

Little Bright Minds School Age Program

Parent Handbook: Before & After School Care

Welcome to Our Community

Welcome to Little Bright Minds Preschool Ltd. Our School Age Program, located at **Gibson Elementary School**, provides a safe and engaging environment for students from kindergarten to garde 5.

We are licensed for 18 children through Fraser Health Community Care Facilities. Our team consists of qualified professionals dedicated to quality care:

- **Mrs. Homayra Teixeira:** Early Childhood Educator (Manager/Owner)
- **Mr. Rui Teixeira:** Educator Assistant/Supervisor
- *Both staff members hold current First Aid Certificates.*

Hours of Operation

- **Before School Care:** 7:00 AM – 8:55 AM
- **After School Care:** 3:00 PM – 5:30 PM
- **Closures:** We are closed for all statutory holidays (including Easter Monday), Delta School District Winter and Spring breaks, and the months of July and August.

Sample Daily Schedule

Time	Activity
7:00 AM	Program Opens / Breakfast (Parent provided) & Exploration
8:00 AM	Outdoor Exploration
8:55 AM	Staff escorts students to their classroom lineups
3:00 PM	Staff collects students from the front office area
3:10 PM	Snack (Parent provided) & Indoor Exploration
4:00 PM	Outdoor Exploration
5:30 PM	Program Closes (Final Pick-Up)

Fees & Financial Policies

- **10-A-Day Funding:** We are currently a 10-A-Day funded facility. This funding is contract-based. Should funding cease, parents will be responsible for the full fee of **\$500 per month**.
- **Current Parent Fee: \$230 per month** (Includes both Before school and After school care).
- **Flat Rate:** Fees are consistent from September to June regardless of holidays, breaks, or professional development days.
- **Enrollment:** We only accept full-month, full-time registrations starting on the 1st of the month. No pro-rated or mid-month starts.
- **Withdrawal:** A **30-day written notice** is required to withdraw. Failure to provide notice results in the forfeiture of that month's fees.

Subsidy (ACCB)

Families qualifying for the Affordable Child Care Benefit (ACCB) are responsible for any portion not covered by the Ministry. Children may begin attending once funding is confirmed. If care is needed sooner, parents must pay the full fee upfront (to be refunded upon receipt of subsidy).

Attendance & Safety

- **Reporting Absences:** If your child will be absent (illness, vacation, etc.), please call or text **778-387-0061**.
- **Safety Protocol:** If a child does not arrive and we have not been notified, staff will contact parents immediately. If the child's location cannot be confirmed, we are required to call **9-1-1** to report a missing child.
- **Drop-Off:** Doors open at 7:00 AM sharp at the back of the school. Parents **must** sign their child in.
- **Pick-Up:** Parents must sign their child out using a full name. Children will only be released to individuals authorized in writing.

Health & Safety Policies

- **Illness:** Children must stay home if they are experiencing pain, fever (100°F+), or acute cold symptoms.
- **Nut-Free Policy:** We are a **strictly Nut-Free zone**. Please do not send peanuts, tree nuts, or products labeled "may contain nuts." This includes store-bought bakery items.
- **Medication:** We only administer medication with a physician's written consent and a completed parent authorization form.
- **Late Pick-Up:** A grace period of 5 minutes is given. After that, a fee of **\$5.00 for every 5 minutes** will be charged.

Emergency Procedures

- **Safe Shelter:** Delview Secondary School (9111 116th St, Delta).
- **Out-of-Area Contact:** Tashfeen Ghulamali (California, USA) at 1-714-585-3511.
- **Drills:** Fire drills are conducted monthly, and earthquake drills are conducted annually.

Guidance & Inclusion

We recognize each child as an individual. Our guidance philosophy focuses on:

- **Positive Reinforcement:** "Catching them being good."
- **Redirection:** Moving children to a new activity if conflict arises.
- **Natural Consequences:** Using words to problem-solve and resolve conflict.

Termination Policy

Little Bright Minds Preschool Ltd. reserve the right to request the withdrawal of a child for the following reasons:

1. Unresolved behavioral challenges.
2. Habitual late tuition payments or pick-ups.
3. Verbal or physical abuse toward any staff member (results in immediate termination).
4. Situations where the program's schedule and the family's requirements are no longer a mutual fit.

This policy is not limited to the above examples and may be exercised at the discretion of management.

Thank you for choosing Little Bright Minds! We look forward to a wonderful school year.

Homayra Teixeira *Manager/Owner, Little Bright Minds Preschool Ltd.*