



Christ Church Cathedral School

Junior Kindergarten - Grade 8

912 Vancouver Street
Victoria, BC, V8V 3V7
Telephone: 250.383.5125
jksm@cathedralschool.ca
jksd@cathedralschool.ca

Junior Kindergarten Fees 2025-26

Fairfield (St. Matthias) Location

Fees effective July 1st, 2025

Full-day program hours: 7:30am - 5:30pm

One-time, non-refundable registration fee: \$125.00

Monthly Fees	Full Rate	BC Government Fee Reduction	Net Fees to parents: Non-Anglican	Net Fees to Parents: Anglican
BC Gov't Fee Reduction (less than 3 years)	\$1363.00	-\$900.00	\$463.00	\$413.00
BC Gov't Fee Reduction (more than 3 years)	\$1317.00	-\$545.00	\$772.00	\$722.00

Gordon head (St. Dunstan) Location

Fees effective July 1st, 2025

Full-day program hours: 7:30am - 5:30pm

One-time, non-refundable registration fee: \$125.00

Monthly Fees	Full Rate	BC Government Fee Reduction	Net Fees to parents: Non-Anglican	Net Fees to Parents: Anglican
BC Gov't Fee Reduction (less than 3 years)	\$1420.00	-\$900.00	\$520.00	\$470.00
BC Gov't Fee Reduction (more than 3 years)	\$1377.00	-\$545.00	\$832.00	\$782.00



Christ Church Cathedral School

Junior Kindergarten - Grade 8

Parent Handbook (2025-2026 Revision)

JK at St. Dunstan
1806 San Juan Avenue
Victoria, BC V8N 2H9
Telephone: (250) 388-4550

JK at St. Matthias
1670 Richardson Street
Victoria, V8S 1R4
Telephone: (250) 383-5132

Email: reception@cathedralschool.ca
Website: cathedralschool.ca

Welcome and Philosophy

Welcome to the Cathedral School Child Care and Junior Kindergarten programs.

We believe that children learn through play and hands-on experiences. Our warm, welcoming, and inviting centres provide the opportunity for children to explore endless possibilities. We take a child-centred approach to our daily programming. Educators provide activities and experiences that are open ended to encourage each child to develop social, emotional, physical, and intellectual skills. We will provide opportunities for the children to grow spiritually through connections to animals, people, and land. We believe that learning about Anglican faith teachings of kindness, love and compassion through music, stories, and art will help to build a strong foundation of love, kindness and lifelong learning.

A child-centred approach is used in presenting an emergent curriculum. Successions of various long and short projects are used throughout the year. The projects may be seasonal in content or stress a particular concept. Examples of some of these projects include friendships, all about me, seasons, international holidays and celebrations, colours and shapes, transportation, tools and machines, day and night, weather patterns, animals, butterflies, insects, plants, and oceans.

Our educators are licensed and experienced Early Childhood Educators and Early Childhood Educator Assistants who understand the importance of families and teamwork. Educators will work together with you and your child to give them as much individual attention as possible. When planning activities and learning experiences for the children, the staff consider the children's different learning styles and needs for extra assistance. The educators are continually working on curriculum development and are required to keep abreast of best practices by attending regular professional development sessions and ongoing training.

We are committed to being a family of caregivers that will provide your child with a safe, supportive, and loving environment where they can learn and grow. Where differences are celebrated, cultures are varied and acceptance, kindness and compassion are at the heart of our teaching approach.

Governance

The Board of Directors

Our Junior Kindergartens are operated by the Christ Church Cathedral Educational Society, a non-profit society operating in conformity with the BC Societies Act. The Society also operates Christ Church Cathedral School (main campus), and the Lux Mundi after-school care program. The Board of Directors of the Society has overall responsibility for the purpose and policy of these three entities. Through their regular meetings and through their committees they chart the long-term course of each one.

The Head of School, responsible to the board, carries out the purpose of the society with the help of all other members of the School and Childcare community. Financial administration and the hiring of staff are all part of the duties of the Head of School. The members of the Board of Directors are elected or appointed according to the constitution at a Special General Meeting of the Board, which is held in May. The Annual General Meeting of the Board is held in October, when the financial report for the year is given to the Society and any unfilled positions on the Board can be filled according to the constitution.

One board member is a parent elected by the PSG (Parent Support Group) in September or October. All board members serve a three year term and must stand for re-election thereafter. Parents are also elected by the PSG as a representative of their classroom. This person is required to represent their child's classroom. Please consider becoming a part of the Parent Support Group. The names will be published in the newsletter and on the School's web site. www.cathedralschool.ca

Staff Main Campus Administration:

Crystal Harvey – Head of School

Tobi Blue – Deputy Head of School

Kate Cook – Executive Administrative Assistant to the Head of School

Richard Crellin – Administrative Assistant

Todd Fitzsimmons – Lux Mundi Out of School Care Manager

Cindy Hayley – Director of Finance and Operations

Cathedral School Childcare (Gordon Head) Staff

Caitlin Wynne – Childcare Director (ECE/ITE)

Jane Seo – Team Lead (ECE/ITE/SNE)

Jenny Li – (ECE)

Sean Solberg – (ECEA)

Joy Liang - (ECEA)

Christ Church Cathedral Childcare (Fairfield) Staff

Caitlin Wynne – Childcare Director (ECE/ITE)

Cindy Potts – Team Lead (ECE)

Lanna Duffy – (ECE)

Tana Thomas – Team Lead (ECE)

Claudine Grimminger – (ECEA)

Aimee Lamarre – (ECEA)

The staff work together as a team; they are responsible for the well-being of the children, the children's program, and staff/parent communications. The emphasis is on group care while taking into consideration each child's individuality. It is important to maintain consistent routines for the group for the children to feel safe and secure while also encouraging flexibility to be open to new opportunities and experiences. Substitutes will be used when regular staff are off due to holidays, illness, or bereavement. All substitutes are fully qualified and have clear criminal record checks.

Financials

A Non- refundable Registration fee of \$125.00 to hold your space

1. All fees are to be made payable to Christ Church Cathedral Educational Society. Upon acceptance into the program, a non-refundable Registration fee of \$125.00 will be required with completion of the registration package to secure the spot for your child.

2. **To pay by e-transfer, send to:** accounts@cathedralschool.ca. When sending by e-transfer, please note in the memo your child's name, the month you will be starting and which centre the registration is for; either JKSM (Fairfield) or JKSD (Gordon Head.) Please make the security question what city is the school in, with the answer being Victoria.

[Example: MEMO: Reg fee, Dave Smith, Sept 1 2022, JKSM.]

A Pre-Authorized Debit (P.A.D.) agreement must be completed and returned to the centre before your child's start date.

1. Child Care is offered by the calendar month, beginning on the first business day of each month. The monthly fee is averaged out to take into consideration those months with only 3 weeks of care and those months with 5 weeks of care.
2. Fees are due in full by P.A.D. on the 1st or 16th of every month. Please note that there may be changes in fees from time to time with due notice.
3. Cathedral School Childcare and Junior Kindergarten agrees to give a minimum of 30 days' notice of any fee changes.
4. Parents are responsible for any administrative charges for insufficient funds (\$25).
5. We are unable to accommodate partial payments for extended absences due to illness or vacation time with family. Full month fees must be paid to hold the child's space in our program, regardless of how often your child attends.

Affordable Childcare Benefit (Subsidy)

1. It is the sole responsibility for the parent to ensure all subsidy authorizations are in place prior to enrollment.
2. Cathedral School Childcare and Junior Kindergarten will assist families by giving you both the childcare subsidy application forms and the childcare arrangement form.
3. Cathedral School Childcare and Junior Kindergarten will only fill out the required section of the Child Care arrangement form with our license number and signature of our authorized director.
4. The parent is responsible for the renewal of the subsidy. Should a parent miss the renewal of their subsidy, their childcare space may be suspended or terminated at the sole discretion of Christ Church Cathedral Childcare and Junior Kindergarten.
5. If subsidized, the parent agrees to pay the full amount of childcare fees when the subsidy expires by the 1st or 16th of every month by P.A.D.

Cancellation of Services

1. If your P.A.D. has been returned due to insufficient funds, you will be notified to pay that month's fees by cheque or e-transfer. Non-payment may result in cancellation of

services.

2. Families agree to give **two months' calendar** notice in writing to Christ Church Cathedral Childcare and Junior Kindergarten by the last day of the month, two months prior to leaving (e.g. February 28th for May 1st).

End of Contract

1. Your Agreement for Care contract ends on August 31 the year your child starts kindergarten. If your child is born in the later half of the year and you wish to delay their kindergarten start, please speak with the Director as soon as possible.
2. All families with children starting kindergarten the following year must inform the Childcare Director if their child will be staying through the summer (July, August), or if they will be leaving at the end of June by March 31st of that year.
3. Cathedral School Childcare and Junior Kindergarten will give a minimum of one month written notice if we are no longer able to provide childcare services for your child due to either the centre being unable to meet the needs of your child or the working relationship between the centre and family become incompatible.
4. In cases of severe incidents and or violent/aggressive behaviour, where the safety of the other children or staff may be at risk and the frequency and intensity is not manageable, parents will be contacted to pick up their child. Childcare services may be terminated if all resources have been exhausted at the discretion of the Childcare Director.

Expectations for Enrollment

- **PROBATIONARY PERIOD** (the right fit): Each new child is accepted on a one month probationary period. Christ Church Cathedral Childcare Centres reserves the right to refuse care. If after one month, a child demonstrates an inability to participate in the regular daily program, or there are behavioural concerns around safety, we may terminate the Agreement for Care Contract at the discretion of the Childcare Director. If this happens, the two months notice will be waived.
- Enrollment to the main campus Kindergarten class at CCCS: Families interested in having their Children enrolled at the main campus Kindergarten class and who will be 5 years old by Dec 21st, must apply to the main campus of Christ Church Cathedral School to be placed on the kindergarten wait list. In October, children on the waitlist for Kindergarten will be invited to visit the school and attend a kindergarten orientation day held in the early fall. Junior Kindergarten students do not have priority over other

community children on the waitlist, however, we know our Junior Kindergarten children very well and have found that those that are interested, and are registered on the waitlist, often are awarded a Kindergarten spot for the following September.

- If you are considering entering our main campus kindergarten program, please call the main office (250-383-5125) to ensure that your child is registered on our waitlist. **The earlier you register the better chance you have of securing a spot for your child in our kindergarten program.**
- **SIBLINGS:** Siblings will not be placed in the same program at the Fairfield centre (JKSM). They will be enrolled on separate floors. The only exception to this is with twins.

Expectations for Parents/Parent Conduct

1. To respond promptly and affirmatively to any student misbehaviour while enrolled in the To respond promptly and affirmatively to their child's misbehaviour while enrolled in the childcare centre.
2. To inform centre staff of any circumstances in the home which might affect their child's behavior while in the program. Please keep the administration staff and educators notified of the changes so that we have the most current information on all our records to ensure the safety of your child.
3. To follow the fee payment and service withdrawal policies of the Christ Church Cathedral Childcare and JK program.
4. To supply telephoned, email or Lilio messages to explain any absences and or lateness.
5. To keep children at home if sick.
6. Parents are asked to be respectful and trusting of staff and mindful of confidentiality.
7. When a parent signs the ***Agreement for Care Contract***, they are agreeing to follow our schools' policies outlined in our parent handbook. Failure to follow the schools' policies may result in termination of care.
8. If a family member harasses, intimidates, bullies or is physically or verbally abusive towards a staff member, child, or other family involved in the program Childcare services will be terminated immediately at the sole discretion of the Childcare Director.

Gradual Entry

1. All children begin with a gradual entry into the program. It is mandatory for parents and the teachers to organize a gradual entry schedule with their child's program leader before they start in the program. This ensures a smooth transition for your child and the program. We prefer this gradual transition to be over the timespan of one week.
2. Gradual entry begins on your child's first day at the centre.
3. A typical **Gradual Entry** is three days long and completed within the first week.

Gradual Entry Example

Day 1. Your child comes to the centre for 2-3 hours and then goes home.

Day 2. Your child comes to the centre and is picked up after lunch at 12:30.

Day 3. Your child comes to the centre and is picked up after rest/nap time at 3:30.

Fees (effective July 1st, 2024) and Hours of Operation

Cathedral School Childcare and Junior Kindergarten (Gordon Head JKSD)

Hours	3-5 yrs.	Anglican 3-5 yrs.
7:30 am-5:00 pm	\$1,346 (Minus \$545 govt. fee reduction) Parent fee \$801.00	\$1,346 (Minus \$545 govt. fee reduction & \$50 discount (from CCCS) Parent fee \$751.00
	2.5 yrs.	Anglican 2.5 yrs.
	\$1,375 (Minus \$900 govt. fee reduction) Parent fee \$475.00	\$1,375 (Minus \$900 govt. fee reduction & \$50 discount (from CCCS) Parent fee \$425.00

Childcare hours offered: 7:30 a.m. – 5:00 p.m. with a last pickup time of 4:55pm.

Christ Church Cathedral Childcare and Junior Kindergarten (Fairfield JKSM)

Hours	3-5 yrs.	Anglican 3-5 yrs.
7:30am-5:30pm	\$1,286 (Minus \$545 govt. fee reduction) Parent fee \$741.00	\$1,286 (Minus \$545 govt. fee reduction & \$50 discount (from CCCS) Parent fee \$691.00
	2.5 yrs.	Anglican 2.5 yrs.
	\$1,318 (Minus \$900 govt. fee reduction) Parent fee \$418.00	\$1,318 (Minus \$900 govt. fee reduction & \$50 discount (from CCCS) Parent fee \$368.00

Childcare hours offered: 7:30 a.m. – 5:30 p.m. with a last pickup time of 5:25pm.

***Our fee structure is inclusive of the Government fee reduction initiative. Should the government stop the fee reduction initiative program, parents are responsible for paying the full cost of fees. There are no fee changes over spring break or summer. Fees must be paid in full, by Pre-Authorized Debit, to hold the child's space in our program.**

Late Pick up

Your child must be picked up by 4:55pm at Cathedral School Childcare (Gordon Head) and 5:25 at Christ Church Cathedral Childcare (Fairfield) or you will be charged a late fee. When determining the time for late fees the staff will use the clock in the room. A late fee of \$20.00 will be charged for every 15 minutes (or portion thereof) after pick-up time. Please note that late fees apply for regular school days and early dismissal days. An invoice will be billed for the late fees and will be emailed to you. You are expected to pay these charges by the end of each month.

Daily Arrival and Departure

Please remember that staff are scheduled to arrive at the centre before business hours to set up the environment to facilitate the arrival for our children and families. Please wait outside patiently for staff to open the doors at 7:30am so we may give you 100% of our attention.

1. If your child is attending JK for the day, we expect them to be in attendance, in the building, by 9:00 a.m. There are exceptions, of course (medical/dental/specialist appointments, for example). In these cases, we would appreciate being notified before the appointment. We kindly ask that all families are mindful of our drop off policy.
2. A staff member will sign the children in and out of the centre each day. Attendance is done using our Lillio App. Attendance is tracked and used as a record in emergency situations and to plan staffing needs.

3. Only the child's parents whose names appear on the registration form, or the alternate contact list may pick up children from the Centre. Educators must be notified in writing of any changes. All persons, other than the parents, must provide photo identification upon picking up a child. The child's parents must document the change in the sign in/out sheet provided and inform a staff member so they may add the person to your pickup list.

Parking

Fairfield Location — 1670 Richardson Street

We offer three accessible parking spots situated behind the center, adjacent to our play yard, in addition to driveway and street parking. If you are pregnant, have an injury, or require extra support, please inform the staff, and we will gladly assist you. Kindly be mindful of children in the area.

Gordon Head Location — 1806 San Juan Avenue

Please Park **only** in the upper large parking lot off San Juan Avenue and walk down the safety path to the centre. If you are pregnant or injured and need extra support, please let the staff know and we will be happy to assist. Please watch for children as Kids Klub is also located in the lower parking lot. We are a busy community.

Absences

Parents must advise the director or team lead when their child cannot attend due to illness, holidays, or other activities. If your child(ren) does not attend regularly and no reason is provided, it will be assumed that the child has withdrawn at the end of the last month for which the fees have been paid.

Statutory Holidays and Closures

Cathedral School Childcare & Junior Kindergarten and Christ Church Cathedral Childcare and junior kindergarten will be closed for New Years Day, Family Day, Maundy Thursday, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day and from December 24th to the 1st business day in January. If a statutory holiday falls on a weekend, the centre will be closed the following business day.

Professional Development and Annual Cleaning

Both centres will be closed once during the following months for professional development.

1. February
2. May
3. October

The centres will be closed once in **August** for our annual cleaning day at the end of the month. The exact dates are released to families on the current year school calendar.

Early Dismissal Staff Meetings

Christ Church Cathedral Childcare (St. Matthias) location: **The first Wednesday (4:30)** of every month
Cathedral School Childcare (St. Dunstan) location: **The third Monday (4:00)** of every month

The last day of Kindie Club in June is Graduation and early dismissal (12:00)

The last day before Christmas break is an early dismissal (12:00)

October 31st is an early dismissal (4:00pm) (this is only applicable on years when October 31st falls on a weekday.)

We will provide you with yearly closure dates, early dismissals dates, monthly newsletters and monthly calendars and updates on our parent boards.

Closures Due to Severe Weather, Infrastructure failures, Unforeseen Events, or Insufficient Staff

The Childcare centres may be closed due to severe weather conditions, infrastructure failure, unforeseen events, or insufficient staff at the discretion of the Childcare Director or Designee. Regarding snow, we typically follow school district 61 snow day recommendations. Several things are taken into consideration such as road conditions and public transit operations. Staff must safely be able to get to work. If it is announced mid-day that we will be closing early, you must pick up your children as soon as possible as we will need to close our facility as soon as all children are picked up.

Severe weather includes, but is not limited to snow, flood, extreme heat, and forest fire smoke.
Infrastructure failure includes but is not limited to, power outage and sewer backup.

In the event severe weather or an infrastructure failure poses a health and safety risk to the staff and children in care, the centre will close immediately. While not likely, this could happen on short notice. The Childcare Director and/or one of the team leads will start contacting families via phone and email to collect their children. In the event of a closure, the Childcare Director will be in continual contact with families via email, informing them on the plan of when we will reopen. Families will not be reimbursed for short term closures due to severe weather or infrastructure failures.

Our educators are exposed to many illnesses due to the nature of their job. Although we try to have as many substitute educators on board as possible, there may come a time when we cannot be fully staffed. If we cannot replace staff to maintain an adequate adult to child ratio then we will need to a) reduce the number of children we can care for on that day, b) reduce the hours we are open, or c) close the facility entirely. In such circumstances, **we cannot take in more than the legal ratio of children to staff.**

In such circumstances we would contact parents as soon as possible to let you know we are unable to take your child. Unfortunately, we may have to make that decision as you arrive. If this occurs, please accept our sincerest apologies, and know that we are bound by the licensing regulations designed to

protect your children. If our centres must close due to insufficient staffing, we will reimburse you on a prorated daily rate.

Further to above, should the facility be required to operate short-staffed, our Junior Kindergartens may operate on reduced hours to maintain appropriate staff to child ratios and to stay compliant with BC Child Care Licensing and the BC Employment Standards Act.

Safety

Regular Fire and Earthquake drills are held monthly to familiarize the children with the procedures.

Procedure In Case of Earthquake

If a major earthquake disables the city, please follow this procedure:

- Do **not phone** - We must have the line open for emergency calls
- Park **away from the Centre** - The street entrance and parking area must remain clear for emergency vehicles
- Sign **your child out with the adult in charge of the check out procedures**
- Sign **out other children for whom you are responsible**
- Children will only be released to parents, guardians, or other adults named on the Emergency Information Form. The children will not be left alone.

Procedure In Case of Fire

Heat and smoke sensors are located throughout the building. In the event of a fire, children will be evacuated as per our fire drills and, if we are unable to re-enter the building, we will call you and ask you to come and pick up your child. We have a business continuity plan in case we are not able to use the building for several days or weeks, and you will be informed if we must initiate that plan. Educators have full details of fire evacuation procedures and have fire drills once a month.

Building Security

To ensure the children are always safe:

- Doors are locked after **9:00 am**. Please be patient as we come to welcome you and open the door for your access.
- The back door is used for staff and when the children are out at play, otherwise it is locked throughout the day.
- Parents and visitors to the Centre are asked to use the front door of the building.
- For the safety of all children, all gates must be securely latched upon entering and leaving the playground. If all the children are playing in the playground, we ask that the parents enter through the playground gate, collect their child and leave through the playground gate.
- For safety reasons please do not lift your child over the fence or gate.
- For the safety of all children please do not allow your child to open the entry or exit doors on their own. We teach the children that it is the adult's job to open and close all entrances and exit doors when entering or exiting the centres
- The centre is not accessible by the public.

- All staff, volunteers and substitutes have undergone criminal record checks for working and volunteering with the centres and our schools.
- Our centres are alarmed when we leave the premises.
- Children are always with educators and do not have access to non monitored areas of the centre.

Health

Right of Refusal

There are many factors involved in ensuring a child's optimum growth and development; good health is a particularly important one. Children who are ill require a relaxed atmosphere and more individual attention than the centre can provide. Parents must realize that their access to the centre will be restricted if their child is sick. If your child cannot fully participate in all aspects of the program, they cannot be in care.

1. In a childcare centre, illness can travel fast. If your child is sick or not feeling well, they must stay home until they are well again.
2. Staff have the right to refuse admission to a child who appears to be too ill to attend childcare. If your child cannot participate in our daily program (i.e., outside play, group activities etc.) then he/she is not permitted at childcare. We ask you to respect staff discretion when asked to pick up your child due to illness. Our aim is to create a secure and wholesome environment where all children can thrive, promoting not only their well-being within our care but also contributing to the overall health and safety of your family at home.
3. We understand that keeping a child who is sick at home can mean a parent might miss valuable work hours. Educators will not be able to drop off or pick up children to and from their home, even in an emergency, due to potential liability. If a problem arises in picking up a child, parents should have a contingency plan that does not involve the centre. Educators will continue to provide care for the children on the premises, until the parent or alternate arrives to pick up the child.

Medications

When a child has an over-the-counter medication, it must be accompanied by a Doctor or nurse practitioner's note stating when and how much medication to give. For both prescription and over-the-counter medications, you will be required to complete a medication sheet. This sheet will serve to record the time, date, and dosage of the medication to be administered.

Staff cannot give over the counter medications or pain relievers without a doctor's or nurse practitioner's note. **Medications must be in the original labeled containers.** BC Child Care Licensing Regulations suggest your physician's prescription on the original pharmacy-issued medication container; because of this, it is Cathedral School Childcare and Junior Kindergarten's policy that any medications brought to the centre must be in original packaging.

Immunizations

We strongly encourage all children entering our facility to be immunized according to the Capital Health Region immunization schedule or its equivalent in another province. A photocopy of the immunization record must accompany the registration package to be accepted into our programs.

Sudden Illness While in Care

In the event that your child falls ill during the day, we will promptly reach out to either parent. If contact cannot be established with you, the alternate person(s) listed on the registration form will be contacted to ensure your child receives immediate and suitable medical care. If our staff requests you to pick up your child, it is crucial that someone arrives at the center within one hour. This ensures the health and well-being of both the children in our program and our staff, as we do not have a designated illness room for isolation.

*Please note the criteria for exclusion listed on the following pages are recommended by the Vancouver Island Health Authority. (VIHA)

Conditions for Children to be Excluded from Care

Decisions as to whether children are medically fit to attend the program are at the sole discretion of the Junior Kindergarten staff.

- 1) **Acute cold:** Obvious green, yellow, or reddish-brown discharge from nose, your child will be sent home. Your child can return after one full day away from care and when discharge has subsided or is minimal and running clear.
- 2) **Cough:** Dry and persistent or if choking and/or vomiting accompanies the cough your child will be sent home for the day and will need to **stay home for 1 full day to be monitored**. Your child may return when the cough subsides, or the child receives medical clearance from a doctor. If a child is experiencing difficulties breathing due to coughing the childcare staff may ask you to seek medical attention. Example: If your child is sent home on Wednesday, they must be away Thursday. To return on Friday they must have been symptom free on Thursday.
- 3) **Fever: 38°C (100°F) or over.** If your child spikes a fever while in care after they have been picked up, **they must stay home for one full day symptom free without the aid of medication before they can return to the centre**. Example: If your child becomes ill on Wednesday, they must be away Thursday. To return on Friday they must have been symptom free on Thursday.
- 4) **Vomiting:** If your child vomits while in care, **they must stay home for one full day symptom free before returning (refer to procedures for fever)**.
- 5) **Diarrhea:** If your child has diarrhea while in care, **they will need to stay home for 2 full days symptom free before returning**. This is following the recommendation by Victoria Island Health Authority.
- 6) **Antibiotic:** Return after being home for 1 full day, and when able to fully participate.
- 7) **Infected skin or eyes:** A doctor must examine undiagnosed skin irritations. In the event of conjunctivitis (pink eye) bacterial or viral, your child will be sent home and must remain home for two full days. **They may return to the centre only when eyes are completely clear with no discharge.**
- 8) **Lice:** When a child contracts lice it is centre policy that they must be treated with a medicated shampoo (such as Nix or Results) and stay home for 2 full days. Wet combing is strongly encouraged during the

time away from the centre to help remove nits that may be stuck in the hair. **A child cannot attend care if they have live bugs or nits in their hair.** A follow up treatment should be administered in seven days, and hair checked daily. On the day you start the treatment, wash all dirty clothes, bedding, towels, brushes and combs in hot water. Items that cannot be washed (pillows or stuffed animals) can be placed in a plastic bag for ten days or in the freezer for 48 hours.

- 9) **Communicable Diseases:** Communicable diseases like chickenpox, hand, foot and mouth, and measles must be reported to the childcare centre staff as soon as they are diagnosed. The duration of the child's treatment and exclusion from childcare will depend on the VIHA's communicable disease recommendations which staff will provide. If your child is showing any symptoms of a communicable disease, they will be sent home for the day. If your child has a communicable disease, they must have a doctor's note providing them with medical clearance to return to the centre.
- 10) **Surgeries:** In the event your child requires a surgery during the time they are enrolled in Cathedral School Childcare and Junior Kindergarten we require a doctor's note for medical clearance stating the date they will be able to return to daycare without restriction. If the staff recognizes that your child is still struggling to participate in all aspects of the program, staff will ask you to keep your child home until they are able to fully participate.
- 11) **Immunizations:** Families are required to keep their child(ren) at home on the day they receive any routine immunization, including the flu shot and the Covid-19 immunization. If the child is well on the day following their immunizations, they are welcome to return to school.
- 12) **Seasonal Allergies:** Unless your child has undergone specific allergy testing or has a doctor's note detailing their allergy symptoms, it's challenging for our staff members to distinguish between a cold/virus and allergies. We suggest consulting with a healthcare provider to explore the possibility of using children's seasonal allergy medication. This could involve reaching out to a general practitioner, a public health nurse, a nurse through 811, or a doctor at a walk-in clinic, among other options. These professionals can provide guidance on suitable medications, if necessary.

Regardless of whether a child is taking allergy medicine, if they exhibit multiple symptoms, such as a runny nose with colored, thick mucus affecting breathing, or if the child is not fully participating, our policy is to send them home. We appreciate your understanding in ensuring the well-being of all the children in our care.

Nap and Rest Time

Naps and rest periods are developmentally appropriate and important for most preschool-aged children. We understand that each child is unique, and we do not enforce staying awake against their natural inclinations. If your child happens to fall asleep on their own and you prefer them not to nap, we will gently wake them after a 30-minute rest period.

Our routine includes a mandatory thirty-minute rest time from 1:00 to 1:30. Following this period, any child who is awake will be guided to engage in suitable quiet learning activity under supervision. For those children who do nap, we ensure everyone is gently awakened by 2:30 pm.

As part of preparing children for kindergarten, we gradually transition away from naps since kindergarten settings typically do not include nap times. We appreciate your collaboration in this process as we strive to create a comfortable and supportive environment for every child.

Behaviour Guidance Policies

Positive guidance is consistently employed at the center, with a primary focus on the safety and well-being of the children in our care.

The following principles and policies apply to all enrolled children:

1. Every child in our care receives individualized guidance tailored to their unique needs.
2. Our staff utilizes positive methods and approaches to guide behaviour, including establishing clear and direct boundaries, redirection, acknowledging feelings, and encouraging children to express themselves verbally.
3. We emphasize telling children what they can do rather than what they cannot do.

Cathedral School Childcare and Junior Kindergarten strictly prohibits the use of any form of physical, emotional, or psychological punishment.

In instances where additional support is required for managing behaviour, our staff will request a meeting with the parent(s) to collaboratively identify solutions that we can work on together. We encourage parents to actively participate and collaborate with the staff at the center, fostering a cooperative and supportive environment for every child. It's a team effort!

Violent/Aggressive Behaviours

Ensuring the safety of all children in our Junior Kindergartens is a top priority. We do not tolerate violent or aggressive behaviors directed towards oneself, other children, or staff. In cases where a child seriously injures another child or staff member, childcare services may be subject to immediate termination at the discretion of the Childcare Director.

Inclusion Policy

Our staff's role is to work in a partnership with all families to ensure that the individual needs of your child are being met. If staff have concerns regarding your child's development or behaviours, the following process will take place:

1. Staff members will document any behaviors or developmental concerns they observe.
2. The director may request a meeting with the parents to discuss these observations, which may include insights into the child's routine at home and how it differs from their daycare routine. This meeting serves as an opportunity for parents to share their observations and discuss their expectations for their child, as well as how staff can offer support to the family.

3. Following the parent meeting and collaborative strategy development, a tailored care plan will be created to address the specific needs of your child. This plan will be shared with the family for their review and approval.
4. If, after the implementation of the care plan, staff find that they may need additional support to fully assist your child, you may be encouraged to seek external assistance. The ultimate goal is to ensure the well-being and development of your child in a collaborative and supportive manner.

Examples of behaviors or developmental needs that may necessitate a care plan include:

Behavioral:

- Aggression or violent behavior towards staff or other children, such as hitting, kicking, biting, or scratching.

Developmental:

- Delayed speech
- Speech impediment
- Mobility issues
- Difficulty maintaining focus within their age and stage of developmental milestones.

It is important for families to collaborate with the center to ensure the best care for your child. In the event that efforts have been made without improvement or if aggressive behaviours persist, parents may be requested to explore alternative care options, as decided by the Childcare Director.

Uniform Policy

All students are required to wear a uniform during the months of September through to June consisting of:

- Dress grey - culottes, skirt, or tunic - knee length, or
- Dress grey - pants or shorts
- Red polo shirt or pullover
- CCCS pullover/cardigan sweater with crest (Or plain navy sweater)
- Black indoor shoes
- Navy or grey tights

Ordering new Uniforms

School crested sweaters can be purchased from Cambridge Uniforms by contacting them directly through their website: www.cambridgeuniforms.com calling 1-800-924-9069 or email: orders@cambridgeuniforms.com. If ordering online, you will require our **school code: HED567**

For Junior Kindergarten children, our uniforms consist of a red top (either polo or plain red) paired with grey bottoms, which can include pants, leggings, skirts, dresses, or shorts. All uniforms must be clean and in good repair (no ripped pants or leggings.) If opting for a dress or skirt, navy or grey tights are suitable. These items can be found at various stores such as Marks and Spencer's Canada, The Gap, and Old Navy online. Please contact the Director to learn more about opportunities to acquire gently used uniform items.

During cold weather,

Children are welcome to wear any coat, sweater, hat, mittens, shoes, and boots while playing outside. Occasionally, we may have a no uniform day when children can wear their own suitable clothes to the center. In the summer care program, students have the flexibility to choose weather-appropriate clothing. Each child is required to have a weather-appropriate hat that stays at the center, along with two complete changes of clothes suitable for the season. (A spare uniform is not necessary.) This ensures preparedness in case of accidents or spills. As children may be outside in various weather conditions, a raincoat or "muddy buddy" is recommended. Kindly label all your child's belongings, as the center cannot be held responsible for lost items that are not labeled.

What essential items does my child need?

1. Child size backpack
2. Small blanket and/or a stuffy
3. Lunch kit with ice pack and healthy food (2 snacks and 1 main meal)
4. Water Bottle (take home every night to clean and sanitize) (No Juice)
5. 2 complete changes of clothes and undergarments
6. One pair Inside black shoes/runners,
7. 1 pair Outside shoes/runners
8. 1 pair of boots (Rain or winter)
9. Hat (sun or warm)
10. Finger gloves
11. Muddy buddies (Or Rainproof Jacket and Pants)
12. Snow pants (winter)

***Please Label Everything,** while staff do their best to remember and monitor children's individual items, we are not responsible for the loss of these items. All non-labeled items will be put into the centres *lost and found* located near the centre's parent board.

****Please leave toys from home, bottles, soothers, and all non-essential items at home.**

Can we bring in a Birthday or special celebration holiday treat?

Yes, the children love to celebrate together and enjoy their special day with their friends.

Invitations

As part of our education within an Anglican community, we emphasize the importance of cultivating sensitivity to others' feelings. In the classroom, few things are as divisive as having one or two children feel left out during party planning. We kindly request that you demonstrate sensitivity in this regard and pass the invitations to the teacher for distribution in an inclusive manner.

Curriculum

The curriculum at our programs follows a complete range of subjects, programs, assessment and evaluation procedures outlined by the Early Learning Framework supported by the British Columbia Ministry of Education. Our program goes beyond the Ministry's early learning framework in various ways offering a developmentally age-appropriate program for children with a focus on:

- Faith classes
- Music classes
- Physical Literacy Education
- Kindergym
- Art classes
- Park Excursions
- Science and Math Curriculum
- Literacy Curriculum
- Kindergarten preparation for 4+ children

The centre provides a well-rounded curriculum designed to encourage the development of social, physical, intellectual, creative, and emotional skills as well as the Christian faith.

Physical Literacy

Physical literacy is the equivalent of learning to read and write for your body. The focus in children, aged 0-5 years, should be to expose children to "fundamental movements" through a wide variety of movements, activities, intensity levels, and various games. Games are particularly important as they teach social interactions, rules, physical interaction, and fun! We promote active play. We ensure children in our care participate in daily outside play. We always provide the minimum of at least sixty minutes of outdoor active play daily. Generally, we are outside for longer than sixty minutes over the course of the entire day.

Screen Time

In our centres we have iPads. These are used as a communication device for the educators. On rare occasions the staff may use the iPad to show the children a show for “pyjama and movie day.” When that happens, we limit screen time to an absolute maximum of thirty minutes.

Allergies, Meals, and Food items

Please inform the educators of any allergies. If your child has any allergies, the staff must be notified in writing including the symptoms resulting from the allergy. It is the responsibility of the parent to develop a care plan with the staff and to provide emergency medication (e.g. Epipen, Inhalers, antihistamines). A doctor's note **must** be provided for staff to use these items and is a legal requirement by BC Childcare Licensing. **Please ensure your child has a doctor's note giving clear instruction to when and how much medication is required.**

Staff will notify parents if children or staff have severe allergies that may include certain food such as peanuts and shellfish, or flowers, perfumes. Please avoid the use of heavily scented clothing detergents and dryer sheets and perfumes, colognes.

Food

Parents are responsible for sending all food for their child. Your child will need enough food for two snacks and a hearty and healthy main lunch meal. All children will sing praise before eating lunch with the staff. Licensing requires that children have nutritious food and drink according to the Canada food guide. Packing protein, fruits, vegetables, dairy and grains are encouraged. **We have a no candy/chocolate policy as well as a no juice policy.** When the children have access to juice, they do not drink water. Proper hydration is very important, especially in the hotter months of the year. Children's lunches are to be placed in a labeled lunch bag. Parents must provide a **freezer pack as their lunches will be in their cubbies.** This will ensure that necessary items stay cold, and a thermos to keep warm items warm. We have a non-sharing policy for meals and snacks among our children in order to ensure germs are not shared and the allergies of other children are not triggered. If families wish to bring food to celebrate birthdays, we ask that the food provided follows the Canada food guide and is mindful of student allergies.

Communications

Problems, Concerns, Parent Conduct

Our goal is to be as helpful and supportive to parents as possible. If your child is having problems at home, in the classroom or on the playground, please let his or her teacher know immediately. It is always best to speak to the teacher first. The quicker a problem is dealt with the better. The channels of communication are as follows:

First:

- Speak directly with our teaching staff. They know your child best and are best placed to resolve your problem or deal with your concern.

If you do not believe your concern has been address properly by the teacher:

Second:

- Arrange a meeting to speak with the Childcare Director.

If you do not believe your concern has been address properly by the Childcare Director:

Third:

- Speak to the Deputy Head of School.

If after speaking with the Deputy Head of School and you are still dissatisfied with how your concern has been handled, contact the Head of School.

Newsletters:

Newsletters will be sent out once a month with all program updates, the new monthly calendar and any new relevant information for families.

Email:

Email is an excellent tool for the communication of clear business-like information, such as dates, times, lists of equipment, attendance reports, and setting up appointments and so on. It is also a great system for delivering letters via attachments. The centre uses email to communicate with individuals, groups of parents, or the entire parent body. Topics are likely to include:

- Reminders about events, dates, times, etc.
- Requests for a meeting
- Classroom news and updates
- Forms and other requests for information
- Early dismissal reminders
- caitlin.wynne@cathedralschool.ca (Director) jane.seo@cathedralschool.ca (Gordon Head)
- Cindy.potts@cathedralschool.ca (Fairfield down) tana.thomas@cathedralschool.ca. (Fairfield up)

Response time:

Please allow at least one full business day for a response to any email. If parents need a quick answer, contact the director directly. Educators will not necessarily reply to every email regarding insignificant items or when small matters are resolved quickly, such as lost uniform items, during the school day, etc.

Release of a Child

Non-Pick-Up:

1. Should no one arrive to pick up a child half hour after closing the employee shall first try the parent contact numbers then the emergency numbers listed on the child's registration

information sheet. If unsuccessful, thirty minutes after centre closure the staff member on the floor will contact the Childcare Director and the Ministry of Children and Family Development.

Parental conflict regarding pick-up and drop off.

Two home families can **not** ask the centre to stop another parent from picking up without a court document stating that there is to be no contact. These are matters that must be worked out between parents. We also can not stop the parents' designation of other people picking up and dropping off their child if they have given consent on their pickup or drop-off days.

Unauthorized Person Requesting Release of a Child:

1. No child will be released to any unauthorized person.
2. If a parent requests someone other than those listed on the child's form to pick up their child, they will be required to notify staff **as soon as possible** indicating the person to whom the child may be released. Parents must provide staff with written notice via email or written notice before the child is picked up to include in the child's file. Please notify the person who is picking up that he or she will be **required** to **show a staff member** photo ID when picking up the child.

Incapable of Providing Safe Care:

1. If a person arrives to pick up a child, and he/she appears incapable of providing safe care, the employee will advise the person of the concern, and that emergency alternate contacts will be phoned.
2. As per Licensing standards "in situations when an individual who appears to be incapable of providing safe care or is 'not permitted access to a child' attempts to remove a child in care from the facility the licensee/staff member is obliged to consider the health or safety of all involved including other children in care, staff, and him/herself." If staff are unsuccessful in suggesting alternate pick-up choices and the parent removes their child from the care facility placing the child at risk, staff will contact Victoria Police at 9-1-1 immediately and MCFD as well.

Custody and Related Court Orders:

If a custody agreement or court order exists, a copy needs to be placed in the child's file at the centre. The enrolling parent or guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without legal documents on file, the educators cannot deny access to a non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick-up list, the policy on unauthorized persons will be implemented. The enrolling parent or guardian will provide all consents.

Duty to Report

Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty under the Child, Family and Community Service Act to report the matter. In the event a child discloses information to a staff member that suggests abuse or neglect the staff member will report the disclosure to the Ministry of Children and Family Development.

Smoking/ Cannabis Policy

Licensing has stipulated that no one smokes or uses tobacco, holds lighted tobacco, uses an e-cigarette, or holds an activated e-cigarette or uses cannabis on the premises of a community care facility or in any

vehicle used by employees to transport children. A licensee must ensure that, on the premises of a community care facility or in a vehicle used by employees to transport children. No one engages in restricted consumption while children are under the supervision of employees, a child who consumes medical cannabis is supervised by an employee, and no one grows or stores cannabis at our facility. Our Childcare centres are smoke free environments.

Privacy Policy

In accordance with the Personal Information and Privacy Act the School has developed Privacy Policies for Parents/Students and for Staff/Volunteers. These are posted on the website and available at CCCS main office. www.cathedralschool.ca

Website and Lillio App

The purpose of our website www.cathedralschool.ca is to enable the public to find out about us.

Lillio App: We use the amazing App “Lillio” at the JK. The purpose of this is to show **parents** in real time pictures of your child’s day, send updates and as a method to communicate and connect with other parents in the centre. The Lillio app also creates digital learning stories for your children and charts their growth on a developmental profile. Your permission is required for your child to participate.

Outings

The children may go for a daily walk in the neighborhood, or to a park within walking distance. These will be spontaneous, depending on the weather and other circumstances. We will always ensure we have proper supervision of the children when we are out in the community.

Childcare Centre Parent Representative

Our Parent Representative is a current parent volunteer who has been asked to assist with our centre. Their role is to help build community and provide opportunities for fundraising, work parties, family fellowship and fun. In addition, the Parent Representative is our link between our Centre, the Parents and the main school Kindergarten Program to help support the main campus bursary programs. They also operate a phone and email system to keep parents informed of forthcoming events, volunteer opportunities and events like the Spring Fair, Game Nights, BBQ’s and Potlucks. Please consider becoming a class and Parent Representative for our Junior Kindergarten.