

CREATIONS



Welcome to Creations Child Care!

Father Doucet School

65 Shannon Drive S.W

Calgary, Alberta

T2Y 2T5

About Us

Creations is a fully Licensed before and after school care program which runs during the school calendars. Creations is located inside a classroom at Father Doucet School. Creations opened its first program at Janet Johnstone School September 2011. Creations then opened in Father Doucet School September 2018 and has been a tremendous success and asset to the families. Our Program Plan offers a standard program policy to fit the needs of working parents and address children's daily care needs. Our Program Plan offers a standard program policy to fit the needs of working parents and address children's daily care needs.

We provide children with a safe and secure environment, away from forms of physical, verbal, or emotional abuse, offering flexible and accessible care for all families. School-aged children are provided with the ability to learn and explore based on their age. Children have a wide array of play experiences to advance their whole development and learning. Children choose to engage in self-directed crafts or art, open-ended play, dramatic play, games, recreational activities, puzzles, building toys, music, nature, community, and science. Children can also participate in teacher-facilitated activities, which will include an art/craft, group recreational games, science experiments, early literacy, homework club, special guest/presentations, and group projects. The

children use the Creations library cart, as this area is a good place for children to read, gather with friends quietly or just rest individually. We believe that Nature is our best canvas to explore our natural resources. We provide daily opportunities for teacher-facilitated and child-initiated outdoor experiences. With our large schoolyard, playground, and field, we offer seasonal outdoor equipment for the children to utilize.

Program Plan

- Kindergarten program, either AM or PM class subject to the schools registrations.
- Grade 1-6 students of Father Doucet School will be provided child care for before and after school, PD, Org and P/T conf. days.
- Drop-in care if the program has available space.
- Drop-in day care will be available on PD, Org and P/T conf. days (first come first served).
- A list of alternative programs/camps can be given to parents for when Creations is closed.

Program Philosophy

At Creations, we take a holistic, child-led and emergent approach to our program. Our Emergent Curriculum includes group and individual interest, play-based learning, creativity, and individuality. To support the well-being of each child, we offer children a safe and secure environment where they can discover and learn freely, encouraging the child's spiritual, creative, social, physical, emotional, cognitive, intellectual, mental growth, and independence. Children are active participants. Their voice, choice, and abilities are heard, acknowledged, and protected. Creations believe children can thrive and attain optimal development through the active involvement of parents, guardians, educators, and the community.

Program Hours of Operation for Grade 1-6

Monday	7:00 to 9:00am & 3:35 to 5:45pm
Tuesday	7:00 to 9:00am & 3:35 to 5:45pm
Wednesday	7:00 to 9:00am & 3:35 to 5:45pm
Thursday	7:00 to 9:00am & 3:35 to 5:45pm
Friday	7:00 to 9:00am & 3:35 to 5:45pm

Kindergarten

7:00am-5:45pm
7:00am-5:45pm
7:00am-5:45pm
7:00am-5:45pm
7:00am-5:45pm

Professional Development, Organization days, and Teachers Convention 7:00am to 5:45pm

Day Plan

Grade 1-6

In the morning when the children first come into the school they will come to the classroom and have their attendance taken. They will then participate in supervised free play. This will consist of a variety of different centres, including arts and crafts, puzzles, and floor toys.

At 8:50am the school age students are taken outside (weather permitting) where they are supervised by the school's supervision until the bell rings at 9:00am.

At 3:35pm after school the students will meet in the classroom where attendance will be taken. The children will then be encouraged to wash their hands and have snack. The children will then have a choice of different activities which will be more active than the morning session, such as gym activities, games, activity centres and outside play at the community park/field located on the school grounds.

Kindergarten

Creations AM Class: The kindergartens will have planned curriculum between 9:15- 11:15pm. Snack time is at 9:30am, lunch is at 11:50am and afternoon snack is at 3:35pm. The children will be walked to their Kindergarten classrooms at 12:30pm. A staff member will collect your child from their classroom at 3:35pm.

Creations PM Class: At 8:50am a staff member will take your child to meet their teacher outside (weather permitting). A staff member will collect the children from their classroom at 11:40am. The kindergartens will have planned curriculum between 12:45-2:45pm. Lunch is at 11:50am and snack time is at 3:35pm.

We will be inviting different local community organizations to give presentations and some children's programs to come in to show the children new activities, arts/crafts.

We provide opportunities for a range of daily outdoor physical activities. The children are provided with portable outdoor equipment for all seasons. This is accessible for the children to take out at anytime (weather permitting).

Summer Care

Creations Summer Program will be open to school aged children (Grades K-6) and operates out of the Willow Ridge Community Center. We will be in operation for 8 weeks in the summer, July and August. Our camp hours of operation will be 7am until 5:45pm. During the summer we have weekly themes for our daily camp schedule. We offer endless activities that are sure to keep children engaged, happy and excited. Each week we participate in activities and field trips related to that week's theme. These themes have been based on the children's interests and our Grade 4-6 leaders will lead these activities. Our diverse and dynamic ranges of activities are specific to all the needs, interests and abilities that are unique to every child. We have a large range of activities, games, crafts, etc for our children to become Little Creators.

Staff

As a minimum, all staff will either have, or be in the process of receiving a level 1 Early Childhood Educator certificate. One in every 4 staff members is certified at minimum as a level 2/3 Early Childhood Educator. All staff will be at a minimum age of 18 and have a security clearance from the City of Calgary verifying they do not have a criminal record. This is to be updated every three years.

All volunteers and staff must also have security clearance including a vulnerable sector search, before working with the children. Staff/Volunteers will not have unsupervised access to the children until a criminal record check has been provided.

Staff to child ratio is 1 staff to 15 grade K-6 children, however we often offer a much lower ratio. One in every two staff will have their First Aid Certification.

Jane Winter is the License Holder and the Program Operator of Creations. Jane has many years' experience working with school age children. Jane has her Early Childhood Diploma. Jane has also worked for the CBE for 12 years running the Lunchroom program at Janet Johnstone School. Please feel free to speak to the Program Owner/Director or any of the Childhood Educator's if you have any questions or concerns.

Enrolment and Fees

Upon registration, all fees are due and payable and it is your responsibility to ensure all payments are received on time. As your child fills one of a limited number of spaces, your space must be paid for whether your child is present or not. Therefore, there is no exemption from fees for absence due to illness, vacation, and program closure or for any other reason. No credits can be given for days missed.

- Fees are established by the Program Operator and reviewed annually.
- Fees are due on the first day of each month, by post-dated cheque, cash, or E-Transfer.
- Families will be given a 3-day grace period (agreed upon in advance with Jane Winter) for payment of their monthly fee if they are experiencing financial hardship. Any payments made after the 3-day grace period will be considered as a late payment and charged a \$30 late fee (due the day payment is made).
- If fees are not paid by the 3rd day of the grace period, families will be subject to having their child's care terminated until all fees are paid in full, including the additional \$30 late fee.
- A \$30 service charge will be charged on all NSF cheques.
- Any additional fees must be paid by the first day of the following month.
- Parents are required to give one full paid month written notice when withdrawing their child from the program. For any reason that a one-month notice cannot be given the full month payment is still required.
- Fees will not be prorated for any reason.
- Receipts for fees paid during the year will be given out by the end of February each year.
- Drop-in fees are to be prepaid at the beginning of each month for time booked. No refunds or credits on days booked and paid for. If your child is dropped off unexpectedly, drop-in fees for that day must be paid immediately or use of this service will be terminated.
- New registrations require a \$50 non-refundable registration fee per family in the program.
- Families with three or more children will receive a discount of 10% off their full monthly fees.
- There will be a 10% off discount for Calgary Board of Education and/or Calgary Catholic Board Employees.
- All families with children attending part-time are not eligible for discounts.

Father Doucet School

Registration & Fee Schedule 2024/2025

Please complete and return your registration form, general consent form and registration fee to the program as soon as possible to ensure your child's space in our program.

Parents are required to pay a non-refundable (yearly payment) registration fee of \$50 per family. This will need to be paid at registration to secure a placement into our program.

Post dated cheques for each month (Sept 1st to June 1st) should also be sent with the registration form. Cheques payable to Creations Child Care Inc. These can be brought to Father Doucet School office.

Monthly fees

Full time Students Grade 1-6

\$515 per month (\$149 with full Subsidy)

(Including all half days, Pd/Org days and Teachers Convention)

Part time Students (Before *OR* After School Care Only) Grade 1-6

\$480 per month (\$114 with full Subsidy)

(Including all half days, Pd/Org days and Teachers Convention)

Kindergarten Students

\$217.50 per month (\$795 minus Federal Affordability Grant, Minus 6% Government payment)

(\$0 with full Subsidy)

(Including all half days, Pd/Org days and Teachers Convention)

Drop-ins are only available if the program has space to take the extra children. All drop-in children must be registered before being able to use this program.

*Please note that Father Doucet Creations Child Care will be closed during the Winter break and Spring break. Please check closure dates before registering your child. Creations Child Care relocates during the two summer months to Willow Ridge Community Centre.

Thank you for your interest in Creations Child Care.

We look forward to meeting you and your little Creators.