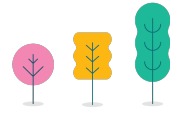


1



2

What to Bring (Every Day)



Things to bring everyday in a Backpack

1. A Water Bottle

(filled with only water please)

2. Healthy Lunch & Snack

(Snack should be simple & small to be able to finish in time)

3. “Dirty” Bag

(Pleaser prepare a waterproof bag for dirty diapers)

4. A Communication Book & Bag

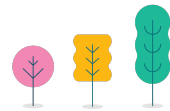
(Both will be provided on the first day)

Please consider **the size of backpack** for your child to easily takeout/put in all things in the list.

Dirty bags could be anything, such as shopping bags.

3

What to Bring (The First Day)



Things to leave at school.

1. Indoor shoes

Light & tight (right-size) shoes would be ideal to prevent tripping

2. TWO set of clothes + A Dirty Bags

Top & bottom, underwear and socks in a bag, such as Ziplock

3. Diapers (pull-ups) and Wipes if needed

4. A small blanket for quiet time (Only if your child needs)

5. Emergency Kit

- No more than two sets of clothes due to storage space challenges
- If your child wants to have blanket, please put it in a plastic bag like Ziplock

4

Emergency Kit



- A photo or letter from home
- A small toy or book
- 2 small non-perishable food
- A small bottle of water
- in a Ziplock bag

Please check the expiry date for non-perishable food. Ideally "best before July 2023"



5

What to Wear

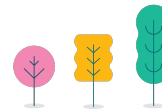


1. **Clothes** appropriate to the season & weather
Seasonal Outer, Hat, Gloves, Rain Jacket & Pants (or muddy buddy)
Please **expect them to get dirty!**
2. **Shoes** that your child can put on by him/herself
Preferably sneakers. Waterproof boots for rainy day.
3. **No umbrella / NO open-toe sandals**
4. **Sunscreen** when necessary
Please apply on your child before coming to school. In case you do not want sunscreen on your child, please make sure that your child has clothes and hat that protect him/her from the sun.

Please name all belonging of your child!

6

Family Page



- Parent Handbook
- Annual Calendar
- COVID-19 Safety Policy
- Monthly Newsletter
- Forms

7

2022/23 Annual Calendar



JLC Victoria 2022/23 Annual Calendar

| September, 2022 | | | October, 2022 | | | November, 2022 | | |
|-----------------|-------|---|---------------|-------|--------------------|----------------|-------|-------------------|
| Day | Month | Event | Day | Month | Event | Day | Month | Event |
| 1 | Thu | Summer Break | 1 | Sat | October Fee Due | 1 | Tue | November Fee Due |
| 2 | Fri | | 2 | Sun | | 2 | Wed | |
| 3 | Sat | | 3 | Mon | | 3 | Thu | |
| 4 | Sun | | 4 | Tue | | 4 | Fri | |
| 5 | Mon | Labor Day | 5 | Wed | | 5 | Sat | |
| 6 | Tue | Administration Day | 6 | Thu | | 6 | Sun | |
| 7 | Wed | 1 st Day for the 2 nd year Preschool Students | 7 | Fri | | 7 | Mon | |
| 8 | Thu | | 8 | Sat | | 8 | Tue | |
| 9 | Fri | | 9 | Sun | | 9 | Wed | |
| 10 | Sat | Entrance Ceremony (10:00-11:30AM) | 10 | Mon | (Thanksgiving Day) | 10 | Thu | |
| 11 | Sun | | 11 | Tue | | 11 | Fri | (Remembrance Day) |
| 12 | Mon | 1 st Day for New Students Transition (Shot Day) | 12 | Wed | | 12 | Sat | |
| 13 | Tue | | 13 | Thu | | 13 | Sun | |
| 14 | Wed | | 14 | Fri | | 14 | Mon | |
| 15 | Thu | | 15 | Sat | | 15 | Tue | |
| 16 | Fri | | 16 | Sun | | 16 | Wed | |
| 17 | Sat | | 17 | Mon | | 17 | Thu | |
| 18 | Sun | | 18 | Tue | | 18 | Fri | |
| 19 | Mon | | 19 | Wed | | 19 | Sat | |
| 20 | Tue | | 20 | Thu | | 20 | Sun | |
| 21 | Wed | | 21 | Fri | | 21 | Mon | |
| 22 | Thu | | 22 | Sat | | 22 | Tue | |
| 23 | Fri | | 23 | Sun | | 23 | Wed | |
| 24 | Sat | | 24 | Mon | | 24 | Thu | |
| 25 | Sun | | 25 | Tue | | 25 | Fri | |
| 26 | Mon | | 26 | Wed | | 26 | Sat | |
| 27 | Tue | | 27 | Thu | | 27 | Sun | |
| 28 | Wed | | 28 | Fri | | 28 | Mon | |
| 29 | Thu | | 29 | Sat | | 29 | Tue | |
| 30 | Fri | (Truth and Reconciliation Day) | 30 | Sun | | 30 | Wed | |
| | | | 31 | Mon | | | Thu | |

Holidays (No Class)

"NEW"

- **Entrance Ceremony**
September 10, 2022
- **First Day of School**
September 7, 2022 (the 2nd year students)
September 12, 2022 (New Students)
- **Transition Period for New Student**
September 12 – 23, 2022
- **Winter Break**
December 19, 2022 – January 3, 2023
- **Spring Break**
March 20 -31, 2023
- **Last Day of School/Graduation Ceremony**
June 23, 2023
AM: Last Day Event for the 1st year student
PM: Graduation Ceremony for the 2nd year student

8

Transition Period for New Students



| Program Options | The 1 st Week | The 2 nd Week |
|-----------------|--------------------------|---------------------------------|
| Full Day Class | 9:00AM-11:00 AM | ^{"NEW"} 8:30AM-1:30-PM |
| AM Class | 9:00AM-11:00 AM | ^{"NEW"} 8:30AM-12:00PM |
| PM Class | 1:00-3:00 PM | |

9

Preschool Daily Schedule Model



AM Class

Please pack **Light Snack** for your child to finish in time. Only full-time students needs lunch as a meal during the program.

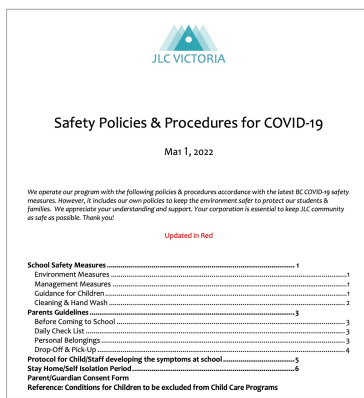
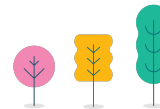
PM Class

| | |
|----------------------------|--|
| ^{"NEW"} 8:30-9:00 | Arrival |
| 9:30 | Free Play & Clean-up |
| 10:00 | Body Movement Activity & Morning Greeting/Song |
| 10:30 | Theme Learning Activities |
| 11:00 | Clean-up & Snack |
| 11:50-12:00 | Outdoor Free Play |
| 12:00 | Closing Circle & AM Students Dismissal |
| 13:00 | Lunch/Quiet Time |
| 13:20 | PM students Arrival / Free Play |
| 13:30 | Clean-up |
| 14:00 | Opening Circle |
| 14:15 | Theme Activities |
| 14:50-15:00 | Clean-up & Snack |
| | Outdoor Activities |
| | Closing Circle & Dismissal |

- Starting time will be changed to 8:30 from 8:15.
- Please arrive by 9:00 so that your child has Free-Play time.

10

Safety Measures for COVID-19



The latest version is always available at our website (Family page).

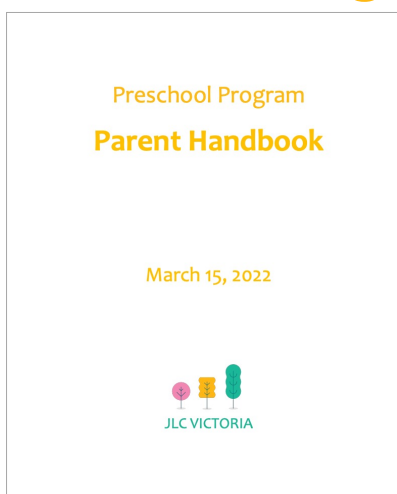
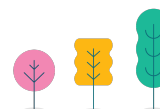
We will continue:


- **Washing hands well** at arrival & before/after snack & lunch
- **Cleaning & Sanitizing** frequently touching surfaces & toys at least once a day
- **“Inside Mask Policy”** for all staff members

Please read “COVID-19 Safety Policies & Procedures” and follow safety measures to protect our school environment.

11

Parent Handbook & Agreement of Child Care




Agreement for Child Care

This is the Agreement for Child Care for:
Student Name: _____ (First) _____ (Last) between
Enrolling Parent (EP) Name: _____ (First) _____ (Last) and _____ (First) _____ (Last)
Japanese Language Consultants Inc., 5785 Central Spur Road, Victoria, BC.

Privacy Statement
Personal information provided upon registration will be collected and protected under applicable privacy laws. Information collected is used in maintaining your child's registration in this program, corresponding with you, and distributing information about JLC Victoria program and services.

Condition of Enrollment
Please initial each condition to signify that you have read and understand the conditions. Throughout this document the abbreviation EP will be used for Enrolling Parent.

Please read “**Parent Handbook**” carefully before submitting “**Agreement for Child Care**” at the registration.

12

Payment Option



1. **e-Transfer** to “contact@jilcvictoria.com”

Please set “**Recurrent e-Transfer**” for October through Jun if possible.

2. **Cheques** payable to Japanese Language Consultants Inc.

Please submit “**Postdated Cheques**” for October through Jun by the end of September.

One-time or Two-time upfront payments are also accepted. Please email us for the arrangement.

13

Affordable Child Care Benefit

- **Please check on the BC Government website for the details.**
- **Upon your request**, the application with our information is available.



BRITISH
COLUMBIA

Ministry of Children
and Family Development

**Affordable Child Care Benefit
Child Care Arrangement**

The personal information collected on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the *Child Care Subsidy Act*. The *Freedom of Information and Protection of Privacy Act* protects the personal information collected from unauthorized use and disclosure. If you have any questions about the collection, use or disclosure of this information, please call the Child Care Service Center at 1 888 338-6622 or inquire in writing to the address at the end of this form.

CASE ID (office use only)

The purpose of this form is to establish eligibility for Affordable Child Care Benefits and indicates the applicant's child care arrangement. **A separate form is required for each child care provider.**

- Once you are approved by the government, the approval letter will be delivered to you and school. We will start monthly claim for the affordable Child Care Benefit to received your approved amount.
- Your benefit will be paid in **June** and **December** by e-Transfer from us.

14

Affordable Child Care Benefit

Important Notes

- Please start application process as early as possible if you would like to apply for the Affordable Child Care Benefit.
- **Benefit amounts vary from family to family.**
We need to calculate your benefit amount according to the benefit policy, your approved amount, your registration condition, and school calendar.
- You will **receive the benefit amount by e-Transfer from us in December & June.**
 - December for the amount we receive from government by November 30
 - June for the amount we receive from government by May 31
 - To receive e-Transfer from us, please set up Auto-Deposit at your end if possible
- There is **the monthly transfer option** with the administrative fee of \$30.00/year, which is required to be paid by the end of September 30, 2022.

15

Q & A

Let us know if you have any questions.
contact@jlc victoria.com



16