

PARENT POLICY MANUAL

St. Avila School Age Child Care Program



**At:
École St. Avila
633 Patricia Ave
Winnipeg, Manitoba R3T 3A8**

www.sasaccp.com

Telephone: 226-9179

Updated/Reviewed:
June 19, 2023

Our Program

St. Avila School Age Child Care Program is a non-profit, licensed child care program run by a Board of Directors. The Board of Directors includes parents as well as other members of the community. The Director of the program answers to the Board of Directors and is responsible for the day to day operation of the program. There are 75 spaces in our program after school and 75 spaces before school.

It is for children who attend École St. Avila, are in grades 1 through 6 and are 6-12 years of age. We have limited space for Kindergarten children.

Parental Involvement

We encourage parents to become involved in our program by being part of the Board of Directors, providing input to the director regarding our program, as well as participating in any fundraiser we may do. Please note, the term parent, used throughout this manual refers to mom, dad, legal guardian, parents, and common-law partners.

Goals and Objectives

- Our program was designed to provide a safe, secure and enjoyable environment for children before and after school.
- We want to encourage independence and decision-making ability and provide a varied program of activities that are both staff initiated and activities that allow freedom of choice.
- We also want to promote and encourage friendship and communication between children, staff and parents.
- We want to instill a sense of sportsmanship and cooperation among all children.
- We recognize that children are at various stages of development and we will strive to provide a program suitable for all children enrolled in our program.



Accidents

Our program strives to provide a safe environment for children to be in. Staff are alert to potential hazards and take steps to ensure utmost safety. However, knowing the nature of children and that accidents do happen, the following policies have been established:

All staff are trained in First Aid and CPR.

In the event of an emergency, parents will be notified and children will be transported to Victoria General Hospital, unless otherwise indicated on their registration form. Parents are required to meet the staff and their child at the hospital. Please note that all expensed incurred (cab, ambulance etc.) are the responsibility of the parents.

Parents/guardians are advised to expect a usual amount of bumps, scrapes, bruises, and other minor accidents as a result of children coming into contact with each other and /or their surroundings.

Emergency Situations and Safety Precautions

Our program has a safety plan in place for a variety of emergency situations. It is available upon request.

In case of an illness, a serious situation, or an accident, a parent will be contacted. Emergency contact persons will be called within 30 minutes of inability to reach a parent. In case of a serious situation or accident, 911 will be called first. If an ambulance is called, parents/guardians must pay for the total cost.

In case of evacuation, children will be walked across the field to the Richmond Kings Community Center and parents or contact persons phoned for pickup. If parents are present at the time of an evacuation drill or procedure they are asked to participate.

Parents must inform a staff member when they are leaving the building, with or without their children.

Transportation Policy

In the event that a field trip is planned or vehicle transportation is necessary for any reason, parents will be notified in advance and permission slips will need to be signed. At least 24 hours notice will be given. Please note that no personal use vehicles will be used.

After the bell rings, before school, children are sent to their classrooms along with the bussing students. After school, when the bell rings, children walk to the afterschool program unattended and attendance is taken to ensure all have arrived.

As previously mentioned, after school, children are dismissed and are sent to the school age program. If a child is not at the program within a reasonable amount of time, but is expected to be there that day, staff will do their best to look for the child at school and to contact a parent or guardian. It is the children's responsibility to inform a staff member if they will be staying in their class room for any reason after school.

If a child happens to get on the school bus on a day he/she is supposed to come to the school age program, parents will be notified as soon as possible. Since the child is not the responsibility of the school age program until they arrive at the program, the school office will be notified and we will work together with the parents to keep the child safe and to find a solution.



Admission / Dismissal Policy

A parent or preauthorized person over 12 years of age must be responsible for accompanying your child to the program before school. After school, children are dismissed from their class and are sent to the school age program. The children are expected to let the staff know they have arrived. If a child is not at the program within a reasonable amount of time, but is expected to be there that day, staff will do their best to contact a parent or guardian. It is the children's responsibility to inform a staff member if they will be staying in their class room for any reason after school.

Written or telephone confirmation is required if your child is to be picked up by someone other than their primary caregivers. The alternative person should be on the preauthorized pick up person list or the emergency contact list. I.D. will be required if we do not know the person. Please tell the alternate pick up person to have I.D. available.

Arrangements must be made for dropping off and picking up your child since our staff and those not preauthorized by you cannot do so. If you are unable to arrange for your child to be picked up or if you are over 1/2 hour late and do not contact us, Child and Family services must be notified. **(***see late fee policy below)**

If a family or child is not able to follow the policies and code of conduct set by St. Avila School Age Program, or if a child is consistently hurting other children (physically or verbally) or hurting the property of another person or the school, we will have to dismiss the child from our program. We will use our discretion and work with the families to avoid this from happening, however, if it is necessary, two weeks written notice will be given.

Late Fee Policy

**** A fee of \$1.00 per minute is charged for late pick up. This amount is payable immediately to the staff member present at time of pick up. Our staff are not paid after 5:45 and we do not have a permit to use the school after this time.**

Days and Times

We are open before school from 7:25—9:05 AM and after school from 3:55—5:45PM. We are closed for all statutory holidays, in-service days, as well as public school holidays which includes Winter, Spring and Summer Break. **During these days, it is your responsibility to find alternate care.**

Fees

To hold a space for September, a registration fee of \$50.00 is required, dated the **same day the registration form is handed in.** Registration fee will be applied to your child's **last month of fees,** however, proper withdrawal notice must be given.

Payments are to be made by e-transfer, cash or cheque payable to St. Avila School Age Child Care Program or **SA-SACCP**. An email will be sent out at the beginning of each month with the balance owing. Payments are due in the first week of each month. Late payments may result in dismissal from the program. Receipts will be issued at the end of each calendar year, unless an alternate arrangement is made by request. NSF cheques will be charged a fee of \$20.00. Two NSF cheques will necessitate our requiring cash, e-transfer, money order, or certified cheque for the remaining fees. Subsidy may be available.

To withdraw, **two weeks written notice is required.** No refunds or makeup days will be given for illnesses, vacations, or days on which the school cannot be open due to circumstances beyond it's control. Drop in days may be arranged if space allows. You are not charged for in-service days or Winter, Spring and Summer breaks.

If you need to take time off of the program, you are still expected to pay for those days to hold your space in the program. If you wish to give notice, a two week written notice is required and you may go on a waiting list to get back in the program when you require care again, if space is available.

IN RESPONSE TO AN INAPPROPRIATE ACTION STAFF WILL:

1. Facilitate problem solving and communication between child and child; or child and adult to define the problem and explore alternatives to resolve the conflict.
2. Re-direct the child who may be involved in an inappropriate behavior/action toward selecting an acceptable behavior/action appropriate to the situation.
3. Offer choices whenever possible, so the child is involved in the decision making process.
4. Use "logical consequences". Assuming every action has a consequence; help the child understand what the consequences of the behavior/action may be. "You need a jacket on before you can go outside". The consequence to not putting the jacket on is not going outside.
5. The child may be denied a privilege of participating in an activity, or play area, or field trip etc., if there is re-occurring problems with maintaining the appropriate behavior.
6. Removal from the play area may be appropriate for a child out of control. A short period of time away from the hustle and bustle of activity may be sufficient for the child to regain self-control.

WE WILL NOT:

1. Discuss a child with another childcare worker, or parent, in the immediate presence of that child, or any other children.
2. Say anything with the intention of embarrassing a child.
3. Permit, practice, or inflict any form of physical punishment, or verbal abuse, or emotional abuse or the denial of any physical necessity to any child in attendance by any adult.

** Please note: We understand it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

In accordance with our behavior management policy, parents or alternate escorts may not use any form of physical punishment, verbal or emotional abuse as a discipline technique with the child while at the program.

Behaviour Management

Our child care workers use various positive guidance techniques to promote the development of age appropriate, socially acceptable behaviors.

We believe the goal of discipline should be to enable the child to become self-regulated and capable of making appropriate decisions about acceptable vs. non-acceptable behaviors.

WE WILL

1. Use positive statements to ensure each child knows what the expected behavior is.
2. Provide positive feedback to children.
3. Use our knowledge of child development as the basis for behavior expectations for each individual child.
4. Be a positive role model for the children by following the rules and interacting in a respectful, courteous, understanding manner.
5. Set rules and limits that protects the rights and safety of children and adults, and then consistently enforce them.
6. Guide children toward learning appropriate words and phrases to use for verbal negotiation and problem solving.
7. Staff will circulate about the play area constantly alert to the activity of children in all parts of the room, and will provide guidance, direction, and limit setting as necessary.
8. Guide children toward understanding their feelings and how to express their emotions in a positive manner.
9. Use reasoning as a guidance technique when dealing with actions and behaviors to enable children to understand and accept responsibility for inappropriate behaviors.
10. Speak to the children in a calm, non-threatening manner, at their level, making eye contact, and using "I" messages.
11. Inform parents of ongoing behavioral concerns so that we may work together to provide consistent guidance and limit setting to the child.
12. Know and enforce rules and limits set by the centre and follow procedures in a consistent manner, so children will maintain a clear understanding of the limits and expectations.

Cost of the Program:

\$6.15/day for full-time, before OR after school
\$8.60/day for full-time, before AND after school

Enrolment

During the school year registration is in person. During the summer, registration is by phone with arrangements to be made at that time to pay the registration fee and fill out registration forms. For September registration, you will be required to pay a \$50.00 registration fee. Proof of identification and custody may be required. Should any phone numbers or contact information for parents and emergency contacts change after registration our program must be notified immediately.

Snow Days & Emergency Closures

In the event of an École St. Avila School closure due to severe weather or another emergency situation, our program will also be closed. Fee refunds will not be given. School closures are noted on CJOB radio and parents will be notified as quickly as possible by phone if we will be closed.

Our Staff

Our staff are excited to provide an exciting, welcoming program for your child. Each staff member has their First Aid and CPR training, as well as a Criminal Record Check and Abuse Registry Check completed. Please feel free to discuss your child's experience at the St. Avila School Age Child Care Program with our staff.

What do you do if your child is going to be absent?

If your child is going to be absent or if alternate arrangements have been made for pick-up, please inform the School Age Program by calling the program's cell phone (226-9179) or sending an email to sasaccp@gmail.com. Messages will be checked daily.



Health

Parents should review all their children's immunization records to make sure they are up to date. Children with communicable diseases must be confined according to doctor's orders and our program notified. If your child has been exposed to a communicable disease such as mumps, measles, strep throat, conjunctivitis (pink eye), impetigo, ringworm, pin worm, the program must be notified.

If your child's normal play or activities are slowed down due to not feeling well, has a temperature of 101 deg. F (38.5 C), has diarrhea, is vomiting, has an undiagnosed rash or itching, or has a severe cold with fever, bad cough, runny nose with green or yellow discharge they should not attend the program.

Prescription and non-prescription medications can be administered by staff, including an EpiPen for severe allergies, after parents have signed a permission form. Medications must be in their **original** container, labelled with your child's name. We also have an anaphylaxis policy. Should this apply to your child, you will be given this policy and required to work with the director to fulfill it's requirements.

Snack Time

A nutritious snack for your child needs to be provided each day. After school there is time allowed for the children to have a snack, however, a snack is not provided for the children by our program.



Video and Photography Usage

There may be special occasions or special events that are "Kodak Moments" and may want to take pictures or video. Permission for this is given on the registration form. If an outside media source requests video or pictures, a separate permission form will be given to parents ahead of time.

Clothing/Outdoor

Each child is to have a change of clothes in their backpack in case of a spill or accident. A pair of shoes, **separate from the indoor shoes required for school**, is required. Please ensure that items are labelled with the child's name. Staff are not responsible for misplaced or exchanged items.

We will be going outside, weather permitting. Please make sure your child has all the necessary outdoor clothing to be comfortable playing outdoors. (This includes snow pants, mitts, hat, scarf & coat in the winter!) We will not be going out if the wind chill or temperature is below -25 C or there is a weather condition that would affect a child's health, safety and well-being.

Flexible Daily Schedule

**** Schedule is adapted to take into account the needs of all children, including those with additional support needs.**

Before School:

7:25-9:00	Arrival /Free Time (gym activities, board games, colouring etc)
9:00-9:05	Gather belongings and dismiss for classes.

After School:

3:55-4:05	Arrival, Snack time
4:05-4:10	Clean up and get ready for Outside or indoor activities
4:10-5:45	Outside Play, Gym Time and/or Free Time (Activities in Kindergarten Room, Gym time, Board games, and Crafts.

Special Concerns

Should you have any concerns or worries, please bring them to the immediate attention of the Director or staff member. Since we want to promote a fun, safe, and caring atmosphere for your child your concerns, suggestions, and compliments are all very welcome.