



## **SCHOOL AGE SITE -Parent Handbook-**

Dear Parents:

Welcome to the City of Beaumont School Age Site which offers a before and after school care program for children attending Grade 1 and up to age 12.

The School Age Site is dedicated to offering child care in a safe, reliable, and nurturing environment.

We would like your family's involvement with our program to be a happy and fulfilling experience. If you have any questions or concerns, please do not hesitate to contact us.

Jodie Vesso

Child Care Services (CCS) Supervisor

780-929-1263

## **Our Program**

The programming at the School Age Site is child centered with a focus on learning through a variety of experiences. The planned activities are based on the interests of the children and encompass the emotional, social, cognitive and physical development of children and youth.

Activities incorporate a balance of self-directed play, as well as planned and organized play experiences and excursions.

## **Hours of Operation**

Programming times vary depending on the time of year. On regular school days, (September—June) programming is offered from 6:45 a.m. - 8:30 a.m. and from 3:00 p.m. - 5:30 p.m. On non-school days, programming is offered from 6:45 a.m. - 5:30 p.m. The program will accommodate early dismissals for both the Public and Catholic schools. During the summer months, (July and August) programming is offered from 6:45 a.m. - 5:30 p.m. We are closed on all statutory holidays and follow the City of Beaumont Administration Office schedule of closures.

Out of respect to our team and to ensure there is enough time to close up at the end of each day, please arrive by 5:20 p.m. so you have adequate time to gather your child's belongings and exit the program by 5:30 p.m. We ask that your child's hours of care do not exceed 9.5 hours daily and that parents adhere to the hours of care as discussed upon registering.

## **Fees**

Families will be invoiced each month. Fees are due on the 1<sup>st</sup> of the month and penalties will be applied to late payments after the 5<sup>th</sup>. Fees can be paid through on-line banking or at the City office. If no arrangements have been made to pay the balance owing in full by the 15<sup>th</sup> of the month, including finance charges, termination of care will result on the last day of that same month.



## **Transportation**

Transportation is provided to Bellevue/Coloniale/Dansereau Meadows/Champs Vallee schools through a contracted school bus. Children attending Beau Meadow walk to and from school, and children attending the Catholic school utilize their school's bus. Staff assist all children getting to and from school safely and on time.

## **Enrollment**

The program accepts children who are enrolled in Grade one, and up to twelve years of age. All necessary information must be accurately completed on our registration forms prior to attending program.

## **Daily Routine**

We offer both an a.m. and p.m. snack on regular school and on no-school days. We post a weekly schedule of daily routines, including the snack menu, which differ from day to day; and differ in nature to accommodate regular school days, early dismissals, school holidays, or holiday times such as Christmas, Spring or Summer break.

## **Drop Off and Pick Up**

Please be sure to notify a staff member when your child has arrived and when you are leaving with your child. As we will not be responsible for children who arrive or depart independently, parents need to accompany your child into the building.

## **What your child will need for the Program**

- Wear comfortable, washable clothes to play in
- Bring one change of clothing to keep in their locker
- Bring one pair of indoor shoes
- Be dressed for the weather
- Hat and water bottle for summer months
- Sunscreen and bug spray for summer months
- If attending the program for a full day, children must bring a lunch with an ice pack

**\*\*All items should be labeled - this avoids lost articles.\*\***



## **Nutrition**

This is a very important part of our daily program. Children receive two nutritious snacks per day. Children are offered milk and water at lunch and snack. Snack menus are posted monthly. Our emphasis is on nutritional foods, such as fresh fruits, breads, cereals, and vegetables. We ask that you refrain from sending peanut butter, candy, pop, juice, popcorn, and junk food. Staff model good eating habits for the children. Staff has completed a food handling course.

## **Personal Hygiene**

Children are encouraged to be independent with cleaning their face, washing their hands and cleaning up after themselves.

## **Medication Policy**

If your child requires medication, it must be sent to the site in the original container with the pharmacy label still intact. Let the staff know your child needs medication, complete a Medication Consent Form, and ensure the staff put the medicine in a locked container. Staff will observe and record observations of child's behavior and seek medical attention if necessary. Parents need to let staff know if your child has received any medication prior to attending the centre so they can be monitored for allergic reactions. Nonprescription medication will not be accepted such as Tylenol or Advil. The medication policy also includes homeopathic applications and parents are expected to follow the process as outlined.

## **Birthdays**

At the site, we have adopted to acknowledge children's birthdays at a celebration that is held on the last Friday of each month. Our month end celebration involves honoring the children born within that month and enjoying snacks that we (along with the children) prepare here at the site.

Although we recognize that parents enjoy sending snacks on their child's birthdays – this can create an upset to the regular schedule and be uncomfortable / hazardous for children with allergies. We ask that you refrain from sending birthday snacks to the site and trust that we will mark the child's birth in our special celebration.

## **Quality Child Care:**

The City of Beaumont School Age Site was accredited since March 2012. Accreditation was voluntary and demonstrated how programs go beyond the minimum licensing requirements to meet higher standards of care. The province stopped funding this program in 2022 but we still follow the values and standards as we believe in quality child care for all children.



## **Health**

If your child is ill with the following symptoms, at the School Age Site, you will be called to pick your child up:

- High fever (38° Celsius or 100° Fahrenheit),
- Vomiting or diarrhea (2 or 3 times within 3 to 4 hours)
- Long lasting pain or crying or unable to participate in the program
- Outbreaks or rashes

Parents are expected to pick up their child within one hour of being called to avoid other children getting sick.

Children will be excluded from the program until symptoms are resolved for 24 hours, parents have followed Alberta Health guidelines for exclusion or they are assessed by a physician and have a doctor's note. Children are welcome back to the site once they are able to participate fully in the program, this includes going outside.

**Please TEXT the Program Cell at (780) 862-7803 or Call the Centre at (780) 929-2190 if:**

- You will be delayed - we worry & so does your child. There is a late fee of \$2.00/minute per child after 5:30 pm.
- Inform staff members if someone other than you is picking up your child, either verbally or in writing. We will need the person's name and we will check current photo identification. Your child will not be released to any unauthorized person, persons without accurate Identification or under the age of 13.
- Please notify the school age site if your child will be absent for any reason. This is especially important, so the school bus is not delayed.
- Complete your enrollment form accurately and inform us of any changes, so we may reach you if necessary.
- Any enrollment information changes, such as address or phone number.
- Please inform a staff member of any event which may cause your child to behave in an unusual manner (illness, death, divorce, etc.) This allows staff to support your child when needed.



## **Emergency Procedures**

Fire drills are held on a monthly basis. In the event of a real fire or emergency, the children will relocate to the muster point which is located on the east side of the parking lot and parents will be notified.

In the event that your child does not return from school and the staff are expecting them; the staff will follow this process to ensure your child's whereabouts are known:

- 1) Call the Parents
- 2) If both Parents are not available, call the emergency contact
- 3) If emergency contact is not available, call the authorities and report that the child is missing.

## **Attendance**

We recognize that parents will have days when they aren't working but will still want their children to attend the school age site (vacation days, summer holidays, sick days, maternity leave). We ask that on these days, you bring your child in after 8:00 am and pick up prior to 4:30 pm. This will ensure some balance for your child and give them the opportunity to have a shorter day as well, play is hard work after all!

Directing questions or concerns to the school age site staff is encouraged. The CCS Supervisor is also available for phone calls or meetings. Parent volunteers are appreciated, and we encourage and need your feedback. Let us know if you would like to accompany us on excursions or stay and visit us at the site. Also, any input you may have regarding program ideas, or the donation of a special talent is greatly appreciated. We have an Open Door Policy - parents are welcome at any time. We feel staff/parent cooperation is an important aspect for a child's healthy and happy development.



## **Parent Information:**

We have sent out updates using the SeeSaw App. Which contains program information, daily updates and special days, (i.e: celebrations, upcoming events, etc.) If parents have any further questions, they are encouraged to approach staff members.

The Supervisor is also available for phone calls, e-mails and meetings.

Parents are expected to follow a code of conduct when dealing with other children, staff and other parents. This includes, but is not restricted to:

- Treating others with respect
- Using tone, words, and gestures that are respectful and inviting
- Keeping staff informed of any changes in the child's life
- Following the health guidelines

Behaviors that will not be tolerated are:

- Shouting
- Swearing
- Talking in a negative, degrading manner about any child, family or staff member.

In an effort to maintain professionalism, we ask that you do not "Friend request" or add staff on social media forums.

## **Our Staff:**

- Have studied Early Childhood Education.
- Are all trained in emergency first aid.
- We encourage ongoing training through conferences and workshops.
- Are members of the Alberta Child Care Association (ACCA) dedicated to quality child care.
- Our average staff tenure is seven years.
- We feel staff is the key to quality childcare and by having primary childcare workers trained in Early Childhood Education (two year diploma, Level III), they can extend children's daily play experiences positively. This education provides extensive knowledge of child development and gives the staff the ability to provide a healthy environment.

## **Gifts for Staff:**

As City of Beaumont employee's, staff are unable to accept personal gifts from the public or parents. Although we appreciate the kind thoughts behind the gifts, we would suggest contacting the program supervisor for ways to recognize and show gratitude to the team as a whole instead of individuals. We appreciate your cooperation.



## **Early Childhood Educator Interaction Statement**

We value children as equal and individual citizens of the City of Beaumont. It is important that our staff role model respectful interactions and partnerships between the children, families, and community. This is demonstrated through active listening, serve, and return interactions and developmentally appropriate communication with children at their level.

## **Mission Statement**

The City of Beaumont  
Child Care Services  
Provides Early Learning  
Programming, Resources,  
and Support to  
Children, Families,  
Early Childhood Educators,  
and the Community Through the  
Understanding of  
Best Practice.