

## **POLICIES and PROCEDURES**

### **Non-profit**

Clubhouse School Age program is part of Bettye Hyde Cooperative Nursery School which is a non-profit/charitable child care program. For more than 65 years Bettye Hyde Cooperative Nursery School has been providing an enjoyable and non-stressful environment in which each child develops at his or her own pace with the guidance of specially trained staff.

### **Mission Statement**

We endeavour to develop cooperative relationships with families in order to facilitate their child's social, emotional, cognitive and physical development. Our mission is to provide a professional "after school program" in a safe, fun and welcoming environment.

### **Licensed**

The Clubhouse is licensed by the Ministry of Children and Youth Services under the Day Nursery Act. Our staff are qualified Registered Early Childhood Educators and are responsible for managing a program that meet these standards.

The Clubhouse operates under the umbrella of the Bettye Hyde Cooperative Nursery School which has maintained an excellent reputation for the outstanding calibre and dedication of its director and teachers. Children and parents benefit every day from their personal attention, enthusiasm and professional excellence.

### **Safety**

Fire drills are conducted once a month and are documented in a log book. The children are always accompanied by an adult.

Teacher child ratios set out in the Ministry of Community and Social Services Day Nurseries Act are adhered to at all times.

### **Allergies**

The Clubhouse is both NUT (peanuts and tree nuts) FREE ZONE. Please ensure that all food brought in your child's lunch bag is nut-free.

### **Snack**

A healthy and inviting snack is provided each day to the Clubhouse children. This is a relaxing social time where the children can share stories of their day while reenergizing for the remainder of the afternoon's activities.

We encourage the principles of healthy eating outlined in Canada's Food Guide, and endeavour to ensure that the food and beverages served contribute to the students' healthy growth and development.

### Medication, Illness & Disease

Prescription and non-prescription drugs can not be administered **with exception to Epi-pens** (for anaphylactic reactions) **and puffers** (for asthma). With less than 3 hours in the program we cannot take on this additional responsibility.

If your child becomes sick during the course of the after school program parents will be requested to pick up their child.

Children with a contagious infection may not attend the program and may not return to our care until they have been symptom free for at least 24 hrs.

### Daily Attendance

Clubhouse hours are from 2:30 to 5:45 p.m., Monday to Friday.

Children will be signed in by their Clubhouse teacher upon arrival. Parents/Guardians must sign their child out at pick-up time.

The program must be notified of intended absences. A reason for absence should be given, in order for the program staff to keep track of any communicable diseases.

Children will only be released to authorized individuals.

Children must be picked up on time or late charges will apply. Late fee charges are \$15. for every 15 minutes after 5:45 p.m. Payment should be made directly to the Teacher on duty.

### Accidents

If an accident involving a child occurs the staff will administer first aid as required. Parents will be informed and asked to confirm the incident by signing an accident report. Should a serious injury occur parents will be notified immediately.

### P.D. days

Clubhouse follows the Ottawa-Carleton District School Board calendar and is therefore closed on all P.D. days and regularly scheduled holidays.

Please check the OCDSB website for a complete list of closures;

<http://www.ocdsb.ca/calendar/Pages/default.aspx>

### **Field Trips and Special Visitors**

Due to the limited time restraints of our school age program we will only plan off-sight trips to local parks and the Public Library. In order to enhance the time the children spend with us we will invite "special visitors" to the program to share their skills and expertise with us.

Examples would be; artists/artisans, police officers, volunteers from the Humane Society, and parents willing to share a special skill.

### **Centralized Waiting List Registration**

All children must be registered on the city-wide centralized waiting list for admittance to our licensed program. Please go to [www.childcareinformation.ca](http://www.childcareinformation.ca) to register online.

Phone # 613-248-3605

### **Admission**

The Clubhouse children are in grades one through three. The maximum capacity for this program is 15.

To secure a place, completed forms are required, accompanied by a registration fee that is non-refundable.

Forms and fees are required for returning as well as new children.

While most children are enrolled from September through June a child may be admitted at anytime during the school year, if a vacancy becomes available.

### **Fees and registration**

Complete Registration Package including all emergency information must be filled out before your child may start the program as well as:

- Registration fee of \$60., payable by cheque, due immediately (non-refundable)
- Posted cheques for the entire school year dated August/11 through May/12

5 days a week \$226. / Mon-Wed-Friday \$155. / Tues.-Thurs. \$115.

### **Withdrawal and Enrolment changes**

The Clubhouse cannot accept any notice of withdrawal after March 1st. Should you wish to withdraw your child from the program in April, May, or June, notice must be given by March 1st. Otherwise, fees for these months will be charged, and your prepaid June fee will be withheld.

The Clubhouse also requires notice, as above, for a reduction in the frequency of attendance. Notice of any changes regarding your child's enrolment in the program, or in a particular program, should be given to the Director.

## **Calendar**

First Day September 6th, 2011

Fall Session September 6th to December 23rd, 2011

Winter Session January 9th to March 9th, 2012

Spring Session March 19th June 28th, 2012

Last Day June 28th, 2012

## **Discharge Policy**

It is recognized that the programs may not suit the needs of all children. If an individual child's behaviour becomes detrimental to their program experience, or is disruptive to other children the Director will take any or all of the following actions;

\*document the behaviour and inform parent(s)

\*meet with parent(s) to discuss concerns and discuss a plan of action

\*provide one month's notice of discharge or if required provide immediate notice of discharge.

Serious concerns include inappropriate physical contact, verbal disrespect towards others, leaving the program area without permission, throwing of objects, etc.

Immediate discharge may also be necessary as a result of non-payment of fees or non-compliance with the pick up or other policies.

## **Behaviour Management**

Establishment of a welcoming, caring and safe environment is key to implementing a successful behaviour guidance strategy. All children will be treated with respect and will be expected to treat their fellow students and teachers with respect. We endeavour to create a positive environment where the educators act as role models. We encourage individual interests and help children expand on their ever increasing knowledge and interest in the world around them. We endeavour to establish programming strategies to foster an inclusive learning environment in which every child can participate.

In this effort the following behaviour guidelines/strategies are implemented:

\*we encourage each child to develop his or her own problem solving skills. The adult serves as a resource person in disputes between children

\*we state limits in a positive manner and always do our best to "catch" children when they are acting as good role models to others – making that the time for lots of attention.

\*discipline is a direct consequence of inappropriate behaviour. Disruptive behaviour results in the child having to leave that activity. A child may have to be asked to spend some time alone to, reflect on their behaviour, in order to learn from their mistakes.

The following forms of discipline will not be used;

- a) corporal punishment – no forms of aggressive contact
- b) deliberate, harsh or degrading measures that would humiliate a child or undermine self respect.
- c) deprivation of a child's basic needs including, including, food, shelter, and clothing.
- d) No child shall be confined or locked in a room or deprived of a safe exit from the school.

### **Contravention of Behaviour Management Policies**

All staff, substitute teachers and visiting parents are required to comply with the Behaviour Management Policy. Failure to do so may result in;

- a) a verbal warning
- b) a written warning and report to the Director and Executive Committee and/or
- c) a report to the Executive Committee and dismissal

The discipline procedure followed will be determined by the;

- a) seriousness of the offence
- b) circumstances surrounding the incident
- c) potential and actual harm/risk to the child
- d) employees previous work performance, and
- e) any previous infractions of the Behaviour Management Policy.

Any incident occurring on the premises, which possibly contravenes the Child Welfare Act, will be reported to the Children's Aid Society and other appropriate authorities.