



**Boys & Girls Club  
of Strathcona County**

A good place to be

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# **PARENT HANDBOOK**

## **(Out of School Care Program)**

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**Boys and Girls Clubs of Strathcona County**  
#105, 3 Spruce Avenue  
Sherwood Park, Alberta T8A 2B6  
Charitable Registration No: 87367-5318 RR0001

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**Table Of Contents**



Program and Agency Philosophy ..... 3  
Program Information..... 4  
Out of School Care Policies ..... 9  
Membership Form..... 12

## Program and Agency Philosophy

### **Mission**

To provide a safe supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life

### **Vision**

All children, youth and their families are empowered to believe in themselves and the support of others in creating a compelling and successful future.

### **Philosophy**

The Boys and Girls Club of Strathcona County - Out of School Care believes that all children/youth who attend our program are entitled to a safe, supportive environment where all domains of their development will be nurtured and met. We endeavor to provide children from all economic, cultural and social backgrounds access to our program with minimal barriers to participation. Children/youth will be provided with new experiences and a place where they can build positive relationships with their peers. Children/youth will be mentored by staff and provided with opportunities for leadership, personal growth and empowerment. It is understood that Boys and Girls Club of Strathcona County - Out of School Care will interact with families of the children we serve and encourage volunteerism of parents, youth and older adults who may wish to volunteer. Boys and Girls Club of Strathcona County - Out of School Care participates and encourages community involvement.

## Program Information

### **Hours Of Operation**

Boys and Girls Club of Strathcona County out of school care programs run:

Monday – Friday 3:00pm – 6:00pm

We will be closed on all statutory holidays.

### **Professional Development Days**

For those already utilizing the Out of School Program, for an additional \$15.00 per day/child, the club will be open on a sign up basis for your child during school professional days from 9:00 am – 5:00 pm (maximum occupancy is 20). The fee for children that do not attend the Out of School Program is \$30.00 per day/child. Please speak to staff at the club for more information and to register. Please note these spaces are on a first come first serve basis.

### **Program Focus**

#### Physical needs

One room is designated for physical activity that gives children the opportunity to use their large muscles. This space is equipped with equipment that promotes and enhances gross motor skills. Children have access to an abundance of green space outside their back and front doors that is available every day. Here children may engage in outdoor large muscle activity and team/large group endeavors as well as an opportunity to use playground apparatus. Children also have access to a fully equipped gymnasium on a regular basis.

#### Social

Children have opportunities for socialization in many areas of our space. Children can enjoy snack and converse at our “snack bar.” Children are provided space within each classroom for individual or small group endeavors.

Staff assists and provides an environment that capitalizes on emerging interests of the child/children. This is accomplished by providing the children with opportunities to form or join “clubs” and/or endeavors. Children will be encouraged to plan and lead special interests groups thus promoting and enhancing leadership skills.

Character development is encouraged in children. Children will be empowered to speak out on their own behalf in a respectful, thoughtful manner that is guided and modeled by program staff. Children will be encouraged to participate in field

trips, special events, etc. within their community. Immersion in the community will increase the children's feelings of belonging not only in their own family but also the larger family that is; the community.

### Intellectual

Intellectual development is guided by utilization of the emergent curriculum model where children are invited, encouraged, supported and provided with materials that facilitates the exploration of their interests in depth.

Children have access to materials such as manipulative toys, puzzles, science, math and geography materials. Space is designated within the room for utilization of these resources.

A quiet homework area is available. It includes six computer stations, complete with software, printers and related equipment and supplies.

Speech, language and expression will be encouraged through music. In addition, books and magazines will be available at all times for use by the children.

### Creative

Space is designated for the children to create on a regular basis. Children will be provided with activities by staff or volunteers but will further be encouraged to explore new and different ways of manipulating ideas and materials in their own unique way.

It is understood that creative endeavors can take place anywhere and anytime. Creative activities may include crafts, but will also include opportunities for dramatic play, musical expression and explorations of other cultures and themes.

### Emotional

Children are encouraged to solve problems using a problem solving approach. This includes naming the problem, generating ideas of what could be done, implementation and evaluation of how it worked. In their interactions with the children staff models the problem solving approach to introduce and reinforce the use of this approach. Children will be guided and encouraged to use this model.

Staff will treat all children with respect and demonstrate that they care by providing the children with opportunities to grow in all areas of development. It is expected that staff will attempt to make time each day to touch base with the children to determine how things are going for them when they are not at the club. Staff will act as "cheerleaders" for the children; encouraging them and demonstrating that they are cared for and valued. Children shall be given opportunities to succeed and be noticed. Staff will use an asset based approach

when working with children. The 50 Developmental Assets as designed by the Search Institute will be the framework for building assets and resiliency in children

### **Payment Procedure**

Program fees are due and payable on the first day of each month. Families who are unable to pay their fees on the first of the month must contact the Program Director to make alternate arrangements.

### **Child Care Subsidy**

Some families may qualify for provincial child care subsidies. Subsidy information can be found at <http://www.child.alberta.ca/home/1153.cfm>. Families are responsible for ensuring that their subsidy information is kept up to date and the required supporting documents are submitted within the time period specified. The best way to apply is to do so on-line. If approved for subsidy, you will receive a letter indicating the subsidy start and end date and the amount of child care subsidy SCBGC-OSC will receive on your behalf. Once you have received that letter, please bring it to the SCBGC office along with your completed registration forms to secure your child's space within the program.

**Please call Ty Roed, Out of School Coordinator at 780-416-1500 to book an appointment to assist with applying for the provincial subsidy. Please leave a message with your phone number and you will be contacted as soon as possible.**

2010 Boys and Girls Club After School Care Fee Schedule

Annual Family Income	Provincial Subsidy for:			BGC Subsidy per child	Parent Fee/child per month
	1 child	2 children	3 children		
36,000	310	620	930	310	5
37,000	310	620	930	310	5
38,000	310	620	930	310	5
39,000	285	620	930	310	5
40,000	257	609	930	265	50
41,000	229	581	929	265	50
42,000	202	553	901	265	50
43,000	174	526	873	265	50
44,000	146	498	845	265	50
45,000	118	470	818	265	50
46,000	91	442	790	240	75
47,000	63	414	762	240	75
48,000	35	387	734	240	75
49,000	0	359	706	240	75
50,000	0	331	679	240	75
51,000	0	303	651	240	75
52,000	0	276	623	240	75
53,000	0	248	595	240	75
54,000	0	220	568	240	75
55,000	0	192	540	240	75
56,000	0	164	512	215	100
57,000	0	137	484	215	100
58,000	0	109	456	215	100
59,000	0	81	429	215	100
60,000	0	53	401	215	100
61,000	0	26	373	215	100
62,000	0	0	345	215	100
63,000	0	0	318	215	100
64,000	0	0	290	215	100
65,000	0	0	262	215	100
66,000	0	0	234	190	125
67,000	0	0	206	190	125
68,000	0	0	179	190	125
69,000	0	0	151	190	125
70,000	0	0	123	190	125
71,000	0	0	95	190	125
72,000	0	0	68	190	125
73,000	0	0	40	190	125
74,000	0	0	0	190	125
75,000	0	0	0	190	125
76,000 to 85,000	0	0	0	165	150
86,000 to 95,000	0	0	0	115	200
96,000 and above	0	0	0	0	315

## **Registration and Enrollment Procedures**

You will be required to fill out a registration form for your child. This form will include emergency contact information, any medical history of your child, 4 people that can pick up your child besides yourself, your family doctor and more. Please ensure that the emergency information provided on the registration form is kept current, informing staff of any changes to phone numbers, addresses, names of emergency contacts etc.

Enrollment is considered complete when the registration and consent forms are filled out and signed, and payment has been received or you have made other arrangements with the Program Director.

## **Cancellation or Withdrawal**

In the event that a parent wishes to cancel or withdraw their child from the Boys and Girls Club of Strathcona County out of school care program, **a one month notice in writing indicating your withdrawal must be submitted to the Program Coordinator.**

## **Attendance/Absences**

Please phone your out of school care location to report you child's absences. If a staff cannot be reached, please leave the information on the answering machine. If your child is absent and we have not received a phone call we are required to follow up regarding your child's whereabouts. If your child will be away for a week please inform the staff.

## Out Of School Care Policies

### **Arrival and Departure Policy**

Children are expected to come directly from their school to the out of school care program. When enrolling a child in the out of school care program, parents have been asked to identify the people who have the parent's approval to pick the child up from the program. Any adult not named by the parent on the registration form will not be allowed to remove the child from the program. In the event of an emergency, if a parent wishes to have additional people(s) not identified on the form to pick up their child, the parents/guardians must indicate to staff through a phone call or signed note. When a parent/guardian picks up his/her child, please ensure you inform staff of this so they know the whereabouts of your child.

In the event that a parent is late picking up his/her child (and staff has not received a phone call) the club will begin contacting the emergency numbers that have been provided. If both the parents and the emergency contacts cannot be reached after 60 minutes, Child and Family Services will be contacted to pick up the child.

### **Emergency Evacuation Procedures**

Fire drills are practiced once a month to prepare in case of emergency. The children are told in advance when the drill will happen and why. At the time of the drill the children are escorted single file out of the Club to a specific relocation site. In the case of an emergency evacuation from the site or an off site activity staff shall have a portable record that includes each **child's**, name, date of birth and home address, **parents** name, home address and telephone numbers.

### **Accident or Illness**

In the case of an accident or serious illness the child's well being shall be the first priority and necessary medical attention will be accessed immediately. Parents will be advised by phone at the time of the accident or illness. If parents are not accessible the named emergency contact person shall be contacted. Staff shall ensure that any serious accident or illness be documented and parent's signature must be obtained at an appropriate time. An accident form shall be completed and Child Care Licensing shall be contacted within twenty four hours.

In case of illness staff shall ensure that the sick child be removed from the proximity of other children until which time they can be removed from the premises.

## **Nutrition**

An after school snack will be provided to children shortly after arrival at the program. Food provided will be in accordance with Canada's Food Guide. Quantity of food will be determined in accordance with each individual child's needs. Currently no lunch is being provided by BGC-OSC with the exception of special events. In the case of special events parents will be advised and participation shall be optional.

Snacks being provided for the upcoming week will be posted on parent bulletin board located at the door to the classrooms.

## **Off-Site Activities**

Parents shall be advised of any off-site activity verbally and in printed form. This shall be done in the form of a poster/handout displayed on parent bulletin board and/or given directly to parent. Included in information provided shall be the transportation and supervision arrangements. Parents are required to provide written consent for the child/youth participation in the proposed activity. Parents will sign an off site activity form.

## **Health Policy**

Children, staff and volunteers are required to engage in proper hand washing procedure before preparation or consumption of food, after using toilette facilities and blowing their noses. Posters demonstrating proper hand washing procedures will be posted in the bathroom and where food is being prepared. Where a staff member knows or has reason to believe that a child may be suffering from a communicable disease they are responsible for contacting parent for removal of the child/youth from the program premises in a timely manner.

## **Administration of Medicine**

BGC – OSC staff will administer or allow the administration of medication to a child when there is written consent from the parent. Medication must be in its original container and administered according to the label directions with no exceptions. Administration of medication shall be recorded on an Authorization for Medication form. Information on form shall include the name of the medication, the time that medication is administered and the amount given.

Medication must be stored in a locked container that is inaccessible to the children. Medications that may be needed in an emergency situation may be kept with the child's belongings.

## Child Discipline

Boys and Girls Club of Strathcona County – Out of School Care (BGC-OSC) strives to provide a safe, supportive place, where every child is listened to, respected and valued in an environment of inclusion and acceptance. All staff and volunteers will model honesty, fair play, positive attitude, cooperation and respect for self and others. Strathcona County Boys Club - Out of School Care will use child guidance methods that encourage children's self esteem and enhance and promote children and youths problem solving skills. Any disciplinary action will be reasonable to the circumstances.

At no time, under any circumstances will staff or volunteers inflict any form of physical punishment, verbal or physical degradation or emotional deprivation. Further to this no staff member or volunteer will deny or threaten the withdrawal of any basic necessity. No child/youth will be subject to physical restraint, confinement or isolation.

If a child is having behavior difficulty within the program the following steps will be taken:

- Staff will utilize a strength based approach with the child and discuss what is expected, and give him/her positive tools to continue within the program
- If the behavior continues, the staff member will discuss expectations with the child a second time
- If the behavior continues, the child will be removed from the area for a short period of time with a staff member to discuss ways to ensure he/she will succeed in the program, but as well to discuss the next steps of what will happen if he/she continues with this behavior
- If a child continually behaves in a manner that endangers themselves or other children, despite the above measures, the supervisor will contact the child's parents to pick up the child from the program. The staff and parents will need to meet together with the child to discuss the behavior and steps/behavior management plan before the child returns to the program.

Children will be advised of policies upon commencement with the program. Children will be guided on a regular basis using verbal direction and encouragement. Staff will monitor and modify the physical environment to ensure that children have ample opportunities to be stimulated and challenged in order to encourage positive behaviour.



Boys & Girls Club of Strathcona County, 3 Spruce Avenue, Sherwood Park, AB, T8A 2B6 Phone – 780-416-1500

### 2010/2011 Out of School Care – Application

#### Contact Information

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year month day

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Parent/Guardian Information

Parent/Guardian: _____	Parent Guardian: _____
Address: _____	Address: _____
Phone Home: _____	Phone Home: _____
Work: _____	Work: _____
Cell: _____	Cell: _____

#### To whom can the child be released?

\_\_\_\_\_

\_\_\_\_\_

#### Emergency Contact Information (other than parent)

In the event you are unable to be reached please list two alternate emergency contacts

(1)Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

(2)Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

How will child arrive at OSC: \_\_\_\_\_

School child attends: \_\_\_\_\_

**Medical Information**

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check all that apply:

\_\_\_ Allergies \_\_\_\_\_ Carries Epi-Pen?  yes  No  
 possible triggers \_\_\_\_\_

\_\_\_ Asthma \_\_\_\_\_ Carries medication?  yes  No  
 possible triggers \_\_\_\_\_

Immunizations up to date: Yes/No

Physical Conditions: (please describe)

Emotional/Mental Health concerns

Visual Conditions

Hearing Conditions

Migraines/Severe Headaches

Epilepsy/Seizures

Diabetes

Travel Sickness

Other (please describe)

**Child will be in care:**

Day: **Monday**      **Tuesday**      **Wednesday** **Thursday**      **Friday**  
 From: \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_  
           \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_

Volunteers are welcome! If desired, please check off your volunteer preferences. We will be contacting you with more information regarding your choices.

\_\_\_ Fund Development    \_\_\_ Administration    \_\_\_ Committee/Board    \_\_\_ Newsletter  
 \_\_\_ After-School Programs    \_\_\_ Evening Programs    \_\_\_ Special Events    \_\_\_ Other

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Boys & Girls Club of Strathcona County Signature

\_\_\_\_\_  
 Date

**Collection and use of personal information**

This personal information is being collected in accordance with the *Freedom of Information and Protection of Privacy Act*. This information is requested so that we are prepared in the event of an emergency involving your child while in attendance during our programs. It may be disclosed to Emergency Services in the case of an incident requiring their assistance. If you have any questions about the collection and use of your information, contact the Coordinator, Boys and Girls Club of Strathcona County at (780)416-1500