



VICTORIA

# Parent Handbook

1100 Yates St  
Victoria, BC V8V 3M8



# Welcome to Fueling Brains Academy!



## Dear Parents and Guardians,

For many families, this is the beginning of a new chapter, a time of growth, discovery, and excitement. Whether your child is entering care for the first time or transitioning from another program, we're honoured to be part of their learning journey.



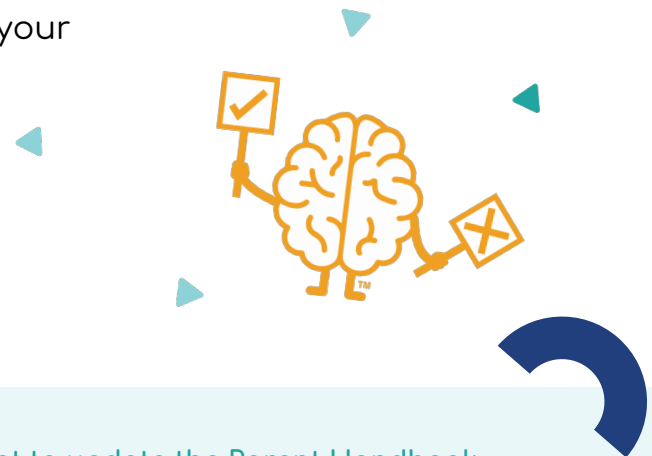
At Fueling Brains, we're not just a childcare center; we're a community focused on nurturing the whole child. Our team is dedicated to creating a safe and engaging environment where your child can develop confidence, independence, and form meaningful connections. From daily routines to brain-based learning experiences, everything we do is designed to fuel your child's development and curiosity.

Strong partnerships with families are key to a child's success. Our educators and campus directors will keep you informed and connected, providing regular updates on your child's academic progress, well-being, and developmental milestones. If you ever have questions or feedback, we welcome open and ongoing communication.

Thank you for choosing Fueling Brains Academy. We're excited to work alongside you in supporting your child's early years.

Warm regards,

*The Fueling Brains Academy Team*



Fueling Brains Academy reserves the right to update the Parent Handbook throughout the year to reflect changes in policies, licensing requirements, or operational needs. Families will be notified of any updates through direct communication (email or app notifications), and a copy of the updated information will also be posted on the campus bulletin board.

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# Guiding Principles

## Our Purpose

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At Fueling Brains Academy, our purpose is simple yet powerful. We lead the way in brain development research and practice to help every child reach their full potential and build a better world in the process.

## Our Values

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You may notice that our values form the acronym K.I.D.S.U., a nod to our original name, *Kids U*. Although our name has evolved, the values that shaped our vision from the very beginning remain unchanged.

These core values are more than words; they are actions. They guide every decision we make and influence every part of the experience we create for children, families, and staff:

- **Knowledge** – We are committed to advancing brain development through research and evidence-based practices.
- **Innovation** – We continuously seek out new possibilities in early learning to challenge the status quo and spark curiosity.
- **Development** – We believe that developing children and their brains is one of the most powerful ways to build a better world.
- **Service** – We strive to provide outstanding service to children, families, and our team members every day.
- **Uplift** – We aim to build strong communities by modelling kindness, compassion, and empathy in everything we do.

## Our Educational Philosophy

At Fueling Brains Academy, we focus on teaching children *how* to learn, not just *what* to learn. By experiencing different teaching styles and learning environments, children build the skills they need to reach their full potential.

Our research-based approach strengthens Executive Function skills like working memory, inhibitory control, and cognitive flexibility. These skills contribute to improved academic performance, enhanced self-esteem, and increased self-control, serving them well through a lifetime of learning.

Guided by this philosophy, our program offers three distinct environments: Left Brain, Right Brain, and Movement. Each space nurtures growth while keeping children at the center of every decision. We see every child as capable, competent, and an active contributor to their own learning journey and the world around them.

# Our Programs



At Fueling Brains Academy, each program is designed to support children's growth at their developmental stage. Our goal is to provide nurturing, stimulating, and age-appropriate experiences that build independence, confidence, and a lifelong love of learning.

## Infant Program

Infants are supported through daily routines that focus on comfort, exploration, and secure relationships with educators.

- Classrooms offer opportunities for early learning through play, sensory activities, and movement.
- Educators communicate with families on a daily basis to share milestones and routines.
- Infants follow their own sleep and feeding patterns, with safe and flexible rest environments.

## Junior Preschool Program

Junior preschoolers begin to explore the world with more independence and curiosity.

- Routines help children feel secure while encouraging confidence and self-help skills.
- Children experience a balance of creative, cognitive, and physical activities each day.
- Educators introduce new environments gradually, helping children adapt to change in a positive manner.
- Families are encouraged to partner with educators as children practice short goodbyes and learn to be independent at drop-off.

## Preschool Program

Preschoolers are building the skills they need for kindergarten and beyond.

- Learning focuses on developing early thinking, problem-solving, creativity, and social skills.
- Children participate in a consistent routine that balances homeroom learning with sessions in Left Brain, Right Brain, and Movement classrooms.
- Rest or quiet time is included each day, with calm activities provided for non-nappers.
- Educators support independence at drop-off and encourage children to take responsibility for their belongings and routines.

# Registration and Admissions Policies



## Admissions

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Fueling Brains Academy accepts children from 6 weeks to 6 years of age (provided the child has not yet started attending Grade 1). Please note that admission ages may vary by Academy.

For any new Fueling Brains families, we request that you take a tour of your respective campus before your child's first day with us. During your tour, campus staff will provide you with a better understanding of the program philosophy, transitions, class sizes, and other important program details covered in this handbook. Tours can be booked through our website or by contacting our Admissions Team.

## Registration

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Families must complete an online application and pay the \$300 Registration Fee (non-refundable). When a seat is offered, families must pay a \$500 Enrollment Deposit, which is applied directly to the family's final month of tuition. A portion of the deposit may be retained if the family does not attend or cancels without attending, to cover administrative costs. This replaces the previous "holding/waitlist fee."

To secure a spot at Fueling Brains Academy, all steps of the registration process must be completed for each child. See the following:

- Payment of a non-refundable Registration Fee of **\$350**.
- **\$625** Enrollment Deposit upon seat offer (applied to final month's tuition).
- A signed Enrollment Contract.
- Payment of the \$300 Educational Start-up Package Fee.
- Entry Planning Meeting (for children requiring additional supports)

Once our Admissions Team receives all items and space is fully secured, parents will be invited by the campus for a Parent Orientation, which will take place before your child's first day of attendance, led by the Campus Director. The Parent Orientation is considered mandatory, as the Director will ensure that any remaining paperwork required for your child's first day is completed and answer any additional questions. Parent orientations are set up at the campus level and can vary from a group format to individual family sessions.





## Entry Planning

### (for children requiring additional supports)

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We recognize that every child develops uniquely, with strengths and abilities emerging at different times throughout the early years. While most children transition smoothly into group care, some may benefit from additional accommodations or supports. In these cases, Entry Planning takes place as part of enrolment, similar to the process used in BC kindergarten. Families who identify additional support needs—through diagnoses, developmental information, clinician reports, or personal observations—are encouraged to share this during registration. Early disclosure allows us to plan in partnership with families, prepare the environment, and ensure each child begins their journey with the right supports in place.

## Re-Enrolment

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The benefits of Fueling Brains Academy programs are best seen with consistent and long-term attendance. As such, should a family decide to withdraw their child from any Fueling Brains Academy program and request to return at a later date (such as during an extended vacation), we kindly request that the family re-register.

All returning families must pay all fees (including any outstanding amounts) to complete their re-enrollment. Returning families are required to pay the current Registration Fee (\$300), educational Start-up Package Fee (\$300), and Deposit (\$500).

## Start Date Change

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To confirm a child's start date, families must complete the enrollment agreement and pay the required registration and deposit fees. Once confirmed, the start date and schedule are considered part of the enrollment contract. If a family requests a change to the start date or schedule after enrollment has been confirmed, it will be treated as a termination of the existing contract. Families who wish to make changes will need to re-enroll, pay a new Registration Fee, and submit a new Deposit.





## Transferring

Should parents choose to transfer to another Fueling Brains Academy, they must send an email requesting the transfer. Emails can be sent to [registration@fuelingbrains.com](mailto:registration@fuelingbrains.com). Please send requests at least two weeks before your expected transfer date. All requests will be reviewed and approved based on availability. Our Admissions Team will contact you with confirmation and address any additional questions you may have prior to the transfer.

Parents attending our Bridgeland campus are invited to transition to our sister campuses, Fueling Brains Academy Centennial and Fueling Brains Academy McKnight. Parents will be prompted with transfer paperwork before their children's program ends.

## Ongoing File Updates

Parents are responsible for ensuring that their child's file remains accurate and up-to-date at all times. Any changes must be submitted in writing or by email to the Campus Administration Team. This includes, but is not limited to:

- Contact information (phone numbers, addresses, email addresses).
- Medical information (allergies, health conditions, medications).
- Authorized pickup persons.

Keeping files current helps us ensure the safety and well-being of every child in our care.

### Allergies, Medical History, and Restrictions

Parents must inform the campus of any allergies, medical conditions, or food/activity restrictions. Written documentation, such as a doctor's note, may be required.

### Guardianship Orders

If a guardianship order is in place, parents or guardians must provide the center with official court documentation. This ensures that we follow the legal directions outlined in the order and act in the best interest and safety of the child. A copy of the documentation will be kept on file at the center.

# Financial Policies



## Registration Fee and Deposits

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- A non-refundable registration fee of **\$350** is required to begin the enrollment process at the Fueling Brains Academy.
- When the start date/schedule registered for is not available, the Registration Fee places the family on the waitlist in the order they paid.
- Upon confirmation of availability for placement, an Enrollment Offer will be sent to the family via email.
- A signature on the Enrollment Contract, payment of the \$625 Enrollment Deposit, and the **\$250 Annual Supply Fee** are required to complete the enrollment process and fully secure the spot. The deposit will be applied to the final month's tuition.
- The deposit is refundable only if a family cancels with at least 30 days' written notice prior to their secured start date.

## Future Campuses

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When enrolling for a future Fueling Brains Academy campus, families are guaranteed a child care space at the designated location. Please note that the actual start date may shift, as it is dependent on construction completion, required permits, and provincial licensing approvals.

## Additional Service Fees

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From time to time, families may choose to take part in optional programs and services such as enrichment activities, field trips, or technology access. These fees are only applied if families opt in or when special events are scheduled.

*Please note: Field Trips are not mandatory to attend. Field trips are not included in monthly fees and may require an additional cost depending on the destination.*



## Affordable Child Care Benefit (ACCB)

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Families may qualify for the Affordable Child Care Benefit, a program offered by the Province of British Columbia to help reduce out-of-pocket child care costs. Eligibility is based on household income, family size, and care arrangements. If approved, the benefit is paid directly to the centre and applied toward your monthly tuition, further lowering your fees.

## Fee-for-Space and ACCB Attendance

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Our program operates on a fee-for-enrolled-space model, meaning your child's space is held for them Monday to Friday regardless of attendance. Please note, under provincial funding guidelines, the Affordable Child Care Benefit (ACCB) is calculated based on attendance. If a child attends fewer than 20 hours of care in a given week, their ACCB may be reduced, and their parent tuition portion adjusted to reflect the reduced subsidy.

To learn more about eligibility and apply, families can visit the Government of BC's website or speak with our admissions team for support.

## Annual Supply Fee

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The Annual Supply Fee is an important investment in sustaining the quality of care and learning at Fueling Brains Academy. This fee ensures that classrooms remain well-equipped with high-quality, developmentally appropriate materials that support executive function development, exploration, and inquiry-based learning.

In addition to learning materials, the fee contributes to essential aspects of campus upkeep, including sanitation and housekeeping, so that children can thrive in a safe, hygienic, and inspiring environment every day.

It also helps us create meaningful community moments throughout the year — such as seasonal events, cultural celebrations, and milestones like graduation — which are designed not only to celebrate, but to deepen children's sense of belonging, identity, and connection with peers and families.

The Annual Supply Fee is non-refundable and non-transferable for all new and returning students and is charged per school year. It is collected at the time of registration, and again between May and June for the upcoming school year.



## Administrative and Penalty Fees

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To ensure fairness and smooth operation of the centre, certain administrative or penalty fees may apply in cases such as late pickup, returned payments, or holding a space during a temporary withdrawal. These are only charged if the situation arises and help us maintain reliable service for all families.

### Administrative and Penalty Fees::

- Late Payment Fee: \$50 per occurrence.
- NSF/Returned Payment Fee: \$50 per occurrence.
- Late Pickup Fee: \$2/minute.
- Activity/Field Trip Fee: \$10-\$50 per occurrence.
- Replacement Fee: \$25 after the first one. Covers cost to replace lost or damaged centre-issued items (e.g., backpacks, bins)
- Holding Fee: \$700 for Infant/Junior Preschool Programs, \$500 for Preschool Programs, maximum 3 months. This fee retains a spot during a temporary withdrawal.

## Technology Fee

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An optional annual fee of \$100 that provides families with access to our secure parent communication app, offering real-time updates, photos, and progress reports.

## Enhanced Programming Fee

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An optional monthly fee of \$75 that supports specialty enrichment opportunities such as yoga, movement, or other extended learning experiences beyond the core program.



## Family Rates

- Sibling discounts do not apply to tuition, registration, or deposit fees.
- Priority registration is available for siblings.

## Twin and Triplet Rates

- Families of twins or triplets receive a 10% discount.
- Discounts apply only to opt-in service fees (meals, diapers, wipes).
- This discount does not apply to tuition, registration fees, or deposits.

## Collection of Fees

- Fees are billed/collected through the 1Core TAP system (Tuition Auto-Pay).
- Accepted payment methods:
  - ACH (bank account) – standard method.
  - Credit card (subject to a 3% processing fee).
- Families must keep their current payment details up to date in 1Core to avoid failed transactions.

## Failure to Pay Fees

- Fees are due between the 1st and 5th of each month.
- If fees are not received by the 15th of the month:
  - The account will be considered delinquent.
  - The child's enrollment may be suspended until the balance is paid.
- Families remain responsible for all outstanding balances, including any funding shortfalls that may occur.
- Accounts in arrears may be referred to an external collections agency.

## What's Included?

- Tuition includes:
  - Daily educational programming.
  - Required classroom learning materials.
  - Individualized child assessments and progress reports.
- Optional opt-in service packages may include meals, diapers, wipes, and diaper cream (billed separately).
- Bedding is provided in infant programs.
- Field trips are optional and charged separately based on destination.



## Issuance of Receipts

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- Families can access receipts at any time via the 1Core Family Portal.
- Annual tax receipts will also be available electronically through the portal.

## Late Pick Up Fees

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- Families who pick up children after the scheduled closing time will be charged \$2 per minute.
- Repeated late pickups may result in termination of care.

## Refunds

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The following are non-refundable:

- Registration Fee (\$350).
- Field trip fees.
- PD days or early dismissal days.
- Christmas break and other scheduled closures.

The Registration Deposit (\$625) is refundable only if:

- The family cancels with at least 30 days' written notice prior to the secured start date, or
- It is applied to the final month's tuition.





# Termination of Services



## 01

### Parent and Caregiver Initiated Termination

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Parents are required to provide written notice of termination of care at least 30 days prior to the termination date. Notice must be given by the first day of a calendar month in order for the last day of care to be the final day of that same month.

- **Example:** Notice provided on June 1 → last day of care is June 30.
- **Example:** Notice provided on May 15 → the 30-day notice period does not begin until June 1, so the last day of care is June 30.

## 02

### Campus Initiated Termination

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Under exceptional circumstances, Fueling Brains Academy may need to terminate care for a family. These circumstances may include when a family is unwilling to follow the policies and procedures as outlined in this Handbook, when the behaviour of a child or parent/caregiver is disruptive to others, causing a safety risk, is disrespectful or threatening to staff members, or requires support beyond what Fueling Brains Academy can provide.

At times, if a child's behaviour does not improve or if the parent is unable to work with Fueling Brains Academy to implement behaviour support, a campus-initiated termination may be the result.



# Daily Routines and Expectations



## Hours of Operation

Fueling Brains Academy is open **Monday - Friday from 8:00am - 5:00pm**, with the exception of Statutory Holidays as listed by the Government of British Columbia, two weeks during Winter Break and 4 professional development days per year to be determined by the beginning of each calendar year. There is no reduction in fees for these days.

Furthermore, our annual calendar is designed with care to ensure children experience consistent, high-quality learning throughout the year. Closures are thoughtfully scheduled to support educator training, curriculum planning, and classroom preparation. These moments behind the scenes are essential in maintaining a strong, intentional program. We prioritize predictability for families and children, knowing that routines build a sense of safety and belonging.

Our calendar reflects a commitment to operational excellence and educational integrity, so that each day your child is with us is purposeful, engaging, and aligned with their developmental needs.

## What Families Need to Bring

To help your child fully participate in Fueling Brains Academy programs, we kindly request that families provide a few essential items from home. Please ensure all items are clearly labelled with your child's first name and last initial.

### 01 Daily Essentials

- Indoor running shoes (non-marking soles).
- Water bottle.
- Weather-appropriate outdoor clothing (snow gear in winter, rain gear in spring, hat/sunscreen/bug spray in summer).
- Spare set of clothing (including socks and underwear); children who are potty training should have at least two full changes of clothes.

### 02 Rest and Comfort

- For children who nap: a comfort item such as a blanket, soother, or stuffed animal.
- Preschool children who nap may require additional cot bedding (as directed by staff).

### 03 Infant Program

- Formula or expressed breast milk (if not yet on cow's milk), labelled with the child's name and date.
- Prepared bottles and soothers as needed.

### 04 Other Information

- Clothing that becomes soiled during the day will be sent home and should be laundered and returned promptly.
- Please check your child's bin daily for soiled clothing, notes, or completed work.
- Fueling Brains Academy is not responsible for any damage to clothing that may occur during play and activities.



## Items Not Permitted

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For safety and focus, please note that toys and electronic devices from home are not permitted. These items can distract children from learning and may be lost or damaged. Fueling Brains Academy does not accept responsibility for missing or damaged personal belongings.

## Personal Storage Bins or Backpacks

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Each child is provided with a personal storage item, which may be either a backpack or a plastic bin, depending on the campus. These are used to keep track of your child's belongings.

Bins or backpacks are taken back and forth between home and the center each day. We ask that they be treated with care, as they are part of helping children learn independence and responsibility.

If a replacement is requested or required (for example, due to damage or loss), a \$25 replacement fee will be charged.

## Arrival & Dismissal Policy

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To ensure all children benefit from the planned curriculum, children are expected to arrive no later than **8:30 am**. This allows our team to:

- Get the full classroom settled.
- Introduce the day's learning projects.
- Prepare for nature walks and other elements of the routine.
- Focus on being with the children rather than watching the doors.
- Naturalize the children to the daily routine.
- Participate in special events, such as field trips, guest speakers, and class parties.

*\*Please note: In the event of pandemics or other emergency closures, additional protocols may apply.*



## Independent Entry Policy

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At Fueling Brains Academy, we support children in developing independence from the moment they arrive. Our entry routines are designed to help children feel confident and settle quickly.

## Morning Drop-Off

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At drop-off, families bring their child to the reception area, where staff will guide them into their classrooms. Parents can support their child's independence by encouraging them to take part in getting ready, such as removing their own coat, changing shoes, and carrying their belongings.

Once prepared, children enter their classroom with staff support, place their items in the designated areas, and begin their daily routine. These small moments of independence help children practice self-help skills, build confidence, and make morning transitions smoother.

## End-of-Day Pickup

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At dismissal, children will be brought to the lobby or reception area to meet their families. We ask for patience while children gather their belongings and complete their routines. For hygiene and safety, we kindly request that parents and guardians remove their footwear before entering the classrooms.

## Absence Policy

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In the event of an absence, Fueling Brains Academy requests that families notify the campus by telephone, email, or through the FBA Family App. When reporting an absence, please include the reason (for example, illness or personal circumstances) and, if possible, the anticipated date of return. This helps us support your child's classroom and reduce the potential spread of illness. Voicemail is available 24 hours per day for phone reporting.



## Rest & Nap Time

- 01 All children are offered a daily rest period.
- 02 Younger children typically nap as part of their routine, while older children who no longer need naps are provided with a quiet rest time that may include reading books or engaging in calm activities.
- 03 Educators actively supervise children during all rest periods to ensure comfort and safety.
- 04 Families are encouraged to share their child's sleep needs with staff so we can adjust rest times as the child grows.

## Learning Assessments

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Educators observe and document children's growth across key developmental areas. These observations help us plan activities that meet each child's needs and support their ongoing development.

Formal updates are shared during Parent-Teacher Interviews. At these meetings, educators review your child's progress, celebrate achievements, and discuss goals with you and your family together.

We recognize that every child develops at their own pace. Assessments are not tests, but tools to help educators understand how to support your child's growth best. Families are encouraged to ask questions, share observations from home, and partner with us in celebrating and guiding their child's learning journey.



## FOOD AND DRINK

We offer a catered meal program at \$215/month, which includes a morning snack, lunch, and afternoon snack prepared in alignment with the Canada Food Guide. Menus are published bi-weekly and reflect a balance of nutrition, variety, and seasonal options.

Meals are an important part of our pedagogy. They support children's social development, self-help skills, and a sense of belonging through shared mealtimes. Participation in the program also ensures safety, as all meals are prepared and served with careful consideration for allergies and dietary restrictions.

Families who choose not to participate in the meal program are asked to provide a healthy, well-portioned breakfast, lunch, and snack daily. These must be ready-to-eat, not require heating or refrigeration, and free from outside catering.

We recognize that some children may still feel hungry after scheduled snacks or meals. Our catered portions are designed to be generous and meet most children's needs, but for children with bigger appetites, families are welcome to include a nut-free, non-perishable back-up snack in their child's backpack. In some cases, food may also be integrated into classroom programming (e.g., cooking projects, cultural experiences). Families will be informed in advance, and all such activities will be respectful of our allergy guidelines.



## School Calendar

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A complete listing of campus closure dates is available on the main bulletin board and online on the Fueling Brains Academy website. The calendar is updated annually.

## Christmas and New Year Break

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Fueling Brains Academy campuses will close for the holiday break, giving families and staff an opportunity to rest, recharge, and enjoy the season. To support the staff and maintain the program's integrity, regular tuition rates apply in December.

## Professional Development Days

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Based on Fueling Brains Academy's educational philosophy and commitment to knowledge and development, educators and other staff members need to participate in regular, paid training opportunities during the day. As such, the campuses close for Professional Development Days.

## Early Dismissal

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There are occasional early dismissal days during the year. These are scheduled for important operational needs (such as educator training, assessments, or classroom preparation) and for special events, including the annual Christmas Concert in December. All early dismissal dates are clearly outlined in the annual calendar provided to families.

## Make-Up Days and Emergency Closures

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There are no 'make-up days' for days that children miss due to school closures, quarantines, illness, or vacation times.

In the event of an emergency closure due to facility, weather, or other crisis issues, Fueling Brains Academy will review each circumstance independently before applying any decisions. During these events, the Fueling Brains Academy team will send communication directly to parents via email.



## Parent-Teacher Meetings

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Parent-teacher meetings are scheduled throughout the year. On these days, campuses close for instruction, allowing educators to dedicate time to meeting with families.

**These meetings give parents and educators the opportunity to:**

- Hear about their child's progress and learning goals.
- Ask questions about classroom experiences, curriculum, and daily routines.
- Share insights from home to support a consistent approach between school and family.

Ongoing communication with educators and campus leadership is always encouraged outside of these meetings; however, the dedicated parent-teacher interviews provide a focused opportunity to celebrate growth and plan together for your child's continued development.

## Field Trips and Special Guests

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To enrich our program, Fueling Brains Academy may invite special guests or schedule field trips during the year. These experiences connect children to their community and expand their learning.

- **Special Guests:** Visitors such as firefighters, police officers, librarians, cultural presenters, or professionals (e.g., chefs, veterinarians) may visit classrooms. Guests are vetted through the Criminal Record Check Review Program with a Vulnerable Sector Search, are supervised by staff at all times and are never left alone with children.
- **Practicum Students:** Students completing practicum or field placements in early childhood education programs are welcomed as part of our extended learning community. Like educators, they must provide:
  - A current Criminal Record Check with Vulnerable Sector Search through the Criminal Record Check Review Program;
  - Proof of immunization status in line with BC public health requirements;
  - Program documentation from their college/university confirming their practicum placement; and
  - Compliance with all Fueling Brains Academy health and safety policies.
- Practicum students are supervised by a certified educator or the Centre Director at all times, are never left alone with children, and their role is to observe and support learning while developing their professional skills under guidance.





- **Field Trips:** Families receive a consent form in advance outlining the location, times, transportation, activity, and supervision plan. Written consent is required for children to participate. If there are not enough volunteers to support safe supervision, the field trip will be cancelled.
- **Transportation:** Only community walks, chartered buses, or public transit are used. We do not transport children requiring safety seats in vehicles.
- **Family Involvement:** Families who wish to share their own skills or experiences as special guests are encouraged to connect with their Campus Director.
- **Fees:** Some trips or guest activities may have a small additional cost. Participation is always optional.

## Birthdays

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Campuses celebrate birthdays by singing Happy Birthday in the child's homeroom during afternoon snack on the day of their birthday. If families would like to bring a treat, it must be store-bought and nut-free.



# Communication and Feedback Policies



## 01 Daily Reports

Daily updates about your child's experience are shared through the FB Family App. For additional details, parents are encouraged to communicate regularly with the campus team. Families may also request a meeting with their child's educator if they would like more in-depth information than what is provided in the app.

## 02 Monthly Newsletter

Fueling Brains Academy publishes a monthly newsletter containing information relevant to children attending, including an overview of campus operations. Monthly updates for each classroom are provided along with other points of interest, such as learning projects and themes in the classrooms, upcoming events, and other happenings.

## 03 Parent Feedback

We welcome comments and suggestions. Parents are encouraged to speak directly with their Campus Director and share their feedback in writing.

Annually, parents may be asked to complete a satisfaction survey or a similar document, allowing us to gather feedback on our services and their levels of satisfaction with the services provided. Fueling Brains Academy strongly encourages all families to participate in these voluntary surveys to ensure an accurate picture of the campus's functioning, its services, and ways we can continue to improve.

## 04 Two-Way Communication Acknowledgement

By enrolling at Fueling Brains Academy, you agree to receive email updates from our communication platforms (such as Gmail and 1Core). These tools help us keep you informed about important updates, events, and daily information related to your child's care.

## 05 Concerns

In cases where parents, community members, or other stakeholders have concerns they would like to share, we ask that you first share them directly with the campus director. For more serious concerns, we request written documentation to be submitted via email to the campus director.

If you would like to discuss any concerns with your child's educator, this can be arranged with your Campus Director.

# Parent Code of Conduct



Fueling Brains Academy values strong partnerships with families. To ensure our campuses remain safe, respectful, and supportive environments, we kindly request that all parents, caregivers, and visitors adhere to this Code of Conduct.

## Respectful Communication

- Speak to staff, children, and other families calmly and respectfully.
- Address concerns directly with your campus leadership team rather than with other parents or through social media.
- Refrain from gossip, personal criticism, or public negative comments about staff, children, or families.

## Commitment to Our Community

Parents and caregivers agree to:

- Support a welcoming, inclusive, and nurturing environment.
- Model positive behaviour for children and contribute to a safe, cooperative atmosphere.
- Work with staff in good faith to resolve concerns in a timely and respectful way.

## Safe and Positive Behaviour

- Threatening, abusive, discriminatory, or harassing language or actions will not be tolerated.
- Physical or verbal punishment of any child (your own or others) on centre property is strictly prohibited.
- If you have concerns about another child's behaviour, bring them to the Director; do not discipline children who are not your own.

## Failure to Follow the Code

If the Code of Conduct is not followed:

- The incident will be documented and reviewed by the Executive Director, who is the senior leader responsible for supervising multiple campuses and ensuring that policies and standards are upheld.
- A meeting may be arranged to address concerns.
- Continued or serious violations may result in termination of care to protect the safety and well-being of the community.



## Allergies and Medical Conditions

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Fueling Brains Academy expects parents/guardians to act as professional partners in ensuring the safety of all children. This includes keeping all medical information up to date and notifying campus staff immediately, in writing, of any changes to this information.

All allergies, food restrictions, and medical conditions will be documented using Fueling Brains Academy's Medical Conditions form. These forms will outline the severity of the condition, associated triggers, expected symptoms, and the type of medication that will be provided, as well as any additional information you choose to include.

If a child requires an inhaler, EpiPen, seizure medication, or any other life-saving medication, it is the parent/guardian's responsibility to provide the campus with these items. Fueling Brains Academy will ensure that parents are informed of medication expiration in advance. If the medication is not at the campus or has expired, Fueling Brains Academy will call and notify the parent/guardian, who will be required to bring it to the campus immediately or pick up their child.

Educators will ensure that emergency medication moves with the child between classrooms and is available for use at all times. Educators will be directly responsible for overseeing any medical action plan. Campus directors will be responsible for enforcing all Fueling Brains Academy policies regarding medical conditions and life-threatening allergies, as well as ensuring that all parties are aware of their roles and responsibilities.

## Bottles and Nap Time

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The use of **glass bottles is not permitted** for infants or children of any age while at the campus. This policy helps ensure a safe environment for all children, as glass bottles may break and pose a risk of injury. Families are asked to provide bottles made of shatter-resistant materials, such as BPA-free plastic.

Under licensing regulations, children cannot be put to sleep with the use of bottles or training cups in their beds. Soothers are considered acceptable in their place at this time.

## Communicable Diseases and Illness

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Fueling Brains Academy prioritizes the health and safety of all individuals on campus. To achieve this, we follow communicable disease control practices and guidance provided by the BC Ministry of Health, the BC Centre for Disease Control (BCCDC), Island Health as our regional health authority, and the First Nations Health Authority (FNHA). This ensures our policies reflect both provincial standards and local requirements on Vancouver Island, while respecting the health services available to Indigenous families.



## Children exhibiting any of the following symptoms or conditions will be asked to stay home from the campus:

- Fever more than 38 degrees Celsius (24 hours from last fever reading) or;
- Any temperature higher than 37 degrees Celsius, which is also accompanied by a change in the child's temperament/behaviour (eg, crying, lethargy, irritability, refusal to participate in activities, expressions of general discomfort/pain).
- Vomiting (24 hours from last incident).
- Diarrhea (24 hours from previous incident).
- Continuous green or yellow nasal discharge (indicates infection).
- Discharge from eyes (indicates infection).
- Head lice (until the first treatment has been applied).
- Conjunctivitis (Pink Eye) (until 24 hours from the beginning of treatment).
- Any other communicable disease (until a medical note can be provided to indicate a safe return to campus).

During an outbreak (defined by Island Health or the BC Centre for Disease Control as two or more cases of the same cluster of symptoms), removal times from the campus may be extended to 48 hours or longer, as advised by public health officials. In such circumstances, families will be informed by email about the symptoms to watch for, the mandatory exclusion period, the steps the campus will take to manage the outbreak, and practical measures families can take at home to help prevent further spread.

Children who exhibit any of the listed symptoms or conditions will be removed from childcare and supervised in a quiet area until parents, guardians, or emergency contacts can pick them up. In addition, any child who is known or suspected to be suffering from a communicable disease listed under Schedule A of the BC Communicable Disease Regulation will not be able to attend until they are no longer contagious and it is safe for them to return.

In rare circumstances, other conditions that may pose a risk to the health and safety of children or staff could also require temporary exclusion, at the discretion of the Campus Director or designate.

*Please note: Fueling Brains Academy may request to see a doctor's note at any time to rule out if symptoms or a condition are contagious, cause for exclusion, and/or require additional staff support and training. Symptoms for exclusion from the program may also vary depending on pandemic restrictions.*



## Injury and Temporary Care Needs

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If a child experiences an injury or medical situation that limits mobility or requires additional support (for example: a broken limb, recent surgery, or temporary use of medical equipment), families must provide a medical report. This report should outline:

- The child's care needs and any restrictions or limitations,
- Possible complications educators need to be aware of, and
- Recommendations for safe participation in group care.

Our team will review this information with families to determine whether the child's needs can be met safely within the staff-to-child ratios required by the BC Child Care Licensing Regulation. Where care needs temporarily exceed what can be reasonably supported within group ratios, families may be asked to arrange additional support (through community services, external funding programs, or a family-funded worker) before the child returns.

This does not apply where the child's needs relate to a disability. In such cases, we are committed to inclusive practice and will work with families and community partners to plan appropriate supports and accommodations.

## Work Safe BC Pandemic Guidance

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During pandemics, Fueling Brains Academy will adhere to all regulations put forward by the British Columbia Health Authority and may adjust our programming and policies based on their guidance. Fueling Brains Academy will provide parents with a comprehensive guide for parents/guardians outlining the regulations and restrictions put in place via email.





## Measles Guidance

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Fueling Brains Academy – Victoria works closely with Island Health and follows the BC Centre for Disease Control (BCCDC) recommendations to keep children, families, and staff safe during times of communicable disease risk.

### **If a case of measles is confirmed in our community or campus:**

- Children or staff who are not fully immunized may be excluded from care for up to 21 days, as directed by Public Health.
- Public Health will provide specific guidance on timelines for safe return to care.
- Families will be notified promptly by email with any updates, exclusion requirements, or next steps.
- We will always communicate openly with families if an outbreak occurs and will share guidance on how you can help reduce the spread at home. Our priority is to maintain a safe and healthy environment for all children in our care.

## Nut-Free Facility

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Fueling Brains Academy attempts to maintain a nut-free facility at all times. Any item found to contain or have the possibility of containing nuts of any kind will not be served and/or allowed on our campuses. This includes those items that say, "May contain traces of tree nuts and peanuts" or "Made in a facility that also processes nuts."

The above request also applies to food brought in to celebrate special occasions and birthdays for children. Fueling Brains Academy requires that any food served to children be prepared in a professional facility (excluding homemade birthday cakes and cookies) and does not contain any nuts. We will require an ingredient list to be provided. Items not fulfilling protocol will be sent home individually rather than being consumed.





## Handwashing

Regular and ongoing hand-washing routines are in place on campus and are promoted to all children by the campus staff. Staff will ensure children practice thorough hand washing on a regular and ongoing basis. This includes the use of warm water and soap, and is completed:

- |   |                                    |
|---|------------------------------------|
| 01 Before and after eating food;                          | 05 After wiping noses;             |
| 02 Before and after food preparation and handling;        | 06 After sneezing or coughing, and |
| 03 After diapering and toileting;                         | 07 Whenever hands are soiled.      |
| 04 After playing in sand, water, or other sensory tables; |                                    |

Proper handwashing and diapering methods are posted in the classrooms and should be observed by staff at all times.

## Cleaning and Disinfecting

The campus adheres to the guidelines set forth by AHS for the daily maintenance and sanitation of various areas within the campus. Diluted bleach solutions are used by campus staff as per the recommended mixing concentrations provided by AHS.

## Appliances

Any appliances used by the campus will be subject to ongoing inspection. Safety concerns and/or product failure will be removed from the campus. Appliance checks will be part of the routine safety inspection checklists completed by the campus staff. Any appliance or electronic device used in the presence of children must have cords made inaccessible to them.



## Materials

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Fueling Brains Academy uses only non-toxic art and craft materials at all times. Although the campus encourages the reuse of certain materials to promote recycling efforts and support our Loose Parts programming in the Right Brain classrooms, health and safety considerations are of top priority. For instance, empty food containers will be washed before use in the classroom.

Additionally, items that pose a risk to children's health or safety shall not be used (e.g., styrofoam that breaks into small balls and poses an inhalation risk).

## Aerosols/Pesticides

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Fueling Brains Academy will not use aerosols or pesticides on the campus in the presence of children for any reason. Additionally, when the campus is made aware of a public application of pesticides (i.e. on the public park adjacent to the campus), children attending the campus shall not be allowed to use these areas until the risk of exposure has passed. Alternative sites will be used to provide similar experiences to the children.

*Please note: Fueling Brains Academy does not accept aerosol sunscreen or bug repellent on any of our campuses.*

# Safety and Emergencies



## Outings and Active Play

To promote healthy growth and development and support body control and movement among the children, Fueling Brains staff will ensure outdoor time at least once per day for 60 minutes, when weather permits. A combination of outdoor and indoor areas will be used to promote physical activity. A variety of activities and materials will be provided during both indoor and outdoor active play time and movement time. Both smaller and larger groups will be used during active play.

Parents/guardians must provide their children with the correct gear to enjoy outdoor time, including snow pants and rain boots. Parents should send children only if they can participate in all activities, including outside time. Requests to remain indoors due to illness will not be accommodated unless accompanied by a written note from a doctor.

### Children will not be taken outside for outdoor time if:



#### Hot

- The temperature is higher than 18 degrees Celsius for Infants - including "feeling like."
- The temperature is higher than 20 degrees Celsius for Junior Preschool - including "feeling like."
- The temperature is higher than 25 degrees Celsius for Preschool - including "feeling like."



#### Cold

- The temperature is lower than -12 degrees Celsius for Infants (including wind chill).
- The temperature is lower than -16 degrees Celsius for Junior Preschool (including wind chill).
- The temperature is lower than -20 degrees Celsius for Preschool (including wind chill).

If the Air Quality Rating is 4, 5, or 6, outside time will be reduced, and children with respiratory conditions and infants will be closely monitored. If the air quality rating is seven or higher, children should remain indoors.



## Neighbourhood Walks and Outings

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Fueling Brains Academy believes in the importance of daily physical activity, including outdoor time, at least once per day, when weather permits. Children will leave the campus with the regular room staff, who will bring a first aid kit, an emergency contact information binder, emergency medications, and a cell phone to maintain communication with campus leadership at all times.

Children may be taken on neighbourhood walks or outings in proximity to the campus. The use of any public park or pathway shall be subject to a safety inspection to be completed by campus staff before allowing children to use the structure or play site. Should a staff member become aware of a safety risk, whether potential or imminent, the children shall be immediately removed from the area and redirected to a more suitable location or returned to the campus.

Neighbourhood walks will follow a predetermined route shared with parents at the time of enrollment. These nature walks and adjacent community parks are indicated on the campus Walking Permission form, which varies by campus. Spaces and pathways not indicated on the permission form will not be used by Fueling Brains Academy teams without first obtaining parental permission.

## Accident/Incident/Illness Reporting

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Should a child be injured while in the care of the campus, an accident/incident or illness report will be completed by the staff person who witnessed the event. This report will detail what the event was, how it occurred, who witnessed it, whether first aid or other medical intervention was required, and any other relevant information. These reports should be signed by the child's parent or guardian upon pick up from the campus. A copy will be maintained digitally in our application and emailed to you upon request. In the event that a report is missed at pick up, the campus will contact you by phone to inform of the accident/incident and send the report via email for electronic signature using a link.

At times, an incident report may also be completed to inform families of their child's behaviour while at Fueling Brains Academy. Examples of behaviours that may be documented include biting, swearing, or other disruptive behaviour that continues beyond what is considered developmentally reasonable. In the case of biting, staff will respond promptly by comforting and caring for the child who was bitten, documenting the incident, and informing both families while maintaining confidentiality.

When behaviours occur, staff will observe and reflect on potential triggers and strategies, and may meet with families to develop a Positive Behaviour Support Plan to guide consistency between home and school. Occasionally, disruptive behaviours may require the child to be sent home for the safety of other children and staff. If the behaviour continues or does not improve over time, other avenues of support will be considered, and in more extreme cases, this may include termination of care.



# Serious Incident Reporting and Transparency

## Reportable Incidents

Fueling Brains Academy is licensed by the Government of British Columbia and complies with all provincial requirements for reporting serious incidents under the Child Care Licensing Regulation (CCLR, Section 55).

Reportable incidents include, but are not limited to:

- Injuries or medical emergencies requiring professional medical treatment.
- A child who goes missing or is left unsupervised.
- Allegations of abuse or neglect.
- Any situation that may seriously affect a child's health, safety, or well-being.

When a serious incident occurs:

- It is reported immediately to the Island Health Licensing Officer, as required by regulation.
- The parents or guardians of the child involved are contacted right away.
- A written report is completed and submitted to Licensing within 24 hours.
- Investigation summaries or follow-up reports provided by Licensing are posted on the campus for families to review, ensuring transparency.

This process reflects our commitment to accountability, clear communication with families, and full compliance with BC's licensing standards.

## Safe Release of Children

Fueling Brains Academy will only release a child to adults identified by parents/guardians as authorized to pick up their child from the facility. Staff will check photo identification for any adult who is unfamiliar. Prior arrangements must be made for anyone other than the parent/guardian to pick up a child. If prior arrangements are not made, staff will contact the parent/guardian (or emergency contact) for approval and confirmation of identification before releasing the child.



Parents/guardians must provide a copy of any custody agreement, court order, or guardianship documentation that affects a child's release. The centre will follow the most recent legal documentation on file. Where such documents exist, access will be denied to any individual who does not have custodial rights or who has been legally restricted from contact.

For children in care with the Ministry of Children and Family Development (MCFD) or a Delegated Aboriginal Agency, only the designated social worker or other authorized individual may pick up the child, as outlined in the care plan. Staff will not release the child to anyone else, even a biological parent, without documented authorization from the child's social worker.

These measures are in place to ensure that every child's safety, well-being, and legal rights are protected.

## Duty to Report Suspected Abuse or Neglect

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BC law requires that anyone who has reasonable grounds to believe a child may need protection must report it immediately. This is called the "duty to report," and it applies to every staff member in our centre. Reports are made directly to the Ministry of Children and Family Development (MCFD) through the 24-hour Child Protection Line (1-800-663-9122) or to police if a child is in immediate danger. Staff are not permitted to wait, investigate on their own, or seek approval before reporting. All employees receive training on how to recognize possible signs of abuse or neglect and how to respond if a child discloses concerns.

Allegations involving a staff member or volunteer are reported right away, and the individual is removed from contact with children while authorities investigate.

This duty to report is set out in BC's Child, Family and Community Service Act and reinforced through provincial child care licensing regulations. Our role as a centre is to cooperate fully with authorities to ensure children are protected.





## Impaired or Medically Unfit Pickup

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If a parent or authorized pickup person appears unable to safely care for or transport a child (for example, due to suspected impairment or a medical emergency), staff will:

1. Prioritize child safety by delaying release briefly while options are explored.
2. Offer alternatives, such as contacting another authorized pickup person or arranging safe transportation (e.g., taxi/ride-share).
3. Call 911 immediately if an impaired individual attempts to drive with the child.
4. Contact the Ministry of Children and Family Development (MCFD) through the 24-hour Child Protection Line (1-800-663-9122) if staff believe the child may be at risk of harm.

## Administration of First Aid

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Before the first day of service can be provided, families must provide written consent to the administration of emergency first aid to their child by campus staff, as outlined in their signed enrollment contract. The campus ensures all staff have current first aid training, should administration of first aid to your child be required.

Should your child require additional medical attention beyond the scope of emergency first aid treatment that can be provided by campus staff, Fueling Brains Academy will, depending on the severity of the incident, attempt to reach:

- (You) the parent(s) or guardian(s) listed on the child's emergency contact form;
- The emergency contacts listed on the child's emergency contact form;
- Call 911 at the direction of the campus director/designate, or immediately after an EpiPen is administered.

## Emergency Medical Services Personnel

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If the need arises for EMS to attend the campus and provide medical assistance to your child, any associated costs will be billed to the child's parents or caregivers. Fueling Brains Academy will make every effort to act in the best interest of the health and safety of your child.





## Administration of Medication

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Fueling Brains Academy may administer medication to children under parental request, including prescription, over-the-counter, and herbal remedies.

Fueling Brains Academy will allow the administration of medication to children within their care under the following conditions:

- Parents or guardians have provided written consent for the administration of the medication through the completion of the campus's appropriate paperwork;
- The medication is in the original labelled container and indicates in English:
- The name of the medication;
- If the medication is prescribed, the first and last name of the child (which must match the child's registration/profile);
- The dosage of the medication to be administered, which must match the known age/weight of the child;
- The frequency of administration of the medication;
- The length of time over which the medication is to be administered (i.e., 2 weeks, until finished, etc.);

### Any other directions provided by a doctor;

- For emergency medications (i.e., asthma inhaler, EpiPen, etc.), under what conditions the medication is to be administered (i.e., physical signs that will be present indicating the need for the medication);
- The symptoms requiring the administration of any medication (i.e., pain for teething)

In all cases of administration of medication, only persons with a valid first aid certificate will be allowed to administer medication to children in the campus's care. For ongoing medications, a form for administering the medication will need to be completed on a regular basis. Completed medication forms are kept on campus in the child's file.



Following the administration of medication, staff will ensure that children are observed to check for any signs of adverse reactions and that the appropriate paperwork is completed. The following information is documented:

- Name of the medication;
- Time of administration;
- Amount administered;
- Name and initials of the person who administered the medication

All medications on campus are made inaccessible to children. Emergency medications on campus are stored in a marked container that is readily accessible to staff. Non-emergency medications are stored in a locked container.

Families who wish to have over-the-counter medication, herbal remedies, or supplements administered to their child, while in the care of Fueling Brains Academy, must provide the campus with the same documentation required for regularly prescribed medication.

In addition to the conditions outlined above, parents and guardians are also required to disclose whether their child has received medication before arriving on campus. The administration of medication form must be completed by the parent or guardian each time medication is administered.

## Fire Drill, Emergency Evacuation, and Campus Lockdown Procedures

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Fueling Brains Academy practices emergency evacuation and campus lockdown procedures throughout the year and conducts fire drills to ensure that all staff and children are familiar with and understand these procedures.

Evacuation routes are posted in each campus classroom to ensure clarity for all individuals during drills or emergencies. All staff are provided with a complete outline of the procedures required for each type of situation. Additionally, a copy of the procedure is provided in the emergency contacts binders. Emergency contact information and first aid kits are removed from the campus and stored with staff during all emergency evacuations, fire drills, and lockdowns.



In the event of an emergency evacuation, all parents will be notified as soon as possible. Should the center need to remain evacuated due to imminent danger, parents and guardians of children will be contacted from the evacuation site by telephone and email. Parents and guardians will be notified of the situation and informed of the location where your children can be picked up.

In the event that parents or guardians cannot be reached, emergency contacts will be notified of the situation.

Please note that if you are advised of a lockdown/lockout event, you will not be able to pick up or drop off your child until the event is over. We understand how stressful these events are, but ask that you refrain from calling the campus, as the leadership team may be using the phone lines to speak with government officials.

## Inclement Weather Closures

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Fueling Brains may close on rare occasions due to extreme weather conditions such as heavy snow, icy roads, severe flooding, or high winds. Families will be notified of closures by 6:00 AM through email, FBA family app, our social media channels, and our website.

To minimize disruptions, weather-related closures are limited to two days per school year, except in severe or prolonged emergencies. In some cases, the Academy may open with a delayed start (e.g., 10:00 AM). Please always check our communication channels before heading to campus on stormy days.



At Fueling Brains, we believe children learn best when they feel safe, respected, and understood. Challenging behaviour is part of growing up. It's how children develop self-control, problem-solving skills, and learn to get along with others. Our role is to guide them with warmth and consistency, enabling them to develop the social and emotional skills they need for life.

## Our Approach

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- We guide behaviour through positive language and clear expectations.
- Educators use calm voices, get down to the child's level, and acknowledge feelings ("I can see you're upset").
- We focus on what children can do, instead of what they cannot.
- Routines, choices, and engaging activities help prevent problems before they start.
- We celebrate successes, noticing and praising positive behaviour every day.

## What Families Can Expect

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- Children are treated with kindness, patience, and respect at all times.
- Guidance is consistent and predictable, so children feel secure.
- Educators help children calm down and learn new strategies when big feelings take over.
- Families are kept in the loop. We share both the joyful moments and any concerns.
- If ongoing challenges arise, we work together with you to create a plan that supports your child.



## Never Permitted

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In line with BC Childcare Licensing Regulations, and the Director of Licensing Standards of Practice, the following are strictly prohibited in our program:

- Physical punishment of any kind (hitting, spanking, shaking, rough handling).
- Yelling, shaming, threatening, or humiliating language.
- Isolating or restraining a child as punishment.
- Withholding food, comfort, or basic needs.

## Working Together

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Parents are our partners. You know your child best, and by sharing ideas and strategies, we can provide consistent support that spans both home and childcare. If additional resources help your child thrive, we will guide you through the options, always with your consent and involvement.

# Children Requiring Additional Support

Every child deserves the chance to reach their full potential. While most children's needs are met through our daily program, some benefit from additional support along the way. If your child may need additional support, we will discuss this with you and work together to determine the best next steps.

Fueling Brains works in partnership with families and community professionals to ensure children receive the right support in the most natural setting: their classroom. Children who qualify for programs such as Supported Child Development (SCD), Aboriginal Supported Child Development, or who access resources through the Autism Funding Unit (AFU) or Jordan's Principle, receive guidance and strategies within their regular day. Rather than being separated from peers, children are supported by educators in collaboration with consultants, therapists, or other specialists. This model ensures learning happens alongside friends, while promoting belonging, confidence, and independence, with professional guidance woven into daily experiences.

We work closely with families to understand each child's needs and help them navigate available funding programs and resources. Our team coordinates with community services so families do not need to manage everything alone. With the proper support, every child can succeed, and we are committed to making sure yours does.





# Social Media and Technology Policies



## Photos, Creative Arts & Social Media

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To enhance and promote the learning experience at Fueling Brains Academy, our team may take videos and photos of your children for internal campus use and external media purposes. These photos and videos may also be used for educator and pedagogy development, communication with parents and a variety of other purposes, all aimed at improving the learning experience at Fueling Brains Academy.

Photos and videos may include individual images/videos of your children, photos/videos of children involved in various activities throughout the campus, pictures/videos taken to document a series of events to reach a learning goal or objective identified by campus staff, or for similar reasons.

## Media Release

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Fueling Brains Academy uses images of children on our social media accounts, website, newsletters, community media outlets and at childcare sector workshops. Parents will be required to complete the media consent form as part of their parent orientation paperwork.

## Group Photos, Videos and Event Media

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Fueling Brains Academy regularly takes group photos and videos in the classroom and during internal and external social events, field trips and for documentation of our programs for marketing and informational purposes. Children who are on the media denial list will still appear in these photos or videos in a large group setting (five children or more). In these situations, we take care to avoid showing close-up or front-facing shots of children with media denial forms. However, we cannot guarantee they will not be filmed or photographed during their participation.

## Use of Technology

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Fueling Brains Academy does not promote the use of televisions except when special videos are presented around children's interests or for special events. At those times, the video played will be posted and logged in the classroom and shall be made available to parents upon request.

During special occasions, Movie Days may be offered to children as an activity, such as on Pyjama Day. At these times, parents will be informed in advance of the activity, and all movies and shows will be selected with a "G" rating. During Movie Days, children will have the option to access other materials and activities.



# Fueling Brains Academy Parent Handbook Acknowledgement



I, \_\_\_\_\_, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the regulations listed herein, or with any other policy or procedure outlined by Fueling Brains Academy, will result in possible termination.

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Parent/Guardian Name (Printed)

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Signature

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Child/rens Name/s (Printed)

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Date