



## **PARENT' S HANDBOOK**

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## WELCOME TO EMMAMUEL AFTER SCHOOL CARE

We hope this year will be a happy and rewarding year for your child and the whole family. We are glad that you have chosen to spend this time with us. We have many exciting opportunities for your child to participate in and are continuing to enhance our programs to meet families' needs.

- We value each child as special and precious in God's eyes.
- We value children as unique and competent individuals.
- We value children's opinions.
- We value parent feedback.

Our childcare programs are committed to nurturing and guiding children. We provide an environment that fosters trust, security, and comfort. We strive to provide a balance of activities that help children to progress in spiritual, social, emotional, physical, and cognitive development.

Our program respects and values differences; we recognize that children are individuals and that every child is unique.

Our program provides a safe, secure, and stimulating environment for all children. It provides time and opportunity for children to explore and investigate their world and to communicate with other children and adults. The environment promotes an accepting, tolerant, and flexible attitude towards others and respect for the natural world.

During these formative years children learn how to get along in a group, to share, to problem solve in their relationship with peers, and to have a positive self-image. By providing a play-based program, the children develop these skills in their creative play activities. Play is a child's work; learning to socialize with others.

Our aim is to be respectful and caring, and to treat each child and parent as individuals. We provide a safe environment to promote positive growth in the children and maintain the parent as the child's primary caregiver. We understand parenting can be a difficult task, and we strive to work together with families to promote positive child-rearing principles. We will value, not judge or criticize, parenting efforts and will work towards meeting the needs of children and parents through realistic expectations and ongoing communication.

We endeavor to maintain a daily routine that eventually eases all children into comfortable and familiar habits. This routine accounts for the dynamics of the children as well as their ages and stages of development. Our program is well-balanced between structured activities and free play, social and quiet times allowing ample opportunities for creative exploration and learning through play.

We appreciate that you have taken the time to go through this handbook, which we hope will answer most of your queries; however, should you have any questions, please feel free to contact us at:

**Phone: 250-598-0573 | Fax: 250-592-4646**

**Email: [afterschool@emmanuelvictoria.ca](mailto:afterschool@emmanuelvictoria.ca)**

## MISSION STATEMENT

We will provide a nurturing childcare environment committed to building confidence and encouraging creativity in the context of Christian love. We respect each child as an individual created by God, and in cooperation with the family, we will endeavor to draw out the unique strengths and abilities in their character.

## OUR STAFF

Our staff are certified as responsible adults as required by child care licensing. They adhere to Emmanuel After School's mission statement and strive to provide children with the best care and support. Each staff holds a valid first aid/CPR certificate and has undergone a criminal record check. Our staff consists of our After School Care Program Director and After School Leaders.

## AFTER SCHOOL CARE RATIO

After school care is available for children kindergarten to grade 5 and maintains a ratio of 12:1.

## HOURS OF OPERATION & HOLIDAYS

PROGRAMS	FOR CHILDREN	OPEN WEEKDAYS FROM-TO
After School Care (September to June)	Kindergarten—Grade 5	2:30pm—5:30pm 8:30am—5:30pm Pro-D Days

- After school care is closed on all statutory holidays, Easter Monday, Christmas break, spring break (we do offer a one-week spring break camp), July and August.
- For early dismissal days we will pick up your child from their school.
- We offer a one-week spring break camp. Please note that spring break camp will only operate if we have a certain quota of children.
- We offer some day camps in summer.

## PRO-D DAYS, EARLY DISMISSALS, AND 1 WEEK SPRING BREAK CAMP

- Emmanuel After School Care program can accommodate a limited number of children for pro-d days and spring break camp. To attend these days, we will need prior confirmation through sign-up sheets. Extra charges will apply.
- Early dismissals are for all after school care children. Extra charges will apply.

## A TYPICAL DAY AT EMMANUEL AFTER SCHOOL CARE

Your child will have the opportunity to interact with peers and participate in various activities. Some of those activities include crafts, puzzles, games, fieldtrips, outdoor time (sports/playground), and STEM (science, technology, engineering, and mathematics) experiments.

FROM	TO	SCHEDULE AND ROUTINE
2:30	3:00	School pick-up and arrival at After School Care.
3:00	3:20	Snack Time
3:20	4:00	Centres (crafts, toys, reading, drawing) and structured activity.
4:00	5:00	Outdoor play and sometimes gym time
5:00	5:30	Clean up and quiet time.

*\*Please note that our schedule is not a strict regimen, but instead an outline of each day that provides our children with the consistency and structure they need to feel secure and confident in their environment. Our daily schedule may change according to the needs of the children and teachers, and allows us to accommodate for special events such as presentations, weather changes and seasonal activities.*

### TRANSPORTATION

Transportation between after school care and Campus View and Frank Hobbs Schools, as well as field trips, is done in the Emmanuel Baptist Church bus. The vehicle and driver have adequate insurance, and each driver receives proper training. Pre-trip inspection is done on a per trip basis prior to transporting students. The driver and/or accompanying staff ensures that the proper ratio is maintained and that all children are properly seated and buckled in appropriate car seats as required. Each driver and/or staff will deliver children to the after school care destination while always ensuring their safety. Children will never be left alone in the vehicles. Drivers and/or staff will inspect the interior of the vehicle at the end of each trip to ensure that no child and/or belongings are left behind.

There will be **NO** bus pick up for kindergarten students of Campus View and Frank Hobbs during their gradual entry days/weeks at their respective schools. Once they are attending full-time class, they will be picked up for after school care.

### FIRST DAY PROCEDURE FOR NEW CHILDREN

**For children grades 1-5:** On the first day of attendance to the after school care program, we ask that your child go to the school office and wait for the staff to come to pick them up.

**For kindergartners:** The staff will pick your child up at their kindergarten room.

The names and photos of staff who will be picking up your child are sent to Campus View and Frank Hobbs schools.

### ABSENCE

- **If your child will be away, please alert the After School Leader by 12 PM (noon) through text or phone call to 250 213 5363.**
- Please explain why the child is absent (eg. Illness, appointment, vacation) as this needs to be reported on the child's attendance record to meet government requirements.

### COMMUNICATION, NOTICES & REMINDERS

The leaders at Emmanuel After School Care believe that every child deserves a quality program. It is important to have open and ongoing communication with all parents/guardians. Our facility is licensed, and we follow all requirements and policies set by the BC Licensing Office. If you have a concern regarding your child or the

program, please feel free to talk to the manager or leaders. The staff will use the utmost level of confidentiality in discussing your concerns.

### NEWSLETTERS

A monthly newsletter and calendar will be sent via email. Please contact the manager if you are not receiving your monthly newsletter.

Inside the entrance of the classroom is a bulletin board where notices of interest, upcoming event sign-up sheets, and the most recent newsletter and monthly calendar will be posted throughout the year. Notices will be posted well in advance, so please refer to the bulletin board regularly.

### NUTRITION, SNACK, AND LUNCH

Due to specific health concerns, restrictions, and preferences, we ask that parents provide well-balanced meals, snacks, and/or prepared water bottles that **do not need warming or refrigeration** for the time that your child is at after school care each day. Water will be provided throughout the day as needed and requested. Please label all containers and bottles clearly. Children will always be supervised while eating and drinking during lunch and snack time.

- A licensee must ensure that children are not:
  - a. forced to consume any food or drink, or
  - b. left unsupervised while consuming food or drink.
- A licensee must ensure that safe drinking water is available to children
- A licensee must ensure that food and drink are not used as a form of reward or punishment for children.

### ALLERGIES

Parents must make staff aware of any food allergies. We are a nut-free centre. All known allergies must be listed on the registration form and an allergy form must be completed for all allergies needing medication. The allergy forms must be updated regularly (minimum once a year). The children's names will be put on a confidential allergy list that is posted in a place where the staff have easy access. Children's care plans will always be carried with their medication. We will not hold any medication at after school care without a completed medication form.

### HYGIENE

Toys and equipment are cleaned/disinfected daily.

### ILLNESS

Emmanuel After School Care will ensure a safe and comfortable environment that will accommodate the abilities of all children. Our goal is to promote good health and safety by providing a clean, well-maintained, safe environment.

Parents are advised to keep their children at home or to seek alternative care arrangements for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain
- An acute cold



- Sore throat or trouble swallowing
- Runny nose and eyes, sore throat, nausea and vomiting
- Difficulty with breathing, wheezing or persistent cough
- Fever over 100°F or 38°C (keep child home for 24 hours)
- Infected skin or eyes or an undiagnosed rash
- Unexplained diarrhea or loose stool, combined with nausea, vomiting, cramps
- Headache and stiff neck
- Severe itching of body due to scabies
- Head lice (must have hair treatment, all lice and nits destroyed/removed)
- Children with known or suspected communicable diseases

If your child is on antibiotics, please keep your child at home if they have taken it for less than 72 hours. Our after school care is designed to meet the needs of children who become ill while in our care but is unable to provide constant medical supervision in cases of predetermined illness. If your child is not well enough to participate in the routines and activities, or is unable to go outside on the playground, then your child should not attend on that day. Ultimately the care of the child is the parent's responsibility.

If your child becomes ill during the day, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contacts. We will provide a quiet resting area and close staff monitoring until a parent or emergency contact can pick up your child.

#### **MEDICATION**

If there is ever the necessity for your child to be administered medication at after school care, you must adhere to the following guidelines:

- Prescription medication for chronic conditions such as allergies, asthma, etc.: Parent to complete a medication/allergy form.
- Parental consent is required (sign a medication form).

Please provide all medication in the original container with proper directions for use. Medication will be administered only as clearly directed by the physician's authorization and when absolutely necessary. These medications must always be accompanied by parental consent on the medication/allergy form.

All medication will be stored in an appropriate locked location.

#### **MEDICAL EMERGENCY**

If your child is injured or becomes ill while at after school care, staff will quickly assess the situation to decide what action/attention is required. All our staff are required to have a current first aid/CPR certificate.

Outlined below are three procedures that may be followed:

- I) If first aid treatment is required, staff will provide first aid.
- II) If medical attention is required, staff will attend to the needs of the child while another staff member contacts the family.
- III) If emergency medical attention is required, staff will administer first aid until ambulance attendants arrive.

#### **All incidents will be reported!**

Parents, please inform the childcare manager within 24 hours of diagnosis of or exposure to serious illness or communicable disease. The manager will notify the Medical Health Officer/Licensing Officer of a reportable communicable disease.

## IMMUNIZATION

Please ensure that you accurately complete the health (and nutrition) information on your child's registration form including the immunization record. We recommend that all families have their child's immunizations brought up to date prior to starting after school care.

## FIRE & EARTHQUAKE POLICIES

There is an established emergency procedure posted on the walls. Fire drills are practiced every month. Earthquake drills are practiced once a year. Staff maintain written records of all drills.

## EMERGENCY DISASTER PLAN

Meeting Place: *Parking lot at the corner of Cedar Hill X Road and Henderson Road.*

Emergency Contact Numbers: *Each parent is to provide local contact numbers as well as a number **outside** the province.*

Parents are informed: *after school care has these numbers recorded on the child's emergency file.*

Emergency supplies are stored: *Emergency supplies stored in the Emergency Shed.*

## EMERGENCY KITS

On the first day of after school care please send along an Earthquake Comfort Kit in case of emergency. This is mandatory to aid in the wellbeing and comfort of your child. Let's be prepared! If a kit has not been provided by the end of the second week of school, your child will not be permitted to attend after school care until it is provided.

Please include the following items with your child in a large zip-lock bag marked with your child's name:

A healthy packaged snack, small tetra pak drink, family photo, small flashlight, small toy or stuffy and a survival blanket (foil emergency blanket from a hardware or First Aid Supply store, Canadian Tire or Amazon). These will be returned to you in June.

Our staff will communicate with the church coordinator responsible for the extra emergency supplies in the emergency shed to ensure that there are ample emergency supplies, and monitor expiration dates on all supplies.

## EMERGENCY AFTER SCHOOL CARE CLOSURE

- After school care may experience extreme weather conditions, natural disasters, or other emergencies. During these events, we may not be able to open, or we may need to close during after school care hours. Some examples of these types of emergencies include fire, earthquake, disease outbreaks, heat domes, blizzards, ice storms and power outages. If an emergency of this magnitude occurs within operating hours, we will attempt to contact all parents and arrange for the early pick up of their children. If a widespread emergency occurs and there is a communications failure, it is the parent's responsibility to come to after school care as soon as possible.
- If an extreme emergency occurs outside of normal operating hours, after school care will not open until the situation returns to normal. Please listen to CFAX 1070 to ascertain if schools, and therefore after school care, are open.
- There will be no fee reduction or repayment for closures lasting less than one week.

## **PARENTAL CONCERNS**

Communication between parents and staff is vital for a caring program. You are encouraged and invited to discuss with the staff any concerns that you may have regarding your child. If your concerns are not addressed to your satisfaction, please speak with the manager or pastoral liaison.

## **ARRIVAL AND PICK UP**

- Children will be checked in by the after school staff at the school when they are picked up. The parent or authorized person(s) must sign-out the child upon pick up.
- Children who have not attended school, and therefore have not been picked up by after school care, may **not** be dropped off at after school care later by the parents unless it has been planned prior with the after school program director.

## **RELEASE OF A CHILD FROM AFTER SCHOOL CARE**

After school care will only release a child to an authorized individual as established by the parent. The individual must show photo ID the first time they pickup the child. Authorized persons' information must be included on the registration form.

If an unauthorized person arrives to pick up a child, one of the staff members will call the parents. The child will remain under the supervision of the staff. The staff will explain the policy that written authorization from the parent/guardian is required to release a child. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child, other children, and staff. If necessary, the staff may need to phone the police for assistance.

If any person attempts to remove a child from after school care while seemingly impaired, the staff will explain that driving while under the influence of drugs or alcohol is against the law. The staff will offer to call a friend or relative to pick up the child. If the presumed impaired person chooses to get in the car with or without the child, the staff will notify the police immediately.

The staff will call the Ministry for Children and Families if they believe that the child may be at risk and in need of protection.

If a court order exists within a family, a copy of the order should be included with the registration form, and the instructions will be followed. Families need to inform staff of all court order changes.

It is the staff's legal responsibility, to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes that a child will be at risk, the staff in charge will:

- a. Offer to call a relative or friend to pick up the person and the child and/or
- b. Contact the Ministry for Children and Families.

## **EMMANUEL AFTER SCHOOL CARE AND PARENT SUPERVISION**

- When a parent is present during after school care hours, each child will remain under the direct supervision of the staff.
- If the parent wishes to take their child home or out of the room before closing time, that parent must advise a staff person first. At this point, the child falls under the supervision of the parent.
- Once a child is signed-out, the parent assumes full responsibility for their child.

## GUIDANCE AND DISCIPLINE

The goal of guidance and discipline is to assist children in developing respect, self-control, self-confidence, and sensitivity in their interaction with others. Every staff member is expected to treat the children with respect, honour, and love.

Children are informed of our general discipline guidelines, which are clear and consistently enforced. The safety of the children is always our first priority!

- a. **Redirection:** If a child is having difficulty behaving in an area of the After School room, the staff will redirect the child to another area of play and get the child involved in a new activity.
- b. **Privileges taken away:** Depending on the regularity of the infraction, loss of privileges may be used as a disciplinary action.
- c. **Quiet time:** When a child loses self-control, the staff may take the child aside and find a quiet place within the room to allow them some time to regain composure.

Staff document all incidents, injuries, illnesses, and unusual events in a logbook.

## AGGRESSIVE BEHAVIOUR

- If aggressive or destructive behaviour is a recurrent problem, parents will be asked to meet privately with the staff to discuss how the child's behaviour will be addressed.
- If aggressive or destructive behaviour continues to occur, parents may be asked to withdraw the child until a plan acceptable to both parents and staff can be put in place to ensure that a safe and non-threatening environment can be maintained for all concerned.
- If a child intentionally hits/strikes another child, the parents will be given a warning. If it occurs a second time, the parent will be advised that their child cannot attend the next available program day.
- For a new child to the after school program: if the aggressive behaviour occurs and continues to occur within the 8 weeks of the probationary period, the parents will be given a one week notice of withdrawal from the program.
- For children already in the program, if the aggressive behaviour continues to occur, the parents will be given a one week notice of withdrawal from the program.

## INCLUSION POLICY

After school care ensures that all children with special needs have access to quality inclusive early childhood education programs. Young children require meaningful opportunities to maximize their growth and development physically, intellectually, emotionally, and socially. It is no different for children with special needs.

Children with special needs may require additional support to fully participate in the program and may receive support through the Supported Child Development Program. This program assists the family and childcare providers to develop and implement an individual plan to meet the child's needs. The government may pay for the cost of support while the parents pay for the cost of the childcare space. Please contact the Supported Child Development Program directly for assistance.

Our staff will adapt the environment and routines as necessary to meet the needs of the children enrolled. They develop flexible programming that can be adapted as needed. All staff are aware that they will receive and have access to confidential information about children and families and they agree to keep this information in strict confidence. Emmanuel After School Care will work collaboratively with parents and outside service providers to ensure that the needs of the children are met. We will, with the consent of the parents, refer

children to outside service providers when we or the parents feel that a child may require additional support.

### MISSING CHILD POLICY

If a child becomes lost when in care at after school care, a staff member will immediately inform the church office. We will ensure the safety of the remaining children. If the search is unsuccessful, staff will contact the police and the parents. The Island Health Authority will be informed through a serious incident report.

The manager and pastoral liaison will receive a clear evaluation of the event and may implement appropriate changes to reduce the likelihood of a similar situation occurring.

All staff will teach the children what to do if they become lost or are approached by an unfamiliar adult or child who asks them to leave the facility or the playground.

All staff are trained and aware of their roles and responsibilities prior to a child becoming lost.

### ABUSE POLICY

The management of after school care ensures that a person in care is not, while under the care or supervision of the after school care staff, subjected to neglect, emotional, physical, or sexual abuse, defined as follows:

**Emotional Abuse:** any act, or lack of action, which may diminish the sense of well-being of a person in care, such as verbal harassment, yelling, and confinement.

**Physical Abuse:** any physical force that is excessive for or is inappropriate to a situation involving a person in care and perpetrated by a person not in care.

**Sexual Abuse:** any sexual behaviour directed towards a person in care by an employee, a volunteer, or any other person in a position of trust, power, or authority.

**Neglect:** the failure of a care provider to meet the needs of a person in care, including food, shelter, care, or supervision.

As childcare providers, we have the legal responsibility to report child abuse or neglect, whether it has occurred in the facility or outside the facility, to: licensing, a child protection worker, the police, or the Ministry of Children and Family Development.

If the abuse occurred in the facility, the manager or pastoral liaison will inform the parents. If the abuse occurred outside of the facility, the manager or pastoral liaison will not notify the parents unless directed by the child protection worker.

If the abuse occurred in the facility, the offender will be informed of the implementation of the health and safety plan and how it will affect them pending the outcome of an investigation. If the abuse occurred outside the facility, the manager or pastoral liaison will not inform the offender as this would impair the investigation.

The management of after school care will conduct close documentation of the incident if the incident occurred at the facility. All documentation will be signed and dated, and the information will be written in an objective manner and reported to Licensing.

### REGISTRATION FEE

There is a one-time (non-refundable) registration fee of \$100.00 per child, which is due at the time of registration. **This deposit is non-refundable and is applied towards the monthly fee of the student's first month of attendance.**

## REGISTRATION

Registration forms must be completed in full before a child may attend.

If your information changes during the time your child is attending after school care, you must give the new information to the manager. This is for contact, licensing purposes, and for emergency situations.

When a child is enrolled after the beginning of the month, the first month's fee will depend on which day the child begins.

If there is less than half a month remaining, a daily rate will be applied. If there is more than half a month remaining, half of the fee will be applied plus a daily rate for any additional days.

There is an 8 week probationary period for all newly registered children within the program (please see the **Withdrawal** section for more details).

## FEE PAYMENT

Monthly fees must be paid monthly by Pre-Authorized Direct Electronic Fund Transfer (DEFT; please ask the manager for a form), exact cash or e-transfers and are **due on the 1<sup>st</sup> of the month**.

There is a charge for any DEFTs and/or cheques returned by the banks due to insufficient funds.

Program fees such as pro-d days, early dismissals, late pick-up, no notice for absent child, and Spring Camp are to be paid by exact cash or e-transfer and are due within 30 days of the invoice.

Late fee charges will be applied.

A notice will be sent out to families after 15 days, and we will require payment by the end of the month. If a family is having difficulty in keeping their account up to date, they must speak to the after school manager who will review with the child care executive. If alternate arrangements can not be made, then the child will need to be withdrawn from the program.

There will be no refunds for vacation days, sick days, or any days that your child is away from after school care. Please note that the bus fee will not be adjusted when the bus is not available. The fee is necessary to ensure that our upkeep and insurance are dealt with appropriately and in a timely manner.

The after school manager issues an annual receipt for income tax purposes at the beginning of every year.

## LATE PICKUP

- Please text or call **250-213-5363** as soon as possible when you are going to be later than your usual pickup time.  
You will still be charged a late fee if you are 15 minutes late.
- If a parent or guardian has not picked up a child or called after school care by 5:30 pm, staff will try to contact the family first then alternative persons from the authorized pickup list.
- If that person is unavailable and the parent has not contacted the staff by 6:00 pm, we are required to notify the Ministry for Children and Families who will send a worker to collect your child.
- If late pickup is an ongoing problem and reasonable effort has not been made to solve it, notice of termination of services may be given.
- There is a late pickup fee per child for every 15 minutes starting at 5:30pm.
- For more than two instances of late pick up within a 30-day period the charge increases per child for every 15 minutes starting at 5:30pm.

## PAYMENT INSTRUCTIONS FOR ETRANSFER

Log onto your banking site. Click on the "Interac e Transfer" tab.

Click on “send money to”. If **Emmanuel Baptist Church** has not already been entered as a contact, add it using the email address: [preschool@emmanuelvictoria.ca](mailto:preschool@emmanuelvictoria.ca)

Enter the amount. In the “Message” window, indicate that the funds are going to “After School Care” and what the funds are for (monthly fee, late payment, late pickup, etc.).

There is no password required and the funds are deposited immediately into the church’s bank account for a nominal Interac fee.

#### **AFFORDABLE CHILD CARE BENEFIT (Subsidy)**

- The Affordable Child Care Benefit is available from the BC government to help families with the cost of childcare.
- Their website: [gov.bc.ca/affordablechildcarebenefit](http://gov.bc.ca/affordablechildcarebenefit)  
Or call the Service Centre at 1-888-338-6622 to see if you are eligible. Please try to have this done by September if possible. The process can take a while.
- All required supporting documents must be uploaded with your application. Please ensure your childcare provider/manager has completed their sections on the Child Care Arrangement Form (CF2798) before you begin your application. Once started, you will have 60 days to complete your application.
- If you are eligible or not, the parent is responsible for all amounts payable to Emmanuel After School Care.

#### **WITHDRAWAL**

- Parents are required to notify the manager of their intent to withdraw their child by sending an email or written note before the first day of the child’s last month of attendance or pay one month’s fees in lieu of notice. The written note or email **must state the last day that the child will attend**.
- **Verbal notice given to after school staff will not be accepted as giving notice.**
- DEFT payments will be processed until notice has been given to the Manager.
- Parents who withdraw their child in September are exempt from providing one month’s notice if we can fill the space.
- If your child is unable to continue attending the after school program for medical reasons, the one month’s notice is waived. If applicable, a refund will be issued for the remainder of the days in the month your child is unable to attend.
- If your child is unable to attend due to an extended family vacation or other reason, your child’s space in after school care will be guaranteed for one month and the fee must continue to be paid. If your child will be away longer than one month, your child may need to be withdrawn from the program depending on whether or not there is a waitlist. If this situation arises, it will be evaluated at that time by the manager.
- Emmanuel After School Care also reserves the right to terminate the contract if a child and/or family is not suited for our program or policies or if the terms of agreement are not complied with. **There is an 8 week probationary period for all newly registered children within the program.** Parents will be consulted and not be given less than one week’s notice for the withdrawal of the child from the centre.
- In the unlikely event that after school care is no longer able to provide care, we will provide all attending families with two months’ notice of our closure.

## **ACTIVE PLAY POLICY**

Active play is about moving and doing with the inclusion of vigorous movement that increases the heart rate. Active play promotes healthy growth and development in children. It helps build self-esteem and confidence and improves balance, coordination, and motor skills.

The staff at after school care acknowledge the importance of active play and physical activity that contribute to good health and overall wellbeing.

Staff will ensure...

- Children participate in a minimum of 60 minutes of active play daily using parks and indoor gym.
- Play equipment is adaptable and moveable, to encourage change and challenge children.
- Play experiences are inclusive of the diversity and abilities of all children.
- Staff will engage with children in active play and physical activity.
- The importance of active play and physical activity is part of the educational program
- Staff will routinely identify opportunities to engage children, educate and promote appropriate physical activity skills and active play.

## **SMOKING**

After school care is a smoke-free environment. Smoking of any kind is not permitted anywhere in or on the property.

## **PHOTOS**

As per childcare licensing requirements, we must keep a photo of every child in our confidential records and files. Photos will be updated every September.

We will not post children's photos for publicity purposes unless we have parent's permission. If there is more than just your child in the photo, we ask that you do not transmit the photos due to privacy issues.

## **PERSONAL ITEMS AND TOYS**

All items brought from home to after school care should be labeled with your child's name. After school care is not responsible for any lost, stolen, or destroyed personal property.

Toys, trading cards, books, and treasures are better kept in your child's backpack as they may be lost or damaged

## **BIRTHDAYS**

We celebrate all birthdays within a month on the last program day of that month. Summer birthdays are celebrated at the end of September. Birthday children are provided cards, and a treat will be provided for all children by Emmanuel After School Care.



### **SCREEN TIME & ELECTRONIC DEVICE POLICY**

To promote socialization and physical activity, all electronic devices (phones, iPads, handhelds (Switch), etc.) must be left in the children's backpacks while at after school care.

The children will not watch TV during usual After School hours except for DVDs only on some Pro-D Days.