitted in the Centre as they can tend to promote aggressive play.

Staff will encourage children to care for their own personal belongings, however we cannot be responsible for lost or broken items brought into the Centre.

Each child will be provided with a cubby and is asked to bring daily a backpack or a bag that will hold spare clothing. We encourage all parents to supply their child with two full changes of clothes at the Centre at all times in case of accidents or wet clothes. Clothing appropriate for the weather is essential for children's comfort and protection during rain and snow, cold weather or hot, sunny weather. Please label all personal items.

## Arrival and Pick Up

**Very Important!** Please sign your child in and out each day on the attendance records found in your child's room. These sign in and out records are a legal document, they are essential for safety reasons and are required by Alberta Child and Youth Services - Licensing. Any person signing a child in and out must be **18 years** of age or older.

### **From the Centre**

Provincial regulations state that children can only be released to adults authorized **in writing** by the child's legal guardian. Upon registration parents are asked to submit a list of names of persons authorized to collect their children. Any changes to this list must then be made in writing. Children will only be released to individually named adults that are 18 years or older. **Only in an emergency situation will a child be released to someone not stated on their registration form by verbal permission or through email communication. You may be asked for personal information regarding your child and/or family to confirm this authority to pick up.**



"...your child has had a busy and active day too..."

When a person unknown to day care staff requests to pick up a child that staff member will ask for a piece of photo identification and compare that person's name to the list of persons authorized by the child's legal guardian. If the individual's name does not appear on this list then the child will not be released, the person will be asked to leave the program area and the parent notified by phone. **Please remember it is very important to notify staff of any special circumstances regarding pick up i.e. custody arrangements, restraining orders, threat of abduction, etc.**

If any person (including the child's legal guardian) arrives to collect a child and staff members have reason to believe that the individual is under the influence of alcohol or illegal drugs, staff are within their rights, according to provincial regulations, to refuse to release the child. An attempt will be made to contact another authorized individual to assist.

### **Late Pick Up**

The Centre closes at 6:00 PM and parents are asked to please pick up your child with enough time to have them dressed for the weather and saying good-bye by 6:00 PM. If you know you are going to be late due to an emergency situation please advise program staff as soon as possible. If a child remains at the Centre after 6:15 pm, the emergency contact person will be called. If the child is not picked up by 6:35 pm, the Executive Director and/or a Board Member will be contacted and appropriate arrangements will be made for your child. At this point the RCMP may be notified and they will take care of caring for a child and finding parents or appropriate guardian.

**ALL CHILDREN  
MUST BE SIGNED  
IN & OUT BY AN  
ADULT EACH DAY!**

Please remember that as a condition of enrollment if the parents have been late picking up their child on four or more occasions within a six month period your child's enrollment may be terminated.

### **Late Pick Up Fees**

A late fee of \$15.00 fee plus \$1.00 per each minute past 6:00 p.m. will be charged. Late pick up means that a minimum of two staff are required to remain at work and be paid overtime. **Please note that late fees are to be paid voluntarily by the morning following the late pick-up.**

## **Health and Safety**

### **Staff**

All staff meet the provincial requirements showing they are in good health. These requirements include being healthy and having an up-to-date immunization record. Staff also have regular training and certification in infant and child CPR and first aid.

### **Children**

Children must be in good health to attend the program. **Sick children will not be allowed to attend the program at any time.** Upon enrollment please indicate if your child has up to date immunizations. If you are choosing not to immunize your child please provide this information on your enrollment form. If/when there is an outbreak of a communicable disease ALL unimmunized children must be removed from the program.

### **Conditions Under Which a Child Should Not be Brought to Day Care**

In an effort to keep children from spreading illnesses to the other children in their child care program, parents are asked to keep them at home if they are displaying any of the following conditions:

- The child is running a fever (100.4F or higher), **even if it is being controlled by Tylenol.** A fever is the body's way of fighting an infection or telling us something is wrong, a child with a high fever needs to see a doctor as soon as possible.
- The child is vomiting two or more times in a 24-hour period. Excessive vomiting can lead to dehydration.
- The child has a body rash, especially with fever or itching.
- The child has diarrhea (two or more watery stools in a 24-hour period).
- The child has eye infection i.e. mucus, pus draining from the eye or discoloration.
- The child complains of a sore throat and has a fever and swollen glands.
- The child is not feeling well and does not want to take part in any activities, is pale, has a lack of appetite, is confused, sleepy, lethargic and cranky.
- **Please do not give your child a fever-reducing medication and then send them to day care. If your child is running a fever and is not feeling well they should be kept home and not sent to day care with medications to mask their symptoms.**

## **If a Child Becomes Ill at Day Care**

Children who become ill while at day care and cannot fully participate in the program will be made comfortable in a separate area away from other children and the parent will be contacted immediately. If the parent is unavailable to pick up their child within 20 minutes the emergency contacts will be phoned to pick up the child. Persons named as emergency contacts must also be authorized for pick up.

Any child who is a health risk to other children must be removed from the program as soon as possible to prevent the spread of the condition.

## **Licensing Guideline on Illness in Child Care Centres:**

*When your child is ill...A child care program must ensure they contact you (the parent) to arrange for the immediate removal of your child if he or she has any of the following symptoms:*

- Vomiting;
- Fever (a temperature greater than 38 degrees Celsius);
- Diarrhea; and/or
- A new and unexplained rash or cough.

*Once sent home from the child care program, your child may return when he/she has been symptom-free for at least 24 hours. Communicable illnesses may require a note from your physician allowing safe return for your child and others in the program.*

## **Fever Policy**

If a child has a fever of between 100.4 degrees Fahrenheit and 103.9 degrees Fahrenheit (39.94 degrees C), the parents will be contacted and advised that the child is ill and needs to be picked up.

In the event that a child's fever reaches a temperature of 104 degrees Fahrenheit (40 degrees Celsius) or higher the parent's will be contacted and EMS may be called to assess the child's condition and transport the children to the Mineral Springs Hospital for emergency medical attention. If at all possible a staff member would accompany the child. Parents will be contacted as soon as possible and advised to meet the staff at the hospital to assume care of their child. Any costs incurred for the ambulance will be the parent's responsibility.

## **Communicable Diseases**

Parents are **required** to notify the Banff Child Care Centre when their child has been exposed to a contagious disease. When a child has been diagnosed with a contagious disease, parents are **required** to inform the Executive Director and are asked to make alternate arrangements for their child's care. When a child has contracted a disease of a serious nature a doctor's letter stating good health may be required prior to the child's return.





## **Head Lice Policy**

Head Lice (Pediculosis) are tiny insects that live on the scalp, where they lay their eggs. Head lice do not spread disease or indicate a lack of cleanliness. Head lice are not uncommon in child care and elementary schools where children are in close proximity and are more prevalent at certain times of the year.

In order to reduce the spread of head lice, it is important that all children are lice free while attending the Banff Child Care Centre. If a child has live lice and/or nits present the child will be removed from the classroom and parents/guardians will be contacted to pick up their child immediately. Once the parent/guardian arrives the care givers will share the "Head Lice – What to do. How to do it" fact sheet and indicate where the lice/nits were found on the child.

Children are welcome to return to the Centre once they have been treated for head lice and no live lice and/or nits are present. On return to the Centre the child will be checked by a staff member to ensure that no live lice and/or nits are present. If lice/nits are detected parents/guardians will be contacted and asked to keep the child at home until the live lice and/or nits have been removed and the child has been treated once again.

## **Medications**

If your child needs medication, we encourage you to ask your physician if it can be administered before and after your child's time at the Centre. On a case by case basis, medication may be administered by senior staff members when parents have filled out and signed the medication form with complete information and instructions. If your child requires medication on a daily basis, has allergies or a medical condition which may require care please inform the Executive Director in writing immediately. If your child has allergies and has an Epipen prescribed, please bring the Epipen or other medication, along with your physicians instructions, and fill out the needed medication instruction form.

## **Injuries**

Any injury requiring medical attention that occurs within the day care will be reported to the parent and the Executive Director. Injury of a serious nature is also reported to child care licensing within 24 hours of the incident. An incident report will be completed by witnessing staff and signed by the Executive Director.

## **Incident Reporting:**

As per Licensing Regulation s. 7 Schedule 4 states:

*"Licensed and contract holders are required to report serious illness of or injury to a child that occurs while the child is attending a program and any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child. Incidents that require reporting include, but are not limited to: death of a child, injury, allegation of abuse, missing or lost child, a young person involved in crime, child removed from a program without permission, emergency evacuation or unexpected program closure, intruder on premises, illness or injury requiring emergency medical services and hospitalization, error in the administration of medication, and child left on premises after hours.*

***Incidents must be reported immediately to licensing staff by telephone, fax or email. The [Incident Report form](#) must be completed and submitted to your local Child and Family Services Authority's licensing office within two days of the incident."***

## **Emergency Procedures Policy**

We will contact you as soon as possible in the event of a community or building emergency at the Centre. For this reason, it is imperative that you keep us informed of changes in any registration information such as work and home telephone numbers and addresses. This way we are able to reach you at any time.



In the unlikely event of an emergency, all children will be evacuated at once. Our relocation area is Mount Edith House - located next to the Centre, from here you will be phoned to come and pick-up your child.

**IMPORTANT! Because children can be evacuated without warning they must wear indoor shoes at all times.**

## **Practicing Fire Drills and Lock-Down Procedures**

In accordance with fire safety and licensing regulations the Banff Child Care Centre conducts monthly fire drills. In addition to fire drills the Centre also conducts lock down procedures several times a year.

It is a licensing, accreditation and fire safety requirement that these drills be practiced frequently so that all staff members are prepared in the case of an emergency. The Banff Child Care Centre has decided to uphold best practice ensuring that fire evacuation drills will be practiced each month and lock down drills (either classroom or basement) will be practiced a minimum of 4 times a year.

Each drill is recorded with date and time in our emergency procedures booklet as required, alongside a comment as to the success of each drill.

In order to ensure we are prepared for an evacuation at any time, the Banff Child Care Centre will hold drills at a variety of times throughout the day.

## **Visitors in the Centre**

Child Care Licensing limits access to the Banff Child Care Centre to the following individuals:

- 1) Staff members
- 2) Parents and Legal Guardians
- 3) Screened Volunteers & Invited Guests
- 4) Officials i.e. Child Care Licensing Officer, Fire Department, Health Inspector, Police Officers, Alberta Child and Youth Service Officers.
- 5) Maintenance and repair company representatives who show identification

All other visitors are limited to the front desk area only unless they are introduced to the Executive Director prior to accessing the facility, this includes friends, grandparents and other guests. Admittance to the day care of individuals who do not fall in the above five categories is at the discretion of the Executive Director. Please note that this policy is to ensure the safety and security of all children and staff within the facility.

## **Severe Weather Conditions**

In the case of severe weather conditions and when Banff RCMP report roads are unsafe to travel, the Executive Director may make a decision to close all child care programs for that day. In the event that the Banff Elementary School closes due to weather, the Banff Child Care Centre will close as well. This decision will be relayed to staff by telephone and announced over the local radio stations.

If severe weather begins after programs have opened and accepted children for the day, attempts will be made to phone parents and announcements regarding our intent to close made on the same radio stations.

In the event programs experience a power failure for more than two hours the Centre will be closed and all parents notified to pick up their children as soon as possible. Power failure results in the loss of lights, heat, security system, hot water and telephone services.

# Financial Information

**Program Fees (effective January 1<sup>st</sup>, 2016. These rates are subject to change)**

<b>Program</b>	<b>Full Time Monthly Rate</b>	<b>Part Time Rate, if available</b>
Infants - Cub Room 12 – 18 months	\$1050	N/A
Pika and Chipmunk 19 – 36 months	\$980	N/A
Grizzly, Cougar & Elk 37 months and up	\$930	\$775/mo – 3 days/week \$540/mo – 2 days/week

Part-time spaces in the Centre are **very limited**.  
If you require an extra day the fee is \$60/day

## Payment Procedures

All fees are paid in full, in advance of attendance. Payment is streamlined to ensure that all fees are paid on time and administration costs minimized. Parents are reminded that these policies are necessary for the long-term viability of the Centre.

Tuition is paid through the pre-authorized payment plan for payment of all child care fees. With the pre-authorized payments you have two options; you may choose to divide the payments in half and pay on the 15<sup>th</sup> and the 1<sup>st</sup> of each month for the upcoming month. (i.e. payments on July 15 and August 1<sup>st</sup> to cover the fees for the month of August), or you may pay the entire fee on the 1<sup>st</sup> of each month. Once you have made your selection please advise the Executive Director so your account can be set up accordingly. In a PAP (pre-authorized payment) you authorize the Banff Child Care Centre to withdraw your monthly fee directly from your bank account.

**PLEASE NOTE: Child care fees do not cover special field trip fees, pull-ups and diapers, wipes, special diet foods, sunscreen and bug spray, blankets or changes of clothing for emergencies. These items are provided and paid for by parents.**

## Provincial Child Care Subsidies

The province of Alberta offers partial fee subsidy for qualifying families based on income. Families may apply for subsidy and then arrange the payments with the Banff Child Care Centre. Subsidy payments must be arranged in advance and regularly updated with the provincial office. Upon receipt of the subsidy, your account will be credited and the next months invoice will reflect the applied subsidy amount. If you think you may be eligible for subsidized care please refer to [www.child.alberta.ca/childcare](http://www.child.alberta.ca/childcare). Parents are responsible for fees not covered by subsidy payments.

## **NSF Fees**

When a Pre-Authorized Payment does not clear your bank, for whatever reason (NSF or other), a \$15.00 NSF fee will be payable to the Banff Child Care Centre to cover our fee from our bank. Please pay the NSF fee and any outstanding balance immediately upon notice by your financial institution.

## **Holidays, Sick Days and Statutory Holidays**

Regular monthly fees are payable for both full and part-time enrolled children for all days your child would normally attend, even those missed due to family holidays, sick days and statutory holidays. **IMPORTANT NOTE:** child care fees are payable throughout the duration of your child's enrollment, regardless of absenteeism from the Centre for ANY reason. A child care space at the Centre is similar to renting an apartment, the space is for the exclusive use of the family as outlined in the enrollment information and the fees are payable for the duration of the term of enrollment. Please take into consideration extended family vacations and whether you wish to remain enrolled at the Centre (45 days notice is required for withdrawal of a child from the program). Spaces may not be "sublet" to another family while children go on vacation or are absent from the Centre. When a family chooses to disenroll, they may choose to be placed on the waiting list for return when a space becomes available.

## **Outstanding Accounts**

Outstanding accounts are any accounts owing to the Banff Child Care Centre either due to underpayment, subsidy change or after care of the child has ended. In the case where fees are left outstanding, the Banff Child Care Centre will allow **30 days** for parents to make payments of outstanding fees. **If 30 days have passed and fees still owe without an agreed upon payment plan, accounts may be sent to a collection agency.**

## **Financial Disputes**

All billing issues are to be brought to the attention of the **President**, who will determine which policies apply to the situation and determine an appropriate course of action. The parent will be informed as to the relevant policies and be provided with an additional copy of the Parent Handbook for review. They will also be provided with a copy of their initial registration agreement, which states they have clearly read and understood all policies.

In the event that the situation falls outside the existing policies and procedures, the **President** will determine and advise the parent as to the course of action to be applied. In the event that a parent is dissatisfied with the decisions of the **President** the following should occur:

1. The parent shall prepare in writing two (2) copies of a document outlining the nature of the dispute. One (1) copy should be forwarded to the **President** and the other should be addressed to the Board of Directors.
2. The **President** will also prepare in writing a document outlining the nature of the dispute and their actions to date.



3. If warranted the contents of both documents will be added into the minutes at the next Board meeting.

The Board will have two (2) options:

1. Prepare in writing a response outlining how the dispute is to be resolved. It will be issued within 14 days of that board meeting.
2. The Board may invite the parent to speak about the issue at the next Board meeting. The parent should be prepared for an opportunity to speak for no longer than 15 minutes. At the conclusion, Board Members may ask questions. The Board will then prepare in writing a response outlining how the dispute is to be resolved. It will be issued within 14 days of that Board meeting.

At the time of conclusion of such an occurrence, the Board will make an immediate assessment in order to determine which policy was inadequate for the circumstances or whether an additional policy is required to address future similar situations

## **Termination of Enrollment**

### **By Parents:**

Parents who wish to withdraw their child from the program will submit **a written notice at least forty-five (45) days in advance. The last date of attendance being either the 14<sup>th</sup> or the last day of the month. Those who provide less notice will be required to pay for their space for the term of notice.**

### **By the Program:**

The Banff Child Care Centre has the right to cease the care of a child for one of the following reasons:

1. If the child is deemed to be a safety or health risk to themselves, other children, or staff e.g. despite implementing a behavior modification plan their behaviour continues to be a safety risk to other children, the child is continuously biting, hitting or hurting his/her friends, the child attacks staff members physically harming them.
2. If the child's account is one month overdue and no arrangement has been made with the ED to rectify the situation.
3. If the child has been absent from the program for twelve consecutive working days without the parent giving notice of the situation and a date on which the child will return.
4. If the parents have been late picking up their child on four or more occasions within a six-month period.
5. If the child or parent are abusive towards staff. (e.g. the child is physically or verbally abusive to staff causing them harm or the parent is physically or verbally abusive which results in staff being uncomfortable and/or fearful in the parent's presence). Harassment of any form will not be tolerated.

6. If it is deemed that the program and services do not meet the needs of the parent or child. (e.g. the child is not prepared for group care or the child's needs are not met in a group day care setting)

In the case that the program discharges a child, the forty-five (45) days notice may be waived at the discretion of the ED.

## **Our Centre Leadership**

### **Board of Directors**

Banff Child Care Centre's legal entity is The Day Care Society of Banff which is a not-for-profit society governed by the volunteer Board of Directors, made up of interested community members and parents.

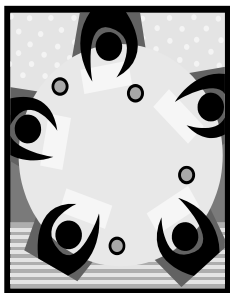
#### **Role of the Board**

The responsibility of each Society member is to be a team member in the decision making process for the not-for-profit society. Board members also represent the centre at various events and in the community. The following positions are filled at the Annual General Meeting.

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Human Resource Committee (Staff Liaison)
- Fundraising Committee
- Finance Committee
- Communications and Planning Committee



#### **Board Meetings**



The Day Care Society of Banff board meetings are held once a month on a date set by the Board at the Child Care Centre, 349 Big Horn Street. All parents are welcome to express their opinions or to join in a planning session. Parents are also invited to attend committee meetings without Board membership. Joining the Board and working with fellow parents is one way you can make a substantial contribution to your child's care. No experience is necessary. Enthusiasm and commitment are always welcome!

## Our Staff

The Banff Child Care Centre is operated by a qualified staff team made up of the President, Executive Director, full-time & part-time Early Childhood Educators, chefs and administrative support staff. We are proud of the high level of early childhood certification and experience that our staff bring to children and families in our program.

### **President of The Day Care Society of Banff**

[Karenfj.banffchildcare@telus.net](mailto:Karenfj.banffchildcare@telus.net)

The President serves as our leading staff role, working with our Board of Directors, carrying out strategic planning, finance, fundraising, community relationships and business development as well as guiding current and future early learning and enrichment programs.

### **Executive Director of the Banff Child Care Centre (ED)**

[executivedirector.banffchildcare@telus.net](mailto:executivedirector.banffchildcare@telus.net)

The Executive Director oversees the daily operation of the Centre, carrying out responsibilities for staff leadership, enrollment, parent communication, program development, and quality assurance in operations.

### **Administrative Assistant**

[admin.banffchildcare@telus.net](mailto:admin.banffchildcare@telus.net)

The Administrative Assistant supports and assists the **President** and Executive Director with the overall operation of administration functions of the Centre. This role is central to communication links between the Staff, Board, Parents, Government, Children, Community and Suppliers. The Administrative Assistant also supports the rooms when needed to ensure that the Centre complies with the correct staff to child ratio during breaks.

### **Early Childhood Educators (ECE)**

The ECEs are responsible for maintaining a safe and stimulating environment that enables young children to have fun and to develop according to their individual needs. They observe and plan educational activities that enhance your child's cognitive, emotional, language, physical and social development.

All Early Childhood Educators are placed on differing shifts that rotate a start and finishing time, ensuring we comply with Alberta Child Care Licensing Standards. We understand that at times your family's needs may change or evolve, please make every effort to provide the team in your child's room with useful information regarding your child (i.e. lack of sleep, recent illness, family member away from home, etc.)





## **Kitchen Staff**

Posted in the reception area is our six-week menu rotation as well as a daily menu board where you can view the meals served to the children that day. The chef is a trained professional who is knowledgeable about the safe handling and preparation of day care menu items and the Centre's cook has a current ServSafe Certification from the National Restaurant Association. Our Cook is responsible for providing nutritious snacks and meals that meet with the Canadian Food Guide and the Banff Health Unit's recommendations. If you haven't sampled a taste from our menu, please join us for a snack or lunch one day.

## **Volunteers**

Volunteers assisting the staff at the Centre are not included in the staff to child ratio and will not be left alone to have sole responsibility for the supervision of children in the program. As with all staff, criminal record checks and references are mandatory before a volunteer will be able to assist in the program.

## **Parent Involvement**

In order to assist in providing the best environment possible, we strive to interact openly with parents and value parent's comments and opinions. Parents are encouraged and invited to participate in the daily program, however we do realize that this is not always possible, so to further promote parental involvement we offer the following:

- 1. Parent Orientation-** Each parent new to the facility will receive a tour and a handbook of our philosophy, policies and procedures outlining all necessary information for them to review. Each parent is also required to have at least two pre-visits to the facility with their child prior to the child being left in the care of staff.
- 2. Open Door Policy-** The Banff Child Care Centre welcomes parents to the day care during operational hours. If you have any questions, concerns or compliments, please talk to the Centre's staff at any time. For an in depth discussion, we can arrange a suitable time for both parties.
- 3. Phone Calls-** We welcome phone calls anytime during the day to inquire about your child's progress. If we are outside or are unable to answer the phone, please leave a message and a staff member will return your call. If we are on a field trip the Centre has all staff phone numbers and can be contacted at all times.
- 4. Curriculum Involvement-** Parental input into our programming and an offer to assist on field trips is welcome and encouraged. If you have a special skill and would like to donate your time, please let us know. There are always special themes, projects and activities to get involved in. This can be included as your parent volunteer hours.
- 5. Communication Board-** There is a parent information board located in the main lobby of the day care facility. This board is used for posting general, relevant information that needs to be conveyed to parents. Each classroom also has a white board outside their room for special classroom announcements. Please read this daily when you pick up or drop off your child.
- 6. Suggestions-** Suggestions are always welcome! There is a locked suggestion box inside the main foyer or better yet, share your idea with us in person so we can hear more about it.

7. **Parent Evaluations**- From time to time day care staff will send home evaluations on our program for parents to complete and return. All feedback is anonymous and useful in improving our program.

8. **Donations**- If you have educational toys and resources that you are interested in donating, please ask which materials we need at the present time. We do not have storage for all items so please check with us regarding possible donations.

9. **Communicate**- Open communication between parents and staff helps us serve you and your child. Staff are here to support your entire family and we are happy to help you in any way we can.



## Open Door Policy

At the Banff Child Care Centre we believe that every child is a unique individual, and we aim to provide the very best, high-quality care that each child deserves. We strongly encourage parent participation and involvement, as we believe that by working together, parents and teachers can encourage and promote each child to develop to their full potential.

### Purpose and Scope

The Banff Child Care Centre's Open Door Policy encourages parents to actively engage and participate in their child's day.

### Practices

Once your child has settled into the Centre parents are more than welcome to stay and join in our program. It's a great opportunity for parents to view our developmentally appropriate programs and broaden your understanding of your child's day-to-day experiences at the Centre. We encourage you to discuss your child's development and progress throughout the year with your child's teachers.

We value and welcome your suggestions and input into our programs and goals. We view family members and community members as valuable resources in all aspects of our program. We believe this enables us to strengthen the link between home and the Centre.

We encourage open communication channels between staff and families through notice boards, parent information cubbies, daily communication books, newsletters, discussions, daily exchange of information and parent participation and involvement in our programs. We value the intimate knowledge parents have of their children, and therefore wish to draw upon this knowledge in developing programs to best meet the needs of each child.

Should you require any further information on our Open Door Policy, please feel free to speak with the Executive Director or your child's teachers.

**Please note:** Our Open Door Policy does NOT override any legal Court Orders which may be in place regarding access or custody. If you have any concerns in this regard, please contact the Executive Director.

## **Parent Correspondence**

You will receive periodic newsletters and emails with information updates and coming events. Correspondence will be placed in your child's mail box or emailed to you. Parents are encouraged to read ALL correspondence and newsletters as they contain pertinent information about the program's operations and upcoming events.

## **Involvement and Input in the Centre**

Parents are the most powerful influence in the lives of their children therefore it is important to the Banff Child Care Centre that families and childcare providers work together as a team to develop a program that is child-focused and family-orientated.

The Banff Child Care Centre's program is based on each child's interests. All children are encouraged to express themselves freely; those thoughts and opinions are recorded as part of our daily child observations so that when program planning teachers are better able to focus on children's interests and expand on them.

Parents are encouraged to be involved in the program by providing information from home about their child through questionnaires, parent/teacher discussions, and bringing in pictures which are related to the theme that is being discussed. We also encourage parents to take part in their child's portfolio that follows them through their day care journey. Our Open Door Policy encourages parents to come and experience time with their child in the Centre and be part of everyday activities and routines. In doing this we offer parents the opportunity to be a part of their child's day care experience and give the teachers and parents a sense of support for one another.

## **How to Raise a Concern or Give Feedback**

There are a number of ways to raise concerns with staff and the management team. If your concern is about the care of the children, the programming or classroom routines we ask that you raise your concerns to the following people in this order:

1. Please approach the classroom teachers to discuss your concern/feedback.
2. If, after taking step one, you are not satisfied with the response please approach the Executive Director or **President** to discuss your concern/feedback.
3. If, after taking step one and two, you are not satisfied please contact a member of our Board of Directors.
4. If, after taking steps one, two and three you are not satisfied please contact Alberta Child and Youth services – Child Licensing Branch (1-800-661-9754)

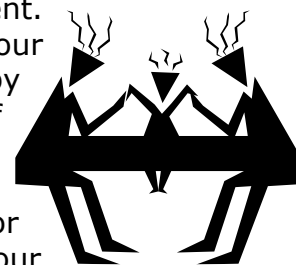
**It is important that you raise your concerns following each of these steps allowing staff, management and the Board an opportunity to address your concerns and give you feedback.**

To contact the Management Team you are welcome to stop by the office to and speak with them, leave a sealed note at the front desk, or send an email. To contact our Board Chair or any member of the Board you can leave a sealed note at the front desk. We will be certain it is given to the Board Member immediately.

## **Volunteer Opportunities and Requirement**

The Banff Child Care Centre is strong thanks to active participation and support of its parents. Your involvement and volunteer efforts as a parent help to ensure the success of our fundraising events, which in turn help maintain child care fees as low as possible for a quality program. Parents can volunteer at the Centre in many different ways.

Each type of volunteer work credits hours toward your volunteer commitment. Parent involvement plays an essential role in ensuring maximum success of our program. All of our families participate in supporting the program by **volunteering six hours every six months** for a total of 12 hours per year (if you are a Cub Room parent the commitment is 2 hours for the 6 months). When parent volunteer hours are completed each six months, there is no additional volunteer fee. Should parents choose not to volunteer, they then pay \$500 for each six months of the year or \$83.33 for each hour unfulfilled. Please sign your hours into the Parent Volunteer binder at the front desk, where they will be verified by a staff member.



Volunteer roles include serving on the Board or a board committee, helping to organize fundraising or special events, volunteering special skills or helping with small facility and equipment upkeep. Please review possible choices below and feel free to speak with the leadership staff for additional information on volunteer opportunities.

### **Board of Directors or Committee member**

Depending on the position, the time commitment could be anywhere from 3-5 hours a month. The Board usually meets once per month on the last Wednesday of the month from approximately 5:15pm – 7:15 pm. If you are Board member, your volunteer hours are completed for the year.

### **Some of the ways to volunteer include:**

Participate in activities to support the program with:

- Serve on a team to plan or assist with various fundraising activities during the year
- Participate in cultural awareness activities
- Paint or fix furniture or classroom items
- Sew new cot covers for naptime
- Recycling shed - bottles sorted and taken to depot
- Sort through and repair children's books
- Assist teachers with classroom activities
- Backyard maintenance – turn the pea gravel, sweep, rake leaves

- Assist in coordinating monthly outings for children, i.e. trip to the zoo, field trips on the bus, crafts, meal or snack at a local business/hotel/restaurant, swimming, Halloween Parade, trip to Heritage Park, trip to museum, trip to waterslide, trip to Johnson Lake
- Share your special talents in music, art, movement and other creative, cultural or nature experiences with the children

Please speak with our staff or board members regarding upcoming fundraising events where your support will be valuable. Please return the completed last page with your skills checked and your contact information. The time dedicated by parent volunteers is very much appreciated and is invaluable to the Banff Child Care Centre.

### ACTIVE WAYS YOU CAN CONTRIBUTE TO BANFF CHILD CARE CENTRE SUCCESS

Please consider ways you would like to volunteer at the Banff Child Care Centre.

Name: \_\_\_\_\_

<b>Leadership</b>	<input type="checkbox"/>	Board of Directors
	<input type="checkbox"/>	Committees
	<input type="checkbox"/>	Fundraising/Event Organizing
<b>Education</b>	<input type="checkbox"/>	Grant Writing and Proposals
	<input type="checkbox"/>	Political Action/Advocacy
	<input type="checkbox"/>	Monthly Newsletter
<b>Communication</b>	<input type="checkbox"/>	Media Relations
	<input type="checkbox"/>	Family Event Organizing (Potluck, BBQ, Christmas Party)
<b>Event/ Trips/ other</b>	<input type="checkbox"/>	Assistance on field trips
	<input type="checkbox"/>	Indoor Maintenance
	<input type="checkbox"/>	Outdoor Maintenance
	<input type="checkbox"/>	Donations
	<input type="checkbox"/>	Baking/cooking for functions and events
	<input type="checkbox"/>	Other please specify: _____
	<input type="checkbox"/>	

With our 4-5 fundraising events during the year, active parents are the key to success. We look forward to your participation in working with other families to build a strong childcare program.