**Brentwood’s**

**Learn and Play**

**Before and After School Program**

**PARENT HANDBOOK**

**2022-23**

 

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587-727-0702

**WeLCOME**

Dear Parents and Guardians,

Welcome to Brentwood’s Learn and Play Before and After School Care Program! We are pleased to be able to offer you and your family a quality child care option that is available throughout the school year.

We take our job of caring for your children very seriously. When you walk into our before and after school program, you will see our staff interacting with children, working with them on projects, and engaging them in fun activities. Our program staff are committed to establishing relationships with both our students and their parents/guardians, in order to bridge the gap between home and school. We believe that the partnership between children, parents and our child care providers is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind, knowing that their children are in a safe, nurturing environment that fosters healthy development. We strive to provide such an environment.

Photos, program updates, important calendar dates, and other information will be shared with you from our program staff in a variety of ways. All of the information you need regarding the program, which operates as an extension of the École Brentwood Elementary School experience, can be found in this handbook.

Thank you for selecting Brentwood’s Learn and Play Before and After School Care Program as your family’s choice for child care.

Sincerely,

Brentwood’s Learn and Play Before and After School Care Program Team



**Our Child Care Philosophy**

Brentwood’s Learn and Play is a non-profit society that strives to provide an affordable service to parents of children in Kindergarten to Grade 6 looking for quality child care options. Since its inception in January 2020, the program aims to provide a safe, healthy and stimulating environment where children can play, discover and socialize with their peers by taking part in a wide variety of creative, educational and recreational activities.

Operating as part of the École Brentwood Elementary School experience is an important aspect of our program. This enables the program to become an important part of the school’s fabric. As an important and unique part of the school, we have a better sense of the community norms and school nuances that form the school culture.

**About Our Program**

Brentwood’s Learn and Play Before and After School Care Program incorporates both group and individual activities designed to not only keep children engaged and entertained but promote learning in many different realms. Our activities, both structured and unstructured, encourage and support the development of children’s self-esteem, self-discipline and core values such as respect, responsibility, caring and kindness, among others. Essentially, the program is designed to extend the school day in a fun and meaningful manner!

A variety of high-interest activities will be offered, including:

* Creative arts and crafts;
* Student-led activities and play
* Age-appropriate fun and exciting activity centres;
* Homework area;
* Outdoor play activities;
* Literacy enhancement centres

Additionally, Brentwood’s Learn and Play Before and After School Care Program aims to build relationships of support between children, neighbours and local community members. Through connection opportunities, such as community involvement, trips and projects, Brentwood’s Learn and Play Before and After School Care Program will promote citizenship as a core pillar.

**Hours of Operation**

School Days: Drop off commencing at 6:30 am, pick up before 6:00 pm

Brentwood’s Learn and Play Before and After School Care will be open all FLEX and PD Fridays and during the Teacher’s Convention. We will be closed on holidays and Teacher Convention week. Please see the attached calendar.

**Cost**

Full Time (Before and After care)

* $450/month
* Families with more than one child registered receive a 20% discount on the total fee.

Part-Time (either Before or After care)

* $230/month Before school care
* $366/month After school care

Drop-In

* $30/day - before and after
* $15 - before school only
* $20 - after school only
* We require 48 hours notice for drop in order to ensure we have proper staffing in place.

PD and Flex Fridays

* $30/day, in addition to the above prices
* Parents are required to supply one snack and lunch

**Program Eligibility**

* Any student currently enrolled within École Brentwood Elementary School’s Kindergarten to Grade 6 classes.
* Students must be registered prior to the start date.
* Registration Requirements:
  + Your child’s registration will be considered complete when all of the following

documents have been submitted:

* + - Registration Form
    - Yearly Registration Fee of $50 (non-refundable)
    - Signed Parent Handbook Agreement
    - Signed Freedom of Information and Protection of Privacy (FOIP) Form

**Finances**

* A non-refundable registration fee of $50 is due at the time of registration.
* Part-time and full-time payments are due on or before the 1st of each month, as well as on or before the 15th of each month.
* Drop-in requires same day payments.
* Payments can be made by cash, cheque or electronic e-transfer. Cheques are made payable to Brentwood’s Learn and Play Society. A bill will be emailed the Monday before full-time and part-time payments are due.
* There is a $30 administrative fee per NSF cheque.
* There is no rebate of fees for temporary student absences (i.e. sickness, vacation, school shutdowns, etc.)
* Monthly payments more than 2 weeks past due shall be considered in arrears. A letter will be sent indicating the delinquency and requesting immediate payment. Accounts more than a month overdue, at Brentwood’s Learn and Play Society’s discretion, will result in a $20 late fee and possibly your child being excluded from the program until the outstanding balance is paid.
* Parents must provide a month's notice before withdrawing from the program and are responsible for paying all fees acquired during that month.

**Subsidy**

The Alberta Government’s Child Care Subsidy is available to those families who qualify. Information and online applications can be obtained by accessing the following link: [www.child.alberta.ca/childcaresubsidy](http://www.child.alberta.ca/childcaresubsidy).

Parents are responsible for meeting all requirements of the Child Care Subsidy program throughout the school year. Additionally, parents are responsible for informing program staff of their subsidy approval status. Full fees will be charged until the information is received.

**Parental Involvement**

Parents will be embraced as partners in Brentwood’s Learn and Play Before and After School Care Program. Program staff make a concerted effort to create a welcoming environment in which parents feel comfortable engaging in their child’s program. Fostering a spirit of cooperation between program staff and families is at the heart of the program! Parents are encouraged to be actively involved in various aspects of the program. Taking part in volunteer opportunities, providing feedback, and openly sharing any ideas or expertise they have to offer the program are some of the many ways in which parents can be active participants.

Brentwood’s Learn and Play Before and After School Care Program will maintain both informal and structured communication with children’s families, whether that be through face-to-face exchanges at pick-up time, or through newsletters and social media. Also, make sure to check out our parent information board located right outside our main room for important information. We are excited to meet and get to know the whole family!

**Policies and Procedures**

Brentwood’s Learn and Play Before and After School Care Program follows all rules, policies, and procedures of the school in which our program operates. Students will be provided with a safe, caring and welcoming environment. Each child will demonstrate respect to themselves, peers, and adults. Children will be redirected in a way that is respected and developmentally appropriate when they are not following program guidelines.

**Child Discipline Policy**

Providing students with a safe, caring and welcoming environment is at the forefront of Brentwood’s Learn and Play Before and After School Care Program. We recognize the uniqueness and diversity of each child, and therefore, work to provide a positive environment conducive for all.

Sometimes children exhibit inappropriate behaviours during programming. These behaviors are dealt with using positive child guidance, safety intervention, and parent consultation as needed. Positive child guidance strategies and techniques not only engage the child as an active participant in a healthy program environment, but encourage the use of constructive problem-solving processes. Essentially, positive child guidance works to prevent and respond to child behaviour in constructive ways that focus on empowering choices.

Proactive measures taken by staff include:

* Building connections and relationships with students;
* Modelling respectful behaviour;
* Setting clear guidelines for appropriate behaviour;
* Reinforcing positive behaviours;
* Anticipating child’s needs;
* Distracting and redirecting;
* Providing a calm down corner with tools to help the child reregulate;
* Removing the child from other students after exhausting all other measures. If the student cannot be removed safely without harm, we will relocate the other students to the gym until the student has calmed down and we feel it is safe to return to the room. In extreme cases, parents will be called as soon as it is safe to do so and will be asked to come and pick up their child.

Behaviors deemed inappropriate in Brentwood’s Learn and Play Before and After School Care Program include, but are not limited to:

* Inappropriate communication (such as vulgarities, sexual comments, inappropriate drawings);
* Acts of aggression (such as biting, hitting, pinching, kicking, spitting, damaging, misusing, or destroying physical property);
* Bullying (including name-calling, teasing, intimidating, racial slurs);
* Unsafe or destructive behaviours (such as leaving program space unsupervised, throwing items towards people or property; misusing equipment);
* Refusal to follow the direction of staff to ensure quality, safe programming for all

When persistent behaviour concerns arise that undermine the quality and/or safety of the program environment, program staff may move from positive to progressive guidance, incorporating some or all of the following:

* Staff will discuss the behavior immediately and privately with the child and offer acceptable alternatives.
* A child may be requested to engage in self–reflection conversations and complete a Refocus Form. The child will be permitted to rejoin the group after and will be monitored for improvement.
* Staff will contact the parent/guardian to discuss the behaviour concern and its impact on the environment of the program in order to collaborate on solutions.
* ü Staff will engage school personnel, including administrators, teachers, etc. with a focus on identifying constructive solutions and fostering consistency for the student between the school day and extended programming.

If positive and progressive guidance does not yield improved behavior, and the program quality and/or safety continue to be compromised, the Program Manager may suggest a Positive Behavioral Guidance Contract. This contract will require an in-person conference between the program staff, the student, and

parents/ guardians to discuss needed changes to behaviors in order to remain in the program, which will be documented on the contract and signed by all parties present. All parties will conclude the meeting with the understanding that if the terms of the contract are not kept, the child may be dismissed from Brentwood’s Learn and Play Before and After School Care Program.

To the extent that behavioural concerns arise from a student's disability, Brentwood’s Learn and Play Before and After School Care Program will make reasonable attempts to modify our service and provide auxiliary aids and services that:

a) do not fundamentally alter the nature of our services, or

b) result in an undue burden to permit students with disabilities to fully enjoy our services without

reducing the quality and safety of our program

**Classroom Rules**

Students are expected to be:

* *Respectful*
* *Responsible*
* *Kind*
* *Honest*
* *Their Best*

**Supervision Policy and Practices**

Brentwood’s Learn and Play Before and After School Care Program will ensure each staff member and volunteer who has unsupervised access to children is an adult and provides a criminal record check, including a vulnerable sector search, not dated earlier than 6 months prior to the start date and updated every 3 years.

We guarantee a minimum of 1 in 2 staff hold a first aid certification acceptable to the Program Director, and that a staff member with first aid is onsite at all times.

We will provide adequate staff to student ratios. In class, we will provide a 1:10 adult-to-child ratio as required by Alberta Licensing Regulations. Brentwood’s Learn and Play will have an additional adult onsite when student numbers are between 7 and 10 for added support.

Staff will do an initial walk through of our indoor space upon arrival using our daily health and safety checklist. This will ensure we are providing a safe environment each day. The outdoor space, including play structures, will be inspected by the Program Director on a monthly basis, and any health and safety concerns will be reported. Staff will be actively involved in the day-to-day activities and will display active supervision by moving around the space and engaging with all students. Staff will be thoroughly invested in the children and the activities going on throughout the day.

During program hours, whether we are inside or outside, children will be supervised to the fullest. A regular child count will be conducted at the beginning of each class, and before and after any transition, such as heading to the gym and venturing out for a walk or field trip.

The program does not transport children to-and-from school.

**Illness/Sick Policy**

Due to licensing regulations, if your child is sick they are required to stay home. If your child becomes ill while at the program, you will be contacted to come and pick them up. They must be symptom free for 24 hours before returning to the program.

As stated in the Prevention of Spreading of Communicable Diseases Guidelines, children will be excluded from the program if they have any of the following:

* Fever (38 ‘C or 101 ‘F)
* Diarrhea (defined as very loose bowel movement twice within one hour)
* Vomiting
* Persistent cough
* Breathing difficulty
* Rash with fever

If your child will be absent it is important to let us know. You can either call, text or email Mrs. Woodley, our Program Director at (587)-727-0702. Please do not write it in your child’s school agenda - contact us directly.

**Medication**

The administration of medication or other medical treatment to children is to be limited to those situations where the child's attending physician has provided instructions for the appropriate administration of medication or treatment and the child's parent(s) have requested that program staff engage in such medical treatment. The medication must be provided in the original container with directions from a doctor for administration on the label. The supervisor will make arrangements for an adult to willingly administer the prescribed medication or medical treatment. A record including the name of medication with time(s) and amount(s) of administration signed by the person administering the medication will be maintained by the person administering the medication and will be retained by the supervisor. Medication will be kept in a secure location, inaccessible by children, in a locked container unless needed in case of emergency. All staff having direct responsibility for the students will be informed of all medical conditions and the appropriate emergency procedures of any registered student.

**Accident or Illness**

Brentwood’s Learn and Play recognizes the importance of the safety and well-being of all children. The staff will ensure students receive appropriate medical attention in the event of a serious accident or illness.

Procedures:

1. The staff will take appropriate measures to keep the children calm and do an initial assessment of needs.
2. Our certified staff will administer first aid.
3. Reasonable efforts will be made to inform the parent(s) who will make arrangements for necessary medical treatment. If the parents cannot be contacted, the supervisor or designate will arrange transportation for the student to a medical facility.
4. In case of an emergency requiring immediate care, medical services will be contacted. Parents or emergency contacts will be notified.
5. Any incident related to a bodily injury serious enough to require professional medical attention will be reported.

**Emergency Phone Numbers:**

* Emergency Medical Services: 911
* Ambulance Service: 911
* Fire Department: 911 or non-emergency line (403)934-3022
* Police Station: (403)934-3535
* Hospital: non-emergency (403)361-7000
* Health Unit: (403)361-7200
* Health Link: 811
* Poison Control Centre: 1-800-332-1414
* Child Abuse Hotline: 1-800-387-5437
* Samantha Woodley – Program Director: (587)727-0702

**Arrival Procedure**

* Please enter through the main doors of the school between 6:30 am and 8:00 am.
* Parents and children are required to remove their wet/muddy outdoor shoes before leaving the carpet at the main entrance.
* We require all parents to sign their child in and out each day. This is mandatory by licensing so please allow enough time to do this.
* Children will receive a healthy breakfast upon arrival.
* At 8:10 am, children will head outside to join the rest of their peers for some fresh air before starting their school day at 8:25 am.
* Please make sure your child is dressed for all weather. Winter attire should include a warm coat, snow pants, toque and mittens.

**Pick-Up Procedure**

* After school care kids will be dismissed at 3:00 pm.
* Children are required to head straight to the after school care room after their homeroom teacher dismisses them.
* Kindergarten children will be supervised by a staff member to ensure they arrive at the program.
* Attendance will be taken as they arrive.
* In the event that a child has not checked in, we will make an announcement for them to check in. A supervisor will also check the playground. If they still have not checked in, we will call parent contacts.
* Children will receive a snack shortly after arriving, at approximately 3:00 – 3:30 pm.
* Throughout the afternoon, children will participate in many activities such as homework, reading, student-led activities, crafts, physical activities and free play. If the weather is favourable, the children will enjoy some outside play vs the gym.
* Please make sure your child has proper clothing for the weather.
* When picking up your child, please make sure you are picking up no later than 6:00 pm.
* Please remove your wet/muddy shoes before leaving the carpet at the main doors. This helps keep our school clean.
* Children will be expected to clean up their activities before leaving. We encourage parents to help with this.
* We require all parents to sign their child out at the end of the day. A child will not be released without being signed out by an approved adult. If someone new is picking up your child(ren), please let the Program Supervisor know ahead of time.

Please note: If you are late picking up your child on a regular occurrence, you will be charged a late pick-up fee of $1.00 per minute each time. We understand things happen so we will allow for 3 warnings. Please make sure to call us in the event that you are going to be late.

**Homework**

While we will help children with their homework we will not force them, we are not responsible for making sure homework is fully complete. Please make sure to check with your child once you get home to see if they require a little more time at home.

**Breakfast/Snacks**

All children enrolled in our program will be offered a healthy breakfast from the breakfast program before school, as well as a healthy snack after school. It is the responsibility of parents to make program staff aware of any allergies. A menu will be emailed out to parents as well as posted on our parent board outside our main room. If your child has a dislike or allergies to any items posted on the menu, please be sure to pack a healthy breakfast/snack.



**PARENT HANDBOOK AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent/legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

have read the **Brentwood’s Learn and Play Before and After School Parent Handbook**. I understand and agree to all information, procedures and policies within the handbook.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_