

St. Michael's Out of School Care Parent Handbook

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PHILOSOPHY AND PURPOSE:

The development and training of a child is one the parents' most precious responsibilities. Our Out of School Program (OSC) was founded to help parents carry out that responsibility in a safe, healthy and wholesome environment. It is our aim and purpose to help children develop socially, emotionally, physically, creatively and spiritually, for life. The children will be encouraged to care for their own personal needs, to be considerate of others, play safe, learn to share, express their feelings, and provide input into the program and its activities. Recreational activities (indoors and outdoors) are offered to promote the physical health and well-being of children. The children will be challenged by new learning experiences, under the guidance of capable and qualified personnel who sense a calling to serve children and families this way. A central belief at St. Michael's School is that all people are created in the image of God, thereby committing and encouraging us to accept each child as being uniquely created and gifted. An awareness of God will grow as the child is exposed and involved in an environment of inclusion and acceptance of children with special needs.

PROGRAM INFORMATION

REGISTRATION FEE: \$50.00/per family per year *(not covered by subsidy)*

METHOD OF ADMISSION: Registrations are only to be received by the Program Coordinator or the School Secretary. Parents are asked to complete the registration forms, sign the contract, and pay the registration fee **BEFORE ADMISSION**. Registrations are based on a first come, first served basis because of the license limit of 60 children (10 Kindergarten and 50 grade levels).

CHILD'S AGE: The program accepts children from 5-12 years of age.

HOURS OF OPERATION: The program will be in operation during regular school attendance days between **the hours of 7:00 am to 8:30 am and 3:08 pm to 5:30 pm, Monday through Friday**. There will be no program offered during holiday closures or Professional Development Days.

ARRIVAL AND DEPARTURE: A parent/guardian or authorized person is requested to accompany their child/ren into the program daily, ensuring a staff member is aware of their arrival. The child/ren must be signed in by the person dropping them off, and signed out by the person picking them up. No latecomers after 8:15am (gym doors are closed), as outdoor supervision starts at 8:25. It is too busy to accept more children, as clean up and dismissal prep. is underway. Exceptions to this policy are made only for a **school age** child whose parent has signed a "Release of Liability Form". This form gives written consent for the child to travel to and/or from home and school unescorted.

OVERTIME: **No child shall be left in the program past 5:30 pm.** In the event that a child has not been picked up by 5:30 pm, the Program Coordinator will make every effort to contact the parent(s)/guardian(s) or other designated adults, before calling the Department of Children's Services. If the parent is unable to get to the program before the required time, it is the parent's responsibility to notify staff, and make alternate arrangements to have their child picked up.

LATE PICK-UP FEE CHARGES: An automatic late fee of \$10.00 will be charged for the first nine minutes (from 5:30 pm – 5:39 pm, as per the clock in the gym), and then an additional \$5.00 for every five minutes after that. Late pick-up fees in June are expected to be paid by the end of the week that they are accrued (as the June billings will most likely already be done at that time), or the child will not be able to use the program.

5:30 – 5:39 pm - \$10.00 (automatic) late fee
5:40 – 5:44 pm - \$ 5.00 additional late fee
5:45 – 5:49 pm - \$ 5.00 additional late fee
5:50 – 5:54 pm - \$ 5.00 additional late fee
5:55 – 5:59 pm - \$ 5.00 additional late fee

Persistent default of this policy, without reasonable cause, means forwarding this problem to the principal, which may result in expulsion of the child from the program.

LICENSING: This facility is routinely inspected and monitored by a licensing officer from Southeast Alberta Child and Family Services (SEACFSA). Copies of the current licensing/monitor reports are posted and past copies are available for viewing by any parent and/or staff member.

CHANGE OF INFORMATION: The parent(s)/guardian(s) agree to notify the program immediately of any changes of name, address, phone number, or any factor that may have a bearing on the child's care.

GRIEVANCES OR CONCERNS: Grievances or concerns may be made to the Program Coordinator (either verbally or written) or to the principal. If parent concern or dissatisfaction remains following these steps, the licensing officer may be contacted at #201, 346-3 Street S.E., Medicine Hat or phone 403-529-3174.

If after enrollment of the child, he/she seems unprepared for the group experience, and is unable to adjust properly, the Program Coordinator will consult the parent(s)/guardian(s) for future 'placement' of the child.

FEES: Billing fees are \$8.00 per hour for each child. Logging of time will be calculated in 15-minute intervals.

At the end of every month, hours will be compiled for the previous month and families will be billed accordingly through the school secretary. Parent(s)/guardian(s) agree to pay all fees within 3 days of receipt of invoice. Cheques are to be made payable to “St. Michaels School” and monies are to be given directly to the Program Coordinator or to the school secretary. **Persistent delinquency of payment of fees may result in the expulsion of the child.**

SUBSIDY: For families who qualify, there is subsidy available to use the program and can be applied for through the Alberta Child Care Subsidy Program at <http://www.humanservices.alberta.ca/financial-support/15104.html>

When completing the “Application for Child Care Subsidy” form, please use “St. Michael’s School Programs” as the name of the program and the address of the program is “865 Black Boulevard N.W., Medicine Hat, Alberta, T1A 7B5” Families are responsible for maintaining the updates on their Subsidy accounts for renewal.

Please note Subsidy **does not** cover the \$50 Registration Fee.

SCHOOL AND COMMUNITY PARTNERSHIP POLICY

The Out of School Care Program is run through and located in the St. Michael's School Gymnasium and Stage Area. The Medicine Hat Catholic Board of Education (license holder), principal and secretary of the school are involved in the operation of the program. The program is open to all children, Kindergarten to Grade 6, attending St. Michael's school.

The program provides access to information and community resources to the families on the bulletin boards, Facebook, or by the sign in/out book. Parents are encouraged to speak to program staff if they are in need of a referral to a community agency.

Staff will encourage the children's understanding of, and involvement in the broader community.

The program is involved with the following community resources:

- Medicine Hat and District Child Care Association
- Licensing assistance
- Recycling Program at School
- Various children's recreational activity fundraisers (staff may donate or buy fundraising items)
- St. Michaels' school events (staff may attend Christmas concerts and/or plays)
- Medicine Hat Public Library (constant rotation of books, music, and movies as applicable to the weekly theme)

COMMUNICATION POLICY

The St. Michael's Out of School Care program requires that ongoing communication occurs on a regular basis between staff, families, children, and school administration. This ensures that all stakeholders are well-informed about the program.

Staff acknowledge children, respond attentively and show interest when the children communicate with them. Staff seek out meaningful interactions and conversations with each child, encouraging children to express their feelings, needs and desires. Staff will show the children that they can actively communicate their feelings without fear of being interrupted. Staff greet children as they enter the program, ask them about their day, check to see how they are feeling, etc. When children have stories to tell, staff stop, listen, and respond in a positive manner. During play and activities, staff are actively engaged with the children as appropriate and are available to the children at all times.

The communication will extend to include the children in the program planning.

At that time, the staff will obtain feedback from the children as to:

- 1) what projects they would like to do,
- 2) what goals they wish to set for the month and
- 3) what special activities they would like to see happen.

This will assist in the children's emotional development by reinforcing that their opinion matters, thereby increasing their self-esteem.

The program offers the parents an orientation and parent handbook in order to establish an understanding of what the program offers their child/children and to create a positive relationship between the child's/children's family and the program. Families are informed of program components that directly affect them through the handbook, letters sent home, the bulletin boards, or Facebook.

Each day, staff will have conversations with parent(s)/guardian(s) and the children about their day, their home life, and any program information. This kind of communication is intended to create positive and respectful relationships where the children and the parent(s)/guardian(s) will be encouraged to communicate their feelings, any issues that arise, and their cultural experiences/preferences. The program will provide access to any information and community resources to the families on a bulletin board, display, or Facebook.

Parents may be asked to complete surveys from time to time, evaluating the program and giving feedback in order that St. Michael's Out of School Care can better serve their family's needs. This survey may be done anonymously, if desired.

Any documentation pertaining to the child's progress within the program is retained to the child's individual file. This information is available to the parent(s)/guardian(s). Child-specific information is shared only with parental consent. A notable incident book is available to record incidents that have happened where parents had to be involved. This is used by staff to record any recurring incidents.

Relationships with the school is encouraged and initiated by the program. The program and the school communicate and share information so as to improve the services provided by each. For example, speaking to the secretary about absentee children or speaking to the principal about issues that have arisen in the program. Staff are aware of and support school sponsored events. Staff read the school newsletter and look at the main bulletin board in the entrance. Staff ask children what events are happening and how they plan to participate.

Staff communicate with one another on a daily basis through conversations and through a communication log book that is accessible to all staff. This log is to record any information from parents, the school, children, or anything that all staff need to know. Staff initial the log when they have read it. Issues and concerns are addressed in a timely manner.

Staff are kept informed about changes to program delivery, child care best practice, and government information that will directly affect them through verbal communication with the Program Coordinator, notes made in the log book and the bulletin board. The Program Coordinator is readily available each day for staff to speak to if they have any concerns or ideas. Any issues will be dealt with promptly. The program provides staff with opportunities to give input and participate in decision-making. When program changes occur, staff are notified, asked their opinion, and for any suggestions.

The program supports and encourages professional development for all staff. Workshop opportunities will be shared with staff. Staff are encouraged to share information gained from their professional development activity.

The Program Coordinator may sit down with staff to review their job performance. Once a year, a formal staff evaluation may be conducted by the coordinator, and at the same time, staff will be asked to fill out a self-evaluation detailing how they feel they are doing.

INCLUSION, DIVERSITY, AND MULTICULTURAL POLICY

St. Michael's Out of School Care staff will provide an inclusive environment at all times that allows all children to have the opportunity to participate in activities regardless of their needs, abilities, background, or interests. This ensures that children and families feel they are an integral part of the program. The program is responsive to the diverse needs of the children and families it serves.

Staff facilitate a safe environment for children to express their feelings. Staff greet children as they enter the program, ask them about their day, check to see how they are feeling, etc. When children have stories to tell, staff stop, listen, and respond in a positive manner.

Activities are applicable and responsive to the children's interests, backgrounds, preferences, needs and abilities, as well as their suggestions regarding the weekly themes. Children will be asked for input into activities and this information will be recorded by staff to include in upcoming planning. Cultural heritage and awareness, individual differences, unique qualities, abilities, skills and talents will all be celebrated and incorporated as an important part of programming. Staff invite families to share their cultural experiences and traditions through verbal interactions, for documentation on planning sheets. The multicultural and inclusive activities and materials are then planned and implemented.

During these planned activities, staff are actively engaged with the children and help out where needed. Staff support children to initiate, plan and follow through on their activities. Staff will get down to the child's level to help support, encourage them, and give ideas on how to achieve success on their creation. Staff will encourage the children to try new things on their own. When a child asks for help, staff will respond as quickly as possible. If a child seems to be struggling with a game or craft, staff offer help. Program activities are modified to accommodate the different levels of skills and abilities. For example, use white glue or glue stick instead of hot glue gun for younger children. Staff will also help children with cutting when necessary.

Cooperative games, recreational and physical activities are also planned. Staff ensure that all children can play together by encouraging older children to be careful and to watch out for the younger ones. Older children are encouraged to help younger children to learn how to play the game and be successful. This helps older children to develop leadership skills and learn to be sensitive to the needs of the younger children.

To ease transitions, children are kept in smaller groups. This allows staff to help the children who need additional support.

The indoor space (gym) will be arranged so that a variety of activities can occur simultaneously (tables located by the stage for snack, games, crafts, Playdough, etc.; stage area for small toys, centers, building, etc.; larger gym area for sports, active games, etc.) and in a way that meet the diverse needs, as well as the number, of children in the program. There is lots of room for children to play and do activities. It is arranged and resourced to support quiet (reading or homework), messy (art), and noisy activities.

Staff will encourage the children's understanding of, and involvement in the broader community. See Community Resources Policy.

PARENTAL INVOLVEMENT

The program offers the parents an orientation and parent handbook in order to establish an understanding of what the program offers their child/children and to create a positive relationship between the child's/children's family and the program.

Each day, staff will have conversations with parent(s)/guardian(s) and the children about their day, their home life, and any program information. This kind of communication is intended to create positive and respectful relationships where the children and the parent(s)/guardian(s) will be encouraged to communicate their feelings, any issues that arise, and their cultural experiences/preferences. The program will provide access to any information and community resources to the families on a bulletin board, display, or Facebook.

Parents are invited to speak to the Program Coordinator and then the principal if concerns arise. Parents may be asked to complete surveys from time to time, evaluating the program and giving feedback in order that St. Michael's Out of School Care can better serve their family's needs. This survey may be done anonymously, if desired.

Parents are encouraged to donate toys and equipment to the program if they choose.

The program will occasionally add important reminders to parents in the school's newsletter or Facebook. The program also has a bulletin board for other important information.

Cultural heritage, individual differences, unique qualities, abilities, skills and talents will be incorporated as an important part of programming. Staff invite families to share cultural experiences and/or preferences through periodic notes sent home.

When family members attend to the program, they must be mindful when using their personal devices in the Program setting to divert from photographing children other than their own or OSC staff.

OPEN DOOR POLICY

Our goal is to provide quality child care for children and their families. We have an Open door Policy and offer a child centered approach. This is developed in a positive and safe environment where creativity is encouraged, differences are celebrated and respect is valued. We strive to be responsive to the children and families diverse needs. The program is open to the following:

- Parents visiting at any time.
- Providing orientation for both new staff and parents.
- Any questions about policies, procedures, or concerns regarding the program.
- Families and children sharing of their cultural traditions and celebrations with staff to promote diversity/inclusion in the program.
- Parents offering suggestions for planned activities.

If the family has any concerns, they are encouraged to discuss the problem with the Program Coordinator (during program hours). If their concern is not dealt with to their satisfaction, they may contact the school principal. Following this, if the parent(s) remains unsatisfied, they are encouraged to contact the Regional Day Care Licensing Officer @ 403-529-3174.

ONGOING EVALUATION AND IMPROVEMENT OF THE PROGRAM (PROGRAM REVIEW)

The Program Coordinator speaks daily with staff to deal with any issues and to improve operations on an ongoing basis. The Program Coordinator speaks regularly with the principal or secretary of the school to discuss any issues or concerns within the program. Any issues will be dealt with in a timely manner.

The program uses feedback from children, staff, family and community to review its performance. Staff and families work together as a team and share knowledge to improve program performance.

St. Michael's Out of School Care Program runs under an "Open Door Policy". If the family has any concerns, they are encouraged to firstly discuss the problem with the Program Coordinator (during program hours). If their concern is not dealt with to their satisfaction, they may contact the school principal. Following this, if the parent(s) remains unsatisfied, they are encouraged to contact the Regional Child Care Licensing Officer @ 403-529-3174.

Policies and procedures are reviewed yearly and updated based on new information on Best Practices, as well as licensing requirements. The date of any review or revision will be noted under each policy. Job descriptions will be reviewed yearly or as necessary to ensure alignment with achieving quality enhancement plans and program outcomes.

Any major incidents are reported to Alberta Child and Family Services Authority (CFSA) using the Critical Incident Report form. All critical incidents are analyzed and reported to the CFSA annually using the Annual Summary and Analysis Report.

Minor incidents will be documented on our "Incident/Observation Report" that the parent(s) or guardian(s) will be required to read, sign, and given a copy for their own records. Severe illnesses will be documented and include the name of the child, the date the child was observed to be ill, name of the staff member who identified the child was ill, time the parent was initially contacted, name of the staff person who contacted the parent, time the child was removed from the program, and the date the child returned to the program. These will be kept in the Incident Report binder and the children's files for review by program staff, parents and the licensing officer.

MEETING THE DEVELOPMENTAL NEEDS OF CHILDREN

A variety of play experiences will be made available to the children in the OSC Program. Toys and equipment used will reflect the different ages, interests and abilities of the children. In the short period of time the children are in care the staff will offer a variety of choices, encompassing fine/gross motor skills, creative play, social play and cognitive play. The program strives to meet the developmental needs of all the children through the SPICE in their Life:

- Social
- Physical
- Intellectual
- Creative/Cognitive
- Emotional

Social development for children in this age group will be accomplished by encouraging teamwork and using goal-oriented processes. The children will be encouraged to sort out disagreements between themselves

with the staff acting only as mediators. Children will also be given many opportunities to play and act out social roles with appropriate direction from the OSC staff.

Some social play experiences include: Anti-bias games, culturally diverse music, dance, movement, and puppet play.

Physical development for children in these age groups will be accomplished by offering a variety of opportunities for gross motor activities, games and outdoor play time.

Some gross motor experiences include: Wide open games (outdoors), badminton and assorted ball games (indoors), music and movement activities.

Intellectual development for children in these age groups will be accomplished by offering a wide variety of developmentally appropriate activities and challenges, which will aid in the growth and development of their cognitive skills. Children will be free to explore and observe their environment.

Some cognitive play experiences include: Board games, Perplexus Balls, problem solving games and numerous manipulative toys from our sensory bucket.

Children will be encouraged to think creatively, with new experiences being provided through planning to encourage independent and creative thought.

Some creative play experiences include: Open ended art, blocks, Lego, assorted manipulatives, sensory play.

Emotional development for school age children will be accomplished by providing a warm, safe, and nurturing environment where the children are free to express their feelings, settle disagreements and also feel that they are respected individuals. The children are encouraged to communicate with the staff, expressing any feelings which they are comfortable sharing.

An attitude of love and respect shall be extended towards the children, their parents, the OSC staff and personnel or anyone associated with the Program. We will encourage children to interact with each other positively and to respect the rights of others. The pursuit of a co-operative spirit will enhance the development potential of the child and the caring service offered by St. Michael's Out of School Care Program.

OSC DAILY ROUTINE

Before School:

- | | |
|--------|---|
| 7:00am | Program opens. |
| 8:15am | Gym doors are closed and no more children are allowed into morning care, as school outdoor supervision starts at 8:25 am (Gr. 1-6). Difficult to support, as program staff are in the process of clearing the gym and stage space for school use, and preparing the children for dismissal. |
| 8:30am | Grades 1-6 children are dismissed for outside time. Kindergarten children are escorted to their classroom at 8:35am. Program closed unless preschoolers are in attendance, and they will be allowed in program till 8:45am. |
| 8:45am | Preschoolers in attendance allowed to play games on gym floor, down time toys on the stage or read a book, etc. until they're escorted to their classroom after the second bell. Program closed. |

After School:

- 2:30pm Scheduled staff arrive at their start time to set up OSC space on stage and prepare for afternoon activities.
- 3:00pm Gym class leaves; staff set up gym floor and put out needed OSC materials, tables and chairs.
- 3:08pm Staff signs children in as they arrive. Snack time is optional; but children must bring their own and wash their hands prior to entering. Low key table activities or floor play at this time.
- 3:30pm Circle Time! Big group activities; discussions, games, reading . . . depending on theme planning OR; weather & qualified staff permitting, outdoor play for about an hour.
- 4:00pm Various planned theme activities, free and physical play. If requested, a movie may be started.
- 4:30pm As ratio goes down staff start cleanup and documents completed (before shift is over).
- 4:45pm Down (quiet) time starts and staff start leaving . Depending on evening use, weekends, and holiday breaks: all tables & chairs away, buckets, tubs and items put back in cupboards and closet, etc.
- 5:30pm Program closed (front doors locked, lights off, and when applicable, stage curtains closed).

To ease in transitions, children are kept in smaller groups. This allows staff to help children who need additional support. For example, when children are going outside to play, a staff member can take some children outside ahead of the children who require more help. Other staff stay behind to help those remaining.

CHILD GUIDANCE, DISCIPLINE & ANTI-BULLYING POLICY

Staff acknowledge children, respond attentively and show interest when the children communicate with them. Staff make sure to have meaningful interactions and conversations with all the children. Staff greet children as they enter the program, ask them about their day, check to see how they are feeling, etc. When children have stories to tell, staff stop, listen, and respond in a positive manner. During play and activities, staff are actively engaged with the children as appropriate and are available to the children at all times.

We will endeavour to re-direct possible negative behaviour before it happens and will provide enough interesting things for the children so misbehaviour is lessened. We will provide more attention to good behaviour and less to less desirable behaviour (positive reinforcement of good behaviour). Staff intervene when aggressive actions or bullying occurs.

The OSC Program follows the “St. Michael’s School Anti-Bullying Policy” and stands by its Rationale, Mission Statement, and Definition of Bullying.

We will provide a safe environment for children to express their feelings, needs, and desires. Children are allowed to finish speaking without being interrupted.

We will establish age and ability appropriate rules and make sure each child knows and understands the rules. We will also provide symbols and signs as reminders of these rules.

When an incident occurs, we will allow the child time to calm down or think about their behaviour. We will be flexible and considerate of the child's age and developmental level. If the problem is reoccurring, we will be consistent and firm, but kind and loving in our discipline. We will explain to the child the reason for the discipline. We will remain calm. We will ask the child to reconstruct any damage done. We may deny certain privileges if necessary, and have been given the opportunity to use St. Michael's School "Noon hour detention" as a consequence for inappropriate behaviour.

Children are taught strategies that support relationships, including problem-solving skills. If there is a problem, staff ask children questions about what happened, what they did, and then how they could change their actions so it will not happen again. We will encourage children to interact with each other positively, respectfully, and respect the rights of others. Staff model positive interactions, behaviours, and conversations when speaking to each other, parents, and all children.

Staff plan leadership/teamwork opportunities (games, building activities, etc.) with the children this will support relationships between the children further. Older children help look after the younger children and entertain them. Staff encourage children to try new things on their own. When a child asks for help, staff respond quickly. If a child seems to be struggling with a game or craft, staff offer help.

Above all, we will consider each child as a very special person and treat them accordingly. Activities planned are responsive to the children's interests, backgrounds, preferences, needs and abilities. Cultural heritage, individual differences, unique qualities, abilities, skills and talents will be incorporated as an important part of programming. The staff meet with the children prior to planning for the week and obtain their feedback. This will assist in the children's emotional development by reinforcing that their opinion matters, thereby increasing their self-esteem.

If there is a constant problem, we will discuss with the parents (or if need be the school principal) a probable solution. Corrective discipline, at the discretion of responsible Centre staff will be administered, in no case shall a child be abused, or be allowed to abuse others, regardless of race, colour, or creed.

Disciplinary action taken will be reasonable in the circumstances. Both parents and staff need to understand that the use of corporal punishment is prohibited under any circumstances. Examples of prohibited actions include:

- Inflicting or causing to inflict any form of physical punishment, verbal, or physical degradation or emotional deprivation
- Threatening to deny or denying any basic necessity
- Use of or permitting the use of physical restraint, confinement, or isolation

The Child Guidance, Discipline and Anti-Bullying Policy are included in all hiring packages. All adults involved in the OSC program are given a copy of the policy prior to working in this program. Parents are informed of this policy through the parent handbook. We will periodically review this policy with the children in the program. If at that time they are able to offer proactive suggestions to better this policy, the children and staff will hold a vote to determine if the suggestions are added to policy.

If a child repeatedly exhibits non-compliant behavior that displays disrespect to staff, involves safety issues, and/or negatively affects the environment for the children, a "3 Strikes You're Out" policy will be applied: A written warning will be issued to the child and the parent. Upon receipt of the third such warning, a minimum one-week suspension will be enforced. Repeated occurrences following a suspension will be dealt with dismissal from the program.

PROGRAMMING POLICY

Programming incorporates a variety of planned and spontaneous (free play) activities, as well as providing the opportunities to develop leadership skills. Cooperative games, recreational activities and sports are planned to promote physical activity. Staff indicate on planning sheets why certain activities or experiences are planned, who initiated them, and what resource materials were used. Current and developmentally appropriate websites are used for programming.

St. Michael's Out of School Care staff will provide an inclusive environment at all times that allows all children to have the opportunity to participate in activities regardless of children's needs, abilities, background, or interests. Cultural heritage, individual differences, unique qualities, abilities, skills and talents will be incorporated as an important part of programming. The staff may obtain feedback from the children as to: what projects they would like to do, what goals they wish to set for the month, and what special activities they would like to see happen. This will assist in the children's emotional development by reinforcing that their opinion matters, thereby increasing their self-esteem. Information from the children will be recorded in the programming binder and used for upcoming planning.

During planned activities, staff are actively engaged with the children and help out where needed. Staff support children to initiate, plan and follow through on their activities. Staff will get down to the child's level to help encourage them and give ideas on how to achieve their creation. Staff are responsive to the children's abilities and needs for assistance. When a child asks for help, staff respond quickly. If a child seems to be struggling with a game or craft, staff offer help. Program activities are modified to accommodate different abilities. For example, use white glue or glue stick instead of hot glue gun for younger children. Staff will also help children with cutting if necessary.

Staff ensure materials for planned activities are available and set up for activities, including setting up extra tables. The indoor space (gym) will be arranged so that a variety of activities can occur simultaneously (tables located by the stage for snack, games, crafts, Playdough, etc.; stage area for small toys, centers, building, etc.; larger gym area for sports, active games, etc.) and in a way that meet the diverse needs, as well as the number, of children in the program. There is lots of room for children to play and do activities. It will be arranged and resourced to support quiet (reading or homework), messy (art), and noisy activities. There are sufficient portable materials and equipment (totes of toys/games and sports equipment) accessible to children.

Staff provide the materials and opportunities for children to work independently, in small or in large groups and make sure children are aware of the materials and opportunities. These activities range from centers that promote learning through play as well as board games, crafts, and reading for enjoyment. Toys and equipment used will reflect the ages, interests and abilities of the children. Children are consulted prior to purchasing new equipment through the use of the suggestion box or from interactions with the children.

To ease transitions, children are kept in smaller groups. This allows staff to work with the children who need additional support.

Outdoor activities will be planned but only executed on a "weather permitting" basis. The first aid kit, the attendance record, and emergency contact book are taken by staff to the playground.

The children are provided with the information and equipment they need to ensure their own personal safety when indoors and outdoors (for e.g., proper footwear, sunscreen, bug spray, water, reminders of how to be safe while playing outside). The children know what to expect while inside or outside, where they are allowed to go, rules and boundaries, important safety issues, and consequences for noncompliance.

The program has an open door policy. This means parents are invited to drop by anytime and see what activities the children are involved in. In addition, parents are welcome to share cultural experiences, preferences, and traditions with the staff to add to the planned activities.

Planning will in no way involve off-site excursions. The program does not operate on non-school days. The program provides adequate toys, equipment, activities, etc. to keep the children busy and engaged throughout the time they are in the program.

HOMWORK POLICY

A quiet environment will be arranged in the Equipment Room off of the Gym to provide an opportunity for children to complete homework assignments. Staff will provide school/homework supplies, if necessary.

OFF SITE ACTIVITY POLICY

The program does not operate on non school days. Therefore, the program does not participate in any off site activities. The program provides adequate toys, equipment, activities, etc. to keep the children busy and engaged throughout the time they are in the program.

In the event of an emergency evacuation, staff will take all portable records including:

- The child's name, date of birth and home address
- The parent's name, home address and telephone number
- The name, address and telephone number of an emergency contact
- Any other relevant health information about the child including the child's immunizations and allergies.

The portable records booklet also includes the telephone numbers of local emergency response services, poison control and the telephone numbers of the administrators of the school.

Parents are made aware of these procedures in the Parent Handbook.

DISTAL SUPERVISION/INDEPENDENT DEPARTURE POLICY

Children are not allowed to go beyond visual and auditory range of the staff. The exceptions to this rule are using the bathroom, to get something from their backpack, and getting a drink of water from the fountain outside the gym door (the child must ask permission first and be over the age of 5 years). Kindergarten children must be accompanied by a staff member at all times.

Children 5 to 12 years of age may leave the OSC program unaccompanied by an adult only when a parent has signed a "Release of Liability Form". This form gives written parental/guardian consent for the child to travel to and/or from home unescorted. The children know what to expect, where they are going, rules and boundaries, important safety issues, and consequences for noncompliance.

When the group is in an open area, boundaries are set and strictly enforced. Emergency contact information, a first aid kit and the attendance record accompany staff outside on the playground.

TECHNOLOGY POLICY

The staff of St. Michael's Out of School Care will assist in and monitor the children's use of technology on a regular, limited basis with the program to encourage children to experience a variety of appropriate activities.

The use of technology is monitored to ensure it is related to the program planning and is appropriate for the ages and abilities of the children in the program. Media play will be limited to age appropriate movies (PG) during quiet time (in the morning and between the times of 4:00 -5:30). Personal interactive game devices (e.g. Nintendo DS) are not allowed in the program. Theme applicable and age appropriate background music is always playing.

Movies played during program times are noted in Staff Communication Log Book.

Current and developmentally appropriate websites are used for programming. Websites used will be referenced on planning sheets (Pinterest, Google, etc.).

EMERGENCY EVACUATION PROCEDURES

Upon arrival at the program, each child is received by a Childcare Professional. Staff will immediately place the child's name on a group attendance sheet which will be accessible, at all times for evacuation purposes.

IF EVACUATION IS NECESSARY:

The child care staff member is responsible to collect their group's attendance sheet and emergency contact book. This is considered to be the portable record. Immediately remove children and occupants in a calm and orderly manner. The primary caregiver is to be sure that all children have been evacuated.

The second staff member will call 9-1-1 to report the details of the emergency, including the location name and address. St. Michaels School, 865 Black Boulevard N.W., Medicine Hat.

All staff and children will meet at the "Muster Point" (southwest corner of the school parking lot by the blue garbage can) to ensure all occupants have been evacuated. Once all occupants are accounted for (if required), the group will be escorted to Cypress View Foundation Seniors' Home, located on 722 Bassett Cres. NW. (403-527-8755 – D. Darcy, Building Supervisor) see "Alternate Location" below for more details. *(Revised February 12, 2018)*

Staff receive a copy of this policy in their staff handbook. Staff will plan periodic fire/emergency evacuation drills monthly to familiarize themselves and children with this process.

The following telephone numbers are posted on the program premises and are easily accessible:

- Emergency medical services;
- Ambulance service;
- Fire department;
- Police service;
- Poison control centre;
- Nearest hospital or emergency medical facility;
- Child abuse hotline.

An after hours emergency program contact phone number is posted on the front entry of the school and is visible from the outside.

Alternative Location:

Our emergency alternate location is the Cypress View Foundation Seniors' Home, located at 722 Bassett Cres. NW. (This location is open at all times during our OSC hours). *(Revised February 12, 2018)*

LOCKDOWN PROCEDURES FOR ST. MICHAEL'S OSC PROGRAM

(These Lockdown Procedures revised from the St. Michael's School policies by Principal Ron Blackmer)

Overview

Lockdowns are primarily conducted to keep people safe inside, away from possible harm until such a time that the people may leave the building in safety. A lockdown may be conducted for a variety of reasons, including: an armed or potentially dangerous intruder, a vicious dog, or a serious accident on the premises. The key is to keep people safe until the situation is resolved.

Administrator Responsibilities

OSC staff should focus on the safety of students and other staff as well as any parents who may be present.

1. If possible, staff member locks the front door to the school and immediately calls 911. This scenario would occur if any type of threat was made by an individual either by phone or text, or if an individual left the school issuing any type of threat.
2. If the threatening individual or issue is already in the school, do not attempt to engage him or her.
3. Gather all students on the stage area and close the curtains. Remain absolutely quiet. If at the time of the threat, there is a smaller number of students present, gather the students in the gym equipment storage room. Close the door to both the gym and equipment room.
4. When able, inform school administrator.
5. Do not open the front doors until directed by the police and do not release children to parents until the police are present and have instructed you to do so.
6. Following the incident, complete a critical incident report that specifies the situation including names of those involved, weapons, victims and the procedures that were followed.
7. In consultation with school administration, OSC staff and parents, crisis counseling may be required for certain individuals involved and the necessary resources will be set up for this purpose.
8. Meet with all staff, school administration and school resource officer as soon as possible to develop plans for follow up.
9. Any media released information regarding the event should only be done through persons designated to do so by the Medicine hat Police Service and the Superintendent of the MHCBE.

Staff Responsibilities

1. Upon encountering a threat or a hazard, the staff recognizing the issue will immediately gather the children on stage, with the assistance of other staff. Children and staff remain calm and quiet. Close curtains. One staff will lock the front door.
2. Check the hallways and bathrooms and get all students to stage area
3. Call 911 and give known information such as:
4. Nature of the threat and who issued the threat
5. Possible motives

6. Last known location of suspect
7. Allow police to handle the situation once they arrive.

ACCIDENT AND ILLNESS POLICY

Children are not to be brought to the program when they are ill. Children who develop temperatures or other symptoms of illness while in attendance, will be isolated and the parent(s)/guardian(s) will be immediately notified by phone to pick up their child. If the child has been absent because of a communicable disease, he/she shall not be re-admitted except upon the written certification of a physician or the local health officer.

In the case of a serious accident or illness involving a child, staff, with first aid certification, will ensure the child receives medical attention as necessary. The program reserves the right to obtain emergency medical assistance, for any child in its care, when its sole discretion deems such assistance necessary. The expense, thereof, is to be borne by the parent(s) or guardian's of the child.

In case of illness, accident or injury incurred while in attendance at the program, the program will call an ambulance if necessary and then the parents will be notified by telephone. Emergency contacts will be contacted if parents cannot be reached. All critical incidents and serious illness are reported to the CFSA immediately by telephone (do not leave a message, ensure that you speak to a person) and documented on the Critical Incident Report Form, which is submitted within two working days. The program tracks and analyzes accidents to identify trends or issues using the Annual Summary and Analysis Report form and reported to the CFSA. In the case of a minor accident or incident of concern, the staff involved will fill out an "Incident/Observation Report" that the parent(s) or guardian(s) will be required to read and sign. The completed form will be kept in the child's file at St. Michaels School.

POTENTIAL HEALTH RISK

Children with communicable diseases will not be able to attend the program. The following signs or symptoms may be considered a communicable disease: a new and/or unexplained rash or cough, fever, vomiting, diarrhea, and/or any symptoms, which require care that may compromise the care of any other children or staff.

Staff will visually assess children for the signs and symptoms listed above. They will ask children how they are feeling or will listen to children who come to them complaining of feeling unwell. The staff may feel the child's head to determine if they feel warm. The Coordinators will then be consulted and a decision will be made regarding a potential health risk.

If a child starts displaying the above signs or symptoms of illness, program staff will contact the parents or emergency contacts to have the child immediately removed from the program. A child who is removed from the program, may not return until the license holder is satisfied that the child no longer poses a health risk to others in the program. Upon return the child needs to be symptom free for 24 hours or have a note from a physician stating they are clear to return.

The program will document all instances where a child becomes ill in the program. This will include the name of the child, the date the child was observed to be ill, name of the staff member who identified the child was ill, time the parent was initially contacted, name of the staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program.

When a parent fails to remove the child immediately, or the program is unable to contact a parent and/or emergency contact, the child is separated from the rest of the group on a mat. The child will be kept as comfortable as possible and be supervised by the staff. The child will be kept as far away from the others as is safe and reasonable. If necessary, medical help will be obtained and if the child required emergency health care or the child requires an overnight stay in the hospital, the illness would be reported to the CFSA using the Critical Incident Report form. The mats and items the child uses will be disinfected after the child leaves.

Parents will be made aware of the procedures in the Parent Handbook and will sign all documentation of the child's illness.

SUPERVISED CARE FOR SICK CHILDREN

Should a child become ill they would be made as comfortable as possible and immediate contact will be made with the parent and/or emergency contact to arrange for the removal of the child. Sick children will be kept as far away from other children as is safe and reasonable while still being supervised by the staff with first aid training. Sick children are typically kept on the stage in the gymnasium separate from the other children while waiting for their parents to pick them up. If necessary, medical help will be obtained and if the child required emergency health care or the child requires an overnight stay in the hospital, the illness would be reported to the CFSA using the Critical Incident Report form.

MEDICATION AND HERBAL REMEDIES POLICY

The St. Michael's Out of School Care Program does not administer medication or herbal remedies. Any medications that need to be administered on a daily basis will be done by the school secretary during her office hours only (8 am to 4 pm daily). The school will accept responsibility for this administration of medication and follow their rules and guidelines relating to medication. Emergency medication will also be administered by the school secretary during her office hours, unless it is required after those times, when it can be administered by Child Care Staff according to their First Aid Training and the rules contained below.

Emergency medications (e.g., Epi-pens) will not be given by Child Care Staff unless a written letter is received from the parents allowing the staff to administer this medication. The medication must be in its original labeled container and the medication will be administered according to the labeled directions. Emergency medications are kept in a place inaccessible to children. Emergency medication must be current and the expiry date is checked regularly. When emergency medication is administered to a child, staff will complete an Incident Report (Medical Form) that will include: the name of the medication, time of administration, the amount administered and the initials of the person that administered the medication. The parents will be notified immediately by telephone of any emergency medication being administered.

HEALTH CARE

The program asks for health information of each child in the registration package. If a child has a health condition, the parents are asked for more information. These parents will complete and sign a written consent form stating that they give permission for the out of school care staff to provide or allow for the provision of health care. Staff may seek medical treatment, including calling for an ambulance, if the parent/guardian or alternate contact is unavailable. The only health care staff members will provide will be

in accordance with first aid standards. Staff will receive training on any special health care a child may need and documentation will be kept in their file.

SMOKING

The program does not allow staff members or any other persons to smoke on the program premises or anywhere in the vicinity of the children during care.

INCIDENT REPORTING POLICY

If any of the following incidents are to happen while a child is attending the program, they will be reported immediately, by phone, to the regional childcare office, if it was after business hours the toll free number would be called and the incident would be reported to them. The Program acknowledges that they must speak to someone in person to report the incident. The appropriate prescribed form will be filled out and submitted to the CFSA office within two working days. These incidents consists of an emergency evacuation, unexpected program closure, an intruder on the program premises, an illness or injury to a child that requires the staff of the program to request emergency healthcare assistance and/or requires the child to remain in the hospital overnight. Other serious incidents that must also be reported to the regional childcare office immediately, are; the death of child, an unexpected absence or disappearance of a child (ie: lost child), a child removed from the program by a non-custodial parent or guardian, an allegation of physical, sexual, emotional and/or neglect by a program staff member or volunteer, the commission by a child of an offence under an Act of Canada or Alberta, and also, if a child was left on the premises outside of the program's hours of operation.

As per our Medication and Herbal Remedies Policy on the next page, we do not administer medication of any kind, unless a written consent form has been filled out, signed and dated by the parents. This proactive measure prevents us from experiencing accidental dosages, or errors in administering medicine to the wrong child. However, that being said, if such an incident were to occur where a child became seriously injured or ill and required first aid, or the program staff requested emergency healthcare assistance and/or requires the child to remain in the hospital overnight, due to a medication administration error, it would also need to be reported to the regional childcare office immediately, using the appropriate prescribed form.

The copies of all the incidents reports that have been filled out, and that are kept in a separate binder, are analyzed annually and the findings are reported to the regional childcare office, using the prescribed forms.

The two prescribed forms mentioned in the above policy are specifically labeled "Incident Report Forms for Programs" and the "Incident Reporting and Annual Summary Analysis Report", both of which can be found in the following web link:

<http://www.child.alberta.ca/home/1150.cfm>

HEALTH AND SAFETY

Snack time is a prime time for children to learn about the benefits of good nutrition, hydration, hand washing practices and hygiene. Staff model good hand washing and hygiene practices. Staff ensure children wash their hands before and after snack. Staff talk to children about what they have for snack and if it is nutritious.

Please remember that St. Michael's School is a nut free school. If the snack is not acceptable, staff will provide an alternative.

The indoor space (gym) will be arranged so that a variety of activities can occur simultaneously (tables located by the stage for snack, games, crafts, Playdough, etc.; stage area for small toys, centers, building, etc.; larger gym area for sports, active games, etc.) and in a way that meet the diverse needs, as well as the number, of children in the program. There is lots of room for children to play and do activities. There are sufficient portable materials and equipment (totes of toys/games and sports equipment) accessible to children. Staff provide materials and opportunities for children to work independently, in small or in large groups. These activities range from centers that promote learning through play as well as board games, crafts, and reading for enjoyment.

Sports and recreation equipment is available to children and recreational activities, cooperative, and competitive games are included by staff on the programming sheet. Sports and recreation equipment used promotes the importance of physical activity in children. Children are encouraged to participate in some exercise before and after school. This allows them to “burn off some energy”.

Children benefit from being out in the fresh air before and after school. Outdoor activities will take place on a “weather permitting” basis. Staff takes the first aid kit and emergency contact book to the playground.

Good hydration is important. Children are allowed to get a drink from the water fountain whenever they need and are encouraged to bring their own water bottle into the program.

A daily inspection of the indoor and outdoor environment is conducted to ensure that potential hazards are addressed. If there is any broken equipment, children are to be kept away from it until it has been repaired or it is thrown in the garbage. Staff are to notify the custodian of any concerns or hazards.

The children are provided with the information and equipment they need to ensure their own personal safety when indoors and outdoors (*for e.g., proper footwear, sunscreen, bug spray, water, reminders of how to be safe while playing outside*). The children know what to expect while inside or outside, where they are allowed to go, rules and boundaries, important safety issues, and consequences for noncompliance.

Parents must ensure that children bring appropriate clothing in anticipation of the day's activities (i.e. rainwear, sun hat/cap, warm jacket). ***It is also imperative that children wear comfortable shoes each day (flip flops are not considered appropriate).***

Emergency contact information, a first aid kit and an attendance list accompany staff outside on the playground.

Staff demonstrate knowledge of these policies and procedures and implement them consistently.

NUTRITION POLICY

Parent(s)/guardian(s) are required to provide a “healthy and nut-free snack” whenever their child/children use the program. However, if no snack (or an inadequate snack) is provided; the Out of School Care Program shall supplement or supply each child's snack.

Snacks will be provided by the parents and must comprise of nutritious food from 2 of the food groups according to the Canada Food Guide; **IF** the child is attending the program 1½ hours **BEFORE** school commences and for **ALL** children who attend the **AFTER** School Program. A copy of the Canada Food Guide chart will be posted and/or provided in order to encourage parents to provide nutritionally adequate snacks. The program has an open snack policy, as the children are allowed to eat when they are hungry.

Snacks will be monitored by the Program Staff to ensure that sufficient quantities (in accordance with the child's needs) are offered and to evaluate the contents of the snacks in order to ensure that there is no item present that other children may be allergic to. ***Please remember that St. Michael's is a "Nut Free" school.*** Staff may talk to the children about what they have for snack, and if it is nutritious.

Information regarding allergies shall be posted to ensure that all parents and caregivers are aware of any allergies present in the group in order to allow for safe provision of snacks.

SUPERVISION POLICY AND PRACTICES

To ensure that staff are meeting best practice in their observations and interactions with children, both indoors and outdoors, the program expresses its expectations to staff through an orientation to the program and giving staff copies of the program policies. The program hires staff with the highest levels of certification and qualifications possible. The coordinator observes interactions to ensure safe and diligent child supervision and monitoring is taking place. The staff ensure safety standards are being met, both indoors and outdoors, by watching for safety hazards and removing them promptly when a hazard is found. Staff ensure that they position themselves in a way that facilitates a clear line of sight of the children and move around the room or outdoor area to interact with and observe all children.

To ensure that program staff are aware of indoor and outdoor physical environments, they are given a tour of the facility when they are hired and given a staff handbook. The coordinator guides and answers any questions staff may have.

Children are signed in and out of the program daily. Every time the program transitions to and from indoor to outdoors, head counts are done and compared with the number of children signed into the program. In addition, head counts are completed at 15-minute intervals throughout the shift. The children are not transported from the program using any type of vehicle. Parents sign children out before leaving the program and only people authorized to pick them up are allowed to do so.

In order to best meet children's developmental needs, our program follows our philosophy in providing many learning opportunities that allow for growth in all developmental areas. We provide a wide range of toys, activities, and equipment that children are able to self-select, engage in and play with together. Staff are actively engaged in their interactions with the children and guide children's behaviors by helping facilitate positive social interactions, role modeling, and encouraging leadership skills as well.

Our program does not transport children at any time.

Parents are given a Parent Handbook when they enroll their child. Any information that is updated throughout the year will be given to the parents as notices and posted in the program. Our staff maintains open communication with all of the families. The Parent Handbook includes information on applicable policies and procedures, including supervision and child discipline.