

IMMACULATE CONCEPTION SCHOOL



After School Care Program

Parent Information Handbook

Dear Parents/Guardians,

Welcome to the Immaculate Conception School After School Care program. The information offered in this booklet is intended to answer any questions that may arise about the basic operation of our After School Care program.

The purpose of our After School Care program is to provide a safe, fun, and caring environment for children while accommodating working parents.

If you have questions or concerns about your child or the program, please do not hesitate to contact me.

Thank You,

Mrs. Kathleen Barth

Principal, Immaculate Conception School

Program Overview

Our After School Care program is open from kindergarten to grade 7 students. There are 24 spaces available with a ratio of 1 staff member for every 12 children.

Our program will provide a continuation of care for your child following their school day. This will include an opportunity for relaxation and dynamic play. Students will have an opportunity to eat their self- provided after school snack.

Towards the end of the care period students will be given an opportunity to do quiet activities such as reading and homework.

Program Policies

Unscheduled Closures:

In the event of severe weather conditions, such as a heavy snowfall, our After School Care program will be closed if public transportation cannot operate and or if the school is closed.

If the program cannot be adequately staffed due to illness or absences, our program will be closed.

In the event of a power failure or water main break, our After School Care program may be unable to open or may be required to close early.

When possible, parents will be notified of a potential closure or called if the program must close earlier than the scheduled program ending/closing time.

Hours and Fees

Hours of operation 2:30pm – 5:30 pm.

Fee: \$350 per month

Family Rate: each additional sibling after the first child will be charged a rate of \$300 per month

A non-refundable deposit of \$100.00 is required to secure a space. All deposits will be credited to your first month of childcare.

There will be a \$10.00 charge for every 10 minutes late for anyone arriving after 5:30 pm to pick up their child. This payment will be due directly to the school office.

Payment

- Fees are due and payable on the last day of each month. Your monthly fees can be paid by Preauthorized Payment Plan (PAPP), VISA, MasterCard, and American Express or directly from your bank account. Pre-authorized payment forms may be obtained from the school office. Please be sure to include your child's full name with your payment. Failure to pay the full childcare fee can result in termination of your childcare space.
- If your child is absent due to sickness, vacation or for other personal reasons, it is necessary to pay the full fee to maintain your child's space.
- Monthly fees for school age programs cover the ten-month school year.
- If part of your childcare fee is paid through Ministry for Children and Family Development (MCFD) Child Care Subsidy, you are responsible to apply for and maintain your childcare subsidy, understanding that you are responsible for the full childcare fee if you fail to renew your subsidy, or your subsidy is cancelled.

Repayment Agreement

Should it become necessary to close our childcare program for longer than five business days due to situations beyond our control such as natural disasters, unsafe weather conditions, unsafe building hazards, or any other unforeseen situation, Immaculate Conception After School Care will decrease the fee for that month accordingly. A decrease in fees will not be made for any unforeseen closures of less than five school days.

Withdrawal

If you withdraw your child from our program, you are required to give written notice by the 1st of the month for withdrawal the following month (1 months' notice). An additional month's fee will be charged if the required notice is not given.

Affordable Child Care Benefit

Ministry of Children and Family Development (MCFD)

The government affordable childcare benefit is available to families based on provincial eligibility requirements. Please contact the Ministry office at 1-888-338-6622 or [HERE](#) for more information. Parents/guardians who receive the Ministry childcare subsidy are responsible for the difference between the subsidy and the Immaculate Conception After School Care fee.

If you are a new participant and are awaiting Child Care Subsidy, you will need to pay the minimum parent portions, determined by the After School Care Manager. We will wait a maximum of three weeks for your childcare subsidy to be processed before proceeding to the next step. If your claim is not processed in this time, you will be required to pay the full amount of your remaining monthly fee.

Parents/guardians are responsible for keeping their subsidy current and are responsible for the full fee if their subsidy expires. We will refund the subsidy portion of the payment once subsidy has resumed, and payment has been received from the Ministry.

Non-Instructional Days

At this time there will be no After School Care during non-instructional days.

Supervision

After School Care Staff will be present and monitoring children during all programming. Children will not be left unsupervised at any time. Students will always be monitored when using the washroom facilities, which are located in the school, ensuring that staff can always account for the children in their care.

Arrival and Departure

After School Care Staff will sign your child in on the sign-in sheet at 2:30 pm. Pick up will be from the Parish doors or from the playground area if children are outside. Parents must sign their children out with the After School Care coordinator and note the time of departure. We will only release children to an adult who has been previously authorized by the parent or legal guardian. If, in the event those previously authorized by you cannot pick up your child, a note or email must be sent authorizing another adult. Staff will check authorization.

Please be advised that if a non-custodial parent or unauthorized person arrives to pick up a child without prior arrangements, the After School Care staff will contact the custodial parent for confirmation. Your child's safety is our priority.

Children will not be released if abuse is suspected or the person picking the child up appears incapable of providing safe care. There is legislation in place that requires us to report any case of suspected child abuse to the Ministry of Children and Families.

Sickness or Absenteeism

Following Northern Health Licensing standards, parents are asked to please keep your child home if they have an illness or any condition that puts others at risk of becoming ill. A child should not attend if they have a fever of 100 degrees or more or cannot fully participate in all programming. If your child is expected to be in the program and is absent, please contact the school. A child should be **symptom free for 48 hours** before returning to care. If a child becomes ill, or is injured, parents will be contacted immediately and asked to collect their child.

To prevent illness to the best of our ability, facilities will be cleaned daily. Students will wash their hands with soap and water before eating. Toys will be cleaned whenever visibly dirty and sanitized fully once a week.

A child should NOT attend care when the child:	A child may return to care when the child:
has a fever of 100 degrees (38.0 C)	fever has remained below 100 degrees (38 C) for 48 hours without medication
has diarrhea	symptom free for 48 hours and has had one normal bowel movement
is vomiting	symptom free for 48 hours
has any form of untreated infestation (i.e., scabies, head lice, etc.)	has been treated and has no eggs or nits
has conjunctivitis (pink eye)	has seen a doctor and 24 hours after first eye drops have been given
is infectious	has seen a doctor and 24 hours after first dose of antibiotics or has been cleared to return by a physician
has skin infections, new or unexplained rash.	has been examined by a doctor and has received medical clearance

If parents/guardians have concerns about unexpected symptoms or are curious about common childhood illnesses, please follow this community care [link](#) .

Medication

- Medication can only be administered to a child if written consent is given by the parent/guardian or physician.
- The medication must be in its original packaging and clearly labeled with the child's name and dosage instructions.
- Parents must complete the "Consent to Administer Medication Form".
- All non-prescription medications require a parent/guardian to provide a completed "Request for Administration of Non-Prescription Medication" signed by a doctor.
- Medication must be in the original container stating your child's name, dosage, and time range to be given.
- If your child has an inhaler or epi-pen, a care plan must be created between the parent/guardian and the After School Care manager to ensure that the staff are aware of all the steps necessary to properly care for your child should an emergency occur.
- All staff have first aid training as per licensing policy.

Food

Immaculate Conception School promotes healthy eating habits and uses the Canada Food Guide as a resource when providing snacks to children. A healthy afternoon snack consisting of fruits and vegetables may be provided occasionally. We will not be providing snacks for children in the program on a regular basis. Parents are encouraged to supply a nutritious snack for their child. Our school is a peanut free environment. Please ensure that you check food labels carefully for the safety of all participants.

Food Allergies

Please inform staff of any food allergies or restrictions. We are peanut free.

Clothing

Please ensure all shoes and clothing are labeled to help keep our lost and found to a minimum. Indoor shoes are required. Please ensure children have appropriate clothing, including mitts and snow boots, for winter weather. We will take advantage of fun snow activities when possible.

Active Play

Active play helps to promote healthy growth and development, supporting body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. It also helps to promote children's confidence, improves concentration, thinking and learning skills, while providing opportunities to develop social skills and make friends. The Canadian Physical Activities Guidelines suggest school age children accumulate 60 minutes of active play daily and no more than 30 minutes of screen time. Active play will be a part of the daily after school care routine with both structured activities and free play.

Behavior Management

Student behavior in the after-school care program will conform to the rules and policies in place for student conduct during school hours. Students must be respectful of the adults, rules, and each other always. Behaviors do sometimes occur, and these will be dealt with through discussion and conflict resolution strategies. If negative behavior persists after staff intervention, a child's eligibility for the program may be reviewed. Parents will be informed about any incidents involving their child and the subsequent actions of the staff.

After School Care staff will plan for positive outcomes by offering age-appropriate programming, based on the interests of the child. They will organize and plan materials ahead of time to avoid unnecessary waiting, anticipate issues and be flexible. Staff will pay close attention to children who require more guidance and intervene before situations arise. Staff will give reminders before transitions, using proximity to help prevent situations from escalating. Our staff will build positive emotional attachments and relationships, being present, engaged, and always positive with the children.

By monitoring children's behaviours and providing a safe and nurturing environment, staff will create a successful after school experience for all students. In cases of behaviour escalation, the child (ren) will be redirected to a safe place and encouraged to calm down (with staff assistance) until they can rejoin the group setting. All incidents will be communicated to parents either via conversation at pick up, a phone call, or an e-mail.

The Facilities

The program will be centered in the parish hall. This is a large space that will be set up daily to provide seating for reading and a few workspaces where children can do homework or play games.

The school gymnasium will be available for part of the time. It is a large, well-equipped facility with equipment suitable for all students in the school. It is large enough that it can accommodate different games at the same time. At times the school library may be used for quiet activities.

There is a kitchen in the Parish Hall where drinks and occasional snacks can be prepared and distributed.

The large outdoor playground includes a climbing structure with two slides attached, platforms, and hand glides. There are also two swing sets and other accessible play equipment. There is a large field next to the playground area, and a forested area. This is all fenced.

Please note:

As an Accredited Group 1 Independent School in the Province of BC, we are required to have our fire protection system tested annually: and have it approved after inspection by the Prince George Fire Department.

Staff Requirements

The staffing will be as follows:

Supervisor in Charge:

This will be the person who runs the program. They must be trained in working with children and have experience in providing care to this age group of children.

Qualifications include some formal training and certification on Early Childhood Education or Special Education Assistant program.

This person will be a member of our paraprofessional staff who works both in the school and manages the After School Care Program.

Required criminal record checks and documentation will be completed and in place before employment begins.

Assistant Care Provider :

Under the direction of the Supervisor in Charge, this person will assist with activities and supervision as planned.

This person will supervise students in small group settings during quiet time and during planned activities.