

Ranchlands

Children Come First



Children's Handbook

New Child Check List:

- Tour
- Introduce to Staff and Children
- Explain Rights and Responsibilities
- Daily Routines
- Spaces for coats etc.
- Offsite Expectations

Welcome:

We are so happy that you have chosen Children Come First as your child care program. In this handbook you will find helpful information.

Childs Rights and Responsibilities:

You have the right to be heard. There are many ways you can do this such as; Kids Clubs, Program Planning Meetings, and daily communication to the staff. You have the right to a safe, fun and friendly program. Your number one responsibility is RESPECT, first yourself, other children, staff, parents, volunteers and adults.

Kids Clubs:

Each location has their own clubs that they have started based on interest and environment. You are welcome to join these clubs and give your input and maybe start a NEW club. Some club examples are; dance, sewing, homework, reading, hockey, singing, cooking, science and much more.

Complaint Policy:

If you have a complaint about a child or staff member we ask that you talk to the person first and try to solve your problem. If you feel you need some help ask another staff or the director of that location.

Problem Solving:

If a problem arises between you and another child or staff member try to talk it out, respectful words go much further. We encourage you to problem solve as this builds great character.

Consequence and Guidance:

We encourage you to problem solve on your own, however we may step in when we will feel you need some help. Bullying and hurting others will not be allowed and will result in loss of privileges from an activity or the program

Toys and Belongings:

We ask that you label your items such as coats, boots, shoes, lunch bags. If you wish to bring items from home to play with keep in mind they may get lost or broken. DS and games are welcome only on days off with time limits, be sure these items are labelled.

Fire Drills:

These will be done once a month you must leave the building when we are performing the drill. You cannot stop and collect your belongings.

Evacuation Plan:

They are posted at each location please read this with you parent.

Lunch and Snack Routines:

We ask that children always wash their hands before eating, and after using the washroom. You need to use warm water and soap (make sure to dry your hands well.) Lunches and snacks should be healthy. No pop is allowed. In the morning unhealthy snacks are not allowed, if you are unsure ask a staff. At lunch we ask that children start with their healthy items first.

Equipment Safety

If you see something that is unsafe let a staff know such as broken toys, glass, or toilets being plugged. Children may be asked to wear helmets for certain activities. There will be no expectations. Dress for the weather at all times!

Leadership Roles:

There are many chances for you to be a leader, by helping out the younger children, helping the staff, joining kids clubs, sharing your culture or special event, running a talent show or play.

Offsite Expectations:

When we are on a field trip, the expectations are that children listen to the staff and stay within the boundaries. Respect the rules and guidelines of the activity. Safety is first if we feel you cannot follow the guidelines you maybe asked to stay behind from the offsite excursion.