

# XTREME PERFORMING ARTS

## DAYCARE HANDBOOK



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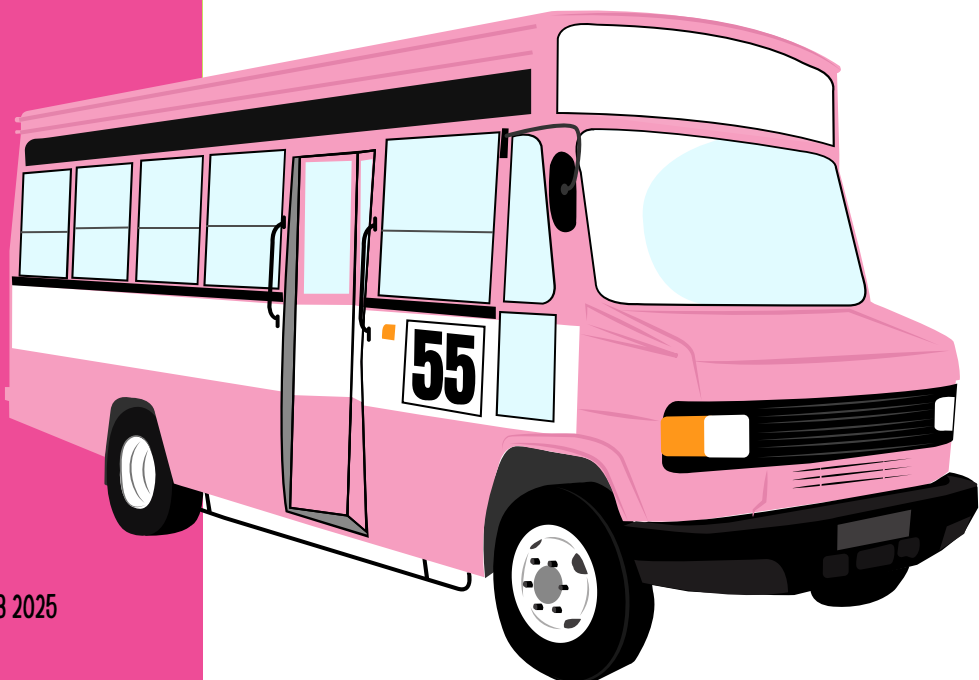
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LOCATED IN REGISTRATION PACKAGE





## THE PERFECT PROGRAM FOR YOUR PERFORMER!

Xtreme Performing Arts Academy is a licensed before & afterschool program that has partnered with Xtreme Talent Dance Company to offer transportation to and from school, to their performing arts classes each day. This arts based program has students training daily in art & dance, and is geared exclusively towards those children interested in fine arts and performance.

### Before School

Monday-Friday

7:00AM- School Drop-Off

Students Need to Arrive by 7:50AM as the Bus Leaves the Parking Lot at that time.



#### Schools We Service:

Prince Charles  
Sandy Hill  
Auguston  
ASIA North Poplar  
Margaret Stenersen

### After School

Monday-Friday

School Pick-Up - 3:30PM

3:30 Onwards, All Students are signed out to Xtreme Talent Dance Company where their arts classes begin.

**All Students Must be Enrolled in Classes after 3:30PM.**

Students will receive all recreational and art classes included in tuition, and a small fee for Pre-Competitive & Company Classes. All students have 2 On Stage Performances (December & June)

### Pro-D Days, Christmas Break, Spring Break, Summer Break

During Non School Days, we offer full-time care from 7:00AM-6:00PM. \*Additional Fees Apply

MEET THE  
STAFF

MAUREEN KEYES



Owner/Manager

MISS HAYLEY



MISS CHELSEY

hello



MISS ALANNAH



MISS JESSICA



MISS JEN



MISS KARIN



# FEES FOR CHILDCARE

Before and After School Care, Plus Rec Classes at Xtreme - **\$600 a month**

Family Rate - **\$1150/2 Children**

Pro- D Days/Winter/Spring Break - **\$20 per day, per child (On top of the \$600 Monthly Fee)**

## Summer Care

Planning for summer? Grab our **weekly full-day rate for just \$275** or a fabulous **monthly rate of \$900!** And if you're snagging those Affordable Child Care Benefits, your fees might dance around a bit based on how many days we're open. Don't worry, we'll keep you in the loop with invoices! Space Permitting, we May be able to accommodate your child daily (Summer Only) at a rate of **\$60/Day**.

**Late Fees** - If your Daycare Fees are Not Paid by the 1st of every month, a \$25 Charge will be billed to your account.

**Failure to Notify** - a \$10 Fee May be incurred if failure to notify us of an absence has staff late for other school pickups.

**After Hours Pick-up** - A \$1/Minute Charge will be billed if your child is not picked up before 6PM.

## ADDITIONAL DANCE RELATED FEES

There are additional fees for our dance program that are not included in our daycare tuition. These fees are for costumes, competitions, show tickets, registration fees and photo days etc.

Dance Registration Fee: \$30/Student and \$50/Family + 5% GST

Dance T-Shirt Fee: \$30/Student + 5% GST

Costume Deposits: \$50/Recreational Dance - Due on Sept 15th or on Registration

Costume Balances: Vary based on costume. Generally our Recreational Costumes Max out at \$100.

Company/Competitive Classes: \$55/Month Per Class (Up to a max of \$110 for Unlimited).

\*Company Students fees vary and students should review our dance handbook for more details.

## IMPORTANT DATES FOR REGISTRATION

Your Child's term with us runs from September to June, during the school year. Your registration deadline for continuing care into the Summer and the Following School year is **MAY 1st.** At that time a Non-Refundable deposit of \$100 is due to reserve your space, and will be applied to your September daycare tuition.

**If you do not reserve by May 1st, your space will be released to the public.** We do have a large waiting list so it is likely you would lose your space.

### Important:

We do not automatically enrol your child in our Pro-D Days, our Winter Break, Spring Break or Summer Care Days. You will need to visit your studio director account to do this, and it must be done 1 week prior to the day of the school closure. This helps us with staffing ratios, and scheduling.



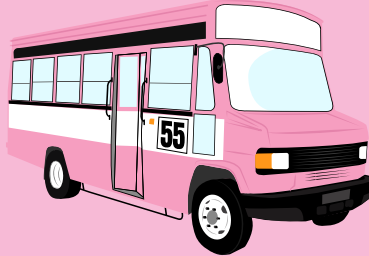
# XPA SCHEDULE

## MONDAY TO FRIDAY

### AM CARE

7:00AM - Daycare Opens

7:50AM - Bus Departs Xtreme Talent



### PM CARE

2:00PM - Bus Departs for Afterschool Pickup

3:00PM - Bus Returns to Xtreme

3:30PM - 6:00PM - Students Signed out to Xtreme Talent



**Childcare Ends at 3:30PM**



## DANCE CLASSES AT XTREME: 3:30PM-6:00PM

From 3:30-6:00PM, all Children will choose from a variety of Performing Arts Classes that Include Dance, Art, Leadership and Theatre. Children can choose up to 3 classes per day, based on their age and level. Parents will be responsible for knowing their children's schedule, and ensuring they are picked up after their classes. For eg. if they are registered in one class and it runs from 3:30-4:15pm, the child must be picked up by 4:15pm.

Each Student must be enrolled in these performance based classes daily in order to participate in our childcare program. If your child cannot manage this type of schedule, or expresses they do not enjoy dance classes, you may need to consider alternate care. Children should be able to independently move from class to class.

All Classes will be chosen for the children by the Xtreme staff, based on level, age and suitability. (Company Classes must be registered by the parent/guardian, or done with parental consent.)

## PRO-D DAYS, SCHOOL CLOSURES, STUDIO CLOSURES

During school closures, such as professional development days, children can attend full-day programs at the facility and participate in their regularly scheduled classes at 3:30 PM. On days when Xtreme Talent Dance Company is closed for regular programming, children will engage in out-of-school program activities until as late as 6:00 PM. On early dismissal days, children will be picked up from school, and the facility will continue with its usual class offerings. Full-day programming is available during spring, summer, and winter breaks.

\*Note: There are additional fees for Pro-D days, and full days of care, and pre-registration is required to guarantee proper staffing ratios.

- The children will be constantly supervised throughout the class.
- 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 and all Injuries, fires and emergencies will be handled safely and quickly as possible.
- All adults working in the program will have a criminal record check.
- Parents will be notified beforehand 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 preschool. Identification will be required for those who haven't picked up the child before or who staff have not met but who are on the pick-up list.

## PARENTS RESPONSIBILITIES

- Notify the daycare daily about attendance, delays, or schedule changes to maintain child-to-adult ratios. A \$10 fee applies for no notifications, which could result in waiting for staff or needing to pick up the child unexpectedly.
- Inform us of significant home life changes that may affect your child's behaviour and update registration forms as needed (address, phone number, authorized pick-ups).
- Parents are encouraged to communicate any concerns about their child through various channels, including email or phone.
- Provide accurate immunization records or exclusion letters for unvaccinated children. Unvaccinated children may need to be excluded during a communicable disease outbreak, should one occur.
- Snacks and lunches should be nutritious, with minimal treats. For full-day care, send 2-3 snacks and a nutrient-rich lunch, using thermoses and coolers for food safety. Include necessary cutlery.
- Each child has a cubby; consider keeping extra snacks in labeled ziplock bags. Provide a labeled water bottle daily for refills.
- Sunscreen and hats are mandatory in summer. Dress children appropriately for outdoor activities, considering weather conditions and appropriate footwear.
- Payment is due on the 1st of each month and all contracts and paperwork must be completed prior to starting.

## CHILD REQUIREMENTS FOR DAYCARE

- ✓ **Clothing for All Dance Classes, Including Shoes, Shorts, Ballet Tights, Hair Supplies etc.**
- ✓ **A healthy snack for Afterschool.**
- ✓ **A spill free water bottle.**
- ✓ **Warm Weather: Hat, Sunscreen, Appropriate summer clothing and footwear.**
- ✓ **Wet Weather: Umbrella, Boots, Rain Jacket**
- ✓ **Cold Weather: Winter Jacket, Gloves, Hat**

\*No Cell Phones, iPads, Electronics, or Toys will be permitted.

- Upon Arrival at Daycare, a staff member from Xtreme Performing Arts will sign in your child each day.
- All AM arrivals should occur before 7:50 AM, as the bus departs the facility at that time.
- Children will be dropped off within 10 minutes of their bell and picked up at their respective schools in a safe and timely manner at a designated area.
- If a child does not arrive at the meeting point within 5 minutes of the bell, the following procedure will be activated:
  - The school will be contacted to verify the child's attendance for that day.
  - Parents will be called to confirm the child's absence.
  - The school will be asked to assist in locating the child by relaying a message to go to the meeting area.
  - If the child is not found within 10 minutes of the designated meeting time, the child's parent, guardian, or individuals listed on the pick-up list will be notified to help locate and pick up the child from school.
  - If the child is considered lost, the parent will notify authorities as necessary.
  - If no one on the pick-up list is available, the police will be called to assist in locating the child.
- Each day at 3:30 PM, an Xtreme Performing Arts staff member will sign out the child to Xtreme Talent Dance Company for their daily classes.
- Parents should be aware of when their child's classes end, as pick-up is required immediately following their classes with Xtreme Talent. Childcare supervision concludes at 3:30 PM.

## POLICIES & PROCEDURES

### SAFE RELEASE POLICY

- IMPORTANT: Xtreme Performing Arts staff will only release children to listed authorized members. Please be sure to include all authorized people on your registration paperwork to avoid any complications at pickup time. This list must be kept up to date and is the responsibility of the parent/guardian to do so. Please have all new pick-up members come with identification when visiting the school.
- If there is a custody order in place, restricting a parent from accessing their child such as sole custody, or protection orders, please be sure to include a copy of this court order with your registration package. We cannot enforce this order without the appropriate paperwork on file. A parent will not be denied access to their child unless we have this paperwork. If a situation arises and there is a court order on file, Xplor/Xtreme staff reserve the right to contact the police for enforcement if needed.

At the discretion of the admin and staff members of Xplor/Xtreme should anyone come to pick up a child, who appears to be incapable of providing safe care for their child ie: they may appear under the influence of drugs and/or alcohol or mentally unwell, and they are unable to safely transport the child, the following procedure will be put into effect:

- A member from your emergency contact list may be called.
- The parent may choose to call someone else to pick up the child.
- The Ministry of Children and Family Development will be called.

If the parent refuses the three above mentioned options and they leave with the child, the police will be notified immediately.

### NUTRITION POLICY

Children will bring a healthy nutritious, snack to daycare each day.

In the event of a 'shared snack' for a special celebration, all allergies will be noted and food checked for safety.

Please Visit the 'Canada Food Guide' : <http://www.hc-sc.gc.ca/> for examples of healthy food choices for your child.

## HEALTH & ILLNESS POLICY

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

In case of illness, where a child is unable to take part in regular programming, it is required all children must be kept/sent home from daycare if any of the following symptoms and conditions apply:

- Child has not slept well.
- Any complaints of unexplained or undiagnosed pain.
- An acute cold with any of the following symptoms accompanied with a fever: runny nose and eyes, coughing and/sore throat. [Once temperature, well-being and energy are normal, coughing and runny nose may continue without the child being contagious. If the symptoms are due to a known allergy, the child is not contagious]
- Difficulty breathing, wheezing or persistent cough.
- 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.
- Severe itching of body and scalp.
- Children with known or suspected communicable diseases.

Early Signs of Illness that may require a physician's attention:

- Fever [100 F. / 38.3 C.] accompanied by a general symptoms such as listlessness .
- Nausea and vomiting

It is required that children be free from symptoms or have a doctor's or medical health officer's approval before returning to daycare.

### **Becoming Ill or Injured While Attending Daycare**

Should a child become ill while at the centre, the child will be comforted and be allowed to lie down in an area away from the other children in order to prevent the 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, and fees will be the responsibility of the parent/guardian.

## MEDICATION POLICY

### **Medication at Daycare (\*FORM REQUIRED)**

A Permission to Administer form must be filled out in order for any medication to be given to a child while in care. Medication must be in the original container and prescribed to the registered child. Medications will be kept in a locked container in the daycare.

# ABUSE & INCIDENT REPORTING

## Abuse or Neglect Concerns

It is required, by law, that any type of abuse suspected or disclosed to somebody under the age of 19, be reported to the Ministry of Social Services.

## **Reporting Child Abuse in BC - 1-800-663- 9122**

Parents with any concerns about abuse in preschool can contact and file a report with any health unit in the area.

# BEHAVIOURAL GUIDANCE POLICY

## **Guiding Children's Behavior: A Positive Approach**

In our childcare setting, we prioritize teaching children the importance of boundaries and the reasons behind them. Here is our approach to guiding children's behavior:

1. Clear Communication of Limits:
  - Limits are communicated in a positive and straightforward manner.
  - Expected behaviors are stated clearly and concisely to ensure understanding.
  - Children are frequently reminded of these expectations to reinforce learning.
2. Providing Choices:
  - Whenever possible, children are given appropriate choices to prevent power struggles and encourage decision-making skills.
3. Acknowledging Feelings:
  - When reminding children of limits, we acknowledge their feelings to validate their emotions and encourage self-expression.
4. Redirection and Prevention:
  - To prevent potential conflicts, children's attention may be redirected to another activity or area.
  - For instance, if a child is struggling to wait for a turn with a toy, they might be offered a book or puzzle to engage with while they wait.
5. Problem-Solving and Verbal Guidance:
  - Children are guided in identifying and solving problems through verbal cues and modeling appropriate problem-solving behavior.
6. Taking a Break:
  - If children struggle to remember the rules for a specific piece of equipment or area, they may be directed to take a break from that environment.
  - This break is an opportunity for the child to calm down and regain control of their emotions. They may be offered to move to another area of the center to "take a break" from where they were initially.
7. Providing Comfort:
  - If a child is experiencing strong emotions and is at risk of harming themselves, a caregiver will offer comfort, such as holding the child on their lap, provided the child is receptive.
  - Often, the mere offer of physical support can help the child calm down.



### 8. Prohibited Actions:

- Children will never be subjected to any form of corporal punishment, including shoving, hitting, shaking, or spanking.
- There will be no harsh, belittling, or degrading treatment, whether verbal, emotional, or physical, that could humiliate the child or undermine their self-respect.
- Children will not be confined, physically restrained, or left without adult supervision as a form of punishment.

### 9. Parental Communication:

- Parents will be informed about their child's behavior through daily conversations with a caregiver.
- Any areas of concern will be documented to facilitate discussions with parents about their child's behavior and any discipline strategies used or recommended for use at home and in preschool.
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By following these guidelines, we aim to create a nurturing environment where children feel safe, respected, and supported in their emotional and behavioral development.

## SCREEN TIME POLICY

During our time in daycare, we don't have any planned screen time. The only time we may use a device or screen would be for educational purposes only such as research or an example of something. (IE. the colour of. bug in the jungle). This would be under the direct instruction and supervision of a teacher and managed exclusively by the instructor.

Certain days eg. Pro-D Days, we would communicate beforehand if we were planning any sort of movie time.

## ACTIVE POLICY

We promote active facilitated and child initiated play throughout the day.

At Xtreme we recognize that active play is essential for healthy development and the overall well-being of the children. On Non school days, all children will have the opportunity to visit local parks and playgrounds for large motor activities. During School days, the children will be active in their daily dance classes at Xtreme Talent Dance Company.

## TRANSPORTATION POLICY

Children will be transported to and from school by our Xtreme buses. This also includes all Pro-D Days, special field trips etc.

## MEDIA POLICY

We will have parental consent to use your child's photos in any advertising or studio related promotional materials.

# EMERGENCY PREPAREDNESS POLICY

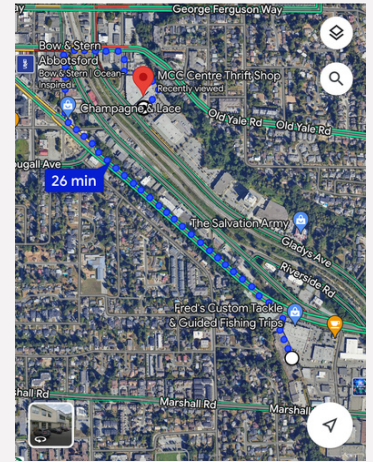
In case of Emergency or Natural Disaster, Xplor / Xtreme have a confirmed and approved safety plan in place for all the students and staff of the facility.

**YOUTH**

If an emergency occurs in which the building must be immediately evacuated the students and staff will be taken to their designated emergency evacuation shelter.

## **Emergency Evacuation Shelter**

East MCC Thrift Shop  
33933 Gladys Avenue.  
Abbotsford, BC  
604-854-2062



In a situation where transportation by bus or vehicle is not permitted, the staff and students will travel on foot to the designated emergency evacuation shelter. 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. Although a 72 hour pack is kept for each child parents are encouraged to pick-up their child promptly should an emergency occur. In case of emergency and local phone lines are down a contact in Kamloops will be notified of the location and status of the preschool class, and parents may phone for this information.

## **Out Of Area Contact**

Kelsey Merrick  
Phone Number: 604-825-0041

## **Emergency Preparedness and Learning**

All students of Xplor / Xtreme will be taught in class, what to do in case a fire, earthquake, or natural disaster were to occur while they are in preschool. Key tools include:

1. Remaining calm, and quiet so you can hear the instructions from your teacher.
2. Not to panic.
3. Travelling safely to our designated meeting place, or one your family has chosen when at home.

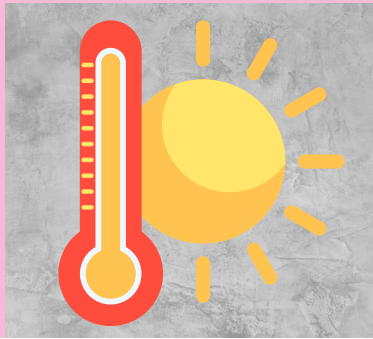
These lessons, in addition to monthly fire drills, and bi-annual emergency drills will help prepare the students if/when an emergency were to occur and how to keep themselves safe.

PERFORMINGARTS@XTREMETALENT.CA

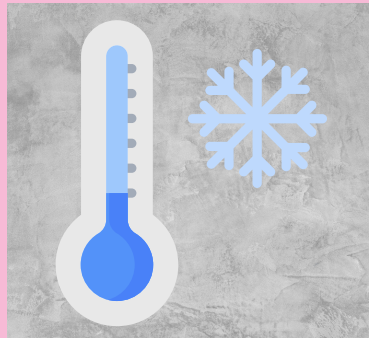
604-825-0905

\*NEW: Updated February 2025

# EXTREME WEATHER CONDITIONS POLICY



**EXTREME HEAT**



**EXTREME COLD**



**SNOW**

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When school closures occur due to extreme weather conditions, we will follow the School District #34 Policy. If schools are closed, our center will also close.

Visit [www.sd34.bc.ca](http://www.sd34.bc.ca) for information and updates during inclement weather.

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