



## **Out of School Care Programs**

Parent Handbook

2023-2024



## 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 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

**Before School Care**                      7:00 am to 8:30 am

- Wetaskiwin OSC – 5109 51 Street

**After School Care**                      3:15 pm to 6:00 pm

- Clubhouse OSC – 4705 47 Avenue
- Wetaskiwin OSC – 5109 51 Street

**Day Camps**                                8:00 am to 5:00 pm

- Clubhouse OSC – 4705 47 Avenue
- Wetaskiwin OSC – 5109 51 Street

### **Day Camps**

The Out of School Care programs follow the Wetaskiwin Regional Public Schools regular school year calendar; full day programming will reflect this with exception of statutory holidays or Professional Development.

2023-2024 Day Camps\*

September 22, 2023	September 29, 2023	October 6, 2023
November 6-10, 2023	December 8, 2023	January 2-5, 2024
February 8-9, 2024	February 16, 2024	March 22, 2024
March 25-28, 2024	April 26, 2024	May 16-17, 2024
	June 7, 2024	

\*Dates and times may be adjusted during the school year and will be communicated in advance.

## Professional Development – Staff Training

The Out of School Care staff will have Professional Development training where programs will be closed. The dates are below and will be communicated in newsletters.

Friday, November 17, 2023

Friday, April 19, 2024

## Program Fees for 2023-2024

Before School	\$100 per month	
After School	\$366 per month	If your child does not receive full government subsidy, you will be responsible to cover the remaining parent portion up to \$305 per month; the Club will subsidize up to \$61 per month through fundraising efforts.
Combined	\$466 per month	

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 Club for Non-Sufficient 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 Program Coordinator or Director to make alternative arrangements.

## Child Care Subsidy

Families may qualify for provincial childcare subsidies. A child's subsidy rate is 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.

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

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

**Wetaskiwin Out of School Care (8000 1784)**      5109 51 Street      (Downtown Location)

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

## Cancellation or Withdrawal

In the event that you cancel or withdraw your child from the Out of School Care program, we ask that you provide thirty (30) days' notice in writing to the Program Coordinator and/or Director.

## Late Pick Up

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

## 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 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 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. This helps with expediting the transportation to and from schools.

Before School Care (Wetaskiwin OSC – 5109 51 Street)

**(780) 362-0192**

After School Care

- Clubhouse OSC – 4705 47 Avenue
- Wetaskiwin OSC – 5109 51 Street

**(780) 362-0582**

**(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 and medication

Open communication between the 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. Staff who drive the bus must be qualified and adhere to municipal and provincial laws.

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

#### ***BGC Wetaskiwin Bus***

1. The bus will drop off/pick up registered participants at the designated times and school/OSC program locations.
2. Participants are expected to be prepared for the weather conditions.
3. Bussing will not operate if any of the following conditions occur:
  - a. Temperature of -40 Celsius, or colder, with or without a wind chill factor as reported by the weather office for the area in question;
  - b. Visibility of less than 30 meters;
  - c. Road closures by the RCMP, municipal or other local road officials.

#### ***Walking Bus***

1. The walking bus will transport registered participants at the designated times and school/OSC program locations.
2. Participants are expected to be prepared for the weather conditions.
3. The walking bus will not operate if there is inclement weather (ie: lightning or pouring rain) or if temperature is -25 Celsius, or colder, with or without wind chill at time of departure. In these situations, the BGC Wetaskiwin Bus will be used to transport registered children from their schools to the program.

### ***Medication & Health***

Medication can only be given to your child in the program if an *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 when they are unwell will help prevent the transmission. 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 program will address inappropriate behaviours in positive, developmentally appropriate manners. The staff applies a behaviour management style that is consistent with helping children develop control of their own behaviour through guidance in a supportive and caring way. Guidance will be developmentally appropriate and based on the understanding and needs of the individual child. Whenever possible, children are encouraged to settle conflicts and find solutions themselves; staff will support this process as 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 services will be ended for that day. Should unacceptable negative behaviour persist, a meeting with the Program Coordinator/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. 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 and Electronics from Home***

Out of School Care Staff involve the children to share ideas of what items we can get for the program. It is best that participants do not bring toys and electronics from home as it may impact their engagement and involvement in the program. BGC Wetaskiwin is not responsible for lost or broken items.

### ***Emergency Drills and Evacuation***

The Out of School Care programs will participate in emergency drills on a regular basis to help staff and participants be aware of evacuation or emergency drill procedures. Evacuation plans are posted within 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 a facility requires evacuation or has an emergency, the parent/guardian will be contacted as soon as it is safe to do so. Please ensure all contact information is up to date.

### ***Program Meals and Snacks***

Snacks or light meals are provided by the Out of School Care program for before school and afterschool programs (snacks are not provided on Day Camps); menus are posted in the program space. If your 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 area for staff awareness.

### ***Parent and 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.

***Program Updates and Communication***

Out of School Care updates and information will be shared with families through ongoing communication such as in-person conversations, emails, newsletters, and messaging. Other information that may be shared are BGC Wetaskiwin and/or community events.

The Out of School Care program and BGC Wetaskiwin also share updates and news through our website and social media pages. See the back of the handbook website and link information.

Feel free to contact us by phone or email with the contact information at the back of this handbook.

## **Early Learning and 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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Wetaskiwin, AB T9A 2A5

T. 780-352-4643

### Director of School Age Programs

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### Out of School Program Coordinator


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### You can also find us at

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

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