

# St. Michael's



9387 Holmes Street, Burnaby, B.C. V3N 4C3  
tutoring@smeschool.ca

○ <b><u>OPTION 1- FULL-TIME PROGRAM ENROLLMENT (5 DAYS PER WEEK)</u></b>		
<b>PLAN A</b> (5 Days a week) 7:00-8:30am ONLY Monday-Friday  <b>\$200 per month flat fee</b>	<b>PLAN B</b> (5 Days a week) 3:00-6:00pm ONLY *Monday-Friday  <b>\$300 per month flat fee</b>	<b>PLAN C</b> (5 Days a week) 7:00-8:30am *3:00-6:00pm Monday-Friday  <b>\$380 per month flat fee</b>
○ <b><u>OPTION 3- DAILY RATE \$20.00</u></b>		

\*Wednesday 2:30 Pick up

Please add a check mark to the program you are interested in your child joining and attach it to the registration form with the fee of \$50.00 that is non-refundable and made out to St. Michael's. Then all other forms must be printed, completed and handed in. Acceptance depends on availability.

## **PRIORITY**

Full time students will always receive the first spots.

If there are any spaces leftover, they will be drop in spaces and require parents to check ahead to ensure we have space.

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## Registration Form 2023/24 family – print clearly, please

1. Child's FULL Name \_\_\_\_\_ Grade in Sept. 2023        Care Card #  
\_\_\_\_\_ Date of Birth \_\_\_\_\_

2. Child's FULL Name \_\_\_\_\_ Grade in Sept. 2023        Care Card #  
\_\_\_\_\_ Date of Birth \_\_\_\_\_

3. Child's FULL Name \_\_\_\_\_ Grade in Sept. 2023        Care Card #  
\_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of the Family Doctor \_\_\_\_\_ Phone number \_\_\_\_\_

### Family Information

\_\_\_\_\_ Daytime Phone \_\_\_\_\_ Work Phone  
\_\_\_\_\_ Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Father's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Work Phone  
\_\_\_\_\_ Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

### EMERGENCY CONTACTS (other than parents) we can PHONE during the day

Name – print clearly \_\_\_\_\_ Phone \_\_\_\_\_ Name – print clearly  
\_\_\_\_\_ Phone \_\_\_\_\_

I/we have received, read, and agree to the Philosophy statement, rules and guidelines the program; I agree to maintain my financial obligations to St. Michael's as outlined in the Fee Statement and have initialed below and agree to sign all appropriate forms following acceptance. \_\_\_\_\_ (please initial)

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Name \_\_\_\_\_ Signature \_\_\_\_\_

Start Date \_\_\_\_\_ Program Plan \_\_\_\_\_

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## RE-Registration Form 2023/24 family – print clearly, please

1. Child's FULL Name \_\_\_\_\_ Grade in Sept. 2023        Care Card #  
\_\_\_\_\_ Date of Birth \_\_\_\_\_
2. Child's FULL Name \_\_\_\_\_ Grade in Sept. 2023        Care Card #  
\_\_\_\_\_ Date of Birth \_\_\_\_\_
3. Child's FULL Name \_\_\_\_\_ Grade in Sept. 2023        Care Card #  
\_\_\_\_\_ Date of Birth \_\_\_\_\_

Information that has changed since last year

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Name \_\_\_\_\_ Signature \_\_\_\_\_

Start Date \_\_\_\_\_ Program Plan \_\_\_\_\_

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## Child Pick Up Authorization

I, \_\_\_\_\_ (parent/Guardian) hereby authorize only the following people to pick up my child, \_\_\_\_\_ from a staff member.

*I understand that my child will not be released to any person(s) not listed here without my express permission given in a written consent specifying their name and relationship to my child and for each occasion the child is to be released to someone not listed hereafter. Any person(s) unknown to the staff of will also be asked to present identification.*

Please begin the list with your own name and phone number:

Name	Relationship	Day phone number

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

## PERMISSION

I, hereby give permission for my child, \_\_\_\_\_, to go anywhere on the property, to visit the church, school, playground, field and rectory, I understand that my child will be accompanied and supervised at all times by staff member

I, hereby give permission for my child, \_\_\_\_\_, to have their picture taken

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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## CHILD IMMUNIZATION STATUS DECLARATION

Community Care Facilities (that are licensed to provide care to children are required to have a copy of the Immunization Status on file for each child in care, in the event that an outbreak of a communicable disease should occur. This information will assist in identifying those that may require exclusion because they are not immunized.

### To be completed by Parent/Guardian:

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

### Complete Immunization:

☐ Record on vaccinations attached ☐ Record on vaccinations unavailable

Received immunization in:

\_\_\_\_\_ Year of last Vaccine \_\_\_\_\_ City \_\_\_\_\_ Province If not Canada include country \_\_\_\_\_

### Incomplete Immunization:

☐ My child has had some vaccinations ☐ My child has no vaccinations ☐ I do not know

Parent's/Guardian's Printed Name \_\_\_\_\_ Parent's/Guardian's Signatures \_\_\_\_\_

Date: \_\_\_\_\_, \_\_\_\_\_

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## MORNING SCHEDULE

7:00am-7:30am	Bring your own breakfast to prepare and quite activities
7:30am-8:15am	Finish/practice Homework
8:15am-8:30am	Get ready go to school

## AFTERNOON SCHEDULE

3:00pm-3:30pm	Meet Music Room/ Attendance/Rectory
3:30pm-4:00pm	Snack
4:00pm-5:00pm	Homework
5:00pm-5:30pm	Free time
5:30pm-6:00pm	Clean-up/ Dismissal

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## Parent Registration Package

## **HISTORY**

This is a new program being offered to children who attend St. Michael's School. Although the program is new Norita Delgado has been running programs for children of various age groups in our community since 2007. Many children who have been taught by her are now enrolled here. She always chooses well-qualified staff to provide the children with an enjoyable and educational experience.

## **MISSION STATEMENT**

Our mission is to empower students to discover their innate ability to succeed.

## **PHILOSOPHY**

We will provide a program that keeps children safe, inspire them to learn and give working parents peace of mind. We will help children to learn and grow by providing opportunities that help students do better in school and life.

## **COMMUNICATION**

Open and honest communication between parents and staff builds a foundation of mutual trust, faith and support in order to work together towards what is in the best interest of your child. We hold three principles of Positive Communication as paramount:

- 1) In building and maintaining parent relationships, our mutual goal is to be open and honest, direct, sensitive, and understanding in a professional manner.
- 2) Communication will be built on mutual respect, cooperation and acknowledgment of one another's perspectives through the commitment to share expectations.
- 3) We acknowledge that the development of mutual trust is an essential part of the working relationship between all of us.

We strongly believe in an open-door atmosphere for communication between families. If a parent has any concerns, we hope they will feel free to discuss them with the staff. We as professionals do not feel it is appropriate to discuss any concerns pertaining to any child(ren)'s behaviour or development while in the presence of the child(ren). Privacy is of the utmost importance. Sensitive issues should be discussed privately amongst parents and teachers only. Appointments can easily be arranged for a personal meeting or since the staff can regularly be contacted during program hours, a phone call may suffice.

## **HEALTH POLICY**

We ask that parents do not send their child if they are showing any signs of illness. The following is a list of symptoms to guide you in deciding if your child should attend.

- Fever (over 98.6° F / 37° C)
- Bad cough
- Vomiting
- Sore throat
- Skin and scalp infections
- Rash
- Diarrhea



- Profuse amounts of discharge from the nose
- Eye discharge or pink-eye (conjunctivitis)

Under no circumstances will the staff be responsible for the administering of any medications to a child (except in cases of asthma and/or life-threatening allergies.)

### **FIRE DRILLS**

Fire drills are done once a month. A record of all drills will be kept on site and off site. The fire alarm procedure is posted in every room at the exit doors.

### **EARTHQUAKE/EMERGENCY EVACUATION POLICY**

Earthquake drills are done once a year. A record of all drills is kept on site and off site. The drills will be held outdoors and are meeting spot will be in the school parking lot.

### **EMERGENCIES INCIDENTS**

In the event of an accident or sudden onset of illness, we will not hesitate to seek proper care for a child. The child's individual health and emergency instructions on file are consulted immediately and the parents are called. If necessary, the child will be transported by ambulance to the nearest emergency care facility. All-important health and emergency data including parental consent will accompany the child so that necessary treatment can be given immediately in the absence of a parent. You are required to complete a health history and emergency contact information forms on file for each of your child/ren enrolled. It is **imperative** that parents keep the emergency contact information up to date.

### **ABSENCES**

Parents are asked to notify us when a child will be absent, we will check our messages from parents regarding absences. Leave a message or a text if we cannot answer. If the reason you are absent is that your child has a communicable disease, please report it to us immediately. All information will remain confidential.

### **ARRIVAL**

Our intention is to operate daily from 7:00am until 8:30am, at which time children will be dropped off to their teachers. The doors will not open any earlier than before the scheduled time. While waiting, children **must** be accompanied by an adult.

### **DISMISSAL**

In the afternoon, children will be picked up from the school at dismissal time until 6:00pm when we close. A gathering spot will be decided in the school and from there we will play in the playground or field or walk back to our allocated room. Be sure to pick up your child promptly before 6:00pm. Parents who are running late need to make arrangements with an emergency pick up person for days like that. By 6:15 staff need to leave, while waiting, children **will** be accompanied by an adult. There will be an additional fee for late pick up at \$1.00 a minute.

### **SNACK**

Children are asked to bring a few snacks daily depending on their appetites. Parents also provide breakfast and refreshments (each child needs a water bottle). We ask parents to provide appropriate & nutritious snacks for all children according to Health Canada guidelines & any special diet requirements (i.e.: allergies, kosher, etc.). Staff must be made aware of all allergies. We will let you know if more snacks need to be provided.

## **LABELING**

Please label your child's outerwear, footwear and extra clothing. Lunches, water bottles and any other items brought to our allocated room should also be labelled.

## **STUDY GROUP**

Children will try to complete homework assignments working together to solve problems. There is an academic component to our program for those who don't have homework or those who show interest.

## **PHYSICAL ACTIVITY**

Please note that all programs will spend part of each day outdoors, weather permitting. This time outdoors is part of our program and is required for everyone to participate. If your child is not well enough to be outside, please keep him/her at home until they are well enough to attend.

## **PARENT AND OTHER VOLUNTEERS**

Throughout the year, we may need some assistance with a special activity. If you have any spare time and would like to help us out, please let us know. The children appreciate their parents' efforts and interest towards their program.

## **PRACTICUM STUDENTS**

From time to time, the program will receive practicum students from surrounding colleges. These students will have valid first aid certificates as well as a current criminal record search, to ensure your children's safety. We will introduce them to you and to your child.

## **SUPPORTING INDEPENDENCE IN THE WASHROOM**

Children arrive with different levels of development in the area of self-care. If it becomes necessary for us to help a child in the washroom, whenever possible we talk through the steps required rather than offering physical assistance. At all times, our support and encouragement will be given in a gently, calm, and reassuring manner. If your child is experiencing difficulty or anxiety with a particular aspect in the bathroom routine, please let us know so that we can be as supportive as possible or if they need spare clothes to be stored here.

## **CHALLENGING BEHAVIOUR**

Children are encouraged to discuss their problems and come up with their own solution. They may be redirected to a different area of the room and someone will be ready to step in if things escalate. Others may need to be moved away if a child cannot control themselves. Children can return regular activities when they are ready to do so or when it is safe to do so.

## **Prohibited Discipline**

No child will be ever subjected to Harmful actions as follows; Parents, staff or children cannot shove, hit, spank, or use physical restraint to confine a child, under no circumstances will children be humiliated, neglected, isolated, spoken to in a harsh manner, deprived of food or other basic needs (washroom). Children should not be pressured, frightened, threatened or punished.

## **Parents will be informed if**

- If the behaviour is consistent with no results.
- If the child is hurt or was the one hurting.
- If child's behaviour escalates, parents are asked to come in for a meeting to discuss the behaviour plan.
- To use community resources to help with behaviour issues.

## **POLICIES ON CHILD ABUSE**

### **Responding to Child Abuse**

If we suspect a child is being abused or if a child discloses that he or she is being abused, it is important that you know how we proceed in helping this child.

The following policies are intended to help define what actions we will take, should we be faced with an abused child.

### ***Provincial Child Protection Legislation***

*The law is designed to protect children because they are unable to protect themselves. Each province/territory in Canada has child protection legislation that is designed to protect children from abuse and neglect by those who care for them. For example, In British Columbia this is called the Community Care and Assisted Living Act and the pursuant of the Child Care Licensing Regulations. These acts are often reviewed and changes can be made that affect regulations which govern children.*

*The intent of this legislation is very similar in all provinces/territories. They all define "a child in need of protection," and emphasize everyone's responsibility for reporting child abuse to the appropriate child protection agency.*

## **SUSPECTED CHILD ABUSE**

Abuse means an act or omission by a parent, guardian or a person in whose care a child is in which results in:

- Physical injury to the child
- Emotional disability of a permanent nature in the child or which is likely to result in such a disability
- Sexual exploitation of the child with or without the child's consent

Teachers, childcare workers, therapists and doctors, as well as, neighbours, friends, relatives or anyone else who has contact with the child, must report suspected abuse.

## **BAD WEATHER CLOSINGS**

We will close during hazardous snowy conditions or extreme weather conditions. Stay informed by calling us if you are unsure. We will also contact parents by text message. We will be closed when power goes out or other days when it is unsafe for children to be here without reimbursement. Please ensure that if we have to close that someone is always available for pick up within an hour of being informed.

## **CLOSURES**

Closures on all Statutory Holidays: Thanksgiving Monday, Remembrance Day, Good Friday, Easter Monday and Victoria Day, etc.

Also closed for Christmas break for two weeks. Summer programs, professional days, school closures are depended on enrollment numbers please register for summer care by the end of March so that we can see if the need is there.

## **PRICE PLANS**

This is an **annual** fee which is divided into equal instalments due monthly for convenience. The program will not make any fee allowances for absence or vacations; the program is for the ten-month period. Instalments are due on the first day of the month starting in August payable by post-dated cheques until May. Late charges will be added to late payments. Daily rates will apply for early dismissal days and professional days.

### **REGISTRATION FEE**

All parents are required to pay a non-refundable yearly registration fee per child, upon registration or re-registration (\$50.00). This does not guarantee a spot, it puts in on the list until acceptance.

### **N.S.F (Non-Sufficient Funds)**

As our bank does charge for cheques returned N.S.F., there will be a \$20.00 charge added to the replacement amount. If the replacement cheque is also returned NSF, then the charge will be double (20.00x2) and the repayment **must** be made by certified cheque or in cash without exception. At the discretion of the centre, the payment of tuition to the program may be requested in the form of a certified cheque, personal cheque or cash.

## St Michael's Before and After School Activities and Closures

September 5, 2023	Open 7:00-9:00am 1:00-6:00pm
October 2, 2023	Truth and Reconciliation Day-Closed
October 9, 2023	Thanksgiving-Closed
November 10, 2023	Remembrance Day-Closed
December 22, 2023	Last Day Before Winter Break
December 22, 2023-January 8, 2024	Winter Break Closed
February 19, 2024	Family Day-Closed
March 29, 2024	Good Friday
April 1, 2024	Easter Monday
May 20, 2024	Victoria Day- closed
June 26, 2024	Last Day of School-Daycare Closed
July -August SIGN UP	OPEN 7:00am-6:00pm

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## SCHOOL CLOSURES

Professional Days, Spring Break and Summer are by request only and we would need to have a commitment ahead of time. To guarantee a spot please return form below, as there may only be one teacher on these days. A Cheque for those days will be required the month before closure.

I would like my child/ren \_\_\_\_\_ to attend daycare on the days below at a cost of 50.00 per day

Professional Day or requested Day needed	Hours needed	\$ Amount

WE WILL CONTACT AND RETURN PAYMENT IF ENOUGH KIDS DO NOT ENROLL  
Email this form