



**Out of School Care Programs
Summer Day Camps**

Parent Handbook

2023

Mission Statement

BGC Wetaskiwin provides 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 & 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.

Introduction

Welcome to BGC 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 our staff. We welcome any suggestions you feel might improve the quality of our program. The program provides care for children who are in Kindergarten up to Grade 6.

Purpose of Program

Provide a fun, safe, and comfortable environment.

Objectives

- To deliver a quality program through intentional, well organized, and developmentally appropriate programming for children.
- 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

Monday to Friday 8:00 am to 5:00 pm

July 4 to August 25 Closed on Statutory Holidays (July 3 and August 7)

July 4-7

July 10-14

July 17-21

July 24-28

July 31 - August 4

August 8-11

August 14-18

August 21-25

Program Fees

- Weekly fees are \$175.00 per participant
- All program fees are due upon registration or payment plans to be communicated with the Director.
- Any bank charges to the Club for Non-Sufficient Funds will be applied.
- A \$30.00 Cancellation Fee may apply for every registered week the participant (child) withdraws from with at least fourteen (14) days' notice to the Coordinator/Director. No refunds will be issued when less than fourteen (14) days' notice is provided.

For support with program fees, whether you are approved for subsidy or not, please contact the Program Coordinator or Director.

Child Care Subsidy

Families may qualify for provincial childcare subsidies. A child's subsidy rate is now exclusively determined by total family income, the age of the child, the type of program the child is registered in, and the number of hours a child attends the program each month. For more details regarding subsidy rates, eligibility, or how to apply, visit <http://www.alberta.ca/child-care-subsidy.aspx>.

Families are responsible for ensuring that their subsidy information is kept up-to-date, and the required documents have been submitted. Once you have confirmation of your subsidy, please communicate with the program.

Contact the Club If you require assistance for your Subsidy application/renewal.

When registering for subsidy, please ensure to choose the correct program:

Clubhouse Out of School Care 4705 47 Avenue (CB McMurdo)
#8000 1963

Wetaskiwin Out of School Care 5109 51 Street (Downtown/Admin Building)
#8000 1784

Late Pick Up

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

Agency Policies & Procedures

Participant Arrival and Departure

BGC Wetaskiwin will ensure the safety and well-being of all participants upon arrival and departure. All participants will be accompanied by a parent/guardian or designate when arriving to or departing from a 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/guardian can give permission, verbally or written, for another adult 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 to reduce 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 if/when your child will be absent.

Clubhouse Out of School Care	4705 47 Avenue	(780) 362-0582
Wetaskiwin Out of School Care	5109 51 Street	(780) 362-0192

Change of Information

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

- Contact information (ex. phone numbers, email, and address)
- Arrival and/or Departure times, authorized people who can pick-up, etc
- Health conditions

Open communication between home and 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

Transportation

Staff will take precautions to ensure that participants are transported safely as required. Staff must be qualified and adhere to municipal and provincial laws.

The program will use a combination of the BGC Wetaskiwin bus and/or the Walking Bus to transport registered participants to off-site activities. External bussing may be contracted for field trips or to support programming; if and when this occurs, communication will be made with parents/guardians and additional forms may be required.

Walking Bus

- Participants will walk to off-site locations to access parks and facilities in Wetaskiwin.
 - Please ensure your child has proper footwear for walking.
- Child/Staff ratios will be maintained during all off-site activities.
- The walking bus will not operate when there is extreme weather or temperatures. In these situations, the program will use the BGC Wetaskiwin bus.

BGC Wetaskiwin Bus

- The BGC Wetaskiwin bus will transport participants to off-site locations in Wetaskiwin (see below for regular off-site locations) and field trips outside of Wetaskiwin to other locations in Alberta.
- Child/Staff ratios will be maintained during all off-site activities.
- The bus will carry a maximum occupancy according to the number of seats.

Regular off-site locations for Clubhouse OSC
<ul style="list-style-type: none">• Wetaskiwin OSC (5109 51 Street)• Clear Vista School (4510 47 St)• Queen Elizabeth (QE) School (4720 51 St)• Sacred Heart School (4419 52 Ave)• Norwood School (5505 44 St)• Ben George Park (4603 45 Ave)

Regular off-site locations for Wetaskiwin OSC
<ul style="list-style-type: none">• Clubhouse OSC (4705 – 47 Avenue)• Centennial School (5310 55 Ave)• Library Playground (5002 51 Ave)• Queen Elizabeth (QE) School (4720 51 St)• Montgomery Park (52 St and 53 Ave)• Jubilee Park (50 Ave 54 St)• Parkdale School (4107 54 St)

Medication & Health

Medication can only be given to your child in the program if and *Administration of Medication* form has been completed and signed. 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
- 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

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 the 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 (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/guardian has a physician's note.

Guiding Behaviour

BGC Wetaskiwin will have a uniform model of guiding the behaviour of individuals in order to ensure a safe environment and assist in the development of positive social and problem-solving skills.

The staff applies a behaviour management style that is consistent with helping children develop control of their own behaviour through guidance in a warm and caring way. Guidance and discipline will always be developmentally appropriated 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 behaviours or actions, our goal is to remain as consistent as possible and, after a warning, prescribe a consequence that is appropriate for the behaviour or 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 behaviour three (3) times in the same day (repeated non-compliance), the parent/guardian will be contacted for immediate pickup and service will be ended for that day. Should unacceptable negative behaviour 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.

Conflict Resolution and Grievance

BGC Wetaskiwin will follow a process to receive, investigate, respond to, and document grievances and conflicts. Staff, volunteers, and participants will be informed that they have the right to lodge a grievance or disclose a conflict if they feel they have been treated unfairly and/or inappropriately by anyone involved in the organization. A grievance is a written complaint filed by a current client or participant. When an individual believes that any condition affecting him/her/they is unjust, inequitable, or a hinderance to effective job performance, that individual may initiate a grievance.

Dress Code

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

Toys & Electronics from Home

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

Emergency Drills and Evacuation

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

The Out of School Care programs participate in lockdown drills at minimum once per year. Parents/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 as soon as it is safe to do so. Please ensure all contact information is up to date.

Program Meals and Snacks

The program does not serve regular snacks or meals in the summer. However, if you child has specific dietary or allergy restrictions, please ensure you indicated this to the staff on both the registration forms and in person. An allergy list is posted in the food prep and program areas for staff awareness.

Parent & Family Involvement

The program encourages family members to participate in special events with their child(ren). This could be 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 participants in the program.

Child Care

The *Early Learning and Child Care Act* and Regulation improves the standard for quality and safety in licensed programs, provide more information and transparency for parents, and streamline and modernize licensing processes so licensed providers have more time to support children. The Alberta government works collaboratively with licensed facility-based programs by monitoring and inspecting their centres to ensure they are meeting health, safety, and program quality standards for children in their care under the *Early Learning and Child Care Act*.

Parents can call Child Care Connect toll free at 1-844-644-5165.

Contact Information

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You can also find us at

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