

# 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.

Your Partner in Education,

Kathleen Barth  
Principal, Immaculate Conception School  
250 964 4362  
[kbarth@cispg.ca](mailto:kbarth@cispg.ca)

# **Immaculate Conception School Afterschool Care Program Parent & Guardian Information**

## **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. We aim to provide opportunities for children to grow in all aspects of their lives especially spiritually, academically, and emotionally. We strive to help foster a child's sense of curiosity and wonder.

Our After School Care program will include an opportunity for children to relax and engage in dynamic play, arts, and crafts. Children will also be provided an opportunity to eat their self-provided after school snack. Towards the end of the care period, children will be given an opportunity to complete quiet activities such as reading, colouring and homework.

## **Program Policies**

### **Hours and Fees**

**Immaculate Conception After School Care is available:**

- Monday to Friday
- Hours of operation 2:30pm – 5:30 pm.
- Closed all Statutory Holidays.
- At this time there will be no After School Care during non-instructional days, Professional Development days.

<b>After School Care Fees</b>	
<b>Individual Rate:</b>  The fee for after school care is \$360 per month	<b>Family Rate:</b>  Each additional sibling after the first child will be charged a rate of \$310 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.

### **After School Care Enrollment and Waitlist Policy**

When a space becomes available in the After School Care program, the family next on the waitlist will be contacted by telephone. A follow-up confirmation email will be sent if contact is made. If the offered space(s) are declined, and email confirming this will be sent and the child's application will be moved to the bottom of the waitlist or permanently removed, in accordance with the parent or guardian's request.

In alignment with the school's admissions policy, the After School Care program will make every reasonable effort to enroll siblings of children currently participating in the program. Enrollment of siblings is subject to space availability and cannot be guaranteed.

### **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.

### **Rate Changes**

Parents and guardians will be provided as much notice as possible of any rate changes.

### **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.

### **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.

### **Non-Instructional, Professional Development Days and Holidays**

At this time there will be no After School Care during non-instructional days, Professional Development days or holidays.

### **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.

The children are always supervised by a responsible adult with valid Criminal Record Check and First Aid certification.

The child-to-adult ratio is 1/12 as per the Licensing regulations. If an After School Care staff member must leave in an emergency and unforeseen circumstances, then the School's Principal will be contacted and arrange a replacement responsible adult with the appropriate qualifications to cover the licensee.

The After School Care staff members practice active daily supervision and maintains proximity and attention. The licensee must be able to move and see the entire play space. The indoor space, including the gym, has open sightlines, so staff can always see all play space areas.

In the outside play area, staff members continuously monitor and count the children. Staff are aware of "unsafe" play and step in when necessary to redirect play toward a safer, more positive direction.

Staff perform daily playground checks and eliminate any potential hazards creating "off-limit" zones for areas deemed unsafe. Staff position themselves in the best position to continuously scan and see every child in care, moving themselves accordingly to accomplish this.

### **Arrival and Departure**

Arrival Procedure:

- All children who are registered in the After School Care program will independently walk themselves or be escorted by school staff to the Parish Hall at the end of the school day (2:30pm).
- After School Care staff will sign your child in on the sign-in sheet as they enter the hall and confirm number of children with absentee records from the school office.
- Parents are asked to notify the school office before 2:30 pm if your child will be absent or picked up by another adult via email [icsoffice@cispg.ca](mailto:icsoffice@cispg.ca)

Departure Procedure:

- Your child must be picked up by 5:30 pm.
- Pick up will be from the Kindergarten doors or from the playground area if children are outside.
- After School Care staff will sign children out and note the time of departure.
- After School Care staff will only release children to an adult who has been previously authorized on the registration form by the parent or legal guardian. Staff will check authorization.

- A CHILD WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT OR GUARDIAN OR AN AUTHORIZED PERSON LISTED ON THE REGISTRATION FORM UNLESS STAFF IS NOTIFIED IN WRITING.
- Photo identification will be required to verify the identity of the person picking up your child.
- Parents or legal guardians must inform the school office, via email, before 2:30pm, in the event that an unauthorized person will be picking up the child. Individuals will need to show photo identification to staff members before being able to take the child home.

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

In situations when an unauthorized person or non-custodial parent attempts to remove a child from the After School Care program and appears to be incapable of providing safe care, the staff members are obligated to consider the safety of all involved including the other children in care, staff, and him/herself.

An individual who appears incapable of providing safe care, the staff member will offer to call a friend or relative for pick up. If the staff member believes a child to be at risk, a report should be made to the Ministry of Children and Family Development. If an individual chooses to operate a motor vehicle while impaired, staff will report this to the RCMP.

If a child is not picked up after 30 minutes of the After School Care program closing, and every attempt has been made by staff to reach an authorized individual as noted on the registration form, staff is required by law to notify the Ministry of Children and Family.

### **Sickness or Absenteeism**

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.

Children and caregivers' frequency of hand washing is an essential factor in controlling communicable diseases. Hands should be washed with soap and water after going to the washroom, before meals, snacks, and food preparation.

Staff will use **universal precautions to prevent the spreading of germs**. These include: using gloves when dealing with blood and bodily fluids, cleaning cuts and scrapes, following handwashing guidelines, and using appropriate sanitizing solutions to clean up blood and bodily fluids.

To prevent illness to the best of our ability, facilities will be cleaned daily. Students will be instructed and supported in practicing the rules in health and hygiene. Students will be taught to blow their nose, cough into their elbows, and wash their hands with soap and water before eating, after playing with toys and blowing their nose or whenever After School Care staff deem necessary. Toys will be cleaned whenever visibly dirty and sanitized fully once a week.

<b>A child should NOT attend care when the child:</b>	<b>A child may return to care when the child:</b>
has a fever of 100 degrees (38.0 C)	fever has remained below 100 degrees (38 C) for <b>48 hours</b> without medication
has diarrhea	symptom free for <b>48 hours</b> and has had one normal bowel movement
is vomiting	symptom free for <b>48 hours</b>
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 <b>and</b> 24 hours after first eye drops have been given
is infectious	has seen a doctor <b>and</b> 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.

If any snacks are provided by the school, parents will be informed by email from the school office or it will be communicated by After School Care staff if it is a planned event (eg. food provided on a festive day such as Halloween).

There will be a structured snack time for all children, however, children will not be forced to eat a snack. This will be supervised by After School Care staff. Once children have finished eating, they can return to a preferred activity, while waiting for all students to finish their snack.

Food will **NOT** be used as a form of reward or punishment.

### **Food Allergies**

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

### **Pet Policy**

No pets allowed. There are no exceptions.

### **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. However, as we know the weather can be frigid during the winter months. Children will be kept inside when the temperature hits -18 degrees Celsius.

### **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.

In addition to the Parish Hall, children may use other facilities when scheduled. The gym and library can be used when available and will be supervised appropriately (1 adult to 12 children).

Immaculate Conception After School Care Program will follow a daily schedule but there will be some flexibility within that schedule to adapt and be inclusive to the individual needs of the children. Hence activities are developed through a shared process involving the children and After School Care team. Planning becomes a dynamic, living process that encapsulates the moments of childhood wonder and helps to transform them into learning and precious experiences.

All activities will be supervised and include:

- Free play ( include gym time, puzzles, games, whole group activities)
- Outside time (weather permitting)
- Quiet time (reading, colouring, arts, and crafts)

### **Behavior Management**

Immaculate Conception After School Care complies with the Ministry of Health – Community Care Assisted Living Act, Child Care Licensing Regulation (CCLR) regarding Guidance and Treatment of Children.

Student behavior in the after-school care program will conform to the rules and policies in place for student conduct during school hours. Children are expected to demonstrate behaviour that respects of the rules, and others around them. Each child will be encouraged and supported to develop and foster positive relationships with their peers. Children are always supervised to ensure their safety and to allow an adult to help mediate any issues that may arise amongst the children.

Immaculate Conception After School Care has a role in helping children learn self-discipline and to develop socially acceptable and appropriate behaviours. Our program provides an environment where children are treated with respect, adults are caring and activities are planned based on children’s interests and developmental needs. We endeavour to :

- Assist children in developing self-control, self-confidence, and self-discipline.
- Assist children to develop socially acceptable, respectful, and appropriate behavior.
- Recognize that each child is a unique and blessed individual whose age, experience, environment, developmental age, and background influence his/her behavior.
- Ensure staff uses positive and proactive strategies for guiding children’s behavior.

Teaching and modelling clear, consistent limits and expectations, coupled with allowing plenty of time to practice expected behaviours can prevent many behaviours.

The following intervention strategies may be used to ensure guidance in supportive:

- Gain a child's attention in a positive way
- Use proximity and touch
- Remind, clarify, and reinforce limits
- Distract or divert when appropriate

- Offer appropriate choices
- Use natural and logical consequences
- Redirect
- Later, discuss the situation and discuss solutions together

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.

After School Care staff endeavor to assist children to develop self-control, confidence, and sensitivity to others by using a positive, non-punitive approach. Staff members 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.

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. All incidents will be communicated to parents either via conversation at pick up, a phone call, or an e-mail.

### **Pet Policy**

No pets allowed. No exceptions.

### **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 a slides attached, platforms, and a 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.

### **Emergency and Disaster Preparedness**

#### **Emergency Preparedness**

An "Emergency" is an unplanned event that can:

- threaten the organization's reputation or revenue
- disrupt or permanently shut down operations
- cause physical and/or environmental damage
- cause deaths and/or significant injury

An emergency poses an *immediate* risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent the worsening of the situation.

In the event of an emergency, Program Supervisors will:

- determine the severity of the emergency
- designate who will call the appropriate authorities
- designate who will call an ambulance or transport the child(ren)
- designate who will contact the parents
- designate responsibility for the supervision of the remaining children
- report the incident to appropriate contacts (i.e., Licensing)

### **Emergency Policy & Evacuation Plan**

In the case of an emergency, the parents will be contacted as soon as possible. An emergency procedure and phone numbers are located in the After School Care binder. If Immaculate Conception After School Care has to evacuate the building at any time, the following procedure will take place:

- Children will line up at the back doors.
- Staff will do a quick head count and check for missing children.
- Staff will take the emergency bag upon evacuation.
- Children will follow the staff out the door and muster on the large field.
- Emergency personnel will be called.
- Parents will be contacted.
- Staff will stay with the children until parents pick them up or until re-entry into the building is allowed.
- Staff and children will not re-enter the building until emergency personnel agree it is safe.

If the school building is deemed unsafe, the students will follow the evacuation plan for the school and proceed with the afterschool care staff to the rectory, across the street. If the entire area is deemed unsafe, the students, along with after school care staff will follow the second part of the evacuation plan and proceed to Westside Academy. Once we determine where the children will be located, parents will be contacted to come and pick them up, and the children will be supervised until they are collected.

### **General Evacuation Procedures**

In the event of an emergency where it may be necessary to evacuate Immaculate Conception After School Care, the staff will:

- take attendance
- children will line up in a single file at whichever exit is determined to be 'safe.'
- take a sign-in sheet and children's records
- make sure washrooms are empty, and doors shut
- walk children in an orderly fashion out to the middle of the large field.
- the Supervisor will take attendance again
- contact parents to pick up their child

### **Emergency Evacuation Procedures**

There is an emergency evacuation policy that is reviewed, practiced, and recorded regularly.

In preparing for emergencies:

- Smoke alarms will be tested monthly.
- A first aid kit, an attendance record, a pen or pencil, and an emergency information card for each child and each staff member are kept beside the exit door for quick and easy access.
- Emergency supplies, including water and food, will be kept in an accessible place. The supplies will be checked and rotated on a regular schedule.
- All staff will know how to work the fire extinguishers, shut off gas lines, hydro, water, and furnace.
- Children will be taught what to do during a fire, earthquake, and other emergencies. Evacuation drills will be practiced.
- A simple diagram of exit paths from the building to the meeting place and all emergency phone numbers will be posted.
- The designated meeting place outside the building will be assigned.

A 72-hour emergency kit is located near the emergency exit, complete with water and non-perishable food items. Each parent is also asked to provide a Ziploc for their child (ren) filled with a comfort item or photos, a change of clothes and a non-perishable food item.

In the event of emergency, staff will take the 72-hour kit with them during the evacuation. A staff member is responsible for contacting the principal (manager) of the After School Care immediately, once all students are accounted for and have safely evacuated (if required).

### **Fire Drills**

It is a requirement of Licensing for all licensed centers **to conduct Fire Drills** every month. These fire drills occur during each child's class on any given day. In the beginning, the children will know about them beforehand, coupled with practice and education in fire safety. After the children are comfortable, the drills will be unplanned and occur on different days and times throughout the month.

### **Power Outage Procedures**

- The program Supervisor will first check to see if power is off to surrounding buildings or isolated to the Parish Hall.
- If the power outage is limited to the School, check out the fuse panels in the furnace room in the Parish Hall. Check the breakers on the panel and ensure the main power switch is 'on.'
- Notify the school principal that you have no power. Contact BC Hydro (1-888-769-3766)
- Removing children from the School may be necessary if the power does not return. Follow the general evacuation procedure.

### **Gas Leak**

If you do not detect the smell of rotten eggs, hear the hissing of escaping gas, or see a broken gas line, consider leaving the gas on.

If a gas odour or sound of escaping gas is detected:

- Follow the general Evacuation Procedures.

- Contact Fortis: 1-888-224-2710.
- If anyone smells gas they can call FortisBC emergency line which is available 24/7 at 1-800-663-9911.

### **Hazardous Spills Procedure**

All hazardous products, including cleaning chemicals, must be secured in the locked cupboard under the kitchen sink.

In the event of a spill:

- The program supervisor will determine if the spill can be easily cleaned up with minimal discomfort to the children in attendance.
- If determined that it is necessary to evacuate, the Supervisor will follow the general Evacuation Procedures.

### **Earthquake Procedure (Drop, Cover, Hold)**

In an earthquake, staff will take appropriate steps to ensure children's safety.

#### **Staff:**

When you feel the shaking of an earthquake, immediately:

- I. Direct all children and staff to drop, cover, and hold. Count to 60 together.
- II. Stay away from windows, bookcases, and other hazards.
- III. Children should crouch down and protect their heads and neck.
- IV. Follow the evacuation procedure to the middle of the playing field.

Once the shaking stops:

- I. Program Supervisor: Assess the situation.
- II. Evaluate if the building must be evacuated.
- III. In the event of an evacuation, Program Supervisor will ensure the evacuation route is safe and clear of hazards.
- IV. The Supervisor will account for staff and children and take attendance.
- V. Staff will assist children in exiting in an orderly manner.
- VI. The Supervisor will take key documentation, including the current attendance/sign-in sheet record and medication. The assistant is responsible for taking emergency supplies in grab & go kit.
- VII. Once at a safe location (middle of the field), the Supervisor will account for staff and retake attendance.
- VIII. Contact the After School Manager Kathleen Barth.
- IX. Keep parents/guardians informed. The Supervisor will evaluate the situation with the help of first responders before re-entering Immaculate Conception After School Care.

\*If you are outdoors: Stay away from overhead hazards.

## **Immaculate Conception Afterschool Care Staff Policies & Procedures**

### **PERSONNEL REQUIREMENTS**

#### **Orientation**

### Policy:

All new staff will be given an orientation to staff, School, children, and building.

### Procedure:

Each new staff member will be given the Immaculate Conception Afterschool Care Handbook to review, a "tour" of the building, and introductions to staff and children.

## **Vaccination Records**

### Policy:

As a condition of employment, all employees in direct contact with children must declare immunization status and provide documentation upon request.

### Procedure:

Staff will declare immunization status on the Northern Health form and retrieve records of records.

## **Criminal Record Search**

### Policy:

As a condition of employment, all employees and volunteers entrusted with the care of children (defined as a person under the age of 19 and vulnerable adults) must have a criminal records search completed through the office of the Ministry of Justice.

### Procedure:

When hiring, the school administration will provide a consent form for the criminal record search.

The school will then submit the form to the appropriate agency. Returned forms, with results documented, will be reviewed. If action is required due to the record search, it will be determined by the licensee and the school.

## **First Aid Training**

### Policy:

First Aid is a requirement of all employees.

### Procedure:

All employees must keep their first aid certification current per licensing regulations. For a list of acceptable first aid courses, see appendices.

## **Education**

### Policy:

Immaculate Conception School Afterschool staff is encouraged to attend training related to childcare, education, and development annually. Staff must be trained in accordance with the *Childcare Licensing Regulations*.

### Procedure:

An employee must present the proposed course to the school principal for approval. At the School's discretion, employees may receive financial assistance to attend workshops or conferences.

## **Confidentiality**

Policy:

Any information acquired by staff regarding the children, families, Afterschool Care program and school is confidential and must not be discussed outside of the agency.

Procedure:

The policy is discussed with each new staff member. A serious breach of this policy can result in suspension until the issue has been cleared.

**Smoking**

Policy:

Smoking is prohibited in and around Immaculate School Conception school grounds and buildings. Smoking is also prohibited on field trips and during any special events where children may be present.

**Job Descriptions**

It is distributed along with the contract.

**Evaluations**

Policy:

Evaluations will take place in a timely fashion after three months of employment. Staff will then participate in an annual evaluation of their duties every year.

Procedure:

The person conducting the evaluation will document and discuss the duties from the job description with the employee. Goals, quality of work and general evaluation will be discussed and written.

**Volunteers/ Substitutes**

Policy

Volunteers/Substitutes must complete Orientation, Criminal Records Search and sign a Confidentiality Agreement before working at the facility.

**Staff Responsibilities - General**

**Registration (Afterschool Care Program)**

Policy:

A parent/guardian interested in registering their child for the Afterschool Care program must contact the school office and ask for a registration package or see our Immaculate Conception School website for a Registration Package.

Procedure:

Upon request from a parent to enroll their child in the Afterschool Care Program, the parent will be given a registration form and parent package from the office. Priority is provided for families with children already enrolled in our After School program. Registration forms are placed on the waiting list file if space is unavailable.

## **Medication**

### Policy:

Medication prescribed or recommended for a child by a physician must remain in its original packaging with full instructions and precautions. All parents must sign a "**Permission to Administer Medication**" form before dispensing medication. Only then will it be administered by staff.

No medication of any strength or kind is to be administered to a child without the written consent of the parent/guardian/physician. Prescription drugs require a parent/guardian consent form. (See Registration Package for the required form)

### Procedure:

Upon the consent to administer medication to a child, the parent/guardian must supply the medication to the Afterschool Care program staff. A method other than external application (as in pill or liquid) is to be administered only by someone qualified to do so. A medication administration chart for each child receiving medication will be filled in with the date and time of the staff member giving the medication. \***ALL** medications must be stored in a locked container, not accessible to children.

## **Children's Allergies**

### Policy:

Staff is not to administer any substance the parent or child has specified as producing an allergic reaction.

### Procedure:

Any allergies specified by the parent/guardian in the health form at registration will be marked on the child's file.

## **Reporting Child Abuse**

### Policy:

Staff must report child abuse made known to them or that they suspect via observations.

### Procedure:

Staff will follow the B.C. Handbook for Action on Child Abuse and Neglect.

## **Individual Programs**

### Policy:

All staff members interacting with a child requiring extra support will participate in the child's care plan. Staff unfamiliar with the care plan program will have an orientation.

## **Communication**

### Policy:

All staff will maintain open communication between the school, staff, and parents/guardians.

Procedure:

Staff will communicate with all parties to the best of their ability. All written communications sent home with children will be pre-approved by the school Principal before being sent.

### **Playground Supervision**

Policy:

Children will be supervised at all times on the playground for safe play.

Procedure:

Alert! A signal is a whistle blow at which children will come immediately to Supervisor at the mudroom entrance doors.

1. **Perimeters of Play:** children are to be supervised when playing outside.
2. **Dangerous or dirty Items:** adults are only to pick up broken glass or questionable or disgusting items.
3. **Wildlife and domestic animals:** if wildlife is noticed, students will NOT approach the wildlife and will walk quickly to the school entrance if the way is not blocked by wildlife. If blocked, children will follow Supervisor's directions. "Pets" on the playground are not to be approached or petted. If a "pet" is acting unfriendly, follow the wildlife guidelines. If a daycare family pet accompanies a family member who is picking up a child, the Supervisor must determine the "safeness" of the pet and act to keep all children safe.
4. **Strangers:** children will not approach strangers, and supervisors must not allow strangers to approach children. Suspicious behaviour by a person requires the children to be brought inside, the door to be locked, and police notified.

### **Incident Report**

Policy:

A reportable incident is an event where a person in care has been injured, seriously or adversely affected, or has gone missing while under the care or supervision of the licensee. A detailed list of reportable incidents can be found in [Schedule H of the Child Care Licensing Regulation](#) and [Schedule D of the Residential Care Regulation](#).

Parents/guardians must be informed immediately of any injury or illness.

Procedure:

The educator must complete an incident report and give it to the facility manager (school principal). Any first aid treatment administered to a child must be recorded in a bound book. The name of the child, date and time, staff member present at the accident, the nature of the injury, and a brief explanation of events are required on the form. Parents must be informed immediately. The report, complete with the staff member's and the Supervisor's signature, will then be filed under Accident Reports.

The manager will notify the Medical Health Officer (public health/licensing) via phone, email, or fax and submit a Reportable Incident Form. Reportable Incident Forms can be accessed from Reportable Incident Forms found in the appendices or accessed from [Northern Health's website](#).

### **Fire Regulation Procedure**

### Policy:

In the event of fire or smoke, staff will follow the evacuation procedure for children's safety.

### Procedure:

Staff: Clear washrooms, Parish Hall, and leave immediately through the nearest exit.

## **DO NOT STOP TO PUT ON COATS**

Afterschool Care program staff:

- Pick up an emergency bag and check the Parish Hall.
- Fire Department is to be called once outside.
  - Take children immediately to a designated outside spot and/or the church, depending on the situation.
  - Parents/guardians should be contacted to pick up the children.

## **Health and Hygiene – Standard Precautions**

### Policy:

The Afterschool Care program worker sanitizes their toys and equipment.

Children will not be accepted at the program if they are sick or have a communicable disease. Staff will use the illness list and the family handbook as a guideline to determine if refusing a child at the facility is appropriate.

Children who become ill (fever, vomiting, diarrhea, etc.) at the facility will be sent home as soon as possible.

### Procedure:

Parents/guardians must inform the facility if their child is ill and **NOT** send them to school. If the child has a communicable disease, all parents/guardians will be notified as soon as possible by staff. The programme staff will notify Licensing, with action taken.

Upon determining that a child is too ill to be at the program, staff will contact a parent/guardian to pick the child up. The child will be isolated from the rest of the children to limit the spreading of germs.

Staff will use universal precautions to prevent the spreading of germs. These include using gloves when dealing with blood and bodily fluids, cleaning cuts and scrapes; following handwashing guidelines; and using an appropriate sanitizing solution to clean up blood and bodily fluids.

## **Staff Standard Operating Guide**

### **Daily Procedures**

- **Day Book**

Staff will maintain a daybook with a record of planned daily activities and note any incidents.

- **Attendance**

Staff will take attendance and check in and check out children. Parents/guardians must sign in and out their child(ren) and note the drop-off and arrival time.

- **Snack Preparation/Baking**

The child's family will provide a nutritious snack. General food-safe practices will be followed and taught. Kids must sit to eat, and food is not to be used as a reward.

- **Contact with Parents/Guardians**

It is encouraged that staff members have as much interaction with parents/guardians as possible. Every effort should be made to contact each parent in the Afterschool Care program daily. A communication whiteboard, weekly memos and/or emails will be used to keep parents/guardians informed of weekly happenings.

- **General Clean-up**

Staff will maintain the facility in a clean and orderly state. Regularly cleaning of toys and equipment will take place using a sanitizing solution. The cleaning of the washroom and floors will be done by the school custodian at the end of each day.

- **Lock-up**

Each day the program supervisor will ensure that the facility is locked up.

## **Weekly Procedures**

- **Purchasing Program Supplies**

The Afterschool Care program worker(s) shops for required items by submitting a purchase request to the principal for approval. The Afterschool Care program worker(s) is encouraged to watch for sale prices on items. The principal must approve the purchase of any items before purchase.

- **Programming**

A suitable program that includes plans for art, games, outdoor play, etc., must be prepared and written in the daybook with directions, samples, or other pertinent information two weeks in advance.

- **Payroll**

Staff hours are documented on the employees' Schedule One payroll sheet, submitted to CISPG payroll at the start of the school year and signed by the After School Care employee.

## **Monthly Procedures**

- **Billing/Receipts**

The school bookkeeper is to invoice and mail statements. Receipts are issued annually from the office.

- **Fee Statement**

A statement of enrollment will be sent to the office for bookkeeping.

- **Month-End Program Report**

The program staff will submit a month-end report to the office when requested.

- **Attendance Records**

Attendance records will be kept on file and made available to the office as necessary. Records must be kept for seven years.





