

Parent/Guardian Guidebook – Cayley Out of School Care (OSC) Programs (Including Kinder Care, Before School and After School Care)

Welcome to the BGC Foothills Clubs – Cayley Out of School Care (OSC). 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 meeting your childcare needs, and are so pleased to have your child/ren join our Club!

The OSC Program provides licensed childcare for children ages 5-12 years. Our staff members hold qualifications and training in early childhood development as well as first aid and food safety. At our OSC Program, 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 Clubs 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 Clubs 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.

Hours of Operation:

- **Cayley OSC Program:**
 - **Before School:** 7:00 am – 8:10 am
 - **After School:** from 2:50 – 6:00 pm
 - **KinderCare:** from 8:10 am – 2:50 pm (for children 5 years old who are attending Kindergarten)

Enrolment Requirements:

Children ages 5 years (children that are currently attending kindergarten) to 12 years of age may attend the BGCF OSC Program. For site specific information, please speak to your Program Supervisor.

Registration forms must be filled out in full. It is the parent/guardian's responsibility to ensure that information on the forms is updated as it changes.

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 location closures, please speak to your Program Supervisor.

Website: (www.bgcfoothills.com)

Registration Forms and Club information can be found on our website. Keep up to date on our activities through our BGC Foothills Clubs Facebook page (@BGCFCanada) or Instagram page (BGCFoothills)

OSC Program – Program Fees

| | <u>Full-time</u> | <u>Part-time</u> |
|-----------------------|-------------------------|-------------------------|
| Before School | \$200/month | \$125/month |
| After School | \$200/month | \$125/month |
| Before & After School | \$400/month | \$250/month |
| KinderCare | \$500/month | \$350/month |

Part-time:

Is considered 11 days a month or less time and will be charged at the part-time rates of the Program.

Full-time:

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

Please Note: Preference will be given to those families who register for full-time care.

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

PD Days and Holiday Weeks

School Professional Development Days (PD days) are not included in the registration fees. The BGC Foothills Clubs offers programming on all PD days at the High River Club. The cost per child is \$25/day. To register your child for a PD Day, please email hrclub@bgcfoothills.com and let them know that your child(ren) attends the Blackie OSC program/Blackie Club. By doing so, your child(ren) will have priority over non-Club children.

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 pre-book and 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.

Payment for services can be made via the following options:

- E-transfer (bgcfetransfer@gmail.com)
- Cheque (made out to Boys and Girls Clubs of the Foothills)
- Cash (please place in a signed and sealed envelop)

Fundraising:

BGC Foothills Clubs is a charitable organization dedicated to the personal growth and development of children and youth. We are committed to providing the highest quality programs and services for parents/guardians and their children.

Since 1994, the BGC Foothills Clubs (BGCF) programs have expanded substantially. Growing from a single location in Black Diamond to multiple locations across southern Alberta, the BGC Foothills Clubs continues to provide support to local children and youth living in Eden Valley Reserve, Longview, Black Diamond, Turner Valley, High River, Blackie, Cayley, Foothills County, Nanton, MD of Willow Creek, Vulcan and Vulcan County.

BGCF currently provides programs and services for hundreds of children and youth, 12 months -18 years of age. Programs include but are not limited to licensed Early Learning & Child care Centres (previously known as Daycare), KinderCare, licensed Out of School Programs (including both before and after school programming), School Professional Development (PD Days), Summer Day Camps, breakfast programs, Food Security Programs, Recreational and Social Development Programs for Youth, Family Outreach Services and Youth Resource Centres.

We rely not only on parent fees but also on grants and fundraising to ensure we can continue to offer these programs, services and activities for staffing, and buying materials and equipment. To maintain these vital programs, we ask that you support our fundraising efforts. We have regular raffles, bottle drives and meat sales to name a few, your support is greatly appreciated!

Volunteering

BGC Foothills Clubs takes pride in its strong relationships with families and our community and in that we hope that our families will volunteer to support their Club.

There are numerous opportunities throughout the year; playground clean ups, bottle drives, basic maintenance, painting, and décor. Your help and support goes a long way to maintain our outdoor play areas, building and grounds. If you are interested in volunteering in our Club classrooms, please speak to your Centre Director. Prior to volunteering, a complete application including Criminal Record with a Vulnerable Sector Check will be required.

NSF Cheques

NSF cheques will be charged an additional \$25.00 on top of the program fee to be paid in cash or a certified cheque.

Child/Staff Ratio

Child/Staff Ratio are mandated by the Government of Alberta and are based on the ages of children attending the program.

For specific details of ratio, please speak to the Program Supervisor.

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, written (via email or text) 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 \$1.00/minute/child after the 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 and 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.

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 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.

Snacks:

BGC Foothills Clubs provides healthy snacks for children attending programs. **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:

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.

Illness:

BGC Foothills Clubs has an Illness Policy in place. We ask that you do not send your child to Club if they have:

- A fever (38 °C)
- Have a continuous cough
- Have thick mucus (green or yellow) from their nose
- Have loose watery bowel movements -diarrhea
- Are vomiting
- Unexplained rash
- Eye redness or weeping discharge from the eye

Children should be kept home for a minimum twenty-four (24) hours if they have any of the above symptoms. Likewise, should your child be sent home with illness, your child should not return for a minimum twenty-four (24) hours.

If the Club has an outbreak of contagious sickness (determined by AHS) of two or more cases of illness your child should be kept home for a minimum of 48 hours.

Accident or Incident:

The BGC Foothills Clubs 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/guardians 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 speak directly to the Program Supervisor.

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 and/or BGC Foothills Clubs staff or causes constant disruption of the program, 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:

Shirley Puttock (CEO)
Cell: 403-470-0521

Nicole Van Langen (Director of Operations)
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