

Surrey Christian School: Out of School Care Program Handbook

Each child, made in the image of God is special and deserves to be treated with love and respect. Our program encourages the development of Christ centered relationships and respectful communication among peers, staff and families.

- Safety and security within a licensed facility provided by qualified and responsible staff
- Supervised opportunities to play, explore, create
- Daily physical exercise through games, sports, outdoor play (45 minutes or more)

Morning Program

All children attending our morning program will be given an opportunity to have breakfast if they have not already done so. Parents who want their child(ren) to have breakfast at school must send their child with a packed breakfast, we will not be providing breakfast. Please ensure that the food they bring are healthy choices. We are a **NUT FREE** centre, please keep your child's food free of nuts and nut products. We are also a **JUICE FREE** centre, send a reusable water bottle. There will also be time for physical activity either in the gym or in the playground as well as quiet activities. When the bell rings, they will be dismissed to go to their classrooms.

Afternoon Program

Children will walk to the Out of School Care Program after school from their classrooms. Kinders will be picked up from their classrooms until they get used to the routine. We will be providing a small snack, including fruits and/or vegetables and water among other healthy choices. If children are still hungry, they are encouraged to pack an extra afternoon snack. Should your child have special dietary needs, please discuss with the supervisor. Our afternoon program will also provide opportunities for children to get outside or engage in activities in the gym occasionally, as well as crafts, table games etc. Screen time will be limited to a monthly G-rated movie.

Homework

If time allows and children are engaged, they will have an opportunity to do homework. It is still the parent/guardian's responsibility to ensure that homework has been completed and is accurate.

Our Staff Members

Our supervisors are required to meet the following standards, following licensing regulations governed by Fraser Health Authority:

- Applicable work experience and 20 hours or more of workshops/classes pertaining to the guidance, discipline and/or health of young children and/or ECE certificate
- Emergency First Aid Certificate
- Criminal Record Check (renewed every 5 years or less)
- Resume and 3 written references

Program Hours

Before School Care: 7:00 AM to 8:35 AM

After School Care: 2:50 PM to 6:00 PM

Open summer break for day camps from 7:00 AM to 6:00 PM. *We are **closed** on statutory holidays, professional days as well as Christmas and Spring Break, the first day of school in September, the day after the last day of school in June (Friday) and the last week in August.*

Your child must be between the ages of Kindergarten through Grade 5 to attend our program. Summer day camp is for children who have finished Kindergarten up to children attending Grade 5 in September.

Registration Requirements

Please return the following to the elementary campus office and make cheques payable to Surrey Christian School:

1. The completed registration form(s)
 2. A copy of your child's immunization record
 3. A copy of any court order pertaining to your child(ren)
 4. A current close up picture of your child(ren) and emergency card (emergency card to be picked up from coordinator)
 5. Financial Commitment Form
 6. Pre-authorized Debit Form with a void cheque
 7. First month's payment (30 days notice and payment required for withdrawal)
- **If you require subsidy assistance, please ask the coordinator for an application.**

Arrival and Pick Up

- Parents or assigned substitute must bring in and pick up their child from the OOSC room and must make contact with the supervisor upon entry. Parents must sign their child in upon arriving and out upon pickup.
- Children will only be allowed to leave the facility with parents, guardians or persons specified on the registration form or a person who has written or verbal permission from a parent. The OOSC supervisor will assist in making alternate arrangements if a parent/guardian appears "unable" to safely deliver their child home. In the event that

there is a concern for the safety of the child due to the adult's ability to drive safely, the police will be notified.

- If the parent does not arrive to pick up the child the supervisor will:
 - contact both parents work and home numbers and all emergency contacts
 - keep trying for two hours at which time Ministry of Children and Family Development (MCFD) will be contacted
- If an unauthorized person attempts to pick up the child the supervisor will:
 - ask the person to remain outside the classroom until the parent is contacted for consent
 - check the person's ID before allowing the child to be released
- If the unauthorized person becomes confrontational to the supervisor's request, the supervisor will:
 - notify the principal and ask him/her to talk with the person
 - attend to the children in her care including the child in question
- If the unauthorized person forcefully removes the child the principal will:
 - write down the license plate number of the vehicle in question and call the police and MCFD

Parental Access

- A notice will be posted on the classroom door if the group is in the playground, gym or out for a walk.
- The program must have all copies of custody agreements, restraining orders or court orders denying a parent access.
- If a parent informs the school that the other parent no longer has access to the child, the written documents must be submitted before access is denied.
- If a prohibited parent arrives to pick up the child or visit, the police will be notified immediately and asked to intervene. The other parent will be contacted and asked to pick up his/her child.

Late Fees

Parents are required to pick up their children promptly by 6:00PM. More than one late occurrence (5 or more minutes) will result in a late fee charge of \$1 per minute per late occurrence. This fee must be paid before the child returns to the program. Chronic late pickups will result in termination of the child's enrollment in the program.

Withdrawal

Withdrawal notice of 30 days is required. Failure to submit adequate notice will result in forfeiting one month's fees.

Attendance

- There are no refunds or fee reductions for statutory holidays, sick days, or for family holidays which may be taken throughout the year.
- For school closures due to bad weather or emergencies, please listen to CKNW 980AM. The decision to cancel school will be made by 6:30 AM and announced on the 7:00 AM broadcast. You can also check the school website www.surreychristian.com and you will be emailed in the event of a closure, if school is closed, then OOSC is closed.

Health and Illness

Our program is committed to provide a safe and healthy place for each child. A child with a communicable disease must be kept at home. This includes fever, cold, vomiting, diarrhea, rash, congested cough, pink eye, etc. Please carefully note the following:

- Children must be kept home if not able to participate in outdoor play.
- If a child has been exposed to any contagious disease (ex. chickenpox, mumps, measles, hand/foot/mouth etc. or a parasite like lice) the supervisor must be notified. A child may only return to the program when free of symptoms for 24 hours.
- Children must be fever free and have stopped vomiting/diarrhea for a 24 hour period before returning to the program.
- If your child becomes ill during our program:
 - a parent or emergency number will be contacted and child will remain under observation and kept comfortable
 - if no contact person can be reached, the child will remain under observation and kept comfortable until parents arrive

Updating Information in Your Child's File

Information about your child needs to be kept up-to-date at all times. Please inform the supervisor of any changes of information such as: immunization records, change of address/phone number/email, changes in custody or authorized pick up persons etc. We will transfer all the information you provide into your child's file.

If Your Child has Allergies

Your child may be allergic to various substances and this needs to be brought to the attention of the supervisor. If your child requires special treatment in case of a reaction (ie: EpiPen for nut allergy) the teacher will ask you to fill out a care plan stating "what to do in the event of" and include any EpiPen/medication which will be kept in the classroom at all times throughout the year.

Medications

No medication will be administered by any school staff member, prescription or over-the-

counter, unless a "Permission to Give Medication" form has been completed. Please ask your doctor if the dosage times can be set up to fit your home schedule. This way you will have control personally of administering amounts and time of dosage. Verbal consent will not be accepted. Children taking prescription medication orally may only return 24 hours after the start of the medication.

Immunization

All children who attend our centre are recommended to have completed all the standard course of immunizations. Please include a photocopy of your child's immunization schedule and/or fill in the immunization form in the registration package. Information provided should include: DPTP-HIB, MMR, HepB, Varicella, Pnuemo/Meningococcal. If you have chosen not to immunize your child, please indicate your preference on the immunization form, including your signature and the date.

Guiding and Caring

Children feel accepted and secure when they know what is expected of them. The classroom is a happy place when it is free from confusion and disorder. There are clear guidelines that we use to encourage appropriate social and behavioural development such as:

- Setting limits and giving clear instructions early in the year to recognize appropriate and inappropriate behaviour
- Using choices and natural consequences
- Redirection
- Teacher and/or child facilitated problem solving

Conflict Resolution

When a parent has a concern, grievance, or complaint it must first be directed to the supervisor or parent involved in a manner of open dialogue with the intention of resolving the problem. If healing does not occur due to tension, lack of communication, etc., the principal shall be notified and both parties shall meet with the principal in an effort to restore a healthy situation. If a satisfactory resolution is still not made, the concern should be brought to the board.

Parent Communication

- Throughout the year you will be receiving monthly newsletters to inform you of 'what's happening' in our program.
- A communication book is provided by the sign-in sheet. The supervisor will record any pickup/drop off changes, days your child will be away, or any other info you would like the supervisor to know about.
- Be sure to make the supervisor aware of any events or problems that may affect your child's behavior, whether it be his/her health or just a matter of "getting up on the wrong side of the bed".

Reportable Incident Policy

We hope and pray that all children attending our program are growing up in a secure and loving environment. However, should a situation arise in which a staff member has reasonable grounds to believe that a child is abused or neglected, that staff member is morally and legally obligated to file a report immediately with the Ministry of Child and Family Development. We will maintain a daily log (bound book) which will include a description of any applicable reportable incident that may happen in our center. If you should suspect abuse in the center then you are required by law to report it to the Fraser Health Authority, 604-613-9286. If there is a case of abuse within the center, it will also be recorded and reported to Fraser Health Authority within 24 hrs.

Fire Drills/Evacuation

Fire and evacuation drills are posted in the centre and practiced monthly. All staff, volunteers and other adults will be familiar with fire drill procedures.

Earthquake Kits

We will provide each child with an earthquake kit. It will contain the following:

- a nut free granola bar and rice crackers, juice box, dried fruit
- various activities to keep children busy (books, coloring, small toys etc.)

You are invited to add a family picture and a note. If your child has any allergies to the above items please provide your own kit, enclose in a Ziploc bag and give to the supervisor.

Disaster Planning

In the event of an major emergency:

- If we are unable to return to our building, we will be located at the admin building next door or Holy Cross Catholic across the street. Once relocated, we will contact you regarding our circumstances and pick up procedures.
- No child will be dismissed from the center unless a parent or caregiver or other previously designated adult comes for him/her.
- No child will be released from the center with another person, even a relative or babysitter, unless the center has written permission to do so. With this in mind, please ensure that you have provided us with an up to date contact list.
- All parents, caregivers or designated parties who come for the child must sign for their release.
- Parents and alternate caregivers may not pick up child until all students and staff are accounted for and the teacher approves the release of students.
- Please do not call the school. We must have all the lines open for emergency calls.
- Help us protect your child during a disaster, please be patient with the student release procedure.



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