

**KIDS COME FIRST (An Accredited Out of School Care)**

www.childrencomefirst.ca

**Fall Newsletter 2016**

Operators/Directors: Laura-Lee Kowal & Juli McManus Main Phone- 403 241-3052

Program Phone Numbers:

Ranchlands 403 241-3052 Directors: Emilse Ortega & Imelda Pabulayan

Banff Trail 403 220-1797 Director: Dora Galdi

Cambrian Heights 403 289-4466 Director: Erin Towers/Kerry Grimes

Buchanan - 403 230-4291 Director: Keri Harasym / Michelle Lim

Highwood -403 861-1615 Director: Kelsey Bridgett / Susan Heilman

Hawkwood - 403-701-3606 Director: Keiko Sato

Please contact the director with any questions you may have.

**Website:**

You will find useful information about our programs, including monthly newsletters, parent handbooks, and general information about who we are. Help us save paper and explore our website.

**Orientation Night:**

**Ranchlands @ Ranchlands location August 29, 5-6pm**

**Highwood at Highwood location June 14, 5-6pm**

**Banff Trail at Banff Trail location June 13, 5-6pm**

**Cambrian Heights at the Cambrian location June 13, 5-6pm**

**Hawkwood at the Hawkwood location June 18, 5-6pm**

**Buchanan at the Buchanan location June 15, 5-6pm**

**If you missed out on our orientations held in June at other locations, you may attend the Ranchlands night.**

This is a good time for parents to come out and get some important information about our programs and meet the staff. Hope you can come and see us.

**Kindergarten Children:**

**First day of care is the first day of school.**

Kids Come First will not take children to their FIRST staggered entry; however they can remain at the program if needed. Please ensure to submit staggered entry dates to your program.

**Sick children** cannot attend the program. If your child requires medication to be taken at the program, please see a staff. We have specific Licensing rules and procedures to administer medication.

Call us if your child is not attending. Parents are required to sign children in and out.

**Lunch Program & Snacks:** Please refrain from sending your child's lunch in a grocery bag. Microwave lunches are permitted at Ranchlands only. Send lunches in reusable microwave containers. Hot water is available for cup of soup. Please send healthy lunches. Provincial licensing recommends 4 food groups in your child's lunch. Many "lunchables" and pre packaged processed foods (i.e. chicken nuggets with fries) are not healthy, and should not be sent. Pop is not permitted. Be sure to send your child with healthy snacks for the mornings and afternoons. Snacks are not provided by the program

**Non School Days and School Breaks** are not included in your monthly fees. A fee of \$20/day will be charged to offset the extra staffing hours. **School locations will be combined on non school days.** Please check with the program for the location that will open. A sign-up sheet will be out 2 weeks in advance of the PD Day. If you do not sign up and pay the \$20 fee, we will assume you do not need the spot for that day; a deadline will be posted and kept!!! Do not miss out.

#### **Monthly Fees:**

Fees are due on the first of each month. Please hand in your post dated cheques before June 24/16. Date your cheques Sept 1 to June 1. Parents paying fees after the first are subject to a \$10.00 late charge. Parents not paying fees on time may risk their child's spot in the program. Repeat offenders may also be asked to leave the program.

Subsidy parents must ensure there subsidy is up to date. Please submit your post dated cheques for the year. 1-Component -\$335 per month. 2-Component-\$360 per month, 3-Component \$375 per month.

Banff Trail fees are 1 component-\$340 per month and 2 component- \$360 per month.

Kindergarten Ranchlands/St Rita ONLY \$620 per month.

#### **Suggestions, Comments:**

Kids Come First are happy to hear from our clients. If you have any questions, concerns or comments, please address them to the director. You may also email Laura Lee/Juli @ [kcf93@telus.net](mailto:kcf93@telus.net) or call 403 241-3052. Please refrain from approaching the school administrators with questions regarding the program. The school administrators are not up to date on best practices in the school age child care field nor are they aware of our policies and procedures.

#### **Late Arrival Fees:**

There is a late fee of \$1/ minute if you arrive after 6:00 pm. Please make alternate arrangements for your child's pick up if you think you are going to be late.

**Files:** We are updating all the children's files this year. Be sure to fill out a new registration form for us as soon as you can.

**Clothing:** Please dress your child appropriately for the weather. **All children are required to have indoor shoes.** It is a licensing requirement.

**Leadership Program and Kids Clubs**

Encourage your child to be involved at Kids Come First by joining a Kids Club. Kids Club activities are planned by the children's leadership club. We ask parents to participate so please let us know if you have ideas or would like to help out.

**Belongings:** Label all of your child's belongings. Toys from home are allowed, however we will not be responsible for lost or broken toys.

**After Hours Emergency Number: Call 403-241-3052**

Our Parent Handbook is available online please be sure to check it out.

We are looking forward to a great year! Please feel free to speak to us or the Program Directors at anytime.

Kindest regards,

Juli & Laura-Lee

**2016**

**September 1 and 2 – last days of summer program**

September 5 – Labour Day – We're closed

September 6- First day of School and programs restart

September 23 – CBE No school

October 7 - CBE No School

October 10- Thanksgiving Day / Closed

November 11 – Closed Remembrance Day

November 25-CBE No School

Dec 2 – CBE No school

December 16 – Last day of school

December 19-23 – Open at Ranchlands only (subject to change)

December 26-Jan 2, 2017 Closed

**2017**

January 3 – Public School Resumes

Feb 3 - CBE No School

February 16-17 - Teacher's Convention Open @ Ranchlands and Banff Trail only

February 20 - Family Day / Closed

March 22 – last day of classes

March 23 & 24 – CBE closed

March- 27-31-Spring Break - open @ Ranchlands / Banff Trail

April 3- School Resumes

April 14 – Good Friday we're closed

April 17 – Easter Monday -We're closed

May 19 – CBE no school

May 22- Victoria Day / Closed

June- Last day of program TBA

June 30-Closed

All school locations are closed for the summer after their last day of school.

(Subject to change upon confirmation of last dates of school)

**Summer program begins July 3, '17 @ Ranchlands only**

**2016**

September 1- First day of School

September 5 – Labour Day – We're closed

September 16 –No school

October 7– No School

October 10- Thanksgiving Day / Closed

October 31-No School

November 1- No School Faith Day

November 11 – Closed Remembrance Day

December 2– No School

December 23 – No School

December 26-Jan 2- Closed

**2017**

January 2 – Closed

January 3-6- Christmas break – we're open

Jan 27 – No School

February 16-17 - Teacher's Convention Open @ Ranchlands

February 20 - Family Day / Closed

March 16 &17 – No school

March 27-31- Spring Break

April 3 – School re opens

April 14 – Good Friday We're Closed

April 17 – Easter Monday -We're Closed

May 19 – No school

May 22- Victoria Day / Closed

June – Last Day of school June 29.

June 30- Closed

**Summer program begins July 3, 2017**

(Subject to change upon confirmation of last dates of school)

