



# **OUT OF SCHOOL CARE PARENT HANDBOOK**



**SURREY CHRISTIAN SCHOOL**  
EDUCATING FOR WHOLENESS

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## WELCOME

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

## 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 also ask that you send water only, in a recyclable container, we are also a **JUICE-FREE** centre. There will also be time for physical activity either in the gym or in the playground as well as table games and activities around the classroom etc. When the bell rings, they will be dismissed to go to their grade classrooms. Staff will sign children out.

## 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 when they will start walking themselves to OOSC. Staff will sign children in. We will provide a small snack. Should your child have special dietary needs, please discuss with the supervisor. Children will be encouraged to get a snack from their lunch bag as well; please be sure to pack an extra snack or two if your child tends to eat a big snack after school. Our afternoon program will also provide daily opportunities for children to get outside or engage in activities in the gym, as well as crafts, table games etc.

## ABOUT OUR STAFF

Our Out of School Care 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 - 8:35 am (7:00 - 9:10 am on Friday Mornings)

After School Care: 2:50 - 6:00 pm

Open summer break for day camps from 8:00 am - 4:00 pm.

*We are **closed** on statutory holidays plus Easter Monday and professional days as well as Christmas and Spring Break for two weeks, the first day of school in September, the day after the last day of school in June (Friday). Summer 2022: we will be offering summer care at the Cloverdale Campus only. (Limited enrollment available)*

## REGISTRATION REQUIREMENTS

Please return the following to the centre and make cheques payable to Surrey Christian School:

1. The completed registration form(s)
2. A copy of your child's immunization record and/or immunization status form
3. A copy of any court order pertaining to your child(ren) if applicable
4. A copy of any medical and/or additional developmental assessment information if your child has had a diagnosis or is in the process of a diagnosis
5. A current close-up picture of your child(ren) and emergency card
6. Pre-authorized Debit Form with a void cheque
7. First month's payment

\*Each child will be observed for the first two months in attendance to assess the centres' ability to meet his/her needs. A decision will be made between both parent and teacher if the child does not seem ready for a positive transition into childcare. Children who have a diagnosis and require support during the school day will also require support in our program.

Your child must be between the ages of Kindergarten through Grade 5 to attend our program, September to June.

## PROGRAM TIMES AND FEES

Please refer to our registration form online at [www.surreychristian.com](http://www.surreychristian.com) (Admissions tab, Fleetwood Campus, Out of School Care).

## SCREEN POLICY

We are dedicated to providing stimulating, open-ended learning environments during your child's time at our centre. Therefore, screen time will be very limited within our program. Once per month we may show a G-rated movie.

## ACTIVE PLAY POLICY

We promote regular physical activity and time spent outside daily for a minimum of 40 minutes. We are dedicated to spending time outdoors every day unless serious weather does not permit and/or it's unsafe. Alternatively, we will utilize the gymnasium or outdoor covered area for the same amount of time.

## 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 (MCF) 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 Manager 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 MCF

## PARENTAL ACCESS

- A notice will be posted on the classroom door if the group is in the playground or gym.
- 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 6:00 pm. More than one late occurrence (5 or more minutes) will result in a late fee charge of \$10 for the first 10 minutes and \$1 per minute thereafter. This fee must be paid before the child returns to the program. Chronic late pick-ups will result in termination of the child's enrollment in the program.

## **WITHDRAWAL**

Withdrawal notice of 30 days (for OOSC and Summer Care) is required by month end. Failure to submit adequate notice will result in forfeiting one month's fees.

## **CHANGE FEES**

Children confirmed in our Out of School Care program will be registered for the program/days selected on the registration form at time of submittal. Changes to registration for the 2022/2023 school year can be made up until July 31, 2022. Any changes to a child's registration thereafter (ie. number of days/hours attending) will be subject to a \$75 change fee.

Changes to Summer Care registrations may be made up until May 31, 2022. Any changes thereafter will be subject to a \$75 change fee.

## **AFFORDABLE CHILDCARE SUBSIDY PROGRAM**

Our centre accepts families who qualify for subsidy. Parents can get more information at: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/apply>

The deadline for applying for subsidy is by June 30 for the following school year or upon registration if able to enroll your child immediately. First month and subsequent monthly tuition must be paid in full by parents until subsidy has been approved and processed. Parents are required to top up any childcare payments that are not covered by subsidy.

## **ATTENDANCE**

- There are no refunds or fee reductions for statutory holidays, professional days, 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 980 AM. 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](http://www.surreychristian.com) and you will be emailed in the event of a closure.

## 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 a minimum 24 hours.
- Children must be fever free and have stopped vomiting/diarrhea for a minimum 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

## Illness in Childcare – A Quick Guide

Disease	Symptoms	Infectious?	Remove from Centre
Chicken Pox	Fever Blister type rash	Yes, 5 days after onset	Yes, from when spots first appear and until spots are scabbed over
Cold with Fever	Runny nose, clear or green low appetite, severe cough, tired, fever	Yes, before and during symptoms	Yes, until symptom and fever free without medication for at least 24 hrs and is able to play outside
Common Cold	Runny nose, clear, low appetite, slight cough	Yes, before and during symptoms	Yes, until symptom free and is able to play outside
Diarrhea #1	Runny stools. If no other problems, check with parent It could be normal or diet related	No	Yes, if child needs to be bathed or doesn't have a change of clothes
Diarrhea #2	Runny stools, fever, bad smell, fussy, cranky, pain and/or vomiting	Yes	Yes, until symptom free for 24 hours without medication
Ear Infection	Fever, clear discharge from nose, cranky, pulls on ear	No	Yes, until fever free for 24 hours without medication
Flu	Fever, cranky, in pain, may have runny nose, nausea vomiting	Yes	Yes, until symptom free for 24 hours without medication
Hand, Foot, Mouth Disease	Spots on palms of hands, fingers and sometimes feet mouth, buttocks for 7-10 days	Yes	Yes, until cleared by a doctor to return
Cold Sore	Fever blister or sore around mouth	Yes	Yes, until spot is scabbed over
Impetigo	Crusty oozing rash/spots mostly on face, arms or legs	Yes	Yes, until cleared by a doctor to return
Nausea/Vomiting		Yes	Yes, until symptom free for 24 hours
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	Yes	Yes, until cleared by a doctor to return
Rashes	Red spots anywhere: could be measles, allergies, chicken pox, impetigo	Yes	Yes, until cleared by a doctor to return
Sore throat	Fever, red throat, hurts to swallow (could be strep)	Yes	Yes, until on antibiotics for 24 hrs and/or throat is not sore anymore
Lice	Live nits and/or eggs in hair	Yes	Yes, until nits/live lice are removed

## 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

If your child is allergic to various substances, this needs to be brought to the attention of the supervisor. If your child requires special treatment in case of a reaction (ie: EpiPen) you will be required to fill out a form, write a care plan and include any EpiPen/medication which will be kept well out of reach of children. If an EpiPen is required, a child will not be permitted to attend the program without their EpiPen.

## MEDICATIONS

The centre keeps basic first aid supplies on site. No medication will be administered by any staff member, prescription or over-the-counter, unless a "Permission to Give Medication" form has been completed. Medication will be kept out of reach of all children. 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. According to Fraser Health regulations, each child is required to have their immunization status on file at the centre. Please submit a photocopy of your child's immunization schedule and/or a completed immunization status form. If you have chosen not to immunize your child, please indicate on the immunization status form.

## GUIDING AND CARING

Caregivers who are committed to nurturing and guiding young children create an atmosphere which fosters trust, security and comfort. We commit to using the following techniques to promote a calm, safe environment:

- **ACT Model**: Acknowledge the feeling, Communicate the limit, Target the alternatives
- **Redirection**: Guiding the child into an acceptable activity when they are engaged in an unacceptable activity
- **Choices**: Appropriate choices are given, and children are encouraged to choose for themselves
- **Logical and natural consequences**: Children will be made aware of the results of their action

There are also some harmful actions that are not permitted and will not be tolerated in the program:

- Shoving, hitting or shaking by a teacher or another child, or confinement or physical restraint by another child
- Confinement or physical restraint by a teacher, except as authorized in a child's care plan if the care plan includes instructions respecting behavioural guidance

- Harsh, belittling or degrading treatment by a teacher or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self-respect
- Spanking or any other form of corporal punishment
- Separation, without supervision by a responsible adult, from other children
- As a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet

## **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 director and manager shall be notified, and both parties shall meet with the director and manager in an effort to restore a healthy situation. If a satisfactory resolution is still not made, the concern should be brought to the principal and superintendent.

## **PARENT COMMUNICATION**

- Throughout the year you will be receiving emails with reminders and information about the program.
- A communication book will be kept by the supervisors. The supervisor will record any pickup/drop off changes, days your child will be away, minor injuries, 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 behaviour, 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 centre 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 Child Protection Services. We will maintain a daily log (bound book) which will include a description of any applicable reportable incident that may occur in our program. If you should suspect abuse in the center then you are required by law to report it to the Fraser Health Authority (604-587-3936/weekdays, 604-527-4806/weeknights and weekends) within 24 hrs. If there is a case of abuse within the center, it will also be recorded and reported to Fraser Health Authority.

## **FIRE DRILLS/EVACUATION**

Fire and evacuation drills are posted in the centre and practiced monthly. Earthquake drills will be practiced once per year. 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 a major emergency:

- If we are unable to return to our building, we will be located at the admin building next door. 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 supervisor 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.

We hope this handbook will help you and your child to adjust readily and happily at this important time in their life. We look forward to sharing many fun and meaningful experiences with you and your child.

Surrey Christian School reserves the right to make changes to this handbook at any time throughout the year. Any major changes will be communicated to parents/guardians.

Sincerely,

Victoria Hunt, Director of Early Learning Programs

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