

St. Francis Xavier School



Out of School Care Program

Parent Handbook

2018-2019

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CHILD CARE PHILOSOPHY

St. Francis Xavier School – Out of School Care Program (OSCP) philosophy is to ensure the safety, security and well-being of the children in our care while engaging in hands-on activities that allow them to develop their interests and skills, as well as have the opportunity to spend time on homework so that they can enjoy more quality time at home.

OTHER INFORMATION

Hours of operation are from Monday-Friday: 7:30-8:55 am and 3:25-5:30 pm.

Independent departure from the program can be arranged by parents with the supervisor of the OSCP program. In these, and all other cases where children leave the facility, times will be recorded on the Child Attendance Record form.

SAMPLE DAILY ROUTINE

7:30- 8:00- Arrival and free play time, individual interest areas, craft, art, reading, homework and play

8:00- 8:55- Snack- group time, free play time, outside play (weather permitting), clean up, get ready for class

3:25-4:30- Snack, outside play, focused craft, quiet homework time

4:30-5:30- Quiet homework time, individual areas of interest, clean up, home time

COMMUNITY INVOLVEMENT

The OSCP program will assist in fundraising ventures and community projects with the St. Francis Xavier School. The program is a member of the Medicine Hat & District Child Care Association and is able to access their nutrition, program enhancement funding.

PARENTAL INVOLVEMENT

Parent involvement is strongly encouraged in the OSCP program. Parents can not only become actively employed within the program as extra help but are also encouraged to bring in extra snack ideas, games, crafts, items, and toys that will benefit the children in the program.

Parents receive a registration package detailing the policies of the OSCP program. Parents are given an orientation by the staff upon signing up for the program. This includes a tour of the classroom, introduction of staff members, and a time for parent questions.

Each day during drop off or pick up of their children, staff and parents have an informal dialogue detailing any suggestions for or concerns about the program.

CHILD GUIDANCE POLICY

The staff at the St. Francis Xavier School – Out of School Care Program will serve as positive role models to the children, parents and their co-workers. They will encourage children to treat others with similar respect. Children will learn to cooperate and share with other children. Our goal is to provide a positive educational experience, to encourage and enhance their growth and allow them to develop while in our care.

Child Guidance Techniques:

1. Active listening - encourages expressing a child's feelings
2. Negotiation - helping children solve problems/conflicts
3. Setting limits - keeps children safe and in bounds
4. Modifying the environment-making changes when necessary
5. Facilitating - helping children solve problems
6. Reinforcement Noticing and Praise - making children feel important and valued. Telling them they did a good job/made a good choice
7. Redirect - to direct a child's attention to a different program activity
8. Time away from the group- if a child's behavior remains inappropriate after several attempts to redirect, then the child is asked to sit and reflect on their behavior.

When aggressive behavior arises, it will be handled in a positive manner by working with the child and using the above referenced Child Guidance Techniques.

Actions that are humiliating or frightening to a child are prohibited. Examples of prohibited actions include:

- Inflicting or causing to inflict any form of physical punishment, verbal, or physical degradation or emotional deprivation
- Threatening to deny or denying any basic necessity
- Use of or permitting the use of physical restraint, confinement, or isolation

Any child disciplinary action taken will be reasonable in the circumstance.

Through the use of positive guidance, St. Francis Xavier School – Out of School Care Program provides an enriching, safe and educational environment for the children, helping them develop self-control, self-esteem and respect for the rights of others.

Staff and parents will be informed and have access to the Child Guidance Policies in two ways: they will be posted on the wall in the gymnasium and they will be part of each registration package. Children in the program will spend time with staff reviewing the policy at the beginning of the year and throughout the year as necessary.

OFF-SITE ACTIVITY

The St. Francis Xavier School – Out of School Care Program may participate in some off site activities. Parents will be sent a note home to inform them of the upcoming off site activities. This note will include information on transportation and supervision arrangements. Parents will be required to sign a consent form prior to child being able to participate. The staff of the OSCP takes the portable record along on any off-site activities.

EMERGENCY EVACUATION PROCEDURES

1. Initiation of evacuation procedures will be signaled by a bell, alarm, or announcement on the public address system.
2. Exit the building via the closest exit.
3. Bring the class to the west end of the field.
4. Children are to line up alphabetically by surname. This will be practiced in advance of an actual drill procedure to allow children and staff to familiarize themselves with the procedure.
5. Remind children that they are to go to the same spot to check-in whenever there is an evacuation drill.

Children who are already outside at the initiation of an evacuation procedure will go directly to the pre-determined outside check-in location. In the case of inclement weather or other circumstances that make waiting outside the school unsafe, students will walk to the designated alternate site (Monsignor McCoy High School), which is adjacent to the school playground. Staff outside at the time of an evacuation procedure should direct the children and remain with them until informed

that the situation is clear. In the case of an emergency (non-drill situation), staff and children should return to the gymnasium only when notified by proper authorities.

The program facilitator will carry a cell phone and carry the Portable Emergency Information Record when outside the building, in order to notify parents in the case of an Emergency Evacuation. This Portable Record also has the phone numbers for emergency and safety contacts. A list of emergency and safety contacts is available by the phone in the OSCP classroom.

Children and staff become familiar with the evacuation procedure through regular fire/evacuation drills. This procedure is also posted in the gymnasium.

COMMUNICABLE DISEASES

The St. Francis Xavier School – Out of School Care Program staff will contact the parent or legal guardian of the child to request that they remove their child from the program immediately if a staff member knows or has reason to believe the child may be suffering from a disease in Schedule 1 of the Communicable Diseases Regulation.

SUPERVISED CARE FOR SICK CHILDREN

Ill or injured children shall not be left unsupervised. Children who become ill or injured during the OSCP time shall be returned home under the care of a parent or legal guardian or the emergency contact person designated by the parent. In the case of an illness or injury, parents will be contacted via the telephone. If the parents are unavailable, the emergency contact person(s) will be contacted via the telephone.

If a child is ill and awaiting pick up by a parent or emergency contact person, the child will be kept as far away from the other children within the gymnasium. A staff member will remain with the child until they are picked up.

ADMINISTRATION OF MEDICATION

The OSCP program believes that medications are to be administered to children by parents at home. The program does not administer any medications.

If a child requires emergency medication, staff members will have been trained on their use. It is the parent's responsibility to inform and to provide emergency medication to the OSCP staff. The parent will provide written permission. The OSCP staff will store this emergency medication in a place inaccessible to children.

NUTRITION

The St. Francis Xavier School – Out of School Care Program will be responsible for providing the snacks for children at appropriate times and in sufficient quantities in accordance with the needs of each child. These snacks will contain 2 of the 4 food groups listed in the Canada's Food Guide. Snacks are provided at 8:00 a.m. and 3:35 p.m.

A Sample Menu includes:

Monday: juice, graham crackers

Tuesday: juice, apple sauce

Wednesday: juice, granola bar

Thursday: juice, watermelon

Friday: juice, pretzels

Parents will be informed of the snack menu in two ways: it will be posted on the wall in the gymnasium and will be part of each registration package.