



Xtreme Performing Arts Academy

Handbook

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Philosophy

Xtreme Performing Arts believes that all children should have access to a quality, creative performing arts program. We believe that children are entitled to be in a safe, nurturing environment with a program that strives to encourage positive relationships, acceptance of others and their beliefs, and to feel like a successful member in their community enhancing each child's growth and development socially, emotionally, physically and intellectually.

Caregiver's Responsibilities

The children will be supervised throughout the day. The toys, equipment, and play areas will be kept in good repair. Good hygiene, adult attention and safe practices will be provided. Parents will be notified of any health problems or injuries of the children. The parents and/or an ambulance will be called if a child is suddenly ill or seriously injured. Injury, fire and emergencies will be handled as safely and quickly as possible. All adults working in the program will have a criminal record check. Parents will be notified before hand of whom and when, except in an emergency, a substitute will care for the children. Only those people on the child's 'pick-up list' will be allowed to pick-up the child from the program. Identification will be required for those who haven't picked up the child before or who staff have not yet met but who are on the pick-up list.

Children will be dropped off and picked up at their respective schools at a designated area in a safe manner. Children who do not arrive to the meeting area within 5 minutes of the designated time the following procedure will be put into place:

- a) The school will be contacted to confirm the child's attendance that day,
- b) The school will be asked to attempt to locate the child by calling the child to the office with a message to the child to go to the meeting area
- c) If the child is not located within 10 minutes of the designated meeting time the child's parent, guardian and/or those listed on the child's pick-up list will be notified so that they can locate and pick up the child from school.
- d) If the child is deemed lost the Parent will notify authorities necessary
- e) If none of the persons on the pick up list is available the police will be called to locate the child.

Parent's Responsibilities

Parents **need** to let the daycare know each day if your child will not be attending. Notify the program of any major changes in home life, which may affect child's behavior or attitudes. Please update address changes and/or phone number changes. Provide the program during an outbreak of a communicable disease. Snack and lunches should be nutritious keeping in mind the guidelines for a well-balanced diet according to Canada's Food Guide. Parents are encouraged to send heated meals or foods that need to be kept cold in an appropriate thermos and/or to send foods that need to be kept chilled with an ice pack to keep food healthy until eating time. Please provide a container for water each day.

Payment is due on the 1st of each month. In the event that the first of the month is on a day we are closed please make sure post-dated cheques are submitted to the office beforehand. It is recommended that post-dated cheques be submitted for the year to avoid the late charge of \$5 per day that payment is late. Electronic transfer is acceptable on or before the first of the month as well as long as we have a credit card on file should payment be missed on the first. Please indicate the month the payment is for in the message section of the e-transfer.

What Your Child Requires

Each child will need to bring an appropriate quantity of food for each day. Your child is required to have the appropriate clothing and needs for their classes such as dance shoes, shorts ballet tights, hair supplies, play clothes to do arts and crafts in etc.

Children will have a designated space to store these items for the week but will need to take them home for cleaning as needed.

Notification will be given for special items needed for field trips and special occasions.

During the school breaks your child will need appropriate clothing, footwear, sunscreen, hats etc. appropriate for the current weather conditions.

Arrival and Departure

Please bring all required items. Refer to the –What Your Child Requires section on the first day. Please have your prepayment as it is required by this day.

Parents are required to sign child in and out daily. Please pick up your child at the end of his/her classes. Parents are responsible to relay all messages; to staff. Children will only be released to an authorized person - those listed on the child's registration form. Please keep this list up to date. Persons who staff have not met before will be required to show identification. Should ANYONE come to pick up a child who appears to be incapable of providing safe care for the child i.e. those appearing to be intoxicated or ?high? the following procedure will become effective

- (1) Another person off the emergency list will be called
- (2) the parent may choose someone to come and pick up the child or
- (3) The Ministry of Children and Families will be called.

If anyone comes to pick up a child who appears to be unsafe to transport or care for the child and if they refuse an offer to phone an alternate person and they leave with the child the police will be notified. Please be prepared to pick children up after classes not during.

Parental Access

There are only three reasons that a parent will be denied access to their child (1) a sole custody is in place for other parent (2) a restraint order is in place and (3) a court order that denies parent access. A copy of these are required for the daycare as proof. Access cannot be denied to

any parent for any reason other than those listed above. If an order is in place staff will call custodial parent and police, if necessary.

Xtreme Performing Arts has an open door policy. Parents may enter the facility at anytime during regular hours. Please feel free to discuss your child's progress, concerns and daily routine at any time. We are also available by phone outside of the program hours including weekends. Parents can also set up an appointment for a private interview.

Health and Illness Policy

Parents need to keep children at home for the following conditions:

- child has not slept well the previous night.
- any complaints of unexplained or undiagnosed pain.
- An acute cold with fever, runny nose and eyes, coughing and sore throat. Once temperature, well-being and energy are normal, coughing and runny nose may continue [depending on suspect illness] without the child being contagious. [If symptoms are caused by a known allergic reaction, the child is not contagious].
- Difficulty in breathing.
- wheezing or a persistent cough.
- Fever [100 F. / 38.3 C. or more] accompanied by general symptoms such as listlessness and may be an early sign of illness that requires a physician's attention.
- Sore throat or trouble swallowing.
- Infected skin or eyes or an undiagnosed rash.
- Headache and stiff neck.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral (gastrointestinal) infection, which is very easily passed from one child to another. The child should be kept home until all symptoms have stopped.
- Nausea and vomiting may be an early sign of illness that requires a physician's attention.
- Severe itching of body and scalp
- Children with known or suspected communicable diseases.

It is required to keep [or take] a child home when the child:

- Is suffering from one or more of these symptoms.
- Is not well enough to take part in the regular program of the facility.

Ultimately the care of the child is the responsibility of the parent.

It is required that children be free from symptoms or have a doctor's or medical health officer's approval before returning to the daycare, providing the child can participate in the regular program.

Parents are required to inform the program within 24 hours of any serious illness or communicable disease within their family. This is necessary so that all families within the facility can be advised to watch for symptoms of the illness.

Should a child become ill while at the facility the child will be comforted and be allowed to lie down in an area away from the other children. Separation is required in order to prevent spread of illness. Parents of the ill child will be contacted and will be required to arrange for the child to be picked up.

If a child becomes critically ill or injured parents and/or an ambulance will be called. All expenses incurred should an ambulance be called will be the responsibility of the parents. A permission to administer form must be filled out in order for any medication to be given to a child at the program. Medication must be in the original container. Medications will be kept in a locked container in the program.

It is required, by law, that any type of abuse suspected or disclosed be reported to the Ministry of Social Services. Parents with any concerns about abuse in preschool can contact and file a report with any health unit in the area.

Emergency Plan

Your child will be taught what to do in case a fire or an earthquake occurs while the child are in facility. They will be taught and will practice what they can do to keep themselves safe and where to go in case of evacuation.

If an emergency occurs in which the building must be immediately evacuated children will be taken, on foot, to the East MCC Thrift Shop located at 101-33933 Gladys Avenue. A cell phone, emergency forms and comfort kits will be brought as well. In case of natural disaster affecting the community, in which case parents may be delayed in picking up their child, an emergency 72 hour pack will also be transported to the evacuation site if necessary. In case of emergency and local phone lines are down a contact in Kamloops will be notified of the location and status of the daycare class and parents may phone them for this information. Out Of Area Contact:
Melina Potvin 604 864-8782

Although a 72 hour pack is kept for each child parents are encouraged to pick-up their child promptly should an emergency occur.

Discipline Policy

Children will be taught all the limits and the reasons for them. Limits will be stated in a positive straightforward manner. Expected behavior will be stated in a clear and concise manner.

Children will be reminded of them often. When possible, appropriate choices will be provided for children to help prevent power struggles. Each child's feelings will be acknowledged when being reminded of limits. Redirecting each child's attention will also be used as a way of preventing potential conflict. Children will be assisted in identifying and solving problems with verbal guidance and problem-solving modeling. When children have difficulties remembering limits for a specific piece of equipment or area, off limits will be used. Children will be taught

to 'take a break'- to take some time away from a particular environment to assist them in getting emotions under control. Children will be offered to go to another area of the center to "take a break" from the area they were in. If a child is physically harming his/herself in what appears to be uncontrolled emotions the caregiver will offer comfort.

Children will not be subjected to;

- (1) shoving, hitting, shaking, spanking or any other form of corporal punishment
- (2) harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self-respect
- (3) as a form of punishment confined, physically restrained or kept without adult supervision apart from other children and

- I. as a form of punishment, deprive of meals, snacks, rest or necessary use of a toilet.

Parents will be notified of child's behaviour through daily conversations with caregiver. Areas of concern will be recorded as needed as a reminder to have discussions with a parent regarding their child's behaviour and/or guidance used and/or to be used at home and at the center.

Times Available

Monday to Friday 7:00- School Start Times and Pick up from school to 3:15pm. At which time children will move to the classes that they are signed up for within the Xtreme Talent Dance facility. Each child will enroll in up to three classes per day, then be picked up by parent at the end of their respective classes.

During school closures children will attend full days at the facility and join in their classes at 3:15 pm. as usual if classes are in. If regular classes are closed then children will continue with the out of school program activities until as late as 6:00 pm. Full day programming will be in place during school professional development days, spring, summer and winter break.

The program will be closed on all statutory holidays. In the event of inclement weather, such as snow, each day will be evaluated as for safety concerns for travel to and from the center and to schools . Parents will be notified of all closures due to inclement weather via Facebook and by special request email or telephone.

Fees

Before and After School Care including 3 classes 3:30 pm-6:00 pm and one full day per calendar month if necessary for school professional development days --- **\$500 per month per child.**

Full Days with or without classes --- **\$15 per day per child plus the \$500 per month standard monthly payment**

Per full day- **non school day--\$40**

Family Rate - \$950 per month for two children

Late Fees – Each minute late picking up at closing time will incur a \$1.00 per minute fee.

--Additional Costs--

As all children have the opportunity to perform at least twice a year, depending on classes signed up for, there are additional fees for costumes and/or competitions.

Recreational classes will perform on stage at least twice a year and will require the purchase of a t-shirt for \$20 (Cheque required dated for December 1) and costume of \$50-\$75 per class (routine) deposit per performance routine dated for October 1 required September first or upon registration. For example one costume for ballet routine, one for tap routine etc.

Competitive classes will also perform twice per year as well as be entered into four to five competitions per year. The cost of the competitions varies but is usually between \$30-\$45 per routine per competition. If your child is in a competitive class he/she is committed to attend all competitions. The cost of competitive costumes can be up to approximately \$150 per costume. Competitions are not all in Abbotsford.

Daily Schedules

During Regular school days

7:00 -- 8:00 Arrival and Free Play

child choice: puzzles, books, drawing, homework, crafts

8:00 – 9:00 Drop off to schools

2:00 -- 3:00 Pick up from schools

3:00 -- 3:30 Prep Class

children bring healthy prepared snack such as: sliced fruits or vegetable, cheese, crackers, dry cereal, muffins, boiled egg etc. then get changed and do hair if necessary and be ready for active classes. Don't forget the water bottles!

3:30 – 4:15 First Class

4:15 – 5:00 Second Class

5:00 – 6:00 Third Class

Full day Schedule

7:00 **Doors Open 7:00 – 9:00 Arrival and free Choice Activities**

9:15 – 9:45 **Clean up and Snack**

9:45 - 12:30 **Scheduled Large Motor Play (indoors or outdoors)**
Dance, tumbling, games etc.

12:30 – 1:00 **Wash-up and Lunch**

1:00 – 1:30 **Read Books, Homework, Relax time**

1:30 – 3:30. **Arts and Crafts/Acting/Prop**

3:00 -- 4:30 **Scheduled Large Motor Play (indoors or outdoors)**
Dance, tumbling, games etc.

4:30 – 6:00 **Free Play**
child choice- a variety of activities will be provided to choose from

Field trips

Field trips will occur on a regular basis especially during school closures. Field trips will be announced before hand as they may require special clothing, supplies etc. Most field trips will be included in the price of the program, however, occasionally extra cost may be incurred.

This next page is a copy of the contract to keep for your own records. Please fill in this copy. Fill in the next copy and return to the daycare along with the registration form and emergency consent form and a photo of your child.

Contract

All monthly fees are due the first of each month.

Post dated cheques are recommended to avoid a \$5.00 per day late fee.

All dishonoured cheques will incur a \$40.00 fee.

If a child is withdrawn early post dated cheques will be returned minus one month's fee as one month notice is required at time the notice is given.

To assist in budgeting and for ease of billing fees have been arranged so that an equal amount is paid each month.

Fees include the before and after school care including all classes attended at Xtreme Talent Dance Company from 3:30pm until 6:00pm.

A small costume fee for some recreational dances for dance shows will be billed separately.

All competitive Classes taken at Xtreme Talent Dance Company will incur additional fees for costumes and for competitive classes competition fees.

One month written notice of departure is required.

I, _____ parent/guardian of

_____, have read the Xtreme Performing Arts

Parent Handbook and accept and agree to the policies therein. I agree to pay \$500.00 per month prepaid at or before the 1st of each month, a full month deposit to be used for the last month of care and \$15 per day extra for each full day attended.

I give staff of Xtreme Performing Arts permission to call an ambulance or for staff to take my child to an emergency centre, if necessary, if I can not be contacted.

Signed: _____

Date: _____

Please Initial the following:

I agree to have my child photographed at Xtreme Performing Arts.

Yes _____ No _____

I agree to allow photos of my child to be displayed at the centre.

Yes _____ No _____

I agree to allow photos of my child to be posted on the XPA & XTDC Facebook pages.

Yes _____ No _____

I agree to allow photos of my child to be posted on the XPA & XTDC website.

Yes _____ No _____

