



Before and After School

Parent Handbook

February 2024

## **TABLE OF CONTENTS**

1. Mission / Vision Statement
2. Before and After School Program Locations
3. Program Components:
  - Hours of Operation
  - Start & End dates
  - Age requirements
  - Drop off and Pick up Procedures
  - Snacks
  - Clothing
  - Illness Policy
  - Safety Protocols
  - Typical Activities
  - Guidance Practices
  - Children with Diverse Needs
  - Lost and Found
4. Staff Roles and Responsibilities
5. Parent/Caregiver Responsibilities
6. How do I register?
7. Schedule options and Billing Structure
  - Hourly Billing
  - Billing Structure Changes, Cancellations and Withdrawal of Services
  - Payment Processes
8. How to submit your child's schedule
9. School Closure Days
10. Communication with Staff

## **MISSION/VISION STATEMENT:**

*Our mission is to inspire children and community. Our vision is that all children, families, and communities will be enriched by early learning through our innovation and leadership.*

## **BEFORE AND AFTER SCHOOL PROGRAM LOCATIONS:**

Preston Early Learning operates before and after school programs in co-operation with:

- Holy Family School (Willowgrove)- 805 Stensrud Rd
- Chief Whitecap School (Stonebridge)- 840 Gordon Rd
- Holliston School - 1511 Louise Avenue

## **PROGRAM COMPONENTS:**

### **HOURS OF OPERATION:**

The before and after program runs from 7:15 am until first bell on all school days. After last bell, the program runs until 6:00 pm. The program is not open for any non-school days, including school breaks, professional development days, or in the event of teacher job action.

### **START & END DATES:**

The programs start after the long weekend in September & ends on the last day of school.

### **AGE REQUIREMENTS:**

We accept children 6 to 11 years old. Once a child turns 12, they can no longer attend. Children 5 years old **and** attending kindergarten at Chief Whitecap and Holy Family can also attend. Holliston runs ½ day kindergarten so the program at that location cannot accept kindergartners.

### **DROP OFF AND PICK UP PROCEDURES:**

#### **Morning:**

Parent/guardians must walk their child into the program to ensure their safe arrival. A staff member will mark the children present on the attendance sheets. Children will be released 5 minutes prior to the morning bell and will walk independently to their classrooms. Children in kindergarten and grade 1 will be escorted to class for the first week.

#### **Afternoon:**

Children in kindergarten and grade 1 will be picked up from their classrooms and brought to the program area for the first week of school. All other children are expected to walk independently from their classroom to the program area. Staff members will record the children's arrival on the attendance sheet. If any child is scheduled to be at the program & has not arrived within 15 minutes of school end, staff members will contact the school and parent/guardian to determine whereabouts. Children are not allowed to leave the program area unaccompanied.

Parents/guardians are required to come into the program area to pick their child up. Staff members record pick up time on the attendance sheet as children are picked up.

#### **SNACKS:**

We do not provide any meals or snacks for the before and after school programs. Families are asked to provide nut free snacks for your child as well as a refillable water bottle.

#### **CLOTHING:**

Please provide appropriate outdoor clothing for your child to wear when at the program. We do like to go outside and want the children to be comfortable, regardless of the weather.

#### **ILLNESS POLICY:**

Children who are unable to participate in all activities at the Before and After School Program due to an illness are unable to attend the program until they can fully participate in all activities. Children who have a communicable disease are required to be away from the program according to the recommendations laid out by *Saskatoon Public Health* or based on a doctor note stating the child is healthy enough to return to the facility.

#### **Illness/ Communicable Disease Procedure:**

Staff monitors each child's health daily. **If a child arrives at the Before and After school Program too ill to participate, they are not able to attend the program that day.** If a child becomes ill while at the program, parents or alternates will be contacted to come have child picked up immediately.

Keep your child/ren home if they have any of the below symptoms:

- Has an extreme cough (where it may be waking them up at night)
- Yellow or green discharge from nose or eyes (as it indicates an infection)
- A fever (can return 24 hours after fever breaks without the aid of medication)
- Diarrhea (can return 48 hours after last incident)
- Vomiting (can return 48 hours after last incident)

Our illness policy will reflect if there are any current Public Health issues. That information will be sent to registered families via Hi Mama.

#### **SAFETY PROTOCOLS:**

All fulltime staff have First Aid and CPR and can provide first aid care for minor injuries. There is a First Aid Kit and emergency supplies on the premises. All children are asked to wear indoor shoes while in attendance at the program.

1. When a child is injured in the before and after school program, staff will assess the child. Staff need to recognize a true emergency from a minor medical problem.

### **What is a medical Emergency?**

- Shortness of breath or difficulty breathing
- Pain or pressure in the chest or abdomen lasting more than 2-3 minutes
- Sudden dizziness or weakness
- Change, double or loss of vision
- Speaking difficulties
- Change in mental status such as confusion, unusual behavior, memory loss etc.
- Bleeding that doesn't stop even after 10 minutes
- Coughing or vomiting blood
- Suicidal or homicidal feelings
- Severe allergic reaction such as difficulty breathing or anaphylactic shock

### **When is an ambulance needed?**

- Does the condition seem life-threatening?
- Could it get worse or life-threatening?
- Will traffic hamper the time to get to the hospital?
- Does the victim need skills or equipment of paramedics?

**If the answer is YES to any of these questions, staff will call the ambulance and then contact the parent or guardian.**

### **If ambulance is not needed BUT:**

- Child appears to be uncomfortable.
- Child appears to be in shock, scared, or upset
- Child has a visible injury
- If the child requires an icepack
- If staff are unsure how serious the injury is

**Staff will contact the parent so they can make an informed decision on how they would like to proceed.**

2. Documentation regarding the incident will be completed and it shall be submitted to the Site Supervisor. It will then be given to the parent for review and to add their signature.
3. A copy of this incident will be reviewed with before and after school staff and placed in employee's file.

**Fire Safety:**

In the absence of visible signs of fire and/or smoke, students will be allowed to stop for appropriate footwear while we evacuate the building. As we wish to exit as fast as possible, they will not be allowed to stop for jackets or other belongings. Staff have a bag ready with emergency blankets and supplies to use if needed. The children will be led to designated muster points where staff will ensure they are all accounted for and wait with the children until cleared to re-enter the school.

**TYPICAL ACTIVITIES:**

As children spend all day in a structured class environment, we want to provide an opportunity for children to direct their own time when with us. Each program is different, and activities can vary widely depending on the interests of the children, the size of the program, and the available space. Staff members will provide activities such as free time in the gym, group games, art activities and a variety of toys, games, puzzles, etc. for children to enjoy. Any electronics brought by the children should be left in their backpacks as we cannot adequately monitor usage due to having a large group environment. Other personal belongings are brought at your own risk. PELC is not responsible for lost or broken belongings.

**GUIDANCE PRACTICES:**

Preston Early Learning Staff encourage positive problem solving and act as a guide as children learn effective conflict resolution skills. There are times where a child might act inappropriately, and their behavior might be difficult to manage. Examples of this include physical aggression, swearing, bullying, and so forth. When behavior is challenging, staff will address the issue in the moment and provide appropriate consequences such as being required to put a toy away or sitting out during an activity.

If the behavior is severe, escalates, demonstrates a consistent pattern, and/or creates risk for the child or others in the program, staff will document each incident and discuss the matter with the parents and site supervisors to try to find effective strategies or a resolution. Should the behaviors continue, the Office Manager/Director of Business Operations will meet with the parents to discuss. If incidents occur more than 3 times, &/or we are unable to find a resolution, PELC reserves the right to terminate care.

**CHILDREN WITH DIVERSE NEEDS:**

When a family wants to register a child with diverse needs, a meeting with the Office Manager/Director of Programs or Business Operations will be required to discuss the program and the child's needs to determine if we can provide a safe, quality environment for that child. Preston Early Learning does not have funding to provide additional staffing for children with diverse needs, nor do we qualify for EA grants. It is our goal to do our best to meet children's needs, however, we realize that our programs may not be beneficial for every child and that there are limitations in what we can provide. It would be wrong to jeopardize the safety, health and wellbeing of other children entrusted in our care or to promise a service that we cannot adequately provide. If a child cannot be safe in our program without one-on-one staffing, or their care interferes with our ability to care for other children, we regretfully will not be able to provide care for that child.

## **LOST AND FOUND:**

Any items left at the program will be kept on the program carts for the week. At the end of the week all items will be taken to the school and placed in the lost and found. Preston Early Learning is not responsible for lost items.

## **PARENT/CAREGIVER RESPONSIBILITIES:**

Parents are responsible for providing us with accurate information about the child's schedule. If a child is scheduled to attend and they will be absent, parents must notify staff through Hi Mama or email the Office Administrator at [beforeandafterschool@prestonearlylearning.ca](mailto:beforeandafterschool@prestonearlylearning.ca) to advise. Schools will not communicate this information with us.

## **STATEMENT OF COMMITMENT**

Preston Early Learning is committed to being proactive in preventing, recognizing, and addressing violence and aggression in the workplace. PELC believes in a harassment/verbal abuse free workplace where everyone is treated with dignity and respect. Every individual is entitled to an environment free of harassment/verbal abuse.

All parents/guardians/individuals entering PELC facilities must behave in a manner that is professional, courteous, and respectful, and must not act in ways that would threaten, coerce, harass, or intimidate another individual.

**Anyone that violates this policy will immediately be asked to leave the premises and services will be terminated immediately.**

## **STAFF ROLE AND RESPONSIBILITIES:**

There are several components that need to be in place to run a high-quality program. These are defined below:

**Business Administrator:** Responsible for collecting fees and maintaining payment records. Manages when families wish to change fee payment date and collects NSF payments.

**Director of Operations or Programs:** to discuss any concerns/issues about the program.

**Office Administrator:** manages program registrations and attendance, is the person to contact about late changes to your child's schedule or to discuss any concerns/issues about the program.

**Site Supervisor:** responsible for the day to day running of the program

**Before and After School Educators:** responsible for providing a safe, fun program that includes a variety of activities for your children. They are responsible to help children navigate through any difficulties they may be having and to provide appropriate supervision and guidance to all attending the program. All our program staff and management are required to have a Criminal Record Check with Vulnerable Sector Search and need to have First Aid and CPR.

## **REGISTRATION PROCESS:**

- Email the office administrator at [beforeandafterschool@prestonearlylearning.ca](mailto:beforeandafterschool@prestonearlylearning.ca) for the registration package.
- Current families will be allowed to pre-register from May 15<sup>th</sup> to May 26<sup>rd</sup>. Registration will open to the public May 29<sup>th</sup>.
- The registration package will include a registration form that is to be filled out in entirety (including postal code and health number). Forms with missing information will not be processed. A pre-authorization form and bank information for fee processing must be **completed annually**. We are not able to carry this information over from a previous year.
- An annual \$30 registration fee will be charged for each child.

## **SCHEDULE OPTIONS AND BILLING STRUCTURE:**

### **HOURLY BILLING:**

Fees are charged at an hourly rate of \$ 6.30 per child for both morning & afternoon care. Fees are rounded to the nearest ½ hour so once room staff sign a child in, parents are responsible for with a minimum charge of 30 minutes.

**A minimum charge of \$ 50.00 every 2 weeks per child will be billed regardless of usage.**

### **BILLING STRUCTURE:**

Invoices are emailed to parents every two weeks and payments are withdrawn on the 15<sup>th</sup> & last day of the month.

### **PAYMENT PROCESS:**

All payments for before and after school care are through direct debit. Families using the before and after school program are required to provide us with banking information to withdraw the fees.

### **NSF FEES:**

A \$ 40.00 fee is charged for funds returned NSF. If your fees are returned NSF three times from September to June of EACH year, your services will be terminated immediately.

**WITHDRAWL OF SERVICES:** Written notice (email or Hi Mama messenger is sufficient) is required to terminate services.

### **HOW TO SUBMIT YOUR CHILD'S SCHEDULE:**

Please email your child's schedule to [beforeandafterschool@prestonearlylearning.ca](mailto:beforeandafterschool@prestonearlylearning.ca) or message through Hi Mama. This can be done once if your schedule is consistent or weekly if it is variable. Staff must be notified of any absences if a child is scheduled to attend. Failure to do



so means that staff will have to leave the other children to make sure the missing child is safe and accounted for. This causes worry and strain for our workers and makes it harder to manage the program needs.

**SCHOOL CLOSURE DAYS:**

The Before and After school program does not operate on any non-school days, including school breaks, professional development days, or in the event of teacher job action.