PARENT HANDBOOK

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 School 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 226-668-2920 or www.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, playdough, 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 Kids Club, each child enjoys a minimum of half an hour outdoor activity. 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 MAIXMUM 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 have 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.

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

THE MORNING PROGRAM – Not currently running

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 (the gym/stage) 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 45 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. You must choose the same days each week and 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 PD Days from 8 AM. -530 PM if there is a demand. Payment must be paid to the Supervisor before the PD Day by an E Transfer and if your child is on the list, you will be charged. (We must have 10 children registered and paid for the program to run) 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. (LE Shore Library, short walks, Local parks) We will walk. For planned PD Day there is a separate trip 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.

FIELD TRIPS AND COMMUNITY WALKS

Field trips and community walks provide valuable experiences for children and allow staff the opportunity to extend program activities outside of the classroom. When these opportunities arise, parents/guardians will be required to complete a permission form giving consent for their child to participate in the activity. Community walks may be part of the regular program and as such do not require a permission form.

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, CINNAMON AND LATEX ALERGIES

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

nuts, cinnamon and latex products in our Program. Please read product labels carefully and do not send products that contain nuts, cinnamon 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.

Positive Behaviour Practices

All issues surrounding the need for behaviour management must conform to our goal of providing a safe, healthy and positive environment for children.

According to CCEYA, the following forms of discipline shall not be used as they are prohibited practices:

- Corporal punishment of a child;
- Physical Restraint of a child such as confining a child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision. Unless physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is only used as a last resort and only until the risk of injury is no longer imminent.
- Use of a locked or lockable room for the purpose of confining a child.
- Deliberate harsh or degrading measures that humiliate a child or undermine a child's self-respect;
- Deprivation of a child's basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding:
- Inflicting any bodily harm on children including making children eat or drink against their will.
- Sexual Abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Childhood Educators Act, 2007

When discipline becomes necessary it is always:

- Implemented as soon as possible after the troublesome behaviour.
- Appropriate for the development level of the child and the nature of the behaviour.
- Used in a positive and consistent manner to assist the child in learning the appropriate behaviour and developing positive self-discipline
- Discussed with parents if a difficult situation arises.

Remind: The child should be reminded of the expected behaviour.

Redirect: If inappropriate behaviour continues, the child should be redirected to an alternative area or activity.

Remain: The child should be asked to take a 'special' place beside the teacher as a 'helper'. In this way the teacher can model correct behaviour.

Code of Conduct

The staff of BVO Kids Club offers programs that are educational, fun and safe for all children. For us to achieve our program expectations, the staff, children and parents must work together in a partnership by adhering to the following code of conduct.

Children are encouraged to achieve self-discipline by learning to make choices that produce socially acceptable consequences. It is important that all consequences imposed by adults are carefully considered as they represent what is taught to the children. Providing positive consequences that encourage children as they learn self-discipline is emphasized. When a child's behaviour is inappropriate, the consequence is based on the frequency and severity of the individual child's actions. The effectiveness of the consequence may differ between individuals. An effective consequence is a natural, logical outcome that is seen to be fair for the individual situation. This allows the child to effectively learn from the experience continue the program in an appropriate manner.

Examples of Behavioural Issues

Persistent opposition to authority. Refusing to comply with reasonable expectations and follow guidelines in the centre. Constant refusals to use appropriate language and displaying appropriate behaviour. Constant refusal to respect staff, children and the property of others.

Consequence

Child is reminded that he/she is acting inappropriately and will be advised as to the consequence of their behaviour. Parents will be notified of the inappropriate behaviour. Privileges may be taken away i.e. field trips, computer time, and special activities. Parents will be called to pick up their child if his/her behaviour becomes unmanageable. Parents will be asked to meet with the teacher and Supervisor to discuss the child's behaviour and their assistance will be required in any possible solutions. The Director of Programming may be involved in the meeting. A behaviour contract will be written for the child to adhere to. If the action decided upon is loss of privileges, the loss will continue until trust, cooperation and compliance to the behaviour contract is complete.

ENROLLMENT

Registration process

STEP ONE-

Contact Jennifer or Sherrie at kidsclub@bvo.ca to notify us that you would like to use our kid's club program.

SUBSIDIES

Subsidized Daycare funding is available through the County of Grey for qualifying families. Please apply to Apply for Child Care Subsidies by calling 376-7324 ext. 1363.

STEP TWO

Registration Forms must be completed 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 at the end of each month. Staffing is done according to staff/ child ratios that are mandated by the CCEYA and governed by The Ministry of Education.

STEP THREE

Emergency Cards are typed and may be edited when needed by leaving in word document form and must be completed for each child's file before they can begin Kid's Club or ASAP to beginning.

STEP FOUR

AUTHORIZATION TO COMMUNICATE AND SHARE INFORMATION FORM This form should be completed before your child begins so that we are able to communicate with the school if needed about your child.

Waiting List Policy

BVO Kid's Club Waiting List Policy and Procedures

Name of Child Care Centre: BVO Kid's Club
Date Policy and Procedures Established: August 17, 2018
Date Policy and Procedures Updated: August 22, 2018

POLICY

General

- BVO Kid's Club will strive to accommodate all requests for the registration of a child at the child care centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.

Additional Policy Statements

The BVO Kid's Club Supervisor is responsible to manage the waiting list.

PROCEDURES

Receiving a Request to Place a Child on the Waiting List

The licensee or designate will receive parental requests to place children on a waiting list via email kidsclub@bvo.ca or by phone 226-668-2920. The supervisor will email the parent requesting to register for BVO Kid's Club informing them that the program is at capacity and will ask the parent if they would like to request being added to the Waiting List by emailing the parent.

Placing a child on the Waiting List

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.

Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

1. When space becomes available in the program, priority will be given to priority will be given to children who are currently enrolled and need to add days, siblings of children currently enrolled.

Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via email that a space has become available in their requested program.
2. Parents will be provided a timeframe of one week in which a response is required before the next child on the waiting list will be offered the space.

3. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. BVO Kid's Club Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.

   BVO Kid's Club Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.

Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

STAFF
Our **Kids Club** staff are Registered ECE 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.

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
BVO Kids Club has opted into the CWELCC program and is following their guidelines in regards to fees. Our fees have been reduced by 54% for children under 6 years of age.

Mornings = $7.00;(NOT CURRENTLY RUNNING)
Afternoons from 3:15-6:00PM = $14.00 (under 6 $12)
PD Days = $38.00 (under 6 $16.54). Billed as you sign up so that it is prepaid before attending
Late pick-up fee = $5.00 every 5 minutes and paid directly to the Staff person at the time of late pick up.

Please remember to register your child and note once your child is enrolled you will be billed on a prepaid monthly invoice (must be paid within the first 10days of receiving). Credit will be given on the following month's invoice if the school is closed due to weather or unforeseen circumstances.

E-transfers to payment@bvo.ca with Kids Club in memo are the only acceptable payment at this time.

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 programs 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 (KC Back pack). If you would like additional information on BVO's policies regarding health issues, please speak with the program Supervisor.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the child care centre.

- Do not serve foods where its ingredients are not known.

- Do not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.

- Ask the caterer or cook to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.

- In cases where a child has food allergies and the meals and snacks provided by the child care centre cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.

- Ensure that parents label food brought to the child care centre with the child's full name and the date the food arrived at the child care centre, and that parents advise of all ingredients.

- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.

- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)

- Do not use craft/sensory materials and toys that have known allergens on the labels.

- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.

- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.

- Refer to the allergy list and ensure that it is up to date and implemented.

- Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

- Update families when changes to allergies occur while maintaining the confidentiality of children.

- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

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.(we will send out a mass email to all families to notify them of the closure)

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 52 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.

Child Care Centre
Safe Arrival and Dismissal Policy and Procedures

Name of Child Care Centre: Kids Club Before and After School Program
Date Policy and Procedures Established: November 2023
Date Policy and Procedures Updated: Click here to enter text.

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

- Kids Club Before and after School Program will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.
- Kids Club will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into care from home (Before School)

1. When accepting a child into care at the time of drop-off, program staff in the room must:
    - greet the parent/guardian and child.
    - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on registration form and on Permission to pick up form (on clipboard) or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
    - document the change in pick-up procedure in the daily written record.
    - sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected (Before School)

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
    - commence contacting the child's parent/guardian no later than 8am unless child does not normally arrive before this time. Staff shall call parent/guardian
    - If no response by 830am a phone call to emergency contact will be made by staff

    If no one can be reached Kids Club will document the attempts made to connect with family and will have a face to face conversation at the end of the day or the next day about importance of following up to messages/phone calls. If no response received by next day when child should arrive a call to our local police department to see if they can do a wellness check.

2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

<u>Accepting a child into care from school (After School)</u>

Where a child has not arrived in care as expected

3. Where a child does not arrive at the child care centre from class and the parent/guardian has not communicated a change in schedule (e.g., left a voice message, text message, email or advised the closing staff at pick-up), the supervisor in the classroom must:
    - inform the school office and they must commence contacting the child's parent/guardian no later than 320pm Program Staff shall ask other children from class if they saw child at school today.
    - If child does not arrive to Kids Club and Parent has been contacted and child should be in attendance, Supervisor will alert school office to do all call on loud speaker, contact classroom teacher and then begin a search.
4. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

<u>Releasing a child from care</u>

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
    - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
    - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6pm, staff shall ensure that the child is given an activity, while they await their pick-up.

2. Closing staff shall stay with the child, while calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact parents/guardians first and ask them to contact the person who is supposed to be picking up.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the emergency contact person on their registration form.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 630pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) Bruce Grey Child and Family Services 519-371-4453 Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone unless written approval from parent is on file, procedures must be defined in letter-time of dismissal, contact parent once child has left premises etc.

FIRE SAFETY AND EVACUATION PROCEDURES

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.
For all evacuation purposes Kid's Club adopts the Beaver Valley Community School practices.

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 room. 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 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.

APPENDIX C

Authorization to Communicate and **Share Information**

In order to provide seamless and collaborative care for your child; Bluewater District School Board Staff and the Child Care Provider Staff will work in partnership communicating and sharing relevant information with each other as it relates to the following:

Your child's development and educational goals
Strategies for supporting your child's individual needs
Transportation
Attendance
Illness / Health Concerns
Incidents involving your child that are reportable under the Safe Schools Act

Please sign below acknowledging your understanding as it relates to the communicating and sharing of information.

I, _____ the legal parent / guardian of _____

Residing at _____

Street City Postal Code Phone

Authorize the communicating and sharing of information between Bluewater District School Board

staff at _____ School and the

_____Child Care Provider for the purposes as outlined above.

This authorization is valid for one year from the date of signature and can be revoked in writing at any time.

This consent is given voluntarily in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

I hereby acknowledge that I will have no claim against Bluewater District School Board under the Municipal Freedom of Information and Protection of Privacy Act, arising from information obtained or releases as specified.

Parent / Guardian Signature: _____ Date: _____

Witness Signature: _____ Date: _____