Fernie School Aged Care

PARENT HANDBOOK

Fernie school aged care Philosophy

We believe that all children should have the opportunity to play and grow in a safe, inclusive, happy environment.

With support and guidance from staff and peers, Fernie School Aged Care aims to provide a place where children can be themselves and have the opportunity to grow into strong, content & open minded young adults.

The Program will support children to achieve this by providing stimulating and open ended play and activities for all development areas.

Fernie School Aged care values family and community input and believes by working and communicating with each other we can provide the high quality of care that all children deserve.

Program Activities

FSAC is a play based program and will provide a variety of planned and free choice activities. These include but are not limited to, crafts, science, cooking, drama, dress-up, music, gym, outdoors, building toys, floor play toys, games and puzzles.

The children are encouraged to share their interests and activity ideas with us, as we often have the children pick the themes for upcoming weeks. We provide a wide variety of equipment and supplies for your child to choose from. Programmed activities are posted monthly. When possible on full day care days we provide field trips, community exploring and special guests to share their expertise. Children will also have input on these activities. The daily/ flexible routine is posted in the room.

Children are encouraged to use time in our program to help and contribute to the community, in ways of research, volunteering and fund-raising if they wish to participate. Each year the children organize a Valentines fund raiser and choose a charity the funds will go to.

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Hours of Operation

FSAC is open from 3pm-6:30pm Monday to Friday.

Our hours are 8:30am- 5:30pm on no school Fridays and other teacher professional development days. (IDES/ESM school)

It is the parents responsibility to sign their child up. We do not assume that your child needs full day care.

For Fernie Academy students, you will need to organize your own transport to our facility at Max Turyk community center. We recommend carpooling with other families that need after school care.

All camps and other vacation care run from 8:30am - 5:30pm.

Vacation Care will be offered to our full time children first.

Full day hours may be subject to change. Parents will be given a minimum of 1 month notice if there is a change to opening or closing times.

FSAC will be closed for all statutory holidays.

Please note that if the schools are closed due to severe weather or other circumstances, FSAC will also close.

Child Drop-off and Pick-up Policy

The purpose of this policy is to ensure all children are safe. When picking up or dropping off children the following rules are expected to be followed:

- One Parent/Guardian must accompany your child into and out of the building.
- You must see an FSAC staff in the building.
- You must sign your child into the program (unless being transported by the bus) and out of the program.
- If someone else (other than those on the alternate pick up list) is picking up your child you must put it in writing or speak directly to staff. Your child will not be released otherwise.
- It is our procedure to ask for identification (government issued) of anyone picking up your child that we do not know or recognize.
- If you are under the influence of drugs or alcohol when you pick up your child, we will offer to call a cab or an alternate pickup. If you leave with your child, we have an obligation to contact Child and Family Services and/or the police.

Attendance and Absences

Program staff must be made aware when you are dropping your child off, as well as picking up.

It is the parent's responsibility to report absences to FSAC. Communication from parents to the program is essential to ensure the safety of your child as well as the other children in the group.

If your child didn't attend school during the day, or was picked up by parent/ guardian – you must notify us via text message before 3pm.

If staff are not notified this causes disruption and stress when the bus delivers the children to the program. It is your responsibility to let staff know – if staff are not notified, we will call you within 5 minutes (it is sometimes not possible to call immediately as we are accounting for and supervising the children who have arrived) to let you know that your child has not arrived off the bus.

We will give parents a warning the first time this happens – unfortunately if it happens again you may receive a final warning that your enrolment will be cancelled . This is up to the discretion of the director.

Please ensure you text the cell phone (250-430-3155) if your child is away from the program after school. This is so all staff on duty can access the message.

Late Pick-Up Policy

The purpose of this policy is to ensure that children are kept safe and worry free about their parents' whereabouts. It also protects FSAC staff from breaking policy or Protocol.

FSAC closes at 6:30 pm (5:30pm for full days). Our staff and the facility are not covered under FSAC insurance or our provincial child care license past these hours. If you are late the following actions will be enforced:

- If you are caught in an accident or an emergency please contact us as soon as possible so that staff can be prepared.
- A $10 fine will be charged for any part of the first 10 minutes and $1 per minute after that. These fines are to be paid directly to the staff member who stayed late.
- We will try to contact you or your alternative contact within the first 5 minutes
- If the program has not been notified and the child is not picked-up by 7 pm your child will be placed in the care of the Region's Department of Social Services.
- Consistent late pick-ups could result in termination of care.

Vacation Care

FSAC offers Winter, Spring Break, and Summer Camps. Registration will be open for a minimum of one month prior to start date. Existing children will have priority and a minimum of one week to sign up before spots open to the public.

It is the parents responsibility to be aware of the sign up dates and enroll their child in camp if needed. Refund dates will be clearly stated on the sign-up sheets. **There are no exceptions to this.**

Winter Camp - Dates vary each year. We are closed for 1 week of winter vacation and offer day camps for the other week.

Spring Camp - We offer 2 weeks of Spring Camp. Parents can choose to register for 1 or 2 weeks. Daily attendance will only be offered if there is availability.

Summer Camp - Summer Camp starting date may vary each year. Camp usually starts the week AFTER Canada Day. We are closed the week of Canada Day. This is also a week long sign up Camp. Daily drop in will only be offered if there is availability. Daily drop in registration will begin the week before each camp starts.

Accidents and Safety

FSAC promotes healthy, physical activity. Along with this, accidents may occur. In the event of an accident the following procedures are in place:

Minor accident: General first aid will be administered by staff who hold a current first aid certificate. An accident report will be completed by the staff and you will be required to sign it at the end of the day. We will encourage your child to talk about the incident with us. In the event of a minor head bang or fall, you will be contacted by phone. We will closely monitor your child for any changes. We will monitor the child's activity, eating, and drinking after the accident if it happens close to pick-up time. This information will be important if your child needs further medical attention in the evening.

Major accident: For more serious accidents that require attendance of medical personnel outside of FSAC, parents will be contacted immediately. If we cannot get in touch with a parent or emergency contact, we will phone for an ambulance. FSAC employees cannot transport an injured child. If it is necessary to activate Emergency Medical Services (EMS), calls to 911 and to the parents will occur simultaneously. If Transportation by ambulance is required the program will continue to try and contact you. FSAC will organize a relief staff to maintain staff/child ratio and will then accompany or meet your child at the hospital. A full detail report will be provided for the parent.

Incident involving another child: A staff member will ensure that your child is safe and has the opportunity to discuss the situation. A report will be written up and all parents will be informed privately. For privacy reasons, the program will not disclose the names of the children involved. Parents do not have the right to approach the other child involved. They must leave disciplinary actions to FSAC. Based on the severity of the incident, our guidance policy will be enforced.

At least one staff member on site will hold a valid First Aid Cert. Only staff with a valid first aid can attend to children who require first aid, or supervise children with medication. A first aid kit must be with the staff while walking and transporting children as well as on the playground and on all field trips.

Medication policy

- Only staff with a valid first aid are permitted to administer medication to the children.
- All continuous medications are to be labeled with the child's name and must accompany a completed medical form. This includes puffers, epi pens, Tylenol.
- Children with puffers or epi pens must have it in their backpack and their backpack located with easy access and separate from the other backpacks.
- All medications (continuous or short term) will be stored in a locked draw or box, must be in the original prescription bottle with the instructions required (this includes herbal remedies and headache/pain relievers) clearly labeled with the Child's name.

Illness and communicable disease policy

- With a risk of outbreak of an illness/ health issue, a notice will be posted on the parent communications board.

- If the Manager has been notified or has reason to believe that a child has been in contact or has a communicable disease or is showing any symptoms, that child must not attend FSAC until returning with a doctor's note. The manager must report the communicable disease to the public health authority.

- A sick child will be kept as comfortable and far away from other children as possible until a parent or guardian can pick the child up.

- The Child's medical, health, and immunization information is to be recorded at the time of registration and reviewed at the beginning of each new school year.

- If your child has been unable to attend school that day due to illness or school policy then they are not to attend FSAC.

Program Fees

Fees are due by the 1st business day of each month. If they are not paid by the 5th of the month and arrangements have not been made with the manager, we reserve the right to refuse care as of the 6th of the month. If a payment arrangement needs to be worked out, please discuss it with the manager.

Parents can apply for the Affordable Child Care Benefit, a government program that provides monthly payments to eligible families. Forms can be found online or by request from the manager.

After School Care and school closures

- $425 per month. This includes no school Fridays /early dismissals and winter /spring camp at a discount rate.

Enrollment for full time: Fees will be $425 per child for Program A. There is a $200 deposit needed to secure all full time spots. The $200 will be deducted off last month of care provided that one month's notice is given. Deposits are non-refundable if one month's notice of termination is not given. Full time spots are not guaranteed without a deposit.

Fees are calculated for the whole year and split into 10 monthly payments. There are no discounts for months where school is closed for longer periods, such as December and March.

Part time: $30 per afternoon. Must book at least 10 days before the month starts. .

Drop In rates:
After School Club - $35 per afternoon
A minimum of 24 hour notice is needed. No drop ins are guaranteed until you have confirmation from the Manager.

Full day Fridays – Requests can be made for Full day care one month before the day needed.
Full time and Part time children get first priority
$50 per child

Fee payments to be email transferred to fernieschoolagedcare@gmail.com

One month written notice must be given to withdraw your child.
Once the 1 month notice is given, all additional payments will be refunded in full from the end of the month onwards.
For instance, if you give notice mid September, the month carries you onto mid October.
Payments from November onwards will be refunded in full.
Payment Methods: Cash, Cheque or Email money transfer.

Cancelation of Days /refund policy

Full time care – One months' notice in order to receive deposit back
Part time care – Notice to be given at least 1 week before the start of the new month
Drop In – 48 hours in order to receive full refund
Camps – Final refund date will be stated on the camp registration form.

These refund dates are not negotiable. We staff according to the amount of children that we have registered therefore it in imperative that correct notice is given if you require a refund.

Center shut downs

FSAC will consider Interior health authority advice and recommendations on center shut downs. If FSAC has to close its doors for health or safety reasons, we will still require the current months fees to be paid in full. Any consecutive months after this will require half fees to be paid.

NSF Cheques

A $30 NSF fee will be charged for the first occurrence, $50 for the second occurrence. Should a third cheque be refused by your bank, a $50 NSF fee will apply and only cash will be accepted for all future payments.

Strike care

Care during teacher strikes is not always available. Care is offered if staff and space are available. Please confirm with the manager of the facility.

Care will be similar to vacation care with it being 8:30-5:30
Costs are for a week (the same as camps) $230 per week. If you are a full time child paying $415 a month you will only need to pay the difference per week. These fees are to be paid BEFORE your child attends and with no refunds. No spots are held until payment is made.

If a strike day happens to be one random day and not 5 days in a row, then drop in fees are $50 per day. For full time children, the difference that they will need to pay is $25 per day.

Field trip/Transport policy

Parents will be notified at least one day in advance before off-site trips are taken. Parents are required to sign the group field trip permission form for every off site trip. If the child cannot attend the field trip or the signed forms are not received, FSAC is not responsible to provide an alternate. The parent will be asked to find alternate child care for the day.

In order for your child to attend a FSAC field trip we must have
- Group field trip permission signed.
- Up to date emergency contact information.
- Children must arrive 30mins prior to departure time to go over expectations and safety issues.
- Children are to be dressed for the weather,
- Children must demonstrate respective behavior to peers, staff, and the community. Children must follow safety rules. If this does not happen, the manager has the right to refuse permission for the child to attend further field trips.

Walking
Children are expected to walk safely on the sidewalk. Lawns and roads are off limits and children are expected to walk with the group. Running ahead or away from the group is not safe and unacceptable. Parents are responsible for making other arrangements if FSAC does not feel that your child can walk to and from safely.

Provided the distance and weather is safe, we will plan to walk to the destination. The alternate will be to rent a bus from a approved agency. The mode of transport and costs (if not included in the fees) will be posted on the group field trip permission form.

Snack/ meal and Nutrition

- Snacks are not provided by FSAC
- FSAC monitors lunches and healthy eating habits based on Canada's Food Guide, please refer to Food Servings for Children 6 to l2years.
- FSAC is a nut free center.
- Snack time is encouraged but not enforced. If a child continues to refuse meals during full day care, staff will discuss this concern with parents. We will also let parents know if children are asking for more snacks or are hungry after school while in our care

Complaint Procedure

FSAC strongly believes in communication with parents, children, and staff. At times, a situation may arise that you as an involved person within our program may have a concern that needs to be addressed. If this should happen, the following policy is in place to ensure that you, as well as the program have the best interests of the children at heart.

- Verbal or written concerns should be brought to the manager of the center – not program staff.
- Contact the Manager immediately if a child's safety or well being has been placed at risk.
- If you feel the manager has not addressed your concerns, only then will you contact the director.

Center director has the right to refuse care effective immediately without a refund if a parent /guardian does not respect the policies outlined in this handbook. All parents are required to sign the registration form ensuring that they have read and understood the parent handbook.
Refusal of care is also acceptable if staff or fellow members of FSAC are being mistreated / not respected.

Active play & screen use policy

There is to be NO screen time during the after school program (3 hours of care or less per session)
During week long camps, screen time is available for a maximum of two hours during that week (45 hours of care)

During the after school program (3 hours of care or less per session) there is a minimum of 30 mins outside, active play each session. During this outside play, staff members are to provide gross motor encouraging equipment for children to choose and use at their own discretion. Staff are also required to participate in physical activity time by co-ordinating group games /playground games as well as small group /individual play, such as jump rope, frisbee, soccer.

If unable to have outside play (due to weather or unforeseen circumstances) staff must offer gross motor /physical play in the room or in the gym.

During week long camps (9 hour days) a minimum of 2 hours of active play is to be implemented. This can be active outdoor or indoor play (can be broken up into increments thorough the day).

Toys from home, including electronics, are only allowed in centre with permission from program staff. Staff will monitor the usage of electronics with a max of 1hr combined usage in a 8hr day. It is up to the staff discretion if usage is discontinued.

Guidance procedure

Bullying, fighting (including play fighting), swearing, personal putdowns, exclusion, and being disrespectful to each other compromises the safety and values of the group and will not be tolerated. Continued behavior of this type may result in termination of care for the child.
We are an all-inclusive center and encourage all children to respect each other. Staff guide this policy and encourage children to respect and listen to their peers.

Positive child guidance strategies help support children to make appropriate behavior choices and plays a key role in the development of self-esteem and community leadership.

Children are encouraged to solve their own conflicts in an appropriate manner. The children are involved with setting rules for their group therefore we feel that they should also be involved with setting their consequences. This allows children to develop problem solving skills and learn to negotiate and compromise. When children need to be reminded of certain behavior they are discreetly taken aside and encouraged to remember our guideline and rules. No child is ever made to feel embarrassed or put down in any way.

Staff may choose to have an organized meeting with the child in order to address the concerns, and make a 'plan'. This plan will have an action to follow if the guidelines are not met by the date decided. At times, a second meeting with a parent may be necessary.

When the children need guidance to address conflict, a staff will help to facilitate problem solving. Questions will be asked, and staff will remain non judgmental and open minded, careful not to take sides and let everyone in the party have a chance to speak.

Guidance Communication Policy

All communications between FSAC and families are confidential. There may be times when child guidance issues arise and we will need to share information with you. If the behaviors continue, we will require a more detailed meeting with you to set goals and strategies in a working plan to help support your child.

The following communication procedures are in place for our staff:

- Discussions about any guidance issues will be done by the Manger or the person designated by the Manager.
- All discussions will be held in private.
- Serious incidents will be recorded and kept in the child's confidential file. In the event of any injuries, a parent will be required to sign the accident/incident form.
- Other children involved in the incident cannot be named and in the event that the incident is recorded, only initials can be used.
- In the event of continuous behaviors, a meeting will be held with the parent.
- As partners, we will work to develop strategies that support your child.
- We will require close communication with you as we monitor progress.
- We may also request that we be invited to meet with other professionals that are working with your child.

Children with additional needs

Unfortunately, due to lack of support from East Kootenay supported child development for school aged children, we currently cannot offer care to children with additional needs. Our current ratio is 1 staff member to 12 children. If you have any questions or concerns please contact our on site manager.

Care Plan / food sensitivity forms

If you child needs medication or has an allergy, you will need to fill out a care plan before starting the program. The care plan needs to have the date of birth, the child’s name, the symptoms, and what to do if there is an outbreak. We need to know if your child’s food allergy is life threatening or if it is a sensitivity / lifestyle choice. We always take every precaution and all staff are aware of each child’s food allergies & sensitivities.

Thank you for entrusting us with your child. We look forward to working together to create a safe, inclusive and FUN atmosphere for your child and peace of mind for you!

CONTACT DIRECTORY

Jamie Chisholm –

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Summer camp manager

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Other ways to contact us
Facebook:
https://www.facebook.com/fernie.care

Website:
http://www.fernieschoolagedcare.org
(all forms/calendars are available on here)

Director of Fernie School Aged Care Ltd.

E: Director.fsac@gmail.com