



PROGRAM PHILOSOPHY

Welcome to **Kids Club** before & after School Program for school aged children. The purpose of Kids Club is to provide excellent Before and After care. Our School-Age Child Program provides for children daily activities and relationships that offer the opportunities for the development and growth of each child in the following areas: physical, social, emotional, and intellectual. This is achieved by offering children choices and enrichment in a safe and nurturing environment. We hope that your child will enjoy our program. **Kids Club** operates under the umbrella of Beaver Valley Outreach, which is a community-based not for profit organization of staff and volunteers, managed by a Board of Directors. This handbook is intended to give parents some general information about the operation and organization of **Kids Club**. Please review this handbook and contact us if you require further information
 At 519-599-2033 or bvo.ca or email kidsclub@bvo.ca

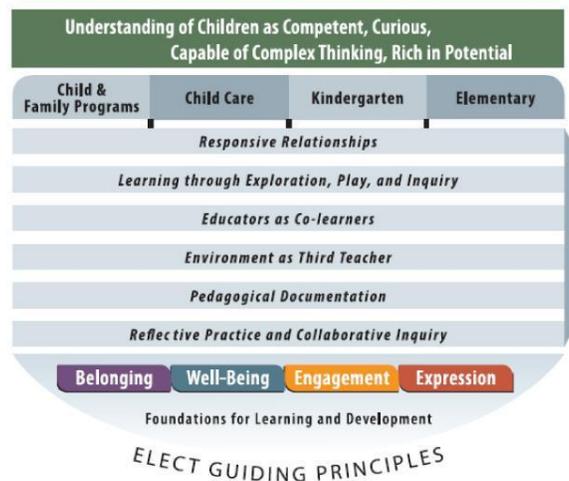
KID’S CLUB PROGRAM STATEMENT

BVO KID’S CLUB follows

“How Does Learning Happen?”

Ontario’s Pedagogy for the

Early Years (2014)” as the guiding document under the Child Care and Early Years Act, 2014.



ELECT

We aspire to be organized around the foundations of belonging, well-being, engagement and expression in children where the goals and expectations integrate the six guiding principles of ELECT (Early Learning for Every Child Today).

- 1. Early child development sets the foundation for lifelong learning, behaviour and health.**
- 2. Partnerships with families and communities strengthen the ability of early childhood settings to meet the needs of young children.**
- 3. Respect for diversity, equity and inclusion are prerequisites for honouring children's rights, optimal development and learning.**
- 4. A planned curriculum supports early learning.**
- 5. Play is a means to early learning that capitalizes on children's natural curiosity and exuberance.**
- 6. Knowledgeable, responsive early childhood professionals are essential.**

Some of the other Ministry documents BVO Kid's Club refers to and implements in its programming are: Ontario Early Years Framework & Think Feel Act: Lessons from Research about Young Children.

Kid's Club Before and After School Programs use a play-based learning approach to create the best environment for children to learn and grow. Play-based learning allows children to learn in a way that is most appropriate for them. Each child may choose to pursue activities of their own interest, giving them the opportunity to be creative and innovative as they learn.

OUR GOALS FOR CHILDREN

Our goals are consistent with the Ministry of Education pedagogy, include the following:

- Every child has a sense of **belonging** when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health, and **well-being**.
- Every child is an active and **engaged** learner who explores the world with body, mind, and senses.
- Every child is a capable communicator who **expresses** himself or herself in many ways.

To foster learning and support children's interests, & inquiry Kid's Club offers a variety of daily activities such as language and physical literacy, numeracy, music, outdoor play, science, nature, technology, rest time, blocks (fine motor and gross motor) and creative arts.

Our programs are intended to:

- encourage children to interact and communicate in a positive way and support their ability to self-regulate
- foster the children's exploration, play and inquiry
- provide child-initiated and adult-supported experiences
- offer opportunities to create relationships with others in the program

CHILDREN ARE COMPETENT, CAPABLE, CURIOUS AND RICH IN POTENTIAL

BVO Kids Club strives to implement flexibility in our programming so that each child can realize their full potential by indulging their capabilities and curiosities. They can try new things and explore new ideas, all while learning and developing at their own pace.

BVO Kid's Club believes in a holistic approach. We focus less on the traditional milestones of academic development and more on the whole child. We plan and build on the domains of Child Development with an integrated, holistic approach to teaching and learning and also focus on connections to the natural world.

Children's abilities, experiences, rights and needs are respected. We follow the progression of social, emotional, language, cognitive and physical skills in young children.

Social

Emotional

Physical – Gross and Fine Motor

Intellectual

Creative

INDEPENDENCE AND SELF-RELIANCE:

Our physical set-up meets a child's need to become independent and self-reliant by allowing free choice of play materials, and with the exception of routines, free use of these materials within limits.

We provide child initiated and adult supported experiences.

The children are encouraged to be self-reliant in routines such as dressing, toileting, washing, eating, and tidying up their playthings. An adult is available for assistance when needed, but the child is made to feel responsible for the job at hand.

THE INITIATIVE, IMAGINATION, AND COURAGE TO FACE THE SITUATION

The creative part of the program is planned to meet a child's need to develop initiative, imagination and the courage to face situations. The child is given no set patterns to follow when working with paint, paper, play dough, markers, or any creative media; the children may use these materials the way they wish.

Dramatic toys (doll centre, blocks, puppets, etc.) stimulate the child's imagination.

Using these toys the child enjoys role-playing, building houses, roads, etc. No one tells him/her what must be constructed. We provide an environment that allows children to explore their surroundings and fosters curiosity. In addition to an environment conducive to play-based learning, BVO Kid's Club provides a safe, caring and healthy environment for our children. We strive to ensure that children feel like they belong, making friends and interacting with their teachers.

We understand that each child's development differs and that factors such as family, community and life experiences influence it. In each case, we aim to integrate all areas of the child's development into our program in an all-inclusive way.

HEALTH, SAFETY, NUTRITION AND WELL-BEING OF CHILDREN

Early years sets the foundation for children's health and well-being.

HEALTH AND SAFETY:

Health and safety of adults and children is extremely important to us. BVO Kids Club meets and strives to exceed all health and safety requirements of the Ministry of Education and local government bylaws. This information is also presented in our Parent Policies.

NUTRITION:

BVO Kids Club follows Canada's Food Guide to develop menus. Menus can be viewed on the parent communication board. We accommodate dietary or religious food requirements for children in our program.

OUTDOOR ACTIVITIES

Each day, weather permitting at BVO Preschool, each child enjoys a minimum of half an hour outdoor activity **unless a physician advises otherwise in writing**. Learning to run, jump, climb, and take turns is a healthy way to participate in group activities while developing coordination and strength.

WELL-BEING

A sense of closeness and belonging:

BVO staff members are educators who are consistent and gentle. Each child is given individual attention during the day and special attention should he/she need it. Each group is comprised of children his/her own age plus those a little younger or a little older but developmentally at the same stage. The child feels comfortable and valued.

RELATIONSHIPS AMONG CHILDREN, FAMILIES, STAFF AND COMMUNITY PARTNERS

BVO Kids Club works with families and children as a team. We foster collaborative and co-operative relationship between children and the adults. We believe that relationship of trust is

the basis of a good foundation for this team to work towards the children meeting their maximum potential. We promote a sense of belonging for children and their families in our programs by creating positive communications and partnership with families. Staff empower the children to resolve conflicts, learn responsibility along with social skills. BVO Kids Club is committed to working collaboratively with all of our community partners to meet the best interest of the children and their families.

POSITIVE SELF-EXPRESSION, COMMUNICATION AND SELF-REGULATION

BVO Kids Club inclusive programming leads to children's sense of belonging. Progressive learning environments and practices, focused on play-based learning, encourage children's self-expression, communication, self-regulation and their ability to deal with stress.

As they learn how to remain and return to a state of calm in stressful situations, they are best able to control their emotions, pay attention, ignore distractions and understand the consequences of their actions.

TRUST IN THE WORLD AND PEOPLE:

Our staff meet the child's need to develop trust in the world and people by providing staff who are cheerful and happy to see them each day, and are consistent in their classroom conduct. The rules are always the same. The day is conducted in a familiar pattern. Everything is planned following the child's lead and interest. If this is the child's first experience away from home he/she will find it to be one of quiet consistency. Staff do not expect too much of a child, but are there to lend support necessary to the child to accomplish each new task as they are ready.

SELF-WORTH ENCOURAGING EACH CHILD TO REACH THEIR MAXIMUM POTENTIAL:

Each child is an individual and treated as such. The group is small enough so that no child is overlooked. The child is not rushed into an activity for which he/she may be unprepared. Routines are conducted by guiding small numbers of children from one activity to another; the child accomplishes each task at his/her own rate. At the end of each day the child leaves with a feeling of satisfaction.

GROWING IN LANGUAGE AND COGNITIVE SKILLS:

The program focuses on play-based learning where learning happens when children manipulate, explore and experiment. Purposeful play-based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style and capitalizes on his or her instinctive curiosity and vision. Our plans are developed over a period of a week or two and planned to coincide with the interests of the children. Some projects may last longer. Puzzles used for spatial concepts, matching, sorting, seriation, and counting games are provided. Science concepts are taught and a science table set up. Books are available. Stories, poems, songs, games and finger plays are often used language development. Children articulate their ideas and use different languages to express them.

PARENT ENGAGEMENT AND COMMUNICATION

BVO Kid's Club encourages and practices open communication with families. We aim to foster outreach, engagement and communication with families about our program and their children's learning experiences.

BVO Kids Club respects, fosters, responds, supports and includes different cultures and languages. In our inclusive learning environments, we welcome children of all abilities. Inclusive learning environment in our programs is implemented by

- acknowledging diversity and valuing the culture and first language of all children
- environment that is accessible to each child
- recognize each child as unique and working with the families around their developmental needs

Respect, empathy, trust and honesty are core values in all our interactions with families. In addition to the daily interaction with program staff, we encourage opportunities for parent feedback and involvement.

Partnerships with families support our program in many ways:

- helps meet the child's needs as families know their children best, and are the first and most powerful influence on learning and development.
- Helping to build a powerful relationship by understanding family structures, values, language and their culture.

Due to the nature of a Before and After School Program, Kids Club Staff would communicate several ways

- Before & After school discussion on a daily basis
- Program newsletters, website, telephone calls and emails.
- We use parent input to improve our programs and services.
- Parent Issues and Concerns Policy & Procedures

COMMUNITY PARTNERS

BVO is committed to involving and engaging local community partners in supporting children, families and staff. BVO supports volunteers and students from the community and provides placement, training, learning opportunities and practical work experience, in the areas of programming and management. Volunteers and students on placement enhance the high-quality care and individual attention given to the children in the programs.

SUPPORTING STAFF IN CONTINUOUS PROFESSIONAL LEARNING

BVO is committed to hiring, training and fairly compensating staff. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. All staff are respected, supported and treated fairly.

Supervisory staff working with children has completed early childhood education and are registered with the College of Early Childhood Educators. All program staff attend mandatory professional meetings and are committed to continuous professional learning.

In our program, positive adult-child interactions are ongoing. Staff works closely with the children to extend their learning by encouraging them to build upon their existing awareness.

Staff develops programs that supports early learning following the child's lead and curiosity.

Our staff recognize and support the uniqueness in each child, engage with the children as co-learners during their exploration of the environment, provoke their curiosity and guide positive interactions, engage in a positive approach to support children's emotions, know when to intervene and stimulate thinking and are committed to building self-awareness, regularly reflect on practices as they engage in new learning experiences, both individually and with colleagues.

DOCUMENTING AND REVIEWING THE IMPACT OF OUR PROGRAM STATEMENT

BVO Kid's Club works towards advising staff to learn about how children think and learn. Our staff makes daily observations of children in the program and uses this information to enlighten their future planning.

The purpose of our documentation is also

- to value children's experiences and help them to reflect back on those experiences in their learning environment
- to learn together with the children involving the meaningful adults in their life
- to reflect and monitor appropriate development as the children grow
- for program staff to co-plan with children about learning
- to keep an open and ongoing dialogue with families about children's experience
- a self-reflection opportunity for program staff, as they participate in continuous professional learning
- promoting responsive relationships

BVO Kids Club Program Statement is reviewed annually by the ED and Supervisor to ensure that it is aligned with the Minister's policy statement.

KID'S CLUB PARENT HANDBOOK

THE MORNING PROGRAM

Kids Club operates each school day morning from 7:30AM - 8:30AM. When you bring your child to the program held at Beaver Valley Community School 189 Bruce St. S each morning it is imperative that you escort your child into the Kids Club Room. The morning program is a lightly structured program with a focus on quiet activities and assisting to start your child's day in a happy way. The children are welcome to join Breakfast Club at 8:30AM or join other children in the supervised playground.

THE AFTER SCHOOL PROGRAM

The afternoon portion of **Kids Club** operates from 3:15PM to 6:00PM in the Kids Club Room at Beaver Valley Community School 189 Bruce St. S. Snack is provided each day. Children are then free to choose activities including games, crafts, outdoor play, and playing in the gym. . Other activities are planned throughout the year to maximize socialization and fun. The After School Program is only able to accommodate 26 children due to our room size and licensing regulations. We encourage you to sign up your children as soon as possible in order to ensure a spot. If your child is on the list, all fees will apply.

PROFESSIONAL DEVELOPMENT DAYS [School is closed]

BVO Kid's Club will offer a full day on P A Days from 7:30 AM. – 5:30 PM if there is a demand. Payment must be paid to the Supervisor before the P A Day by an E Transfer and if your child is on the list, you will be charged.

Children must bring their own lunch and parents are required to ensure the lunch follows the BVO's Brown Bag Lunch Policy. Morning and afternoon snacks which follow Canada's Food Guide and compliment the brown bag lunch policy will be provided by the **Kid's Club** staff.

Trip Consent

As part of our Kids club Programs, the children will have opportunities to visit places of interest in the community. (ex. LE Shore Library, short walks, Local parks) We will walk. For planned PA Day there is a separate consent for those trips that you will fill out at the program site when your child arrives.

Kid's Club does not operate during the Christmas Break or the March Break.

BROWN BAG LUNCH POLICY

Lunches and snacks should be guided by Canada's Food Guide and should not include any soda pop, chips or candy.

NUT AND LATEX ALLERGIES

We have several students at BVCS who have serious, and even life-threatening, allergies to nuts and/or latex. For this reason, **Kids Club** adheres to the School Policy and we do not allow nuts

and latex products in our Program. Please read product labels carefully and do not send products that contain nuts or latex to school.

BEHAVIOUR MANAGEMENT

Behaviour management policies outlined in the Child Care Early Years Act (CCEYA) are strictly adhered to within our **Kids Club** program. No form of corporal punishment is permitted. If discipline problems are persistent, the parent will be notified and a meeting will be arranged to discuss ways to support the child to be successful.

PROHIBITED PRACTICES

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

ENROLLMENT

SUBSIDIES

Subsidized Daycare funding is available through the County of Grey for qualifying families. Please apply to Apply for Child Care Subsidies using OneList Grey County at <https://onehsn.com/grey> Please call 376-7324 ext. 1363 for more information.

Kid's Club online registration process STEP ONE

ONELIST Please apply to Apply for Child Care using OneList Grey County at <https://onehsn.com/grey> Please wait for a confirmation from Kid's Club Supervisor by email.

Kid's Club online registration process STEP TWO A & B

BVO KID'S online registration process STEP TWO A

Registration Forms must be completed online at bvo.ca with up to-date information about your child before he/she can attend **Kids Club**. After registering, please set your child's schedule. Once your child is enrolled you will be billed. Staffing is done according to staff/ child ratios that are mandated by the CCEYA and governed by The Ministry of Education.

Kid's Club online registration process STEP TWO B

Please type the Emergency Card and leave in word document form and email to kidsclub@bvo.ca

Please note any changes that impact your child being on or off the bus must be communicated to the office at Beaver Valley Community School. 519-599-5991

Online Registration Section Trip Consent

As part of our Kids club Programs, the children will have opportunities to visit places of interest in the community. (ex. LE Shore Library, short walks, Local parks) We will walk.

Please note this is not for planned PA Day - there is a separate consent for those trips that you will fill out at the program site.

I permit _____ to go on trips planned and supervised by BVO staff Parent Consent: _____

BVO Kid's Club will offer a full day on P A Days from 7:30 AM. – 5:30 PM if there is a demand. Payment must be paid to the Supervisor before the P A Day by an E Transfer and if your child is on the list, you will be charged.

Children must bring their own lunch and parents are required to ensure the lunch follows the BVO's Brown Bag Lunch Policy. Morning and afternoon snacks which follow Canada's Food Guide and compliment the brown bag lunch policy will be provided by the **Kid's Club** staff.

Trip Consent

As part of our Kids club Programs, the children will have opportunities to visit places of interest in the community. (ex. LE Shore Library, short walks, Local parks) We will walk. For planned PA Day there is a separate consent for those trips that you will fill out at the program site when your child arrives.

Kid's Club does not operate during the Christmas Break or the March Break.

Wait List Policy

BVO Kid's Club's Policy for a Wait List is that we do not have a wait list as of September 1st, 2017.

STAFF

Our **Kids Club** staff are ECE trained and/or qualified under the CCEYA of the Ministry of Education, Province of Ontario.

VOLUNTEERS/STUDENTS

We can always use volunteers at **Kids Club**. If you would like to volunteer in some capacity or know of anyone who would be interested, please let us know. Volunteers are not included in our child/staff ratios and are not left alone with the children. A current Criminal Reference check will be on file for any volunteer/ student age 18yrs.

PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES

Name of Child Care Centre: BVO Kid's Club

Date Policy and Procedures Established: August 31, 2017

Date Policy and Procedures Updated: August 31, 2017

1. Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

2. Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. program room staff).

Supervisor: The individual responsible for the daily operation and management of BVO Kid's Club.

3. Policy

1. General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Kid's Club staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Kid's Club Supervisor and Staff and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 1 - 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

2. **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

3. **Conduct**

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

4. ***Concerns about the Suspected Abuse or Neglect of a child***

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

5. *Procedures*

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, indoor/outdoor program activities, snack etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 1 - 2 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>-</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Kid’.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education’s Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts: [insert information, e.g. agency/organization contacts, supervisor and/or individual who oversees the programs, ministries and local authorities, professional membership bodies]

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

BVO Executive Director – Carolyn Letourneau 519-599-2577 Ext: 21 or email executivedr@bvo.ca

Kid’s Club Supervisor Carol Fox 519-599-2033 or email kidsclub@bvo.ca

POLICIES AND PROCEDURES

In addition to this information, Kids Club has a document that describes in detail how our Program is run and defines the responsibilities of the staff and parents. A copy of this document is available for you to read at the school office as well as the BVO Office.

FEES

Mornings = \$6.00; Afternoons from 3:15-5:00PM = \$7.00 Afternoons from 3:15-6:00 = \$10.00
PD Days = \$30.00; Early dismissal \$15.00 Late pick-up fee = \$2.00 every 5 minutes and paid directly to the Staff person at the time of late pick up.

Please remember to register your child online and note once your child is enrolled you will be billed. An exception to this rule will be made when children who use the bus service to get to school are absent due to bus cancellations or the Program is cancelled.

Cheques should be made payable to Beaver Valley Outreach and given to Kids Club Supervisor or placed in the mailbox provided in the Kids Club Room. If you are paying with cash, please pay the supervisor directly and a written receipt will be issued for payment. E-transfers to kidsclub@bvo.ca are accepted.

If your child is attending for a single day or if your child attends infrequently payment will be due before the day of attendance. Payments for PA days or infrequent attendance must be made before the P A Day by an E Transfer. Cash may be paid to the Supervisor (please ensure you receive a receipt) or cheques left at the Kid's Club payment box.

Outstanding Balances

If balances are not paid or payment arrangements made you will receive your first notification of termination of care. If no attempts are made to make a payment plan within ten days after receiving your letter then you will receive your termination letter. Care will be terminated until outstanding balances are cleared. If you are using another BVO program your care will be terminated in that program as well. **You will not be able to register for another BVO program until your balances are paid.**

We have a right to refuse care if balance is outstanding for 30 days

NSF Cheque Policy

In the event that a cheque is returned to BVO Kids Club due to non-sufficient funds, the following will come into effect:

1. You will be informed of the N.S.F cheque
2. Ten days will be given for repayment of the N.S.F cheque.
3. There will be an additional \$25.00 administrative charge.

HEALTH & ADMINISTRATION OF DRUGS

The Beaver Valley Community School will establish the policy for immunization.

If your child becomes ill during their time at **Kids Club**, staff will provide care until you can be contacted to take your child home. **Kids Club** staff will administer both prescription and non-prescription drugs to children in accordance with provincial legislation. This requires that parents provide:

1. Written authorization, including the dosage and times any drug is to be given.
2. Medication in the original container, clearly labeled with the child's name, name of the drug, the dosage, the date of purchase, and instructions for storage and administration of the drug.

If the child is too young to carry or administer their own medication, it will be kept in a locked cupboard or in the refrigerator, if required. [We prefer NOT to keep medications for children at the school]. The Supervisor or designated staff member is responsible for administration of drugs for younger children who may require assistance. Administration of medication will take place in a quiet area. The dosage given and the time of administration will be recorded and signed by the appropriate staff member. Each time the medication expires; a new medication consent form must be signed.

ALLERGIES AND ASTHMA: Parents will be responsible for Training staff/volunteers on recognizing the signs and symptoms of allergies/anaphylaxis, as well as the emergency procedures to be followed. The staff members will be responsible for signing the Anaphylactic and Allergy policy to show they have read and understood the emergency plan. The parent/caregiver will be informed each time the child is given their epi-pen or inhaler and will be required to sign an acknowledgement that it was given. Epi-pens and inhalers will be kept in an area that is easily and quickly accessible for staff. If you would like additional information on BVO's policies regarding health issues, please speak with the program Supervisor.

HOLIDAYS

Kids Club observes the same holidays as the Bluewater District School Board [excluding PD days].

Kid's Club observes the following statutory holidays: [Only those falling between Sept and June]

Labour Day	Thanksgiving Day	
Christmas Day	Boxing Day	New Year's Day
Good Friday	Easter Monday	Victoria Day

[Kid's Club is also closed for school breaks at Christmas and in March] Kid's Club follows the school calendar and as such, we do NOT operate during July and August.

PROGRAM CLOSURE

In the event of severe weather or other extenuating circumstances at Beaver Valley Community School, which results in the school being closed **Kids Club** will not be available. On days when the school buses do not run due to weather conditions **Kids Club** will remain open for those children who are able to get there safely. Please use your discretion when sending your children to the program on such day.

SERIOUS OCCURRENCE

All serious occurrences are to be reported to the program advisor with the Ministry of Education, as well as online with One-Key Childcare Licensing System. (CCLS)

A Serious Occurrence Notification Form will be posted in a conspicuous place in the centre at or near an entrance commonly used by parents. The form will be posted near the child care license Summary chart **LICENSE**

All Daycare Programs in the province of Ontario must be licensed by the Ministry of Education which has strict guidelines to ensure that a safe and healthy environment is maintained. The license for BVO's **Kids Club** is posted on the Parent Information Bulletin Board in our room. **Kids Club** license allows for 45 children, between the ages of 4 and 12 - unless otherwise arranged.

CHILD ABUSE

It is the legal responsibility of BVO's **Kids Club** staff to report to the appropriate government agencies any sign or indications of child abuse. It is also by law the responsibility of every Canadian citizen to report suspicions of child abuse.

EMERGENCIES

A parent will complete information on their child's emergency card once enrolled and before attending Kid's Club.

In case of an accident or emergency, your child will be taken to a doctor or hospital and you will be informed immediately. Please ensure that we always have a phone number where you or an alternate care giver or guardian can be reached.

FIRE SAFETY

At **Kids Club** we practice fire drill procedures during the fall, winter and spring seasons. Each season we practice three separate times. In the event of a real emergency, the children will be taken to BVO Preschool 23 Napier St. E, our safe haven, and you will be called as soon as possible.

EMERGENCY MANAGEMENT POLICY AND

PROCEDURES Name of Child Care Centre: BVO Kid's Club

Date Policy and Procedures Established August 31, 2017

Date Policy and Procedures Updated: December 14, 2017

Policy

BVO Kid's Club adopts the BVCS Emergency/Fire Policies and Procedures.

The following is our off-site meeting place in case of evacuation: BVO Preschool
--

In the case of an emergency evacuation:

- Stay calm and assist children.
- Instruct children to put down toys and line up at the door quietly.
- Teacher 1 leads children to designated safety area.
- Teacher 2 retrieves the bag with the attendance record, emergency information, emergency medications, and first aid kit.
- Teacher 2/3 scans the room, closes the door and joins the children with Teacher 1.
- Meanwhile, the Supervisor or designate phones 911 then assists with children as needed.
- Once a group is outside, the group leader checks attendance and informs Supervisor or designate if a child or staff member is missing.
- No person shall re-enter the building until the "all clear" has been given by the Supervisor, designate or Fire Chief.

In the event of an evacuation the children will be taken to the emergency shelter at:

BVO Preschool

23 Napier St. E., Thornbury, ON

519-599-2190

The Director, Supervisor or designate will then call all parents, assure them that their child is safe and request that they arrange to have their child picked up as soon as possible.

Emergency Management Policy and Procedures

Name of Child Care Centre: BVO Kid's Club

Date Policy and Procedures Established August 31, 2017

Date Policy and Procedures Updated: December 14, 2017

Policy

BVO Kid's Club adopts the BVCS Emergency/Fire Policies and Procedures.

The following is our off-site meeting place in case of evacuation: BVO Preschool
[insert off-site meeting place]

Procedures

Roles and Responsibilities of Staff During an Emergency	Supervisor – brings Emergency Binder and Attendance List Assistant Staff – brings First Aid Kit 3 rd Staff – checks any other rooms and washrooms
Providing Additional Support for any Child or Adult who Needs it in Case of an Emergency (including the consideration of special medical needs)	Supervisor will provide additional support for any Child or Adult who needs it. Staff will bring any medications and Epi Pens for any Children in attendance with Special medical needs.
Ensuring Children's Safety and Maintaining Appropriate Levels of Supervision During an Emergency	All Children will be counted immediately during any Emergency and will be watched carefully.
Communication with Parents	Parents will be notified of any Emergency ASAP by email.
Contacting Appropriate Emergency Response Agencies	Any Emergency Response will be contacted by calling 911.
Addressing Recovery from an Emergency	Once recovered from the emergency parents will be notified by email.
Debriefing Staff, Children and Parents After an Emergency	Supervisor will meet with all Kid's Club Staff and Children and discuss the Emergency. Kid's Club Staff will discuss the Emergency with all parents.
Resuming Normal Operations of the Child Care Centre	Kid's Club regular routine will begin at the school ASAP.
Supporting Children and Staff Who May Have Experienced Distress During an Emergency	Kid's Club Supervisor will support the Children and Staff who may have experienced distress during an Emergency and will enlist the help of others if needed.

PLAY

Your child will require indoor shoes every day with rubber soles for activities in the gym and warm clothes, boots, and snow pants for outside play in winter months. Each child is asked to keep all belongings at the Kid's Club Coat Hooks or JK/SK children at their coat hooks. Items left behind in the school will be placed in the school's lost & found area.

SNACKS

Kids Club provides an after school snack daily and on PD days a snack is provided in the morning and afternoon. Please let the program Supervisor know of any dietary needs or allergies. This information will be posted on the refrigerator in the kitchen and on the snack cupboard.

CONSENT TO COMMUNICATE

Parents are required to sign an “**Authorization to Communicate and Share Information**” form, which gives permission for the sharing of information between school staff and child care staff.