

# Out of School Care Programs



Boys & Girls Club  
of Wetaskiwin

## **Clubhouse and Wetaskiwin Out of School Care Programs Parent Handbook 2019 – 2020**

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# **Out of School Care Programs**

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# Out of School Care Programs

## 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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# Out of School Care Programs

## Introduction

Welcome to the Boys and Girls Club of Wetaskiwin Out of School Care programs. This booklet provides information about the philosophy, policies, and operations 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 (Kindergarten to Grade 6).

## 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 (Kindergarten to Grade 6) 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.

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# Out of School Care Programs

## Professional Day – Staff Training

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

- Friday, October 4, 2019
- Friday, February 28, 2020

## Program Fees

Applicable fees for the Wetaskiwin Out of School Care program for 2019 – 2020 is \$310 per month. If your child does not qualify for full government subsidy, the parent portion you are required to pay is \$230 per month and the Club will subsidize up to \$80 per month through fundraising efforts.

All program fees are due on or before the first day of each month, or prior to the scheduled program start date.

- Any bank charges to the agency for Nonsufficient Funds will be applied.
- Any outstanding fees that exceed three (3) months or \$400 may result in suspension of programs and services.

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

Families may qualify for provincial childcare subsidies. Subsidy information and applications can be found at <http://www.child.alberta.ca/home/1153.cfm>.

Additional information or support can be found by calling the Subsidy Hotline **1-877-644-9222**. Families are responsible for ensuring that their subsidy information is kept up to date and the required documents are submitted. Once you have confirmation of your subsidy please provide it to the Program Director or Business Administrator.

If you require assistance for your Subsidy Application or Renewal, please ask for the Program Director or Business Administrator at the Downtown Office (5109 – 51 Street) between 9am-12:00pm and 1:00-4:30pm. If you require assistance outside of these hours, please contact one of the individuals above to arrange a date and time.

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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

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.

## Agency Policies and Procedures

### Arrival and 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 as well as reducing your child's anxiety. Persistent lateness causes considerable inconvenience for the staff and may result in cancellation of enrollment.

### Attendance and Absences

Please communicate with the program staff prior to the program start 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.

<b>Clubhouse Out of School Care</b>	<b>4705 – 47 Avenue</b>	<b>(780) 362-0582</b>
<b>Wetaskiwin Out of School Care</b>	<b>5109 – 51 Street</b>	<b>(780) 362-0192</b>

### Change of Information

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

- Contact information (ie: phone numbers, email, and addresses)
- Places of employment
- Hours of employment

Open communication between the home and the program also helps to meet the child's needs effectively. Please inform the program staff of any current or anticipated changes in your child's environment.

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# Out of School Care Programs

## Transportation

Participants are expected to be prepared for the weather conditions when transporting to and from the program sites.

### **Norwood and Centennial Schools**

The Boys and Girls Club of Wetaskiwin has arranged with the Wetaskiwin Regional Public Schools Transportation Services to transport registered participants on designated program days from Norwood and Parkdale Schools. Bus Passes will be issued for each child and the replacement fee for a lost or missing bus pass is \$25.00. Bussing will not operate if any of the following occurs:

- Temperature of -40 degrees Celsius with or without a wind chill factor as reported by the weather office for the area in question;
- Visibility of less than 30 meters;
- Road closures by the R.C.M.P, municipal or other local road officials.

### **Clear Vista, Centennial, Parkdale, and Sacred Heart Schools**

Staff will meet registered participants at designated locations and times at each school to walk to their Out of School Care program. In inclement weather, the Boys and Girls Club Bus will be used to transport the children from the schools and the program.

### **Day Camps or Field Trips**

When Out of School Care programs access off-site activities within the City or County of Wetaskiwin, they may use the walking bus or Boys and Girls Club bus to transport registered participants to and from the designated location. Field trips that are outside of the City or County of Wetaskiwin will use the Boys and Girls Club bus or a contracted school bus. An additional waiver will need to be completed when leaving the County of Wetaskiwin.

## Medication and Health

Medication can only be given to your child in the program if an Administration of Medication form has been completed. All medication must be supplied by the parent/guardian and in a pharmaceutical container with the original label from the pharmacy. The label 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.

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# Out of School Care Programs

## Health Care

Your child should not attend the program if they are feeling unwell. Keeping your child home will help stop the transmission of things like the cold and flu. If your child becomes unwell while in the program, staff will determine that they are ill if they exhibit any of the following:

- Vomiting
- Fever (a temperature greater than 38°C or 100.4°F)
- Diarrhea
- A new and unexplained cough or rash

If, in the opinion of the staff, a child is not well enough to be in care, the parent/guardian will be notified and requested to immediately make alternate childcare arrangements. If the parent/guardian cannot be contacted, the child's emergency contacts will be called.

Sick children will be directed to an area away from the other participants either in the same room or in a separate room where they can quietly wait to be picked up. 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.

## Guiding Behaviour

The staff applies a behaviour management style that is consistent with helping the children develop control of their own behaviour 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; staff will support this process 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 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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# Out of School Care Programs

## **Conflict Resolution and Grievance**

Through the program orientation and/or through signing Consent to Receive Services, each individual is informed of their right to lodge a grievance. 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 and Evacuation**

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

The Out of School Care programs participate in lockdown drills at minimum once per year. Parents or guardians may be notified when these occur to follow up with their child as necessary.

In the event that children were evacuated from the program, the parent/guardian would be contacted through home numbers, cell numbers, and emergency contacts as soon as it is safe to do so. Please ensure all contact information is up to date.

## **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 and Electronics from Home**

The program discourages participants from bringing toys and electronics from home. The Boys and Girls Club of Wetaskiwin is not responsible for lost or broken items.

## **Nutrition**

On regular school days, snacks are provided by the Out of School Care program for participants. Snack menus are posted in the program space to 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.

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# Out of School Care Programs

## **Parent and Family Involvement**

The program encourages family members to participate in special events with their child(ren). This could be on off-site excursions, celebrations, or other planned events. We would also like to invite families to share their cultural experiences or skills to enhance the experience of all the participants in the program

## **Program Updates and Communication**

Newsletters are emailed regularly with Out of School Care updates and information and may also include information about other Boys and Girls Club of Wetaskiwin news or events, community events, or fun facts (paper copies of the newsletters can also be provided upon request).

Please notify Program Coordinators if you are not receiving the newsletter. If you have information you would like to submit for the newsletters, please contact the Program Coordinators.

The Out of School Care program and Boys and Girls Club of Wetaskiwin also shares updates and news through the website and social media pages. See the Contact Page at the back of the handbook on how to find them.

## **Accreditation**

The Wetaskiwin Out of School Care program will be going through the re-accreditation process this year. The purpose of accreditation is to ensure a high quality of service to children and families. The program will be involved in a self-study process that begins with looking closely at all aspects of the clubs operations, including policies and procedures, activities, communication, facilities and governance. Part of this process will include children, families, and staff surveys to provide feedback on various areas that will be addressed during accreditation. For more information about AELCS, visit their website at [www.aelcs.ca](http://www.aelcs.ca)

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## Contact Information

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5019-51<sup>st</sup> Street  
Wetaskiwin AB T9A 2A5  
T. 780-352-4643

Program Director  
Justin Wieclaw  
T. (780) 352-4643 ext. 38  
E. [justin@wetaskiwinyouth.ca](mailto:justin@wetaskiwinyouth.ca)

[www.wetaskiwinyouth.ca](http://www.wetaskiwinyouth.ca)

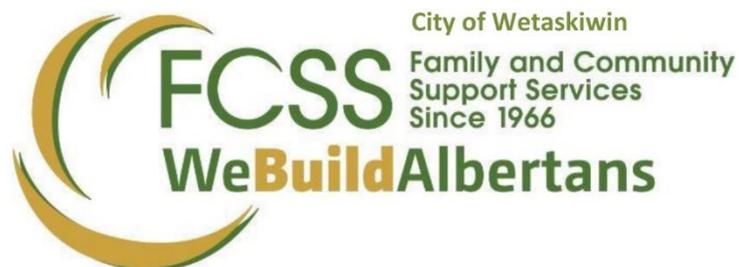
You can also find us on:



@bgcwet and/or BGCW Out of School Care



@BGCWetaskiwin



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