

# Landing Pad

Out of School Care Program

# Parent Handbook

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# Landing Pad Out of School Care Program

## Parent Handbook

### 1. ABOUT US

#### 1.1 Our Philosophy

The Landing Pad is committed to providing programming which includes laughing, learning, and playing. Age appropriate program and activities will be provided in an environment that supports and nurtures everyone's developmental needs. The environment fosters a sense of belonging, where children feel accepted, and demonstrates respect for diversity. The evolving needs of each child will be recognized and nurtured with opportunities to develop more independence and responsibility. Program and activities will challenge the children to progressively attain new skills with guidance from staff and older children. Consistency and predictability of the program, activities, and staff will enhance the development of each child while maintaining a sense of security in the environment. It is our objective to contribute to a child's physical, social, communication, language, and emotional needs.

#### Five Areas of Development

The developmental needs of the children may be met in the following ways:



**Physical Health and Well-being: Children are well rested, well fed and have energy to play through the day.**

Programs and activities are offered in a facility that encompasses a large classroom, gymnasium, and is surrounded by extensive open space that will be utilized, weather permitting, year-round. This facility will enable the children to participate in individual, small group, and/or large group activities allowing them to develop a variety of fine and gross motor skills. Children will have the opportunity to progressively attain skills such as coordination, technique, balance, and cooperation. Age appropriate physical activity will be balanced with adequate nutrition and quiet time.



**Social Competence: Children play, interact with, and get along with others.**

Children, staff, and parents are responsible for promoting an environment of acceptance and respect for diversity. Program and activities will encourage children to participate in small and/or large groups that provide positive interaction with other children and adults. Children engaged in activities will have the opportunity to develop and build their ability to cooperate, resolve conflict and share with others. Individual, one-on-one, and/or leadership activities will enhance confidence and independence in making safe and appropriate choices. Through learning, laughing, and playing children will be able to engage in positive peer interactions and friendships. Peer interactions and snack time group discussions present opportunities to share each other's culture.



**Communication Skills and General Knowledge: Children can communicate and understand the world around them.**

Within set limits, children will be able to explore the environment and choose activities that interest them. Children are encouraged to discuss, develop, and assist in implementing activities. Staff will provide opportunities for children to learn and discover in fun and creative ways. Program and activities will challenge and reinforce the child's ability to think critically and problem solve. Opportunities to complete homework and have support for homework will be provided to the children daily.



**Language and Thinking Skills:** Children show interest in the world around them and are a curious explorer.

Creative needs are met by providing opportunities to the children to assist in the development and implementation of the program and activities. A variety of activity centers will enhance the child's ability to express themselves creatively as an individual or as part of a group. Activities to support a child's creative needs may include dramatic play, arts, free play, music, etc.



**Emotional Maturity:** Children express emotions through their words or actions and react to the feelings of others (empathy).

Children are provided with an environment that accepts, respects and values them as individuals. Staff will maintain a safe and predictable environment where children feel secure and are willing to share their experiences. Program and activities permit staff to guide and assist children with their emotions, so they feel successful and, at times, challenged. Children can choose activities that interest them and are permitted to engage in independent activities that are safe. Staff model behaviours that demonstrate self-control and respect for others.

To ensure each child's developmental needs are met the program provides program planning opportunities to the children and parents. These opportunities will aid program staff in determining each child's developmental needs and interests. Program planning opportunities will be offered during parent and child meetings, open houses, program feedback forms, and through verbal feedback. Children will help develop, create, and implement program planning ideas through the program by brainstorming sessions, written messages and through verbal feedback. It is the program objective to represent and advocate for each child's needs through applicable and quality program and activities created by a team including staff, parents, and children.

### **Play Experiences**

The program supports the five areas of development so children can experience both structured and unstructured play time. Indoor play time will provide children with the opportunity to explore, discover, and experience several different play spaces. Children will have the opportunity to explore various activity program including arts and crafts, dramatic play, construction, and games. The program will be utilized during free play, some structured activities, and during child's choice activities. During outdoor play children will be able to enjoy free play on the jungle gyms, swings, and playing fields. Occasionally, children will have the choice to participate in games and sports activities led by the staff. All indoor and outdoor play areas will provide children with age appropriate choices and equipment that interest children and get them involved.

## **1.2 Our Staff**

All staff working directly with children, must hold at least a Child Development Assistant (level one) certificate or be working towards it. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however, the staff person must not have unsupervised access to children. One staff member must hold at least a Child Development Worker (level two) certificate or be working towards it within the next two years. Program Manager must hold a Child Development (level three).

The program is licensed for children, grade one through six, and meets the standard ratio of 1 – 15. Where seven or more children are present at the program, whether on or off the program premises, two care providers are on duty. Cultural Centre and Custodial staff can be included to help meet ratios. All staff must have a current criminal record check and first aid certification.

### **Staff Orientation and Training**

New staff, working with either program are employees of the Town of Gibbons. New hires are provided with a package from Human Resources that includes an offer letter, banking information request, tax forms, etc. In addition to a Personnel Policy Handbook. Staff are required to provide a criminal record check, including a

vulnerable sector search, dated not earlier than six months prior to the date of commencement with the program and every three years after that date.

After hiring, and on the first day of work, all staff are required to be aware of the Emergency Procedures Manual for the Town of Gibbons and the Occupational Health and Safety Manual. Staff members will be available to answer questions.

A tour of the program will be provided by the Program Manager or designate, including introductions to other staff that work at the Cultural Centre. The Administrative Policies and Procedures will be reviewed with the new employee by current and experienced program staff. Introductions to the children will be on going, based on work and attendance schedules. New staff members will accompany experienced program staff until they are comfortable and have a minimum of the Child Development Assistant certification.

Regular Supervisor Meetings, all Staff Meetings and Team Building activities will be held throughout the program year. Meeting minutes will be recorded and kept for each of these meetings.

At the end of every year, program staff will complete a Self-Evaluation Tool and review it with the Program Manager.

## 1.3 Our Facilities

### Gibbons Cultural Centre

The **Landing Pad Out of School Care Program** is in Gibbons Cultural Centre room #227. This facility is approximately 660 sq. m2. The one washroom is located within the program room with two additional washrooms down the hall adjacent to the fitness centre. There is substantial storage that is for the exclusive use of the program. A fridge, microwave, stove, dishwasher and countertop and cabinets for food preparation are in the program kitchen. The following are descriptions of spaces that will be used by the Landing Pad to enhance the program. Each of these spaces is in the Gibbons Cultural Centre building or surrounding property.

#### Appendix 1

### Administrative Space

Administrative space for staff is located within the staff room. The staff room includes locked cabinets for records and program cell phone. The staff room houses an additional telephone and photocopier.

### Auditorium

The auditorium is a hard floor surface that allows users the options of playing basketball, volleyball, badminton, and soccer and floor hockey. The Landing Pad will have access to a variety of equipment that the children and staff can utilize during large motor time. The auditorium also provides an indoor setting for leisure activities or cooperative games and activities. Children will be able to enjoy both structured and unstructured leisure activities and sports.

### Out of School Care Program Rooms

The OSC space houses three distinct rooms, one small, one medium and one large that will be utilized by the Landing Pad. These rooms will be utilized for small group games and activities, arts and crafts activities, and snack. The staff may also utilize this rooms for meetings or team-building activities. All three rooms have tables and chairs, storage, and counter space. There is also a cell phone, CD player, television, and DVD player.

### Staff Room

A staff room is available to all staff of the Landing Pad.

### Washrooms

The one washroom is located within the program room with two additional washrooms down the hall adjacent to the fitness centre. All washrooms are easy to find and are handicapped accessible. Washrooms also accommodate persons of all ages and abilities and provide the privacy required.

### Outdoor Play Space

As children grow and progress through all the five areas of development, it is essential to provide unstructured outdoor play. Outdoor play provides children with the opportunity to physically participate in a safe and healthy environment. The Cultural Centre provides ample outdoor play space with numerous playing fields, jungle gyms, Skate Park, and swings. The adjacent school yard is an age appropriate environment that provides children with the opportunity to utilize the playground equipment and/or the playing fields for free play, games,

and sport activities. Staff will ensure equipment and playing fields are safe by doing daily hazard checks. On occasion staff may also utilize this outdoor play space for structured play activities.

### **Furnishings and Equipment**

All furnishings and equipment used by the staff and children are safe, well maintained and in good repair. The staff strives to meet exceptional equipment and furnishings standards by making routine safety and hazard checks. Any equipment or furnishings determined unsafe or damaged will be addressed immediately through repair or disposal. All equipment and furnishings used by the staff are developmentally appropriate for school age children. Equipment is of a sufficient quantity and variety to meet the demands of the children. Activity program will be rotated on a frequent basis to keep the interest of the children.

Equipment and furnishings are available to meet the five areas of Development. They may consist of the following play spaces:

**Arts and Crafts:** Variety of paper, pipe cleaners, paint brushes, beads, paint, foam sheets/shapes, sidewalk chalk, feathers, popsicle sticks, seashells, dried pastas, yarn, string, and thread.

**Dramatic Play:** prop boxes, costumes, materials to build or construct props.

**Music:** CD player, dance games/singing games, iTunes.

**Construction:** blocks and Lego.

**Games:** Board games (Monopoly/Life/Scrabble), puzzles, and card games.

**Workstations:** Tables and chairs for homework and homework support.

**Quiet Space:** Pillows and comfortable chairs.

**Indoor/Outdoor Equipment:** Gymnasium (floor hockey, basketball, volleyball, soccer, beach balls, scoop balls, pylons, badminton), Outdoor (baseball, Frisbees, bean bags, sidewalk chalk, tunnels, skipping ropes, pylons), and school yard (jungle gyms, swings, playing fields).

**Mixed Media and television (monitored use)**

## **2. FEES, PAYMENTS, REGISTRATION & SCHEDULING**

### **2.1 Program Fees**

Monthly fees for **Full Time** options are due on the first working day of each month and may be paid by post-dated cheques or credit card authorization. **Part time** options must be booked and pre-paid before the 1st of each month on a month to month basis. **Part time** spaces are limited and not guaranteed and are on a first come, first served pre-paid basis

	Registration <small>non-refundable per child</small>	Full Time Before and After School	Full Time Before School Only	Full Time After School Only	Part-time/ Casual Before school only	Part-time/ Casual After school only	Part-time/ Casual Daily Rate
<b>Grade One through Grade Six</b>	<b>\$20</b>	<b>\$500/month</b> <small>includes PD days</small>	<b>\$337/month</b> <small>includes PD days</small>	<b>\$424/month</b> <small>includes PD days</small>	<b>\$27/morning</b> <small>does not include PD days</small>	<b>\$35/afternoon</b> <small>does not include PD days</small>	<b>\$63/day</b> <small>includes PD days</small>
<b>Kindergarten</b>	<b>\$20</b>	<b>\$250/month</b> <small>includes PD days</small>	<b>\$168/month</b> <small>includes PD days</small>	<b>\$212/month</b> <small>includes PD days</small>	<b>\$27/morning</b> <small>does not include PD days</small>	<b>\$35/afternoon</b> <small>does not include PD days</small>	<b>\$63/day</b> <small>includes PD days</small>
<b>Family Discount</b> <small>multiple child family discount</small>		<b>5% OFF</b>	<b>5% OFF</b>	<b>5% OFF</b>			

PD Day fee's and hours will apply to Sturgeon School Division Professional Development, In-Lieu, Non-Operational and Teacher Convention Days.

### **Other Fee's**

<b>Registration fee (per registration) Non-Refundable</b>	\$20/per registration
<b>Late pick-up fee (per child) after 6:00pm</b>	\$20/per child per 15 minutes
<b>Duplicate Income Tax Receipt fee</b>	\$20/per month
<b>NSF fee</b>	\$25
<b>Non-notification of Absenteeism</b>	\$20/per incident

Fees are subject to change at the discretion of the Town of Gibbons. Parents will be provided with a minimum of thirty (30) days written notice prior to this change

## Alberta Child Care Subsidy

The Government of Alberta offers a Child Care Subsidy Program. The following are guidelines to apply for the Alberta Child Care Subsidy

You can apply for a subsidy if:

- You or your spouse/partner, or the child receiving care are Canadian citizens or permanent residents of Canada and live in Alberta.
- You or your spouse/partner are an Alberta resident.
- Your children are 12 years of age or younger and are not yet attending Grade 7.
- You and your spouse/partner are currently working, attending school, looking for work or have special needs OR You or your spouse/partner stay-at-home and have your child(ren) enrolled in a licensed pre-school or approved early childhood development program.

The following is the maximum subsidy rates for Alberta

INCOME	SCHOOL AGE (grade 1-Grade 6)
\$0 to \$49,999	\$366
\$50,000 to \$54,999	\$348
\$55,000 to \$59,999	\$311
\$60,000 to \$64,999	\$275
\$65,000 to \$69,999	\$238
\$70,000 to \$74,999	\$201

Reference: <http://www.humanservices.alberta.ca/documents/child-care-subsidy-rates.pdf>

For general inquiries about child care subsidy call 1-877-644-9992 or 780-644-9992 within Edmonton, Monday to Friday from 7:30 am to 8:00 pm or go to [HTTP://WWW.CHILD.ALBERTA.CA/HOME/1148.CFM](http://www.child.alberta.ca/home/1148.cfm)

Reference: <http://www.humanservices.alberta.ca/financial-support/15104.html>

## 2.2 Payment Policy

### Due Dates

All payments must be made to the "**TOWN OF GIBBONS**" on the first working day of each month.

**\*\*Please give 1–3 business days for clearance.**

If your account is outstanding, you will be given a reminder call by the 10<sup>th</sup> of the month by the Program Manager or designate. Alternative payment arrangement must be made at that time with Program Manager or designate. Should your account be outstanding for **one month**, a **\$50.00** administration fee will be charged to your account. In addition, your child **will not** be allowed to participate in the program until all fees are paid in full.

A late fee of \$20.00 per 15 minutes (or portion thereof) per child will be charged to parents picking children up later than 6:00 p.m. **Fees must be paid no later than three days after the incident occurs and is paid directly to the staff.**

Part-time (casual) families will receive a credit (to be used within 30 days) if the program is cancelled due to weather, School closure, or child illness (doctor's note may be requested). All rebooking of care must be done through the Program Manager. Please state at that time that you would like to apply your credit. Notification of cancellation must be received at the Town Office 5 business days prior to pre-booked care.

Full-time families will not receive credit for any cancelled program. But consideration may be given to families on a case by case basis due to extended childhood illness with a doctor's note.

Full time families will not receive a reduction in fees for children absent from the program for any length of time (this includes holidays or sick time). Parents are required to pay the full monthly fee whether their child is in the program the full month or not.

A non-refundable registration fee of \$20.00 per child is payable upon registration to hold childcare space at the program.



## Payment Methods

- **Cheques** are to be made payable to the: "**TOWN OF GIBBONS**". Post-dated cheques, for the year, will be held on file at the Gibbons Town Office.
- **Credit Card Authorization** will also be held on file at the Gibbons Family Resource Program.
- **Cash/Debit** will only be accepted at the main Town of Gibbons Office.

**\*\*The program staff will not under any circumstance accept monthly fee payments.**

## NSF Cheques

After two NSF (non-sufficient funds) cheques; only cash, certified cheque or debit will be accepted. An additional **\$25.00 fee** will be charged to cover charges for each NSF cheque.

## Income Tax Receipts

The person responsible for making the monthly childcare payments will receive a receipt each month either through the program or by mail. These receipts can be used for income tax purposes. The Town does not issue a separate income tax receipt with your yearly total.

**There will be a charge of \$20.00 per month for any duplicate/replacement receipts.**

## 2.3 Registration

### Enrollment

The program provides before and after school care for children in Kindergarten through the end of Grade 6 attending Sturgeon School Division Schools. Enrollment is not discriminatory and welcomes each unique child.

The **Landing Pad Out of School Care Program** operates out of Gibbons Cultural Centre at 5115 51 St, Gibbons.

### Full Time Options

Before and After School care, children are enrolled in both mornings and afternoons, and PD days on a 10-month full time basis.

Before School only children are enrolled in only mornings, and PD days on a 10-month full time basis.

After School only children are enrolled in only afternoons, and PD days on a 10-month full time basis.

### Part Time Casual Options

Before School only care comprised of daily before school bookings monthly.

After School only care comprised of daily after school bookings monthly.

Daily rate comprised of daily booking for before and after school or PD days monthly.

To enroll and secure a spot for your child in the program, parents and/or guardians must register each child in the program at Gibbons Family Resource Program and enclose a \$20.00 (non-refundable) deposit. Parents and/or guardians must complete the registration forms and adhere to the parent fee agreement. Additionally, the program requests that parents and/or guardians complete all permission and waiver forms, visits the program at least once with their child prior to their first day, read and understand the Parent Handbook, pose questions and raise any relevant concerns.

Registration for the next school year (September) at the program begins in May and will continue based on available childcare spaces. The program gives priority to existing families enrolled in the program, then opens available childcare spaces to the public on a first come, first served basis beginning in June.

### Orientation

When families register, they are encouraged to tour the facility and will receive a copy of the parent handbook.

The parent handbook outlines necessary and applicable information to the child's care. The handbook also notifies parents of the program policies and procedures. Parents are encouraged to be familiar with the Parent Handbook and if they have any questions to contact the Program Manager or Staff.

## Withdrawing from the Program

The program requests a minimum of two (2) weeks written notice to change or cancel childcare. Parents and/or guardians of the child are responsible for fees up to the last day of care. Postdated cheques and credit card authorization will be return once the account is up to date/paid in full.

## 2.4 Scheduling

### Schedule

Before and After School believes that program planning and practices support every child's optimal development in an inclusive early learning and care environment that incorporates the value and importance of play.

Program incorporates inclusive practices to involve all children in the program, that promotes physical activity and minimize the time that children sit sedentary.

Staff will observe and record children's interest and curiosities and then program accordingly.

Staff will adapt activities and experiences to ensure children with diverse capabilities can participate at levels where they can feel confident and will intentionally plan for a variety of indoor and outdoor physical experiences each day.

### Notifying program of absentee

Please be considerate of the staff and other children by informing us of any changes to your child's attendance. Parents and/or guardians must contact the program staff if their child will not be attending that day or will be arriving late.

It is imperative that the program be contacted especially in the case of after school pick-up. All children are accounted for prior to leaving any pick-up location. Therefore, it is vital to know if a child will not be attending. Staff at the program **will not** leave any location unless each child for that specific day is accounted for. If a child is not accounted for, staff will check with the Host School and contact the parents/guardians of the child to determine a reason for their absence.

Please note that if you are eligible for subsidy it is recommended that you review the subsidy policies regarding accumulated absences.

If a child's absence is due to medical reasons, please provide the program with a doctor's note and consideration will be given to receive a pro-rated refund or credit. At no other time will absences be granted a refund or credit.

**A Non-notification of Absenteeism fee of \$20 per child may be charged to the parents/Guardians.**

- 1) First offence: A verbal warning will be given to the parent/guardian and Program Manager will be notified.
- 2) Second offence: The non-notification fee will be charged immediately to the families' account.
- 3) Third offence: If the program is not notified more than 3 times within the school year or have not paid their non-notification fee to the program, suspension from the program may occur.

### Bus Cancellation and Outdoor Weather Policy

**If Sturgeon School Division Transportation (SSDT) has cancelled busing due to bad weather or poor road conditions, the program will be available for full day childcare from 6am-6pm.**

The Program Manager or designate is responsible during inclement weather to ensure they act in a reasonable manner and with full regard for the safety and well-being of all children in the program.

The lowest temperature at which the program will be required to go outside shall be **-20 Celsius**. The temperature used to determine suspension of outdoor activities will consider wind-chill. The program will use Environment Canada data to determine temperature. Parents are to ensure their children come ready to go outside up to -20.

**\*Reference: Sturgeon School Division policy I/3 – Inclement Weather**

## 3. HOURS OF OPERATION

### 3.1 Program Hours of Operations

Program	Before School	After School	PD Days & Breaks
Landing Pad Out of School Care Program	6:00am-8:30am	3:00pm-6:00pm	6:00am-6:00pm

### 3.2 Holidays & Program Closures

September	October	November	December	February	March	April	May	July-August
Labour Day	Thanksgiving	Remembrance Day	As posted in program	Family Day	As posted in program	Good Friday Easter Monday	Victoria Day	As posted in program

### 3.3 Late Pick Up

The program operates until 6pm on school days. It is the parent's responsibility to make sure that their children are picked up and signed out of the program by that time. If children are not picked up and signed out of the program by 6pm, the staff will try to locate parents by phone. If they cannot be reaching the staff will call emergency contacts, and they will be asked to come pick up the child. Late charges will apply if child is not picked up by 6pm:

**\$20 per child, per 15 minutes after 6 pm paid directly to the staff.**

- 1) First offence: A verbal warning will be given to the parent/guardian and Program Manager will be notified.
- 2) Second offence: The late fee will be charged immediately.
- 3) Third offence: If a child is picked up late more than 3 times within the school year or have not paid their late charges to the staff, suspension from the program may occur.

## 4. OUR PROGRAM

### 4.1 Program Planning

The Out of School Care Program believes that program planning and practices support every child's optimal development in an inclusive early learning and care environment that incorporates the value and importance of play.

Program incorporates inclusive practices to involve all children in the program, that promotes physical activity and minimize the time that children sit sedentary.

Staff will observe and record children's interest and curiosities and then program accordingly.

Staff will adapt activities and experiences to ensure children with diverse capabilities can participate at levels where they can feel confident and will intentionally plan for a variety of indoor and outdoor physical experiences each day.

### 4.2 Drop-off / Pick-up Procedures

We are fortunate to have a central location within Gibbons Cultural Centre with access to the outside that enables us to walk children to and from school transportation. Parents are required to sign children in and out of the program. If parents are unable to pick up child on any given day, only registered adults (18+yrs) or emergency contacts (18+yrs) can sign the child out. Please inform staff if someone other than parents will be picking up the child. If the person picking the child up is a minor (under 18yrs of age), written permission must be given to program staff **PRIOR** to release.

### 4.3 Program Contact Numbers

Landing Pad Out of School Care Program 780-777-7829

Program Manager 780-923-2374

Program Emergency After Hours number 780-690-4577

### 4.4 Nutrition

Adequate nutrition is a vital component to a child's healthy development. Proper nutrition increases a child's level of energy and encourages good eating habits. The program utilizes Canada's Food Guide when preparing snacks for the children. Staff will adhere to these guidelines and promote good eating and nutrition comprehension to children. Program staff also would like to incorporate different ethnic and cultural backgrounds in the nutrition program.

Therefore, twice a month on Fridays' snack will be "TASTES OF THE WORLD"

As we are a licensed age care program, we are required to ensure that children are provided with a snack that has at least two of the food groups contained in the Canada Food Guide. The quantity will be determined by the staff in relation to the day's plans.

Parents must also make the program and its staff aware of any food allergies/restrictions their child may have at the time of registration. These must be indicated in writing. If any food allergy/restrictions change, the program must be notified immediately. Please keep in mind that the program is strictly a **peanut free** environment for all.

### 4.5 Personal Belongings

The program encourages all children to be responsible of their own personal belongings. Each child is expected to store their belongings in a designated location. **Parents are to ensure their children come ready to go outside up to -20 and have spare clothing if needed.**

The program staff will reinforce this behaviour but will not be held accountable for lost, stolen or damaged items.

#### Toys from Home

The program requests that all toys are left at home to help us prevent accidental loss, damage, and conflict over toys. The program aims to provide a variety of program, activities, and equipment to children attending the program. With a range of activities and equipment children will not be required to bring toys from home.

#### Special Requirements

From time to time the program may request special items to accompany your child. Items requested are to support activities the child may be participating in while at the program. Parents will be notified of when these items are required through our monthly calendars. Please consult the program staff if you have any questions

#### Personal Electronic and Media devices

The program is not responsible for loss or damage to any personal electronic devices.

### 4.6 Parent Involvement

Parental involvement is a key element to providing successful and effective program to children. Parents are essential to motivating and encouraging children to participate in the program. Participation of parents and children will help maximize the success of the program and enhance the child's experience. The program encourages parents to become involved in their child's care to ensure a connection is made between the program and its families.

The program invites parents to become involved in a variety of ways. Comments, concerns, and opinions are appreciated and valued by the staff at the program. Some of the ways in which parents are encouraged to be involved include:

#### Phone

Parents may call at any time to inquire about their child's progress, ask questions, or to raise a concern.

#### Programming

Opportunities to participate in program planning for parents will take place during parent and child meetings, open houses, program feedback forms, and through verbal feedback. Program input is welcome and

encouraged. If a parent indicates a special skill or would like to donate time to the program, the program will consider and consult that parent in person.

### **Parent Board**

The parent board is in the program room and a closed parent group on Facebook that is directed towards parents. It will be utilized by the program to notify and convey messages that are general, relevant, or of a special nature to parents. Parents are encouraged to visit the parent board on a regular basis.

### **Open Communication**

Open communication is necessary between staff and parents. This will assist in serving its children and families. Children's needs will be better identified and addressed by staff with open communication. The parents will always be encouraged to participate in the care of their child through support, feedback, open communication, and attendance at meetings and special activities.

### **Volunteering**

Parents wishing to volunteer on a regular ongoing basis with the program will be required to provide a copy of a criminal record check that is dated no earlier than six months prior to the date of commencement. At no time will parents be permitted to be alone with any of the children registered in the program, except their own, at which time they will be required to assume responsibility for their child and sign the appropriate forms.

Parents who are wishing to attend field trips with their child, may do so without a criminal record check but will at no time be permitted to be alone with any of the children registered in the program, except their own, at which time they will be required to assume responsibility for their child and sign the appropriate forms. Parents wishing to attend a field trip must notify program staff by the sign-up deadline. Transportation will be provided to the parent if they arrive before the designated departure time and are signed into the program as a guest.

Parents can provide their own transportation but must inform the program staff that they will be meeting the program at the destination. At that time, the child and the parent will need to sign into the program. The Parent and child will need to sign out of the program when they leave the destination.

## **5. GENERAL PROGRAM POLICIES**

### **5.1 Child Guidance Policy**

Expectations for behaviour at the Landing Pad Out of School Care Program is based on safety and respect. They include respect for self, others, and property. Children who attend program must agree to follow a set of clear guidelines regarding their expected behaviour. These rules are in place to protect all children and staff; to prevent damage to the Program and its equipment; and to allow for appropriate action should a violation occur.

#### **Children**

Each child is expected to be aware and responsible for their choices in behaviour and activity. Children are expected to respect the limits and boundaries of the staff, their peers, and the facility. Staff will assist children in making these choices and remind them of the rules and guidelines they are expected to follow.

Should a lack of respect or unsafe behaviour exist, staff will stop or redirect the undesirable behaviour at the time it occurs. Staff will discuss the behaviour and the importance of the rules. Children will also be given the opportunity to identify and negotiate potential outcomes that are appropriate in the circumstance. It is also expected that staff will provide the children with the opportunity to resolve conflict themselves using language and problem-solving skills.

Specific behaviours that will not be tolerated include physical or verbal attacks with each other or with staff members. There will be zero tolerance for bullying behaviour in any form. Should bullying occur the specific outcomes, outlined in the bullying policy, will be adhered to.

Any child guidance action taken within the Program will be reasonable to the circumstances and at no time will staff use physical or emotional means to correct the behaviour. Additionally, group outcomes will not be taken in response to the actions of an individual.

Under no circumstances will staff:

- Inflict, or cause to be inflicted, any form of physical punishment, verbal or physical degradation or emotional degradation.
- Deny or threaten to deny any basic necessity, or

- Use, or permit the use of, any form of physical restraint, confinement or isolation.

Children will also be asked to give their opinions and help maintain the Child Guidance policy.

### **Staff**

Staff at the program will treat all children with dignity and respect and will maintain fair and equitable treatment to each child. It is also expected that staff will promote and support the well-being and development of all the children. Each staff will model appropriate behaviours that are expected of the children and encourage positive interaction. Staff will establish rules that identify appropriate behaviour and provide opportunities for the children to help identify additional rules of expected behaviour. Staff will communicate these rules in a clear and concise manner and indicate the importance of the rules and their outcomes. Furthermore, staff will encourage the children to be responsible and accountable for their own behaviour. Fair and realistic outcomes will be imposed on those presenting undesirable behaviours. Consistency of the rules, outcomes and behaviour management techniques will be demonstrated by all staff. Confidentiality and a child's privacy will be maintained when discussing a child's behaviour.

Staff will apply outcomes that are realistic and appropriate to the age of the child, severity of the behaviour, and the frequency of the behaviour. Staff will only employ outcomes when children are unable to safely develop a solution themselves. Staff will practice minimizing misbehaviour and employ good behaviour management techniques which may include:

**Redirection:** Staff may stop or redirect an activity or behaviour that is undesirable or unsafe.

**Reinforce:** Staff will positively reinforce good behaviours.

**Resolution Time:** Staff will provide time for the child/children to contemplate and strategize a solution acceptable and safe to all.

**Outcomes:** Staff will apply outcomes when necessary. This may include limiting the child's choices in the program, developing an activity to address the behaviour, etc.

Staff are also responsible for completing incident reports and communicating these with the parent(s) and/or guardian(s) of the child.

Persistent behaviours demonstrated will result in a progressive plan to eliminate the undesirable behaviour.

This plan can include parent meetings with or without the child, suspension, or termination from the program. The outcome of persistent behaviours will reflect the severity of the behaviour and the willingness to eliminate that behaviour by the child and the parent or guardian.

Should an incident of bullying occur, staff will adhere to the Bullying Policy (section 3.2)

All staff are required to understand and adhere to the Child Guidance Policy as instructed during the staff orientation. Staff may also review this policy at any time by consulting their orientation manual or the policy manual kept at the program. Staff will also be asked to attend professional development sessions or in-services, some of which will focus on Child Guidance techniques. Moreover, staff will review this policy with the children at the beginning of each session, in September and January and when required.

### **Parents**

All children need nurturing and guidance to develop a strong sense of self that is capable and confident to making positive choices. The Out of School Care Program works towards creating a positive team environment where children can safely interact with others while their parents or guardians complete their workday. It is expected that parents or guardians are active members in the care for their children by communicating regularly with the staff to ensure they are receiving appropriate out-of-school care. It is expected that parents maintain open communication with the staff and have a desire and willingness to help their children should they experience or exhibit difficult behaviour.

Parents will be responsible for reading the Child Guidance policy found in the Parent Handbook. Parents may also find this policy at the program. Staff will encourage parents to consult additional childcare resources to assist in the care of their child, particularly those experiencing behaviour issues. Parents should also be aware that all children attending the program have been informed of this policy and that staff will review it on a regular basis and as needed. Should an incident occur, and staff write an incident report, parents will be required to sign the incident report to indicate their understanding and knowledge of the event.

If there are any questions or concerns regarding the Child Guidance policy, parents may consult staff for clarification or to express their concerns. If staff is unable to address the questions or concerns, they will find the answer for the parent or refer them to the Program Manager.

## 5.2 Bullying Policy

The Out of School Care Program believes in providing a safe, receptive, non-threatening environment in which children can actively participate. All staff, children, and parents must work to maintain a commitment to providing a bully free zone within the program. The program is committed to supporting children in their rights to a safe atmosphere where they can succeed, develop responsibility for their actions and demonstrate self-guidance.

The purpose of the bullying policy is to promote a caring environment where children, staff, and parents are active in the prevention of bullying. It encourages children to act respectfully with self-guidance, utilize appropriate problem-solving skills, report unacceptable behaviours and to be accountable for their actions. All staff, children, and parents should be aware that bullying behaviours of any kind are not permitted, excused, or tolerated. Any bullying behaviours that are reported or observed will be addressed promptly and effectively. Should anyone witness bullying behaviours it is expected that they report it immediately so it can be addressed at that time. The bullying policy will provide clarification on bullying behaviours, what the procedures are for reporting and responding to bullying and provide support and assurance that it will be dealt with consistently and effectively. This policy also outlines potential outcomes of bullying behaviours. Bullying behaviours are taken very seriously and children will be supported should they ever report a bullying incident.

### What is Bullying?

Bullying is when an individual deliberately uses intimidation, aggression, and/or cruelty with the aim of hurting another person. Bullying is a conscious act that takes advantage of an imbalance of power. It is often repeatedly directed towards one or more individuals with the intention of causing pain or distress. Bullying activities can happen anywhere at any time. It is not normal or acceptable behaviour and will not be excused as being a part of life. If a child falsely accuses another individual of bullying it will be considered as bullying. Bullying is a misuse of power exerted on others with a hurtful intention. Bullying activities can take many forms. The form of bullying used may change over time as children mature and more than one form of bullying can be presented. Bullying can be:

- **Emotional/Social** - exclusion, shunning, tormenting
- **Physical** - pushing, kicking, hitting, any use of violence
- **Verbal** - name-calling, ridiculing, verbally attacking or threatening others
- **Cyber/Graphic** - using computer or other technology (cell phones, cameras) to harass or threaten
- **Racist** - racial gestures, slang, threats based on racial characteristics
- **Sexual** - unwanted physical contact, sexually threatening or abusive comments

**\*Please note-bullying activities are not limited to the above examples\***

Almost everyone has encountered bullying, either as a bully, a target, or as a bystander. The Landing Pad Out of School Care Program promotes the prevention of bullying activities and recognizes the significant effects (bullying interferes with providing a safe and respectful environment resulting in pain and distress; often creating anxiety, and fear). It can also lead to long term effects for the bully and/or the target. Bullying can interfere with an individual's willingness to participate in program and activities. Individuals experiencing bullying do not benefit from the program and activities offered as they make choices in response to fear or emotional distress.

Children need to develop a healthy sense of confidence and self-esteem to build the skills necessary to resolve conflict. Bullies like attention and thrive with an audience. This bullying policy is aimed towards guiding children to develop confidence in resolving conflicts and preventing bullying behaviours.

### Signs and Symptoms of Bullying

Children may exhibit signs and symptoms that they are involved in bullying. The program has many resources and referrals available for children, parents, and the community to access if needed.

**Procedures:** Should bullying behaviours occur, appropriate responses include:

- **Identify** - children, staff, and parents will work towards identifying potential and present bullying behaviours. These behaviours must be carefully analyzed as to avoid false accusations.
- **Report** - the incident must be reported to staff at the time it occurs or is observed.
- **Investigate** - gather all relevant information to the bullying incident. Staff must do their best to consult everyone that was involved or that observed the bullying behaviours.
- **Incident Report** - staff must write an incident report and notify the Program Manager. Parental involvement

will then be determined.

- **Inform Parents** - if required, the parents will be informed of the incident.
- **Meetings** - meetings may be scheduled with the parents to discuss the behaviours. Children may or may not be required to attend.
- **Stop Behaviour** - bullying behaviours must be stopped. Staff, children, and parents must try to create behaviour change.
- **Consult police** - police will be alerted if the situation warrants assistance.

The program promotes the prevention and awareness of bullying and encourages the children to be involved. Primarily children will be responsible for reporting bullying behaviours. They will also assist staff in determining rules and defining acceptable behaviours.

### Outcomes

As a result of bullying, appropriate outcomes will be applied. Various factors will be used to determine potential outcomes. These factors include the age, development, and maturity level of those involved, history and/or patterns of behaviour, severity of incident, context, relationship between those involved, and other surrounding circumstances. Children are also encouraged to take responsibility for their actions and resolve the conflict if possible. Children will be asked to participate in the negotiation process of determining an appropriate outcome. Any outcomes applied will be relevant to the situation. Only those involved in the bullying situation will have outcomes imposed on them. Applied outcomes will result in fair and equitable treatment to those involved. Further, the outcomes for bullying behaviours will be consistent with the Child Guidance Policy.

#### Outcomes may include but are not limited to:

- Discussion of bullying behaviours, respect for the environment and others
- Limiting choices
- Developing activities to address behaviours that reinforce positive behaviours
- Action plan/behavioural contract
- Parent meeting/discussion to determine an action plan together
- Ongoing supervision of problematic behaviours
- Referral to resource library
- Referral to community organizations/agencies
- Expulsion from the program

Resolution time for those involved to resolve the conflict and create solutions

### 5.3 Supervision Policy

The Program will ensure that primary staff observes children's play and behaviour both indoors and outdoors by:

- Directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups.
- Observing play and anticipating what may happen next to provide caregivers with the opportunity to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in the caregiver's direct line of sight (such as those in outdoor play spaces).
- Positioning staff to allow for the supervision of the entire group of children.
- Monitoring children's health to identify early signs of fever, illness, or unusual behaviour; and
- Watching and participating in children's play to ensure that children are playing in a safe manner.

Staff are aware of the program indoor and outdoor physical environments by:

- Conducting regular safety checks of the program premises and equipment to remove hazards.
- Position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas.
- Know which individuals are authorized to pick-up a child from the program in place of a parent.
- Notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded.
- Remember where emergency medications, first aid kits, and emergency contact numbers are kept; and



- Monitor children are always.

The program will promote child safety through supervision including all children accounted for both on and off premises, when arriving or leaving the program premises by:

- Creating and following policies and procedures that outline supervision practices for program.
- Reviewing policies on a regular basis with all staff, including caregivers, particularly when there are programming changes (for instance, during the spring when children are outside more, or in the fall, when new children may enroll in the program);
- Recording the actual arrival and departure times of children, including their arrival or departure from outside play or field trips.
- Using a consistent system during headcounts or roll call (counts should be done during all transitions, including when children leave or return to their classroom, or enter or leave a vehicle).
- Establishing simple rules for children (for example, “when we are indoors, we walk”); and
- Maintaining staff to child ratios always.

## Transfer of Supervision

### For Sturgeon School Division Transportation students

Parents, whose children are attending other Sturgeon School Division Schools and riding Sturgeon School Division Transportation (SSDT), must make all arrangements with Transportation directly at:

<http://www.sturgeontransport.ca> or call 780-939-4341 or toll free 1-888-459-4062.

**It is not the program’s responsibility to organize transportation.**

**Sturgeon School Division Transportation Fees are not included in program fees.**

Children will be accompanied to and from school buses. The program is not responsible for supervision of children once they have boarded SSDT either before or after school. **Once children have either boarded or disembarked from SSDT, supervision is transferred between the program staff and SSDT Staff.** The program staff will escort children to and from SSDT before and after each school day. It is the parents/guardian’s responsibility to register with Sturgeon School Division Transportation to have bus privileges and to be aware of their policies and procedures.

**It is not the program’s responsibility to transport children to and from school at any time**

\*Reference: Sturgeon School Division policy I/2 – School Bus Safety and 1/5– Suspension of School Bus Privileges

### For children in the program

Children attending either program will only be released to adults (18+yrs) with authorized written consent by the child’s legal parent or guardian. Upon registration parents are asked to submit a list of adults (18+yrs) authorized to pick up their child. Any changes to this list must be made in writing. If the person picking the child up is a minor (under 18yrs of age), written permission must be given to program staff **PRIOR** to release. Parents, guardians, emergency contacts, and individuals on the list must bring ID and be willing to show it when asked. Children will then be released to those individuals after presenting ID.

When a person unknown to the staff requests a child, the staff will ask for ID and compare it to the authorized pick-up list for that child. If the individual’s name is not on the list the child will not be released. This person will be asked to leave the program area. It is very important to notify staff of any special circumstances regarding your child’s pick-up (i.e. custody arrangements, restraining orders etc.).

If any person, including a child’s legal guardian, arrives to collect a child and staff has a reason to believe that individual to be under the influence of alcohol or illegal drugs, the staff reserves the right to refuse to release the child. An attempt will be made to contact another authorized individual for pick-up. If the parent/legal guardian chooses to leave the program with the child, the staff will contact the RCMP to make a report.

**\*\*All children must be signed in and out of the program every time.**

### Distal Supervision

Staff at the program recognizes the importance of quality supervision. Direct supervision permits staff to observe activities and games, maintain safety, be proactive, monitor interactions, and to react quickly if a situation deems it necessary. Supervision also helps identify situations or activities that need extra staff.

Additional staff will be utilized when an increased risk is involved, such as swimming. Supervision is essential to the protection of the child's safety and well-being.

As children mature there is an increased need to be responsible and independent. The program addresses this need by providing children aged nine (9) and above with the privilege of distal supervision. Legislation indicates that children aged nine (9) and above may participate in this type of supervision. Distal supervision will assist the child in developing responsibility while acting independently.

Distal supervision privileges will only be granted to children aged nine (9) and above with written permission and agreement between the parents and the staff. A distal supervision form will have to be completed. Distal supervision may be granted when there is a planned, location-specific, time-limited program or activity for children aged nine (9) and above. This planned activity will be intermittently supervised by the staff member. If a child demonstrates behaviours that are not responsible, their distal supervision privileges will be withdrawn.

## 5.4 Inclusion Policy

Inclusion of children with developmental disabilities provides an essential opportunity for mutual learning, acceptance, and awareness of each other's needs.

Policy:

We are committed to providing care to children and families with exceptionalities if.

- The child's exceptional needs can be met to the fullest to positively ensure his/her overall growth and development.
- The child can be included positively into group settings.
- The parent/s support and co-operation are evident.
- The total number of children with disability and without disability is balanced according to the needs of everybody.

## 5.5 Media Policy

We recognize that devices are all around us, and that they are a part of everyday life. But we also recognize that screen time usage amongst children needs to be limited.

The program shall establish practices within the program to ensure that all students are taught responsible use of information and communication technologies within a safe and caring environment.

Therefore, **Wednesdays from 4:00-5:00pm will be Electronic Play Time.**

During that time, the program staff have the right to monitor what is being viewed by the child and remove access to all electronics if deemed necessary. All means of Social Media (Facebook, Pinterest, Snapchat, Instagram, etc.) are not permitted by the children at the program.

The program is not responsible for loss or damage to any personal electronic devices.

Inappropriate or excessive use of Personal Electronic Devices' by staff or child may result in administrative outcomes.

### Movies

Only **'G' rated movies (based on the Quebec ratings)** will be shown on PD Days after the program returns from the field trip.

## 5.6 Bus Cancellation and Outdoor Weather Policy

**If Sturgeon School Division Transportation (SSDT) has cancelled busing due to bad weather or poor road conditions, the program will be available for full day childcare from 6am-6pm.**

The Program Manager or designate is responsible during inclement weather to ensure they act in a reasonable manner and with full regard for the safety and well-being of all children in the program.

The lowest temperature at which the program will be required to go outside **shall be -20 Celsius**. The temperature used to determine suspension of outdoor activities will consider wind-chill. The program will use Environment Canada data to determine temperature. Parents are to ensure their children come ready to go outside up to -20.

**\*Reference: Sturgeon School Division policy I/3 – Inclement Weather**

## 5.7 Open Door Policy

The Landing Pad Out of School Care Program offers an **Open-Door Policy**. An **open-door policy** allows parents to visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the program routine, to avoid disturbing the program schedules and activities.

## 5.8 Staff, Volunteer and Parent Screening Policy

### Staff

Staff applying to work in the Program will be interviewed by the Program Manager or designate. Priority will be given to individuals who have a Child Development Assistant certificate and current first aid certification. Prior to offering employment references will be contacted, qualifications verified, and recommendations made to the Program Manager. Upon hiring, new employees with the Town of Gibbons are required to provide a criminal record check, including a vulnerable sector search and are requested, as part of their offer letter to immediately report to the RCMP Detachment with the appropriate identification required for the request. Once completed, employees are required to present a copy of the criminal record check to the Program Manager.

### Volunteer

Volunteers, wishing to volunteer on a regular ongoing basis with the program will be required to provide a copy of a criminal record check that is dated no earlier than six months prior to the date of commencement and will be screened by the Program Manager or designate. At no time will volunteers be permitted to be alone with any of the children registered in the program. Interviews, reference checks, verification of qualifications will be the responsibility of the Program Manager or designate. Volunteers not screened by the Program Manager or designate will not be permitted to volunteer with the program. All volunteers will be required to sign in and out of the program.

### Special One Time Visitors/Presenters

Will be booked and screened by the Program Manager or designate before access is allowed in the program. They will not be required to provide a criminal record check. At no time will special visitors or presenters be permitted to be alone with any of the children registered in the program. All special visitors/presenters will be required to sign in and out of the program.

### Parent

Parents wishing to volunteer on a regular ongoing basis with the program will be required to provide a copy of a criminal record check that is dated no earlier than six months prior to the date of commencement and will be screened by the Program Manager or designate. At no time will parents be permitted to be alone with any of the children registered in the program, except their own, at which time they will be required to assume responsibility for their child and sign the appropriate forms. All parents will be required to sign in and out of the program.

Parents who wish to attend field trips with their child, may do so without a criminal record check but will not be permitted to be alone with any of the children registered in the program. Parents wishing to attend a field trip must notify program staff by the sign-up deadline. Transportation will be provided to the parent if they arrive before the designated departure time and are signed into the program as a guest.

Parents can provide their own transportation but must inform the program staff that they will be meeting the program at the destination. At that time, the child and the parent will need to sign into the program. The Parent and child will need to sign out of the program when they leave the destination.

## 6. COMMUNICATION

### 6.1 Communication

The program policies will be reviewed on a consistent basis. Applicable amendments will be made as required by the staff, children, and parents to effectively meet their standards of care.

#### Parent Correspondence via Facebook ([f](#) Gibbons Landing Pad Out of School Care Program)

The program aims to provide parents with information on a consistent basis that covers pertinent topics regarding your child's care, or upcoming events. We encourage all parents to collect and read all the information available in the program.

## 6.2 Communication regarding off-site activities

All parents/guardians will be given a written notice at least one week prior to any off site activities.

Parents/Guardians must sign a consent form giving permission for each off-site activity. Transportation and supervision arrangements will be communicated on the consent form and will be specific to the activity.

The program may go on casual outings to any of the following locations. General consent is given for these casual outings in the child's registration forms. The program will post any information pertaining to their whereabouts at the program and will return to the program no later than 5:00pm.

### Town of Gibbons:

- Gibbons Cultural Centre: Library, Youth Centre and Auditorium
- Gibbons School Playground
- Gibbons Arena
- Circle K Gas Station
- Gibbons Fire Department
- Gibbons Post Office

The children's portable records must be taken during any activity that takes place off the program premises.

### Money and Purchase of Products during off site activities

Further, children are not required to have money with them while attending the program. Parents are asked **not** to send money with their child to make purchases while the program is on field trips. Children will not be granted the opportunity to purchase food, snacks, or products during any field trips

## 6.3 Reporting incident/accident or serious illness

Procedures for reporting accidents/incidents/serious illness consists of completing an incident or accident report form. All report forms are signed by the attending staff and must be brought to the attention of the child's parents. Parents will also be required to read and sign the forms indicating that they have been informed and are aware of the incident. After completion forms must be forwarded to the Program Manager.

## 6.4 Complaint Procedure

The program will make every effort to address concerns if they arise. If a situation causes concern, please address it in the following manner: Verbal or written concern given directly to the staff. If the issue is not resolved, please discuss it with the Program Manager.

## 6.5 Access to Monitoring and Licensing Inspection Reports

Parental access to monitoring and licensing inspection reports are made available to interested parents by the Program Coordinator. Licensing and inspection reports help the program ensure that they are offering quality programming and activities to children in a safe and well-maintained environment. Parents are invited to access these reports for their child's well-being.

## 6.6 Ongoing Evaluation and Improvement

Parents will also be asked to provide periodic program evaluations and/or possible improvements throughout the year. These evaluations will be set up to provide information by both the parent and the child. Policies and procedures will be reviewed in May to ensure that the information is current.

### Program Staff Self Evaluation:

Regular internal all staff meetings (bi-monthly) will be scheduled to review progress. Staff will be asked to provide program feedback. Program Supervisors and Program Manager will meet on a bi-monthly basis to discuss management concerns. All staff will be asked to complete a self-evaluation each May and will be discussed with the Program Manager in June.

## 7. HEALTH AND SAFETY

### 7.1 Accident or Illness

Parents will be notified in the case of an accident or serious illness involving their child. In the case of an accident requiring first aid or medical assistance the staff will evaluate and, when appropriate, administer basic first aid.

Out of School Care Program may secure such medical advice and services as it, in its sole discretion, may deem necessary for the participant's health and safety and the parent will be financially responsible for such advice and services. A medical release will be signed by parents/caregivers at time of initial registration.

Children attending the program must be in good health. Sick children, as pertains to below will not be permitted to attend the program at any time to protect their own and others health and safety.

Basic medical information is required at time of registration and will be used in the event of an accident or illness. The following information is required: Child's AHC, Immunization records, name of family doctor and telephone number, allergies information, information regarding medication and any other pertinent medical information/restricted activities.

#### **Circumstances under which are grounds for excluding a child from the program**

To protect the health and safety of children and staff, children displaying symptoms of communicable diseases, illnesses, and other conditions are asked to stay at home or make alternative arrangements. This will help us ensure viruses and illnesses are not spread at the program. The following are circumstances in which a child will be excluded from the program:

- vomiting, having a fever, diarrhea or a new or unexplained rash or cough,
- requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.
- If a child exhibits the signs and symptoms of illness the program will:
  - Call parents/guardians for immediate removal of the child from the program premises

A child may return to the program if the staff are satisfied that the child does not pose a health risk to other children or caregivers. A parent may be required to submit a physician note.

will record all illnesses reported by parents or observed by staff in the Alberta Health Services Child Facility Incident Log Sheet, which includes date of illness documented, child's name, date illness first observed by staff, date and time symptoms started as reported by parent, illness symptoms, action taken, time parent picked up child, who reported, date and time child returns to program.

If parent fails to remove child from the program, the child's emergency contact will be asked to remove the child, if the child has not been picked up within 2.5 hours of contact, Child and Family services will be contacted.

Parents are informed of the policies surrounding illnesses at the program and through the Parent Handbook.

#### **Communicable Diseases/Illnesses/Conditions**

Parents must notify the staff and make alternative arrangements for their care when a child has been exposed to a communicable disease. Additionally, the program must be notified of the child's absence and illness.

Should the disease be of a serious nature, the program may request a doctor's note indicating good health before they can return. Communicable Diseases/Illnesses/Conditions may include but are not limited to: Chicken Pox, Pink Eye, Hepatitis A/B, Ringworm, Influenza, Strep Throat, Head Lice, Tetanus, Measles, Meningococcal Meningitis, Mumps and Whooping Cough.

#### **If a child becomes ill at the program**

If a child becomes ill while attending the program and cannot participate in activities, the child will be made comfortable in a separate space away from other children. A parent of the child will be contacted immediately. Parents will be expected to pick-up the child and make alternative arrangements. If a parent is unavailable, the emergency backups indicated on the registration form will be contacted to pick-up the child, therefore,

emergency backups must also be authorized to pick-up that child. Children who become ill must be picked up from the program as soon as possible to prevent the spread of viruses and illnesses. In the event a parent refuses or is unable to pick-up their child, medical services will be sought on the child's behalf and the proper authorities notified.

### **If a child becomes ill at School**

The program does not provide daytime care for children that become sick at school. Parents must adhere to the school's policies and make alternative arrangements for their care. If your child becomes sick while at School, please notify the program staff that they will not be attending after school. If the child's illness is of a serious nature or is contagious please inform staff of their disease/illness/condition. *\*Reference: Sturgeon School Division Policy G/II/4 – Student Illness or Injury*

### **Tracking of accidents to identify trends or issues**

The program tracks and analyzes accidents and illnesses to identify trends or issues through the Alberta Health Services Child Facility Incident Log Sheet. An outbreak may be suspected in a childcare facility when there are two or more children with the same category of symptoms that started within 48 hours of one another. If an outbreak is suspected, as defined above, it must be immediately reported to AHS Zone Public Health.

**Environmental Public Health**                      **1-888-342-2471**  
**Communicable Disease Control**              **1-403-995-6750**

The program will follow all recommendations of the AHS Public Health staff.

If two or more similar accidents occur, the accidents will be discussed during a Staff meeting, to reduce the likelihood of accident. If any accident requires medical attention it will be reported to Alberta Child and Youth Services.

### **Supervised Care for Sick Children**

In the event of a sudden illness a child will be taken away from the group and isolated whenever possible until a parent or caregiver arrives to pick up the child. If the group has a planned activity that takes them out of the area provisions will be made to supervise the child until picked up.

## **7.2 Communicable Disease**

### **Circumstances under which a child should not attend the program**

To protect the health and safety of children and staff at the program, children displaying symptoms of communicable diseases, illnesses, and other conditions are asked to stay at home or make alternative arrangements. This will help us ensure viruses and illnesses are not spread throughout the program. The following are circumstances in which a child should not be brought to the program:

- **Vomiting two or more times in the past 24 hours,**
- **has a fever even if the fever is being controlled by Tylenol,**
- **diarrhea, a rash,**
- **a sore throat,**
- **not feeling well,**
- **has a lack of appetite,**
- **does not want to participate and is tired.**

Circumstances are not limited to the above and include communicable diseases previously listed. **When health and safety is a concern the program reserves the right to refuse care to the child generating the concern.** The child is permitted to return when the health and safety concern is alleviated.

## **7.3 Administration of Medicine/Herbal Remedy**

The program takes the administration of medication/herbal remedy very seriously. Therefore, the following guidelines are strictly adhered to:

Effective Date: 9/1/2012

Review Date: 6/9/2021

## Staff Responsibilities

Staff are unable to administer any form of medication to children without a signed authorization by the parent. Parents must sign the "Permission for Self-Administration of Medication" authorization form if they require staff to administer medication to a child during care. Parents must indicate the medication/remedy to be taken, dosage, dates, and times to be administered, any special instructions with their signature and date of authorization. Any medication/herbal remedies not in their original containers will not be administered. Parents who do not provide written authorization will not have the medication/herbal remedy administered by staff. If written authorization is obtained, it will be administered according to the label's directions. Obtained authorization will be kept on file. Staff will administer medication/herbal remedies and document the time, date, and dosage immediately after administration.

Self-medication must occur under the supervision of the staff. Written authorization must indicate the name of the medication/herbal remedy, the date, time, instructions, and have a parental signature.

Medication will be stored away from children in a locked box made inaccessible to any child. If the medication requires refrigeration it will be locked in the cooler located in the room. Only the staff are permitted to access the medication to be administered.

Only emergency medication (i.e. epi-pen, inhaler) will be stored in an unlocked container. Emergency medications will be unlocked but made inaccessible to children. If a parent provides written authorization that permits their child to keep emergency medication with them, they may do so but only in a location accessible to themselves, such as a fanny pack. Should it become accessible to other children in any way, the medication will then be stored with other emergency medications.

When the medication/herbal remedy is administered to a child, the staff will ensure that the "Individual Record of Medical/Herbal Remedy Administration" form is completed, and the following information is recorded:

- The name of the medication
- The time of the administration
- The amount administered

Medication/herbal remedy administration procedures will be provided to parents during orientation and can be found in the Parent Handbook.

The staff is made aware of this procedure during orientation and training. Additionally, the staff are responsible for knowing which children require medication/herbal remedies and the procedures for their specific administration.

## 7.4 Provision of Health Care

Parents will be notified in the case of an accident or serious illness involving their child. In the case of an accident requiring first aid or medical assistance, the staff will evaluate and, when appropriate, administer basic first aid. In addition to first aid, written consent will be requested from the parent allowing for the provision of health care to their child. School Staff may assist in providing first aid if necessary.

## 7.5 Incident Reporting

All incidences, first aid situations and near misses must be reported using the program standard form. In addition, the Alberta Children and Youth Services Incident Report must also be completed. All forms must be completed as soon as possible, and the appropriate signatures obtained. All available information must be included on the form and should fully reflect the scope of the "incident". After completion, forms must be forwarded to the Program Manager.

**Incidences such as:**

- **an emergency evacuation.**
- **unexpected program closure.**
- **an intruder on the program premises.**
- **an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight.**
- **an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and or requires the child to remain in hospital overnight;**
- **the death of a child.**

- an unexpected absence of a child from the program (i.e. lost child).
- a child removed from the program by a non-custodial parent or guardian.
- an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer.
- the commission by a child of an offence under an Act of Canada or Alberta.
- and/or a child left on the premises outside of the program's operating hours,

**Will be reported immediately to the regional childcare office within two working days.**

A copy of the Alberta Children and Youth Services Incident Report form should be faxed/mailed to the licensing staff.

All incidences must be brought to the attention of the parent as soon as possible or at the time of pick up.

An annual statement is submitted in an Incident Reporting Annual Summary and Analysis Report to Child Care Licensing.

## 7.6 Emergency Procedures

Please refer to the Emergency Preparedness Plan for our complete emergency plan. Periodic training is provided to all staff and the procedures are reviewed with all new staff on their first day. Staff will review the Emergency Preparedness Plan with the children and practice, at least three times per year, evacuating the building. Staff will review meeting spots, both inside and outside of the Cultural Centre.

Emergency contacts and telephone numbers are listed in the program room and a copy is kept with the portable records. An after-hour's emergency contact number for the Program Manager is visible from the outside of the program premises.

## 7.7 Monitoring Children's Individual Growth and Development

The staff will monitor and record children's individual growth and development in September and in June based on their age and on the Five Areas of Development.

Individual development charts will be shared with the parents in September and in June.

Additional Information and Resources will be provided by the Gibbons Family Resource Program if requested by the parents.

## 7.8 Smoking

The Landing Pad Out of School Care Program is a Smoke-free Environment.

# 8. RECORD KEEPING

## 8.1 Children's Records

At time of registration parents are required to complete a child registration form that includes:

- Child's Name, date of birth and home address/telephone number
- Parent's name and physical home address and home telephone number
- Parent's daytime contact information including work telephone number and cell phone number
- Alternate parent's daytime contact information including work telephone number and cell phone number
- Name, telephone number and address of at least one other person who can be called in case of an emergency
- List of additional individuals who are authorized to pick up the child from the program
- Relevant medical information, including allergies and immunization (if applicable)
- Completed Medication Administration form if applicable
- Completed all program Consent Forms including health care consent.

A hard copy of this information is kept and maintained in the program in a locked cabinet. It is always available for review by the Staff and parents upon request. In addition, a copy of the information will be kept in a locked space at the Gibbons Family Resource Program. This information is accessible to staff of the Town of Gibbons only.



Parents are also requested to sign a photo release for the taking of photos for identification purposes only. These photos will be taken by program staff and used for program purposes only. They will be shared with authorities if required. In addition, parents are also required to sign a Town of Gibbons Consent form giving their child permission to take part in the program.

## 8.2 Administrative Records

Administrative Records will be maintained daily and kept on the premises and available for review by the Town of Gibbons administration, staff, and parents where applicable.

A daily attendance record will be maintained using the Sign In/Sign Out sheet. This will include the arrival time in the morning, the drop off time at the Cultural Centre in the morning, the pickup time in the afternoon at the Cultural Centre and the pickup time by the parent. There is provision on the form for the parent to initial/sign when picking up at the end of the day. To maintain accuracy the attendance form is updated twice a day to reflect exact numbers of children attending the program at any given time block.

Staff are required to document on the Staff Attendance Record their arrival and departure times and the actual hours spent in ratio providing childcare.

The information collected on these forms will be used to report attendance at the program on the Alberta Children's Services monthly Claim and Report Form.

Administrative Records will also include an up to date record of each primary staff member's childcare certification and current first aid certification. In addition, there must be verification that a current criminal record check has been provided. This information will be kept by the Program Manager at the Gibbons Family Resource Program Office.

Confirmation of screening for volunteers can be obtained from the Program Manager.

## 8.3 Portable Records

Any time that the staff are away from the regular program area they must carry the portable record for all the children in care. This includes walking to and from bus pick up zone. These records will be maintained daily prior to drop off at Cultural Centre's in the morning and rechecked prior to pick up. The portable records will include the following:

- Child's Name, date of birth and home address/telephone number
- Parent's name and physical home address and home telephone number
- Parent's daytime contact information including work telephone number and cell phone number
- Alternate parent's daytime contact information including work telephone number and cell phone number
- Name, address, and telephone number of at least one other person who can be called in case of an emergency
- List of additional individuals who are authorized to pick up the child from the program
- Relevant medical information, including allergies and immunization (if applicable)

The Portable Records will also include the telephone numbers of local emergency response services and poison control center.

## 9 COMMUNITY RESOURCES

The Landing Pad Out of School Care Program works closely with the Gibbons Family Resource Program to provide community resources to their families. Resources available through the Gibbons Family Resource Program are:

**Bon Accord and Gibbons Food Bank**

**WECAN Food baskets**

**Meals on Wheels-Chef's Choice Food**

**Sturgeon Adult Literacy**

**Gibbons Family and Community Support Services**

**Community Closet**

## Sturgeon Victim Services Primary Care Network

Other Community Resource available in Gibbons:

The Fire Department is within walking distance of the Out of School Care Program premises as is the Community Library and local Arenas, these facilities can be utilized for field trips.

## Family Events

We hold different events to help build relationships with the families and provide a supportive environment to one another. Some of the events include:

- Meet and Greet
- Meet the Community Night
- Hometown Weekend at the Gibbons Museum
- Family Day Event at the Gibbons Cultural Program

## 10 GOVERNANCE

**Board governance** is at an arm's length from operations. The **board's** primary relationship is with the organization's 'ownership'. As a result, **governance** is a downward extension of ownership rather than an upward extension of management.

### Landing Pad Out of School Care Program

Board of Governance	
<b>Dan Deck</b> (Mayor)	780-271-4326
<b>Lorraine Berry</b> (Council Member)	780-263-4326
<b>Darren McCann</b> (Council Member)	780-318-4326
<b>Amber Harris</b> (Council Member)	780-982-4326
<b>Jay Millante</b> (Council Member)	780-263-4325
<b>Norm Sandahl</b> (Council Member)	780-236-4325
<b>Jean Woodger</b> (Council Member)	780-257-4325

