



PO Box 24013
Northhills Centre Station
Kamloops BC V2B 8R3
(250) 376-0375
info@nhass.ca
www.nhass.ca

NHASS

Alternate Education Program

Rules and Guidelines,

Communications,

Health and Safety



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Alternate Education Program Rules & Guidelines

Learning Groups

A learning group is a group of children and staff who remain together throughout a school term and who primarily interact with each other. New Heights Autism Support Society Alternate Education Program is one learning group.

Class Locations

Alternate Education Program "Classroom" Space:

Christian School Annex - Suite 205, 700 Cottonwood Avenue

PE: Play areas at MacArthur Park - Island Parkway, from Mackenzie Avenue

Snack and Lunch: Children will have snack and lunch at their desks

Parent Parking: 15 minute parking in the West Flex Entrance/South Wing Business - off Kenora Road

Alternate Education Program Washroom: Washroom in the hallway, outside the classroom

Children's Supplies & Personal items

Children are required to bring ALL of their school supplies within the first two weeks of attendance.

Children are to refrain from bringing any unnecessary items from home, such as "stuffedies" or toys. Any items and supplies brought to school will be labeled with the child's name on it.

Additionally, please note the following with regards to specific items:

1. **Water Bottle: *Mandatory*** Please ensure their water bottle(s) is/are large enough to contain all the water needed by your child(ren) for the day as the water at the school is not safe for human consumption.
2. **Snack and Lunch:** While supervisors are always glad to help children who need it, we ask that you are mindful to send packaging that your child(ren) can open themselves.



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Alternate Education Program Rules & Guidelines (Continued)

Arrival and Drop-Off

Children in the Alternate Education Program will enter through the side door (parking lot off Kenora Avenue) of the Kamloops Christian School Annex unless otherwise specified.

Children are permitted to be dropped off between 8:45-9:00am. The program asks that parents/guardians walk their child to the classroom. There is parking as stated above. This is 15 minute parking in specified spaces only. Alternate parking is either street parking, or around the building in the parking lot off Cottonwood Ave.

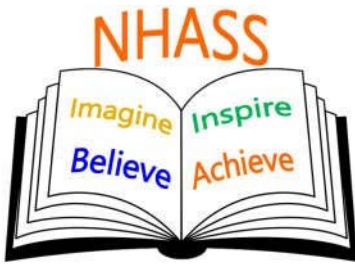
We have an open-door policy with our parents/guardians, please come in and drop off your child(ren). However, unless you have an appointment with one of our teachers, please limit your conversations as staff are busy setting up for daily activities. Every person who enters the building, must be healthy and symptom free and immediately sanitize or wash their hands upon entry. Following hand washing, children are to put their coat and backpack in their locker in the hallway, change into their inside shoes and sit at their desk.

Dismissal/Pick-up

Parents/guardians are to pick up at the old playground beside the skate park, use the MacKenzie Avenue entrance and drive straight to the parking lot across from the playground. Unless otherwise specified, pickup will always be at this location with the exception of Farmers Market days and Fridays (Fridays dismissal is noon). 15 minute parking is available in the West Flex Entrance/South Wing Business - off Kenora Road. Children are to be picked up promptly between 2:20-2:30pm. No children will be permitted to leave the classroom without a parent/guardian that is authorized to pick up your child(ren).

Snack and Lunch

Children will wash or sanitize their hands prior to snack and lunch breaks. Snack and lunch will take place in the "classroom" area. Children must wash their hands and table before starting the next daily activity.



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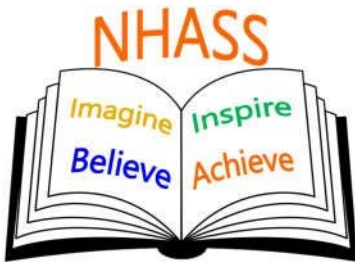
Alternate Education Program Rules & Guidelines (Continued)

Electronics

3. **Tablets and/or laptops:** must be charged and ready to use at the beginning of each day. Children are responsible for bringing charging cable(s) and headphones daily, teachers are not responsible for lost or damaged electronics and accessories. Please provide teachers with all passwords and your authorization to download educational apps. Tablets and/or laptops must have a writing program on it (e.g., Microsoft Word or similar) for writing journal entries and completing research projects etc.
4. **Phones:** if your child(ren) has a phone, they are to keep it in their locker, if it comes into the classroom it will be held at the teacher's desk until the end of the day, if it is forgotten at the school, there will be no opportunity to retrieve it until the next school day. There may be opportunities for the children to use their phones during field trips to take pictures and other authorized circumstances.

Visitors

Every visitor must make prior arrangements before entering the building as well as ensuring they are healthy and symptom free before entering the Alternate Education Program.



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Alternate Education Program Rules & Guidelines Communication

School-Wide Communication

Communication is done between parents/guardians, volunteers, and staff via in-person, phone, text and/or email (through the email address you provide through the New Heights Autism Support Society Alternate Education Program – Enrolment Form).

Academic/Class Communications

Parents/guardians of child(ren) will have a daily communication agenda book that will be sent back and forth between Tutor/CEAs and parents/guardians. This will be required to be read daily, initialed and returned on the next program day. This communication agenda book is the responsibility of the child(ren) and should be supervised by the parents/guardians. If this book is lost or damaged it is the students responsibility to replace it.

Volunteers

If you know of a responsible person who may want to help within our Alternate Education Program, please email "info@nhass.ca" with the subject "Volunteer". These needs are as follows but not limited to:

- Cleaning and sanitizing
- Helping children (reading, math, scribing, bathroom runs, supervising etc.)
- Organizing
- Photocopying
- Filing



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Alternate Education Program Rules & Guidelines Health and Safety

Sick Policy

No one is permitted to enter our building if you have had a fever, diarrhea or vomited within the last 24 hours (e.g., the person needs to be a full/complete 24 hours symptom free. If person vomits at noon (for ANY REASON), they are not permitted to enter until noon the next day, not 9am):

If your child(ren) is experiencing fever, diarrhea, vomiting, sore throat, persistent coughing, sneezing, stuffy or runny nose we will be arranging for pick-up of your child(ren).

Absences

Due to the likelihood of your child(ren) needing to stay home with symptoms, the following two categories are in place:

Precautionary absence: If the child(ren) must stay home due to mild symptoms, but is well enough to complete school work from home, they can do chores (cooking = functional math, reading, etc.) or worksheets you may have at your house, you are expected to give pictures of their completed work directly to their online teacher.

Recovery absence: The child(ren) must stay home due to severe symptoms preventing them from working from home (such as fever, exhaustion, etc.) and is required to have bed rest.

Hand washing and Sanitization

Every individual (child and adult) is to sanitize their hands, but not limited to the following: immediately upon entering the school facility, before and after eating, after using the washroom, after any cough or sneeze (or using a tissue for their nose), after picking their nose and/or whenever hands are visibly dirty.



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Alternate Education Health and Safety (Continued)

Masks

As some places still require face masks, please ensure your child(ren) is familiar with wearing masks properly. Additionally, should a child begin to exhibit symptoms at school, they will be required to wear a mask and isolate until they are picked up by their parents/guardians.

In all other circumstances, wearing masks is the choice of the child(ren) and their parents/guardians. Parents/guardians are encouraged to teach their child(ren) proper mask usage.

Additional disposable face masks will be kept on-site for visitors or those who begin to show symptoms at school and do not have a face mask.

Disinfecting Policies

Children, staff, and volunteers will clean and disinfect commonly touched surfaces, desks, and chairs throughout the day and at the end of the day.