

## **Out of School Care (OSC) Program – Parent/Guardian Guidebook (Includes Before and Afterschool and KinderCare Programs)**

- **Black Diamond**
- **High River**
- **Nanton**
- **Crowsnest Pass**

Welcome to the BGC Foothills Clubss of the Foothills - Out of School Care Program. We are so pleased to have your child/ren join our Club! We are pleased you made the decision to enroll your child in our OSC program. We are looking forward to getting to know you and your child and to meeting your childcare needs, and are so pleased to have your child/ren join our Club!

The OSC Program provides care for children ages 5-12 years (site specific age limits apply.) Our staff members hold qualifications and training in early childhood development as well as first aid and food safety. At our OSC Programs, we have an open-door policy; if you have any questions, concerns, or feedback you are welcome to speak with the Program Supervisor.

Children should expect to make friends, play games, do fun arts and crafts, and learn through exciting new experiences. This program, like all BGC Foothills Clubss of the Foothills programs, is based on the cornerstones of child development: Physical Activity, Health & Safety; Learning & Career Development; Leadership, Personal Growth & Empowerment; and Community service. These cornerstones are the basis of all BGC Foothills Clubss of the Foothills activities.

### **Mission Statement:**

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

### **Website:** ([www.bgcfoothills.com](http://www.bgcfoothills.com))

Registration forms, Club calendar and Club information can be found on our website. Keep up to date on our activities through our BGC Foothills Clubss of the Foothills Facebook page (@BGCFCanada)

### **Hours of Operation:**

- **Before School Program:**
  - **Black Diamond:** from 7:00 am until school starts in Black Diamond
  - **High River:** from 7:00 am until school starts in High River
  - **Nanton:** from 7:00 am in Nanton until school starts in Nanton

BGCF Staff will walk or bus the children to their respective schools.

• **After School Program:**

- **Black Diamond:** from the time the school bell rings until 6:00 pm
- **High River:** from the time the school bell rings until 6:00 pm
- **Nanton:** from the time the school bell rings until 6:00 pm
- **Crowsnest Pass:** from the time the school bell rings until 6:00 pm

BGCF Staff will pick children from their schools and either walk or bus them to their respective BGCF location

**Club Closures**

BGCF locations are closed on all Statutory Holidays including:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Heritage Day	Christmas Day
Easter Monday	Labour Day	Boxing Day

In addition, all BGCF locations are closed over the week of Christmas. For specific Club closures, please speak to your Program Supervisor.

**Out of School Care - Program Fees**

Before and After School Care	Full-time: \$300.00/month Part-time: \$150.00/month
Before School Care	Full-time: \$150.00/month Part-time: \$90.00/month
After School Care	Full-time: \$150.00/month Part-time: \$90.00/month
KinderCare	\$500.00/month
PD Days	\$25.00/day
Summer Camp	\$150.00/week

**Please Note:**

**Part-time:**

Is considered 11 days a month or less

**Full-time:**

12 days and over per month is considered full time and will be charged at the full time rates of the Program.

Part-time depends on availability and is not guaranteed.

**PD Days and Holiday Weeks**

School Professional Development Days (PD days) are not included in the registration fees.

The BGC Foothills Clubss of the Foothills offers programming on all PD days. The cost per child is \$25/day.

One week's notice is required to cancel your child(ren)'s spot on a PD day. If a one week cancellation notice is not given, parents/guardians will be responsible and required to pay the \$25.00 fee regardless of the attendance of the child.

### **Attendance and Payment for Services:**

PLEASE NOTE: Payment for childcare is based on the days that you agree to use the childcare, not on actual attendance. Payment is due whether your child is present or not. This includes sick time and vacation time. Remember, you are paying for a childcare spot for your child and the childcare spot must be secured by your on-time payment.

Parents/guardians accessing childcare subsidy will have to pay above and beyond subsidy coverage. Please confirm with the Program Supervisor the Program name and Program ID of your location for your subsidy application.

### **NSF Cheques**

NSF cheques will be charged an additional \$15.00 on top of the program fee to be paid in cash or a certified cheque.

### **Child/Staff Ratio**

We have 2 staff members each day and maintain a 1-15 ratio of staff to children. Adequate supervision to ensure a fun, safe and respectful experience; is important to our program. Our staff is trained to adapt supervision techniques to suit different environments, situations and group dynamics.

### **Child Pick Up:**

Only those people authorized on the registration form will be allowed to pick up a child from the program. In case of emergency, a parent/guardian can give permission, verbally or written, for a third party to pick up their child(ren). Staff will ask the person for photographic identification if they are unfamiliar with the pick-up person.

Parents are expected to be punctual when picking children up from the program. Late fees may apply at the rate of \$5.00 for every 15 minutes after regularly scheduled closing of the program.

### **First Aid:**

All staff members are required to have a current first aid certificate.

### **What to bring to Club:**

Children must have indoor shoes or socks on at all times when in club. Also please note that BGC Foothills Clubs spends an enormous amount of time outdoors it is important that your child dress appropriately for the weather conditions. Our policy is that children will go

outside until it reaches temperatures below -22 C or above 27 degrees Celsius. (Situation Dependent on wind and other factors) Children who do not have proper outerwear may be refused care if their safety is at risk this includes both winter and summer months.

### **Enrolment Requirements:**

Children must be in grades K – 6. Registration forms must be filled out in full.

Fundraising is one way we can keep costs affordable for everyone. If you would like to help volunteer your time, please notify the Program Supervisor.

Subsidy is available. Please ask the Program Supervisor for more information and/or you can check online at: <https://www.alberta.ca/child-care-subsidy.aspx>

### **Personal Information Changes:**

It is the parent/guardian's responsibility to promptly notify the program in writing of any changes in address, telephone numbers, health information, and emergency contacts. For your child's sake, we ask that all information in your file be kept current. Further, it is a licensing requirement that parents/guardians provide specific pertinent up-to-date information. It is important to the care of all children that that parents/guardians agree to discuss any information about their child that will be beneficial to the smooth and safe operation of the program. We hold any such information in strict confidence.

### **Meals and Snacks:**

At this time, parents/guardians are responsible to provide meals and snacks for their children. **It is the parent/guardian's responsibility to keep staff updated on all food allergies and special diets.** If a child has an allergy or a restriction to any food please advise the Program Supervisor.

### **Medication & Illness:**

A staff member may administer or allow the administration of patent or prescribed medication to a child only where:

- The written consent of a parent/guardian has been obtained.
- The medication is in the original labelled container
- The medication is administered according to labelled directions.
- There is written parental authorization on file that allows a child to self-medicate under the observation of staff.

### **Accident, Illness or Incident:**

The BGC Foothills Clubss of the Foothills wants to ensure open communication with all families. Parents/guardians will be promptly notified in the event that your child has a misadventure and appropriate Incident Intake Procedures will be taken.

In the event that a child requires medical attention, an ambulance may be called. Parents will be notified as to the hospital for which the ambulance is destined.

**Discipline:**

This program will ensure a safe, happy and secure environment for all children through reasonable disciplinary practices which include:

- Setting limits
- Setting standards for behaviour
- Providing explanations
- Providing choices
- Being firm but flexible
- Anticipating the child's needs
- Recognizing child differences in age, temperament and experience
- Ignoring inappropriate behaviour where appropriate
- Distracting and removing the child from the situation

\*Behaviour contracts will be implemented for continuing problems

If we cannot resolve the conflict, we will ask for your advice and help in solving the problem. If your child is having difficulties with anyone or anything at the program, please let us know.

**The Right to Refuse:**

The safety of all children in the program is our first priority. If we cannot cooperatively work out a solution for inappropriate behaviour that jeopardizes the safety of the children or causes constant disruption of the class, that child may be asked to leave the program.

**Confidentiality:**

This program is regulated under The *Personal Information Protection Act* (PIPA) is Alberta's private sector privacy law. A copy can be found at <http://www.qp.alberta.ca/documents/Acts/P06P5.pdf>

All staff and volunteers must treat student and family information as confidential.

**Contact Information:**

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