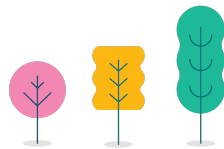


After School Program  
NIHONGO Club

# Parent Handbook

March 15, 2022



JLC VICTORIA



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# 1. Philosophy

At JLC Victoria, we believe in;

## **Holistic Education**

We believe that it is important to support children to become well-rounded adult. We value physical, personal, social, emotional and spiritual wellbeing as well as intellectual aspects of learning.

## **Learning Through Play**

We believe that it is through play that children learn best. Play is far more powerful for children than parents realize. Researchers and educators across the world found play can promote enrich learning and develop key skills such as inquiry, expression, experimentation, and teamwork. Through play children can develop social and cognitive skills, mature emotionally, and gain the self-confidence.

## **Developmentally appropriate Curriculum**

We value the importance of developmentally appropriate activities for children. As children grow, they enter different developmental stages. Each stage provides building blocks for intelligence, morality, emotional health, and academic skills. We believe that children master developmental tasks at very different paces and hurrying the child through any stage can hinder him or her down.

## **Positive Behavioral Guidance**

We believe that supporting children with positive guidance is important for their developmental needs. Rather than expecting an immediate change in children's behavior through a behavioristic approach, we value teaching social emotional skills in fostering appropriate behavior enhancing development.

## **Multicultural Education**

We value the advantages that multicultural society brings us. It is important for children to acknowledge, embrace, and respect differences. We exclusively use Japanese language at school to give children an opportunity to learn the language; however, we believe that learning other languages and cultures enriches their lives.



## 2. Policies

### 2.1. Environment

#### General

JLC Victoria offers home-like environment for children to feel safe and supportive. We believe in positive behavioral guidance, and we are eager to create positive environment where children to be loved by educators who are passionate about learning of your child.

#### Communication

We rely on open and courteous communication between the educators, children and their families. In order for children to succeed, families, schools and educators must work together.

#### Japanese Language and Culture

Our curriculum is operated in Japanese language. Our mission is to provide children the environment where they can learn Japanese as naturally as possible, just like learning native language. We use only Japanese language during the program. We offer Japanese environment surrounded by native Japanese educators, culture, and learning materials.

#### Japanese Only Policy for all students

To keep our learning environment effective as a Japanese immersion program, we adhere to “Japanese Only Policy” during the program. *If our program head finds your child don't follow or cope with this policy, your child may need to leave the program.* For this reason, there are some requirements for admission.

- Students are expected to communicate in Japanese and must follow “Japanese Only” policy during the program.
- *For those who needs support to join the club, there may be “Japanese Immersion Prep program” available, depending on the availability of additional staff.*

### 2.2. Group Care

Our after-school group care is designed based on our beliefs with love, always keeping the best interests of the children in mind. Our care is managed with free activities and some group activities that enhance Japanese language knowledge and skills, including mainly

- Children initiated free play (with/without provided toys & materials)
- Outdoor/indoor exercise
- Reading/Listening activities with books/videos
- Monthly theme presentations & discussions
- Seasonal theme art & music



## 3. School Administration

### 3.1. Annual Calendar

The NIHONGO Club starts in September and ends in June every year with the JLC annual calendar. There will be a Winter Break in December and a Spring Break in March.

### 3.2. Fees and Tuition

1. All fees are to be made payable to JLC Inc. by e-transfer (contact@jlc victoria.com) or cheque Only
2. **A \$40.00 non-refundable registration fee** is due at time of enrolment. This non-refundable administrative fee covers administration costs only. This charge does not go towards the first monthly tuition.
3. Monthly Tuition

NIHONGO CLUB	MONTHLY FEE
2 days/week	\$160.00
1 days/week	\$90.00

### 3.3. Finance

1. The monthly tuition is averaged out through the school year of ten months.
2. *Monthly tuitions are due in full on the first of every month. Submission of **advanced dated cheques** or **recurrent e-Transfer setting** is required prior to the first day of the school.*
3. Advanced one-time payment by cheques/e-Transfer are also accepted.
4. There may be changes in fees from time to time with due notice. JLC Victoria agrees to give a minimum of 5-week notice of any fee changes.

### 3.4. Affordable Child Care Benefit Program

1. It is the sole responsibility for the Enrolling Parent (EP) to ensure all subsidy authorizations are in place at time of enrolment.
2. JLC Victoria will assist families by filling out the necessary information and signature for the application **upon the parent's request** without any administrative fee. Further assistance will require the administrative fee of \$15.
3. After receiving the ACCB approval notice from the government, JLC Victoria will calculate the monthly benefits along to the program calendar for each family and inform the EP the amount details.
4. The approved amount will be transferred to JLC Victoria from the government after JLC Victoria submits ACCB monthly claims to the government.



5. The approved ACCB benefit will be transferred to each family from JLC Victoria twice a year (in December and June) by e-Transfer without any administrative fee. There is the monthly transfer option with the administrative fee of \$30/year, which is required to be paid with the first month tuition.
6. The EP is responsible for the renewal of ACCB. Should a parent miss the renewal of their subsidy, the EP is responsible for the full amount of monthly fee; otherwise, their space may be suspended or terminated at the sole discretion of JLC Victoria.

### 3.5. Cancellation of Services

1. Failure to pay childcare fees by the 1st day of the month or to make alternate payment arrangements with JLC Victoria may result in the notice of cancellation of childcare services. Non-payment may result in immediate cancellation of services.
2. The EP agrees to give **an advance notice in writing to JLC Victoria by the 15th of the previous month of the last month** (e.g. by March 15th for May 1st).
3. JLC Victoria will give a minimum of 1 month written notice if we are no longer able to provide childcare services for your child due to either the school being unable to meet the needs of your child or the working relationship between the school and yourself being incompatible.
4. If notice is being given to your family due to your child displaying violent/aggressive behaviors towards other children or staff, JLC Victoria will give a minimum of two weeks' notice.

### 3.6. Forms

1. When you register your child, it is the **EP (Enrolling Parent)**'s responsibility to return the parent package with all enclosed forms completed to JLC Victoria.
2. The EP is responsibility to ensure all their information and their child's information is up to date. This includes but is not limited to; immunizations, allergies, medications, address, phone number, and email address.
3. Unless there are legal concerns, files are shredded seven years after a child has left the care of the organization.



## 4. Program Operations

### 4.1. Hours of Operation

JLC Victoria After-school Program “NIHONGO Club” Operation Hours

NIHONGO Club	September to June ( <b>After School Program</b> ) 3:30pm – 5:30pm
	Spring & Summer Break ( <b>Camp Program</b> ) 9:00am – 3:00pm

### 4.2. Absences

1. If your child is going to be away from the school, it is the parents’ responsibility to contact the school directly by email at [contact@jlc victoria.com](mailto:contact@jlc victoria.com).
2. In order to maintain a childcare space, the full fees must be paid for any period of time in which children are away from the school. This includes vacation, statutory holidays, sickness or other absence. No refunds will be given for these absences. The **EP (Enrolling Parent)** is permitted to sublet their child’s position. Please consult with JLC Victoria for the details.

### 4.3. Daily Arrival and Departure

1. For the children under 11 years old, it is the responsibility of the parent to sign their child in and out of the school each time unless the child is registered with the pick-up option; please refer to the clock for accuracy on our sign in/out sheets.  
The sign in/out sheet is used as an attendance record in emergency situations and to plan staffing needs.  
**Due to COVID-19 Safety Measures, sign in/out sheets are marked by teachers during the specified period.**
2. Only the child’s parents whose names appear on the registration form, or the alternate contact list may pick up children from the school. Educators must be notified in writing or by e-mail of any changes. All persons, other than the parents, must provide 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 pick-up list.
3. The late pick-up fee of \$5 for every 5 minutes will be charged.





## 4.4. Release of a Child

### Release of a Child No Pick-Up:

Should no one arrive to pick up a child half hour after closing, the staff shall first try the parent contact numbers then the emergency numbers listed on the child's registration information sheet. If unsuccessful one hour after school closure, Ministry of Children and Family Development (MCFD) will be contacted. The principal of JLC Victoria will attend.

### Unauthorized Person Requesting Release of a Child

1. No child will be released to any unauthorized person.
2. If the parents request someone other than those listed on the child's form to pick up their child, they will be required to notify staff indicating the person to whom the child may be released. Parents must provide staff with written notice to include in the child's file. The person will be required to show 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 staff will advise the person of the concern, and that emergency alternate contacts will be phoned.
2. If an emergency contact is unavailable, MCFD will be contacted. The principal will attend.
3. 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.

## 4.5. Behaviour Guidance Policy

Guidance is always approached positively at JLC Victoria. In keeping with the legislative requirements and principles of the Family and Child Service Act, the safety and well-being of children in care must have paramount consideration. The following principles and policies are for all children enrolled.

- Children in care require individualized guidance that meets the child's unique needs.
- Caregivers will use positive methods and approaches to guide behavior of children in care. This will be done by setting clear and direct limits, using redirection,



acknowledging feelings, and encouraging children to “use their words”. Children are told what they can do rather than what they cannot do.

- JLC Victoria does not permit the use of physical, emotional, or psychological punishment of any child in care.
- For any behavior needing extra management, staff will request a meeting with parent(s) to find solutions we can work on together. It is expected that there be clear communication and handling of individual circumstances. If the situation is beyond our ability to control, the child will be terminated. Parents and staff are required to following BC Licensing Regulations for the Community Care and Assisted Living Act and the policies listed in this parent manual.

### **Violent/Aggressive Behaviours Policy**

Maintaining and upholding the safety of all children enrolled in JLC Victoria is of the highest importance. Violent/aggressive behaviours by a child directed towards themselves, other children or educators of JLC is not tolerated, and in some cases may lead to termination of services. If a child seriously injures another child or educator, they will be sent home immediately. If you wish to see all the procedures regarding supporting children displaying violent/aggressive behaviours, please speak with the staff at JLC Victoria.

## **4.6. Health and Safety Policies**

### **Non-Reportable and Reportable Incidents**

There are two types of incident reports staff are required to fill out when a child has an incident at the school.

1. Non-Reportable incidents (Examples: minor scrapes, bruises, scratches, etc.)
2. Reportable incidents (Examples: choking, abuse, missing child, fall or injury requiring medical attention.)

For non-reportable incidents a logbook is kept in the school and parents are notified at the end of the day. If a staff member feels there may be a concern, staff will call the family to inform them about the incident and the details of the child’s current state.

For reportable incidents staff will contact the family as soon as possible to inform them about the incident. A report by the school staff must be completed and submitted to Child Care Licensing within 24 hours. In the event staff are concerned about the wellbeing of your child (Example: child fell and hit their head) staff will ask the parents to pick up their child from school. Staff may suggest seeking medical attention. The choice to seek medication attention is at the sole discretion of the family.



## 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 school can provide.

1. In a childcare, illnesses travel fast. If your child is sick or not feeling well, please refrain from bringing him/her to the school until they are well again.
2. Staff has the right to refuse admission to a child who appears to be too ill to attend school. If your child cannot participate in our daily program (i.e. outside play, group activities etc.) then he/she is not permitted at school. We ask you to respect staff discretion when asked to pick up your child due to illness. Our concern is to provide a healthy, safe environment for all children to enjoy.
3. We understand that keeping a child who is sick at home can mean a parent might miss valuable work hours. Please consider what your options are for alternate care if it is difficult for you to leave your work. It is your responsibility to arrange for alternate care in advance.

## Medications

A Child Care medication form will be provided in which parent, giving written authorization to the staff for administration of a prescribed medication, and the necessary information to administer any medication safely.

Staff will only administer the medication if this form is filled out completely and precisely. Childcare Licensing suggests your physician's prescription on the original pharmacy-issued medication container; because of this, it is JLC Victoria policy that any medications that are brought to the school must be in original packaging.

No Over the Counter medications will be given unless we have a doctor's note indicating what the medication is for, how much to give, where and when it is to be used.

## Sudden Illness While in Care

If your child becomes ill during the day, we will contact either parent right away. If we cannot reach you the alternate person(s) on the registration form will be contacted to ensure that your child gets prompt appropriate medical attention.

Please note the criteria for exclusion listed on the following page are recommended by the Vancouver Island Health Authority. These criteria may differ in some respects from your physician's opinion, primarily because these criteria are designed for children participating in group care.

## Conditions for Children to be excluded from Child Care Programs

Decisions as to whether or not children are medically fit to attend the program are at the sole discretion of the childcare staff.



- 1) **Acute cold:** Contagious with obvious discharge of infected green, yellow or reddish- brown mucus, your child will be sent home. – return when discharge has subsided. School Policy: Your child cannot return to school until the discharge has subsided or is running clear in color. If your child suffers from chronic discharge (nose, eyes, ears) staff may ask you to seek medical support from a doctor or specialist to determine the cause.
- 2) **Cough:** 3-5 times per hour, and especially if choking and/or vomiting accompanies the cough your child will be sent home for the day and will need to stay home until 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 and request a puffer to assist your child’s breathing.
- 3) **Fever:** 37.8C or over. School Policy: 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 school. This includes fevers due to immunizations and teething. 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:** School Policy: 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:** School Policy: If your child has 2 or more bouts of diarrhea while in school, 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 2 full days.
- 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 school only when eyes are completely clear with no discharge. Bacterial conjunctivitis must be treated and a Doctor’s note is needed for return. If your child has a skin infection they will be sent home and must remain home for two full days. They may return to the school after it has been treated, and there are no open wounds. A doctor’s note will be needed for return. All skin infections, and abnormalities such as warts must be covered while your child is in care to stop the spread of infection.
- 8) **Ear aches and Infections:** Because VIHA indicates untreated ear infections can lead to hearing loss and are potentially infectious we require children to see a doctor for direction, and that children stay home for a minimum of 2 full days with or without antibiotic medication. This allows for the child to be monitored and assessed. Children may return when symptoms such as fever and ear tugging have subsided.
- 9) **Lice:** When a child contracts lice it is school 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 school 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.

10) **Communicable Diseases:** Communicable diseases like chicken pox, hand, foot and mouth, and measles must be reported to the child care school staff as soon as they are diagnosed. The duration of the child's treatment and exclusion from child care 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 school.

11) **Surgeries:** In the event your child requires a surgery during the time they are enrolled in JLC Victoria, 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 recognize 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. Staff will help facilitate a gradual entry back into the school if need be.

#### 4.7. Staff / Shifts

We are responsible for the well-being of the children, the children's program, and staff/parent communications. Substitutes will be used when regular educators are off due to holidays, illness or bereavement. All substitutes are fully qualified and have criminal record checks.

#### 4.8. Statutory Holidays

The school will be closed for Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Truth and Reconciliation Day, Thanksgiving, and Remembrance day. We will be closed for Christmas Break and Spring Break along with the calendar of School District 61. If a statutory holiday falls on a weekend, the Schools will be closed the following business day.

#### 4.9. Closures Due to Severe Weather or Insufficient Staff

1. Closures due to severe weather conditions will generally follow the lead of School District 61, or may be closed at the discretion of Victoria. If notice is given on the radio or TV (CFAX) that schools are closed due to weather, then our school will also be closed. If it is announced that schools will be closing, please prepare to pick up your children as soon as possible as we will also be closing our school as soon as all



children are picked up. Severe weather includes but it not limited to snow, extreme heat and forest fire smoke.

2. Staff are highly susceptible to illnesses due to the amount of exposure they experience. Although we try to have as many substitute staff on board as possible, there are rare instances where we cannot be fully staffed. In those instances, we cannot take more than the legal ratio of children to staff. We will contact parents as soon as possible to let you know if we are unable to take your child. Unfortunately, we occasionally may have to make that decision as you arrive. Our sincerest apologies if that occurs; however, it is a licensing regulation, and is for the safety of the children. If you are asked to keep your child at home due to insufficient staffing, we will reimburse on a pro-rated daily rate.
3. If we are unable to properly staff the programs to meet licensing regulations, the childcare school may be closed as a temporary closure.

#### **4.10. Snacks**

JLC Victoria does not provide snacks. Please pack healthy snacks for your children. The fresh snacks such as fruit and yogurt should be kept in a snack bag with ice pack inside. Parents are also responsible for bringing a water bottle to the school every time.

#### **4.11. Allergies**

Please inform the staff 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).

#### **4.12. Asthma Plan**

If your child has asthma, please ask your doctor for an asthma plan chart and for a medical note to when and how much the center is to administer.

#### **4.13. Play Items from home**

Children are asked to keep their personal toys at home. In our experience, toys get lost or could cause conflicts amongst the children over sharing these items. If play items from home do enter the school, they must stay in your child's cubby.





## 5. Emergency Procedures

### 5.1. Emergency Preparation

- 1 Child Care licensing Regulations requires all licensed group childcare facilities to practice monthly fire drills. These fire drills are posted in the school.
- 2 Parents are requested to provide supplies for an emergency comfort kit. Please note that these items will have to be updated as your child grows. Food items will need to be changed on a yearly basis (every January or when food expires).

### 5.2. Emergency Plan

In the event the Schoolhouse building is unsafe for use, all children and staff will evacuate the building. We can move to Craigflower Kosapsom Park located behind the Schoolhouse building and our muster area is the washroom located in the Kosapsom Park. Parents will be updated where their children will be, to the best of our ability during the emergency. Staff will stay with the children until parents pick them up. When the building needs to be evacuated because of a natural disaster, your child will take their comfort kit with them to the designated area.

1. If the building is safe, children will remain with staff at the school until parents can pick up their children from the school.
2. If the building is NOT safe, children will remain at or near the school for up to a 2 hours period or as long as staff feel comfortable in their ability to keep your child safe i.e. in the playground area. *Please Note: The Emergency Plan may be changed as the situation develops.*
3. Every possible effort will be made to properly inform parents of where they can pick up their child if plans are affected by uncontrollable circumstances. Staff will post a sign on the buildings to let you know where to find your child.

### 5.3. Fire Procedures

There is a fire extinguisher sitting inside the electric room by the entrance to the cubby area. A secondary fire extinguisher can be found by the filing cabinet which is placed near another entrance that is close to the sitting room and the kitchen. In the event of a fire, the leading teacher will assist the children to a safe exit. She will;

- Tell the children they need to leave the building in a loud clear voice.
- Grab the first aid kit and the attendance sheet on the way out the door and let the children evacuate from the building.
- Ensure no children are in the classroom and close all doors and windows behind her if she can do so safely.
- Assist and help the children to go to the wall of the public washroom in Craigflower



Kosapsom Park.

- Take a head count and record attendance at the meeting place.
- Call 9-1-1.

## 5.4. Earthquake Procedures

In the event there is an earthquake, the leading teacher will gather the children under our tables. She will;

- Help to keep the children under the tables and try to keep them calm.
- Keep children away from all windows and objects that may fall.
- After the earthquake is finished, sing three to five songs to make children calm. Make sure the building is safe. If the building is damaged or unsafe, evacuate right away.
- Gather the children's necessary clothing and shoes.
- Grab the first aid kit, emergency kits bin, and attendance sheet.
- Assist and help the children to go outside.
- Once all children are outside of the building, take a head count and record attendance.
- Take all children to our meeting place at Craigflower Kosapsom Park, located behind the building.

## 5.5. Emergency Contact Numbers

<b>Schoolhouse Phone</b>	778-679-8852 (School Hours)
<b>JLC Out-of-Hours Emergency Contact</b>	250-920-9068 (Ayako Inoue) 236-969-6077 (Yuri Pomeroy)
<b>Ministry of Child and family Development Office in Victoria</b> Emergency after Hours	250-952-6062 1-800-663-9122
<b>Helpline for Children</b>	310-1234
<b>Poison Control school</b>	1-800-567-8911
<b>EMERGENCY CALL</b>	911





## 6. Parent Conduct

We ask parents to assist us in maintaining a peaceful, secure, and safe environment. Please speak quietly, and refrain from discussing “adult” issues (with staff or with other parents) in front of the children. If you feel an issue needs to be discussed, please set up a private meeting with the principal of JLC Victoria or directors of Japanese Language Consultants Inc. Meetings can be done by phone or in person.

Families are asked to be respectful and trusting of caregivers and mindful of confidentiality. In the event an issue needs to be discussed please do the following:

1. Find a quiet time (either end of the day or over the phone) to discuss the issue with front line staff.
2. If front line staff cannot meet your needs, please set up a meeting with your manager.

If a family member harasses, intimidates, bullies (physically or verbally) and abusive towards a staff member, child, or other family involved in the program, the agreement for care may be terminated immediately at the sole discretion of JLC Victoria. In the event services are terminated without notice, the unused portion of fees will be returned within five business days.

## 7. Parental Consents

In your contract for childcare services with JLC Victoria, you will be required to indicate your consent for the following items:

### 7.1. Photograph & Video Permission

You will be requested to provide consent to have your child photographed or videotaped by staff or other authorized persons under contract to JLC Victoria. Photos or videos may be used in the promotion of JLC Victoria in print, web, or video format; however, names will not be used.

If you do not wish your child to be photographed or videotaped regardless of the circumstances please inform JLC Victoria in writing.

### 7.2. Outings

We often leave the school to go for a walk in the neighborhood, or to a park within walking distance. These will be spontaneous depending on the weather. We will require your permission for your child to be included on these trips.

During the year, the children will be taking field trips in and around Victoria. These excursions may involve walking or taking the bus. These trips will always be planned ahead



of time in order to give parents adequate notice. You will receive a special permission request form for these more extensive trips. Parents are encouraged and welcome to attend as special helpers. We will have a notice on the sign in sheet indicating where the children and staff are and when they will return to the school as well as a contact number to call. If there is an emergency, please call the Director at 250-920-9068 (cell).

## 8. 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.

## 9. Ministry Involvement

JLC Victoria has a policy regarding ministry involvement with children and families. If this is applicable to you or you wish to know further information, please speak with us.



## Agreement of NIHONGO Club Registration

I, \_\_\_\_\_ (Enrolling Parent), understand and agree to all conditions on the Parent Handbook to register my child \_\_\_\_\_.

All children enrolled in our programs are strongly recommended to have up-to-date immunizations and must submit the record of immunization against the following diseases: Diphtheria, Tetanus, Pertussis (whooping cough), Polio, Haemophilus Influenzae type b (Hib), Measles, Mumps, Rubella, Varicella (chickenpox), Rotavirus, Pneumococcal Disease, Meningococcal Disease. If your child is exempted the parent must submit the immunization exemption consent form.

**To register your child for NIHONGO Club, please submit the following forms and keep them updated when anything changes.**

1. Student Information (Registration) Form
2. Emergency Permission Form
3. Immunization Records
4. Permission to administer medication form and Asthma or Anaphylaxis Action Plan (if needed)
5. Agreement of NIHONGO Club Registration (This form)

\_\_\_\_\_  
(Signature of EP)

\_\_\_\_\_  
(Date)