

St. Joseph's After School Program

Parent Information Handbook

Dear Parents:

Welcome! The information contained in this booklet is offered to answer questions that may arise about the basic operation of our After School Program.

As well, you will receive monthly calendar/newsletters throughout the school year. These will contain information about events and activities in which your child will be participating.

The purpose of our program is to provide a safe, fun and caring environment for children whose parents work.

If you have questions or concerns about your child or the program, please don't hesitate to contact Rosemary McKenzie, Principal, or one of us. Your comments and concerns are important and let us know that you value the After School Program.

Sincerely,

Claudia Busatto /Margaret Buenten, ASP Coordinators
847-9414 School
877-2901 Small Hall

PROGRAM OVERVIEW

The beginning of our daily routine will include checking in, and a time for relaxing. During this time your child may choose to play outside (if there is supervision), to read, or to play quiet games. Then there will be a nutritious snack. Afterwards a chance to participate in outdoor and/or inside games and activities will be offered.

Very occasionally, we may take field trips in the community. Because of child/ staff ratios, ALL children at the centre will be required to participate.

Towards the end of the afternoon, opportunities to do quiet activity (including homework) will be offered.

PROGRAM POLICIES

Hours and Fees

Fees are set each year. Your fees will be calculated according to scheduled hours you have signed up for. If your child will not be attending the ASP for some reason, two weeks' written notice is required to waive the fee for that day(s.) Otherwise, you will be billed for your child's spot whether or not he/she attends.

The After School Program will operate from September to June, from 3:00pm to 6:00pm, Monday, Tuesday, Wednesday and Friday. On Thursdays it will operate from 2:00 to 6:00. A late pick up fee will be billed for any pick up after 6:00 pm. The After School Program will not operate during school holidays.

Supervision

Staff will be present and at all times be monitoring children inside and outside of the facility. Children **WILL NOT** be left unsupervised.

Arrival and Departure

Children are to check-in with staff at arrival. A parent or another authorized adult **MUST** enter the Small Hall and sign-out the child(ren), noting the time of departure. We can only release children to an ADULT who has been previously authorized by you.

* Please be advised that if a non-custodial parent arrives to pick up a child, the staff will contact the custodial parent/guardian to confirm this arrangement, if previous arrangements were not made. 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.

The After School Program follows St. Joseph's School policy in reporting cases of suspected child abuse. This policy follows legal requirements.

BEHAVIOUR MANAGEMENT

We want all children to feel safe and welcome. The After School Program will adhere to St. Joseph's School policies regarding behaviour management. Conflict situations can be avoided by closely monitoring the children at play and re-directing them before trouble occurs. Negative behaviours do sometimes occur and these will be dealt with by using discussion about the behavior and why it isn't acceptable. Self-esteem and dignity must be kept intact. If discussion is ineffective then opportunity to have time away from the group will be provided. Staff will

inform parents regarding negative behaviour and action taken, at pick-up time. Further actions beyond these outlined may be required and will be carried out in consultation with the principal.

Sickness or Absenteeism

In keeping with St. Joseph's school policy, please keep your child home if they have a cold or other illness (such as diarrhea, pink eye, vomiting). Illness will be less likely to spread to others. We request that you call the school office if your child is going to be absent so we know that the child is safely elsewhere.

In the event of a child becoming ill or injured at the centre, parents will be notified immediately and asked to collect their child.

Medication

Medication can only be administered to a child when written consent is given by the parent/ guardian or physician. Non-prescription drugs must have a doctor's consent. The drugs must be in their original bottle, clearly labeled with child's name and dose instructions.

- All staff has first aid training as per licensing policy.

Snack

We will have a daily nutritious snack. Children will be encouraged to help prepare snack. Once in a while, we will be baking with the children and these efforts will be used for snack. **Please note:**

We will make every effort to provide "child friendly" appealing snacks, keeping in mind allergies and dislikes, however, there may be times when the snack provided is not to your child's liking.

They may choose to eat or not but no other snack will be provided.

Clothing

Except in very inclement weather, we plan for outside play time. Children should come prepared for the weather. Please label all shoes and clothing. This will keep our lost and found to a minimum. Slippers or shoes are required for indoor use or in the event of a fire drill or actual emergency situation.

Smoking

Please note that there is **No Smoking** permitted on school property. This policy is in compliance with St. Joseph's School and licensing policy.