



Boys & Girls Club  
of Wetaskiwin

**Parent Handbook  
2018 – 2019  
Out of School Care Programs**

**Clubhouse  
and  
Wetaskiwin**



# Wetaskiwin Out of School – Parent Handbook

## Mission Statement

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

## Core Values

### Belonging

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

### Respect

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

### Encouragement and Support

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

### Working Together

We work together with young people, families, volunteers, our communities and government.

### Speaking Out

We speak out with children, youth and families so that we can make our world better.



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# Wetaskiwin Out of School – Parent Handbook

## Introduction

Welcome to the Boys and Girls Club of Wetaskiwin Out of School Care Programs. This booklet provides information about the philosophy, policies, and operation of our program. We encourage you to drop in at any time to talk with the Out of School Program Director or staff. We welcome any suggestions you feel might improve the quality of our program. The program provides care for children ages 5 - 12 years old.

## Purpose of Program



Provide a fun, safe and comfortable environment where children receive quality out of school care. The program is open to children 5 - 12 years of age and can accommodate up to 40 children at each program site (Clubhouse and Wetaskiwin).

### *Objectives:*

- To deliver a quality program through intentional, well organized and developmentally appropriate programming for children in Wetaskiwin.
- To meet the developmental needs of children by understanding the stages of child development and build assets and competencies relevant to supporting children to become successful adults.

## Program Hours of Operation

After School	3:15 pm to 6:00 pm
Day Camps	8:00 am to 5:15 pm

## Day Camps

Day Camps will follow the Wetaskiwin Regional Public Schools regular school year calendar. Specific dates and activities will be communicated in the weekly newsletters sent by email. If you are not receiving the newsletter, please notify the Program Coordinator.

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## Professional Day – Staff Training

The Out of School Care Programs will be **CLOSED** for Professional Development Staff Training on the following days.

- Friday, October 5, 2018
- Friday, March 1, 2019

## Program Fees

Applicable fees for the Wetaskiwin Out of School Care program for 2018 – 2019 are \$310 per month. If your child does not qualify for full government subsidy, the parent portion you are required to pay is \$215 per month and the Club will subsidize up to \$95 per month through fundraising efforts. Program fees are due and ***payable on the first day of each month***. We ask that parents provide three (3) months' worth of post-dated cheques. Families who are unable to pay their fees on the first of the month must contact the Out of School Program Director or Business Administrator to make alternate arrangements.

## Child Care Subsidy

Some families may qualify for provincial child care subsidies. We have subsidy information packages available at the club to provide you with all the necessary information you will need. Additional subsidy information can be found at <http://www.child.alberta.ca/home/1153.cfm>.

Families are responsible for ensuring that their subsidy information is kept up to date and the required documents are sent in. The best way to apply is to do so on-line. You will learn the amount of your subsidy right away and be given a letter stating the amount of subsidy the government will give you. Once you have that letter, please bring it to the club. The maximum amount of Subsidy is \$310.00 per month per child.



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## Cancellation or Withdrawal

In the event that a parent/guardian wishes to cancel or withdraw their child from the Out of School Care program, thirty (30) days' notice in writing indicating your withdrawal must be submitted to the Out of School Program Director.

## Late Pick-up Policy

The program is unable to offer childcare outside of program hours. For participants picked up outside of program hours, a fee of **TEN DOLLARS (\$10.00) per 15 minutes** or part thereof will be charged.

## Conflict Resolution and Grievance Policy

Upon entering a program each individual will be informed of his/her right to lodge a grievance by way of program orientation and/or through signing Informed Consent Forms.

- a) A grievance is a written complaint filed by a current client or participant. When an individual believes that any condition affecting him/her is unjust, inequitable, or a hindrance to effective job performance, that individual may initiate a grievance.

## Emergency Drills & Evacuation

The Out of School Care programs will participate in fire drills on a consistent basis. Staff will ensure members are familiar with evacuation procedures. Fire evacuation plans are posted in the program facility.

The Out of School Care programs will also participate in a lockdown drill at minimum once per year. Parents or guardians will be notified on the day of the drill to follow up with their child as necessary.

In the event that the children were evacuated from the program, parents would be contacted through home numbers, cell numbers and emergency contacts as soon as it is safe to do so.

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## Attendance/Absences

Please call/text/leave message or talk to staff ahead of time to report your child's absences. If your child is absent and we have not been notified prior, we are required to follow up regarding your child's whereabouts.

## Contact Information if your child will be absent

**Clubhouse Out of School Care**..... **4705 – 47 Avenue**  
Cell (call, leave message, or text)..... (780) 362-0582

**Wetaskiwin Out of School Care**..... **5109 – 51 Street**  
Cell (call, leave message, or text)..... (780) 362-0192

## Arrival/Departure

**Children must be signed in and out of the program.** Only those people authorized on the registration form will be allowed to pick up a child from the program. In case of emergency a parent can give permission, verbally or written, for a third (3<sup>rd</sup>) party to pick up their child(ren). We would appreciate your promptness at the end of the day so that the program can close on time. Persistent lateness causes considerable inconvenience for the staff, and a great deal of stress to the child and may result in cancellation of enrollment.

## Dress Code

Participants will dress in a manner that is respectful to self and others and are requested to dress according to the weather and program activities.

## Toys/Electronics from Home

The Out of School Care program discourages participants from bringing toys/electronics from home and will not be responsible for lost or broken items.

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## Nutrition

Snacks are provided by the program for participants on a daily basis. Snack menus are posted in the program space so parents can see what is available each day. If your child has specific dietary or allergy restrictions please ensure you indicate this to staff on both the registration forms and in person. An allergy list is typed up and posted in the food prep area for staff awareness.

## Medication

Medication can only be given to your child by staff if an Administration of Medication form has been signed. All medication must be supplied by the parent/guardian. Prescribed medication received by staff must be in a pharmaceutical container with the original label from the pharmacy and must contain the following information: child's name, medication name, dosage amount, frequency and physician's name. Inhalers, Epi-Pens and insulin must be carried by the child and will be self-administered if they are over the age of 6. For children 6 years of age and under, staff will provide appropriate storage and assistance with the administration of inhalers, Epi-Pens and insulin.

## Health Care/Supervision of Sick Children

Please do not bring your child to the program if they are not feeling well. Keeping your children home will help stop the transmission of colds/flu. The program will determine that a child is ill and the parent will be contacted to remove their child from care if they exhibit any of the following: Vomiting, Fever (a temperature greater than 38°C or 100.4°F), Diarrhea or a new and unexplained cough or rash. Staff will use visual observations to determine if a child is exhibiting any of the symptoms in either point above. If, in the opinion of staff, a child is not well enough to be in care, the parents will be notified and requested to make immediate alternate child care arrangements. If these attempts are unsuccessful, the child's emergency contacts will be called. Sick children will be directed to a chair/mat/rug away from the other children either in the same room or in a separate room where they can quietly wait for their parent to arrive. A child may not return to the program until they are symptom free for at least 48 hours or if the parent has a physician's note.

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## Parent Involvement

The program encourages parents to participate in special events with their child(ren) when they happen in the program or when we go on off-site excursions. We would also like to invite parents to share their cultural experiences or skills with the program when they have the opportunity as it would enhance the experience of all the participants.

## Information Changes

It is vitally important that parents keep the program informed of changes in:

1. Telephone numbers
2. Places of employment
3. Hours of employment
4. Personal status.

Also, please keep the staff informed on any current or anticipated changes in your child's environment. Open communication between the home and the program helps to meet the child's needs effectively.

## Newsletter

Monthly newsletters will be sent out by email with program information, Boys and Girls Club of Wetaskiwin news, and other fun facts. If you are not receiving the newsletter, please notify the Program Coordinators.

Paper copies will also available at each program.



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The staff applies a behavior management style that is consistent with helping the children develop control of their own behavior through guidance in a warm and caring way. Guidance and discipline will always be developmentally appropriate and based on an understanding of the individual needs of each child. Whenever possible children are encouraged to settle conflicts and find solutions themselves. A staff member will get involved when necessary. When a child demonstrates inappropriate behavior or action, our goal is to remain as consistent as possible and, after a warning, prescribe a consequence that is appropriate for the action. A cool down time will be suggested when necessary to help the child regain control. If a child is being extremely unsafe or repeats the same unacceptable negative behavior three (3) times in the same day (repeated (non-compliance), the parent/guardian will be contacted for pick-up and service will be ended for that day. Should this unacceptable negative behavior persist, a meeting with the OSC Program Director and parent/guardian will be set up to discuss the issue and develop a plan for the participant moving forward.

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## Contact Information

Boys and Girls Club of Wetaskiwin  
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T. 780-352-4643

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