Sacred Heart
SCHOOL

After School Care Program

Parent Information Handbook

785 Patricia Blvd
Prince George, BC
V2L 3V5
Phone: 250-563-5201

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Dear Parents/Guardians,

Welcome to the Sacred Heart School After School Care program. The information offered in this booklet is intended to answer any questions that may arise about the basic operation of our After School Care (ASC) program.

The purpose of our ASC program is to provide a safe, fun and caring environment for children and accommodate working parents.

If you have questions or concerns about your child or the program, please contact me at the school.

Thank You,

Mrs. Kyra Sienaert
Principal, Sacred Heart School
(250) 563-5201
ksienaert@cispg.ca

Living,
Celebrating, &
PROCLAIMING
OUR FAITH

Sacred Heart Afterschool Care Program
Parent & Guardian Information

Philosophy and Program Overview

"Our Afterschool Care Program provides a safe, nurturing, and faith-filled environment where children can grow socially, emotionally, and spiritually. Rooted in Catholic values, we foster respect, creativity, and community through play, learning, and meaningful relationships". – SHS Afterschool Philosophy

The purpose of our ASC program is to provide a safe, fun, and caring environment for children and accommodate working parents. It is open to kindergarten to grade 7 students (ages 5-12). There are 24 spaces available, with a ratio of 1 staff member for every 12 children. The children have access to two different indoor spaces, and the outdoor space as well.

The beginning of our after-school routine will include time for outdoor play. During inclement weather, indoor activities will be planned. Children will then transition inside. During this time, your child may choose to read or play quiet games. Students will have the opportunity to eat their self-provided after school snack. This will be followed by structured games and activities and then time for free play.

There may be opportunities for some field trips in the community, but that will be dependent on staffing ratios and the size and make-up of the group using this program. In any event, we will keep you informed and consider your input in this regard.

Towards the end of the care period (5:00 pm), students will be given an opportunity to do quiet activities such as reading and homework.

Sample Schedule

Time	Activity
2:20 – 2:40 PM	Check-in & Outdoor Free Play
2:40 – 3:00 PM	Healthy Snack Time
3:00 – 3:30 PM	Group Activity (arts, crafts, or games)
3:30 – 3:50 PM	Themed Enrichment, Faith-Based Activity
3:50 – 4:30 PM	Outside or Gym Time
4:30 – 5:00 PM	Quiet Time/ Homework & Reading
5:00 – 5:20 PM	Clean-Up & Calm-Down Time / Pick-Up

Hours & Fees

Hours of operation 2:20pm – 5:20 pm.

Fee: $360 per month

Family Rate: each additional sibling after the first child will be charged a rate of $310 per month

There will be a $10.00 charge for every 10 minutes late for anyone arriving after 5:20 pm to pick up their child.

Payment

- Fees are due and payable on the last day of each month. Your monthly fees can be paid by Preauthorized Payment Plan (PAPP), VISA, MasterCard, and American Express or directly from your bank account. Pre-authorized payment forms may be obtained from the school office. Please be sure to include your child's full name with your payment.

  Failure to pay the full childcare fee can result in the termination of your childcare space.

- If your child is absent due to sickness, vacation or other personal reasons, paying the full fee to maintain your child's space is necessary.

- Monthly fees for school-age programs cover the ten-month school year.

- Suppose the Ministry for Children and Family Development (MCFD) Child Care Subsidy pays part of your childcare fee. In that case, you are responsible for applying for and maintaining your childcare subsidy, understanding that you are responsible for the full childcare fee if you fail to renew your subsidy or your subsidy is cancelled.

Repayment Agreement

Should it become necessary to close our childcare program for longer than five business days due to situations beyond our control such as natural disasters, unsafe

weather conditions, unsafe building hazards, or any other unforeseen situation, Sacred Heart after school care will decrease the fee for that month accordingly. A decrease in fees will not be made for any unforeseen closures of less than 5 school days.

Withdrawal

If you withdraw your child from our program, you must give written notice by the 1st of the month for withdrawal the following month (1 months' notice). An additional month's fee will be charged if the required information is not given.

Sacred Heart School reserves the right to terminate afterschool care for a child if there are ongoing behavioral concerns, safety issues, or failure to follow program policies. In addition, the program may be closed due to low enrollment, staffing shortages, or emergency situations such as natural disasters or facility damage. In the event of program closure or early termination of care, families will be notified in writing and provided with a repayment plan for any unused fees or credits.

Affordable Child Care Benefit

Ministry of Children and Family Development (MCFD)

The government's affordable childcare benefit is available to families based on provincial eligibility requirements. Please contact the Ministry office at 1-888-338-6622 or https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child- carefunding/child-care-benefit for more information. Parents/guardians who receive the Ministry childcare subsidy are responsible for the difference between the subsidy and the Sacred Heart Before & After School Care fee.

If you are a new participant awaiting Child Care Subsidy, you must pay the minimum parent portions determined by the After School Care Manager. We will wait a maximum of three weeks for your childcare subsidy to be processed before proceeding to the next step. If your claim is not processed at this time, you will be required to pay the total amount of your remaining monthly fee.

Parents/guardians are responsible for keeping their subsidy current and paying the full fee if it expires. We will refund the subsidy portion of the payment once the subsidy has resumed and payment has been received from the Ministry.

Non-Instructional Days

The Sacred Heart Afterschool Care Program will follow the official school calendar and will only operate on days when school is in session. The program will be closed on all non-instructional days, including holidays, professional development days, and school breaks. Families are encouraged to review the attached school calendar carefully and plan accordingly, as no afterschool care will be provided when school is not in session.

Unscheduled Closures

In severe weather conditions, such as heavy snowfall, our After School Care program will be closed if public transportation cannot operate and/or if the program cannot be adequately staffed due to illness or absences.

In the event of a power failure or water main break, our After School Care program may be unable to open or may be required to close early.

When possible, parents will be notified of a potential closure or called if the program must close earlier than the scheduled program ending/closing time.

Supervision

Afterschool Care Staff will be present and monitoring children during all programming. Children will not be left unsupervised at any time. Afterschool care staff are expected to always maintain active and attentive supervision, ensuring the safety and well-being of all children. The required staff-to-student ratio is 1:12, and staff must conduct frequent head counts, especially during transitions and outdoor play. When outside, they will be let into the school building, and a supervisor will remain at the entrance to the building to await their return. The indoor washrooms are visible to the supervisor from the entrance of the building, ensuring full supervision at all times. Children must check in and out with a staff member when using the washroom, and staff should remain alert by actively listening, scanning the environment, and positioning themselves to always see all children. Consistent supervision practices help create a secure and supportive environment for every child.

Arrival & Departure

Afterschool Care staff will sign your child in on the attendance sheet at 2:20 PM. Pick-up will take place at the main gym doors or from the playground area if the children are outside. Parents must sign their children out with the ASC coordinator and record the time of departure.

Children will only be released to an adult previously authorized by the parent or legal guardian. If an alternate adult is picking up your child, a written note, call, or text to the ASC supervisor must be provided in advance. If a non-custodial parent or an unauthorized individual arrives for pick-up without prior arrangement, the ASC staff will contact the custodial parent for confirmation before releasing the child.

Children will not be released if abuse is suspected or if the person picking the child up appears incapable of providing safe care. If a family has a court order regarding custody or authorized pick-up arrangements, the Afterschool Care Program is legally obligated to follow it. Please ensure a current copy of any court order is on file with the school. In addition, staff are legally required to report any suspected child abuse or neglect to the Ministry of Children and Family Development, in accordance with provincial legislation. The safety and well-being of every child in our care is our highest priority.

If a child is not picked up by 5:20 PM, the Afterschool Care staff will attempt to contact the parent or guardian immediately. If no response is received, emergency contacts listed on the registration form will be called. If, after 30 minutes, no authorized adult can be reached and the child remains in our care, the local authorities or Ministry of Children and Family Development may be contacted. The late pick-up fee may also be applied.

Sickness or Absenteeism

Following Northern Health Licensing standards, parents are asked to keep their children home if they have an illness or condition that puts others at risk of becoming ill. A child should not attend if they have a fever of 100 degrees or more or cannot fully participate in all programming. If your child is expected to be in the program and is absent, please contact the school. A child should be **symptom-free for 48 hours**, before returning to care. Parents will be contacted immediately and asked to collect their child if they become ill or are injured while in care. If a parent or guardian cannot be reached, the Afterschool Care staff will contact the emergency contacts listed on the child's registration form. In the event of a serious medical issue, emergency services may be contacted.

To prevent illness to the best of our ability, facilities will be cleaned daily. Students will wash their hands with soap and water before eating. Toys will be cleaned whenever visibly dirty and sanitized thoroughly once a week.

A child should NOT attend care when the child:	A child may return to care when the child:
has a fever of 100 degrees (38.0 C)	fever has remained below 100 degrees (38.0 C) for **48 hours** without medication
has diarrhea	symptom-free for **48 hours** without medication
is vomiting	symptom-free for **48 hours**
has conjunctivitis (pink eye)	has seen a doctor, **and** 24 hours after the first eye drops have been given
is infectious	has seen a doctor 24 hours after the first dose of antibiotics or has been cleared to return by a physician
has skin infections and new or unexplained rash.	has been examined by a doctor and has received medical clearance

If parents/guardians have concerns about unexpected symptoms or are curious about common childhood illnesses, please follow this community care link.

Medication

- Medication can only be administered to a child if written consent is given by the parent/guardian or physician.
- The medication must be in its original packaging and clearly labelled with the child's name and dosage instructions.
- Parents must complete the "Consent to Administer Medication Form."
- All non-prescription medications require a parent/guardian to provide a completed "Request for Administration of Non-Prescription Medication" signed by a doctor.
- Medication must be in the original container stating your child's name, dosage, and time range to be given.
- Suppose your child has an inhaler or an EPI-PEN. In that case, a care plan must be created between the parent/guardian and the After School Care manager to ensure the staff know all the steps necessary to properly care for your child properly should an emergency occur.
- All staff have first aid training as per licensing policy.

Medication will be stored in a secure, labeled container in a locked cabinet that is inaccessible to children. Any refrigerated medication will be kept in a designated, locked container within the staff refrigerator. Only authorized Afterschool Care staff will have access to the medication, and all administration will follow written instructions provided by the parent or guardian and physician, if required. A medication log will be maintained for each child.

Food

Sacred Heart School promotes healthy eating habits and uses the Canada Food Guide as a resource when providing snacks to children. A nutritious afternoon snack consisting of fruits and vegetables may be provided occasionally, and parents will be informed of any food offered to their child during the program. Regular daily snacks will not be provided; therefore, parents are encouraged to send nutritious snacks for their children each day. Our school is a peanut-aware environment—please check food labels carefully to ensure the safety of all participants. A water fountain is available on-site, providing access to clean, refillable drinking water throughout the afternoon.

Food Allergies

Please inform staff of any food allergies or restrictions. We are a peanut-aware school.

Clothing

Please ensure all shoes and clothing are labeled to help keep our lost and found to a minimum. Indoor shoes are required. These must be separate from the indoor shoes your child has for the school day. Please ensure children have appropriate clothing, including mitts and snow boots, for winter weather. We will take advantage of fun snow activities when possible. Children are permitted to bring a change of clothing if they do not wish to remain in their Sacred Heart School uniform for the duration of their time at After School Care.

Active Play/Screen Time

Active play helps to promote healthy growth and development, supporting body control and movement. Active play can help build strong bones and muscles, improve balance and coordination, and assist with the development of gross motor and fine motor skills. It also helps to promote children's confidence and improves concentration, thinking, and learning skills while providing opportunities to develop social skills and make friends.

The Canadian Physical Activity Guidelines suggest school-age children accumulate 60 minutes of active play daily and no more than 30 minutes of screen time.

Active play will be a part of the daily after-school care routine with structured activities and free play. We will have outdoor play at the beginning of the program and a block of play in the gym or outside during the program. For inclement weather, all daily active play can be moved to the gym.

Students will gather and check-in on the playground at 2:20pm. Staff will mark their arrival time on a check-in sheet. Children will they participate in unfacilitated active play on the playground and field of the school from 2:20pm-2:40pm.

Facilitated Active play will take place from 3:50pm-4:30pm either in the gym, or back outside if the weather is permitting. This decision will be left to the supervisor on duty. During this time, children will be lead in games and activities that raise their heart rate and improve their fundamental movement skills.

Behaviour Management

The Afterschool Care Program is an extension of the school day, and student behaviour is expected to align with the rules and policies for student conduct during regular school hours. Students must show respect for adults, peers, and program rules at all times.

We recognize that children are still developing their social, emotional, and self-regulation skills. Staff will address behavioural challenges with patience, consistency, and proactive strategies designed to teach and guide rather than simply correct.

Behaviour Expectations for Students

- Speak respectfully to staff and peers.
- Follow directions the first time they are given.
- Keep hands, feet, and objects to themselves.
- Use materials and equipment as intended.
- Include others and treat everyone fairly.

Guidance and Support Strategies for Staff

1. Proactive Planning

- Offer age-appropriate, interest-based programming to keep students engaged.
- Prepare all materials and spaces in advance to minimize downtime.
- Anticipate potential conflicts and adapt plans when needed.

2. Positive Engagement

- Greet each child warmly upon arrival to build connection.
- Spend time actively playing, listening, and interacting with children rather than supervising from a distance.
- Offer specific praise (e.g., "I like how you shared the markers with Liam") to reinforce positive behaviours.

3. Preventative Guidance

- Give clear, simple instructions and check for understanding.
- Provide reminders before transitions (e.g., "In five minutes, we'll be cleaning up for snack").
- Use proximity—standing or sitting near a child—to deter escalating behaviour before it starts.

4. Redirection and Teaching

- Calmly redirect a child to a more positive activity if behaviour is becoming disruptive.

- Use "teachable moments" to explain how behaviour affects others.
- Offer limited choices to give children a sense of control (e.g., "You can choose to finish your drawing now or save it for after snack").

Conflict Resolution Strategies in Practice

1. Remain calm and approach the situation in a non-confrontational manner.
2. Separate children involved if needed, ensuring safety for all.
3. Acknowledge feelings by naming emotions (e.g., "I can see you're feeling frustrated").
4. Allow each child to share their perspective without interruption.
5. Guide children to identify the problem and brainstorm solutions together.
6. Agree on a fair solution and confirm both parties understand and accept it.
7. Follow up later to ensure the solution is working and relationships are repaired.

Managing Escalated Behaviour

- If a situation escalates, children may be guided to a designated quiet area within sight and sound of staff to allow time to calm down.
- Staff will remain with or near the child to provide support and supervision at all times.
- Calming strategies may include deep breathing, counting, using sensory tools, or quiet conversation.
- Children will be invited to rejoin the group once they are calm and ready to participate.

Prohibited Guidance Strategies

- Use physical discipline or any form of corporal punishment.
- Yell, threaten, or use intimidating body language.
- Use sarcasm, ridicule, or demeaning language.
- Withhold basic needs (e.g., food, water, washroom access) as a consequence.
- Isolate or restrain a child away from the group in a manner that leaves them unsupervised.
- Place a child in a location where they cannot be seen or heard by staff.
- Use prolonged exclusion from activities as punishment.
- Force children to apologize or engage in conflict resolution before they are calm and ready.

Note: In situations where a child needs time to calm down, they may be guided to a designated quiet area within sight and sound of staff (i.e the side of the main room). The purpose is to provide a safe, supportive environment until they are ready to rejoin the group. Supervision will be maintained at all times.

Communication with Parents

Parents will be informed of any behavioural incidents, along with the steps taken by staff. Communication may occur:

- In person at pick-up.
- By phone call.
- By email.

If negative behaviour persists despite interventions, the child's continued participation in the program may be reviewed by the coordinator in consultation with the family.

Our goal is to provide a safe, supportive, and enjoyable afterschool experience for every student through consistent guidance, positive relationships, and a nurturing environment.

The Facilities

The programs will be centered in The Learning Lab and the gymnasium. The Learning Lab is a quiet space that will be set up daily to provide seating for reading and a few workspaces where children can do homework or play games.

The school gymnasium will also be used for care space. It is a large, well-equipped facility with equipment suitable for all students in the school. It is large enough that it can accommodate different games at the same time.

There is a kitchen attached to the gymnasium where drinks and occasional snacks can be prepared and distributed.

The large outdoor playground includes a climbing structure with 2 slides, platforms, and hand climbing structures. There are also available swings, a slide and climbing area. There is a soccer field next to the playground area and basketball courts for student use. The entire outdoor playground is fenced and marked for student use only.

Please note:
As an Accredited Group 1 Independent School in the Province of B.C., our fire protection system must be tested annually and approved after inspection by the Prince George Fire Department.

Staff Requirements

Sacred Heart School takes the staffing of all positions very seriously. Before hiring, the principal will review the applicant's work history, check character references, obtain a criminal record check, collect copies of diplomas or certificates related to the applicant's training and skills, and verify that the applicant has complied with the province's immunization and tuberculosis control programs.

The Afterschool Care Program will always ensure an adult-to-child ratio of 1:12, in accordance with licensing requirements. The program supervisor and assistant care provider(s) will be scheduled strategically to maintain this ratio throughout the duration of the program, ensuring adequate supervision, safety, and support for all children in attendance. When groups are in separate locations (e.g., the Learning Lab and Gym), no more than 12 students will be permitted in each space at a time, each with a supervising adult. When outdoors, all students and supervisors will be present together, maintaining proper supervision while allowing for larger group interaction.

The staffing will be as follows:

Supervisor in Charge: (1)

The program will be run by a Responsible Adult who meets all required standards. This person must be trained in working with children and have experience in providing care to this age group.

Qualifications include formal training and/or certification in Early Childhood Education or Special Education Assistant programs.

This individual will likely be a member of our Education Assistant staff who works both in the school and manages the Afterschool Care Program.

Required criminal record checks and documentation will be completed and in place before employment begins, ensuring compliance with safety regulations and the well-being of all children.

Assistant Care Provider(s): (1-2)

Under the direction of the Supervisor in Charge, this person will assist with activities and supervision as planned.

This person will supervise students in small group settings during quiet time and planned activities.

Pet Policy

No pets allowed. No exceptions.

Emergency and Disaster Preparedness

Emergency Preparedness

An "Emergency" is an unplanned event that can:

- threaten the organization's reputation or revenue
- disrupt or permanently shut down operations
- cause physical and/or environmental damage
- cause deaths and/or significant injury

An emergency poses an *immediate* risk to health, life, property or environment. Most emergencies require urgent intervention to prevent the worsening of the situation.

In the event of an emergency, Program Supervisors will:

- determine the severity of the emergency
- designate who will call the appropriate authorities
- designate who will call an ambulance or transport the child(ren)
- designate who will contact the parents
- designate responsibility for the supervision of the remaining children
- report the incident to appropriate contacts (i.e., Licensing)

Emergency Policy & Evacuation Plan

In the case of an emergency, parents will be contacted as soon as possible. An emergency procedure and phone numbers are located near the exit in the Learning Lab. If Sacred Heart's Afterschool Care has to evacuate the building at any time, the following procedure will take place:

- Children will line up at the door.
- Staff will do a quick head count and check for missing children.
- Staff will take the emergency backpack upon evacuation.
- Children will follow the staff out the door and go to the middle of the playing field.
- Emergency personnel will be called.
- Parents will be contacted.

- Staff will stay with the children until parents pick them up or until re-entry into the building is allowed.
- Staff and children will not re-enter the building until emergency personnel agree it is safe.

General Evacuation Procedures

In the event of an emergency where it may be necessary to evacuate Sacred Heart Afterschool Care, the staff will:

- take attendance
- collect children in pairs to line up at whichever exit is determined to be 'safe.'
- take a sign-in sheet and children's records
- make sure washrooms are empty and doors shut
- walk children in an orderly fashion to the middle of the playing field.
- the Supervisor will take attendance again
- contact parents to pick up their child

Emergency Evacuation Procedures

There is an emergency evacuation policy that is reviewed, practiced, and recorded regularly.

In preparing for emergencies:

- Smoke alarms will be tested monthly.
- A first aid kit, an attendance record, a pen or pencil, and an emergency information card for each child and each staff member are kept beside the exit door for quick and easy access.
- Emergency supplies, including water and food, will be kept in an accessible place. The supplies will be checked and rotated on a regular schedule.
- A buddy system will be adopted and practiced regardless of the number of children in the facility.
- All staff will know how to work the fire extinguishers to shut off gas lines, hydro, water and furnace.
- Children will be taught what to do during a fire, earthquake and other emergencies. Evacuation drills will be practiced.
- A simple diagram of exit paths from the building to the meeting place and all emergency phone numbers will be posted.
- The designated meeting place outside the building will be assigned.

Fire Drills

It is a requirement of Licensing for all licensed centers **to conduct Fire Drills** every month. These fire drills occur during each child's class on any given day. In the beginning, the children will know about them beforehand, coupled with practice and education in fire safety. After the children are comfortable, the drills will be unplanned and occur on different days and times throughout the month.

Power Outage Procedures

- The program Supervisor will first check to see if the power is off in the surrounding buildings.
- If the power outage is limited to the School, check out the fuse panels. Check the breakers on the panel and ensure the main power switch is 'on.'
- Notify the school principal that you have no power. Contact BC Hydro (1-888-769-3766)
- Removing children from the School may be necessary if the power does not return. Follow the general evacuation procedure.

Gas Leak

Natural Gas fuels the heating system in the School. If you do not detect the smell of rotten eggs, hear the hissing of escaping Gas or see a broken gas line, consider leaving the gas on.

If a gas odour or sound of escaping gas is detected:

- Turn off the gas to the furnace using the 'kill switch,' located high on the wall to the right of the furnace and a second switch straight ahead on the wall once you enter the furnace room.
- Do not operate electrical switches, use cell or telephone, or create any ignition source.
- Follow the general Evacuation Procedures.
- Contact PNG: 1-800-663-1173.

Hazardous Spills Procedure

All hazardous products, including cleaning chemicals, must be secured in the locked cupboard under the kitchen sink.

In the event of a spill:

- The program supervisor will determine if the spill can be easily cleaned up with minimal discomfort to the children in attendance.
- If evacuating is necessary, the Supervisor will follow the general Evacuation Procedures.

Earthquake Procedure (Drop, Cover, Hold)

In an earthquake, staff will take appropriate steps to ensure children's safety.

Staff:

<u>When you feel the shaking of an earthquake, immediately</u>:

I. Direct all children and staff to drop, cover, and hold. Count to 60 together.
II. Stay away from windows, bookcases and other hazards.
III. Children should crouch down and protect their heads and neck.
IV. Follow the evacuation procedure to the middle of the playing field.

<u>Once the shaking stops</u>:

I. Program Supervisor: Assess the situation.
II. Evaluate if the building must be evacuated.

III. In an evacuation, the Program Supervisor will ensure the evacuation route is safe and clear of hazards.
IV. The Supervisor will account for staff and children and take attendance.
V. Staff will assist children in exiting in an orderly manner.
VI. The Supervisor will take key documentation, including the current attendance/sign-in sheet record and medication. The assistant is responsible for taking emergency supplies in grab & go kit.
VII. Once at a safe location (middle of the field), the Supervisor will account for staff and retake attendance.
VIII. Keep parents/guardians informed. The Supervisor will evaluate the situation with the help of first responders before re-entering Sacred Heart School.

*If you are outdoors, Stay away from overhead hazards.

SACRED HEART Afterschool Care
Staff Policies & Procedures

PERSONNEL REQUIREMENTS

Orientation

Policy:

All new staff will be given orientation on staff, School, children, and building.

Procedure:

Each new staff member will be given the Sacred Heart Afterschool Care Handbook to review, a "tour" of the building, and introductions to staff and children.

Vaccination Records

Policy:

As a condition of employment, all employees in direct contact with children must declare immunization status and provide documentation upon request.

Procedure:

Staff will declare immunization status on the Northern Health form and retrieve records of records.

Criminal Record Search

Policy:

As a condition of employment, all employees and volunteers entrusted with the care of children (defined as persons under the age of 19 and vulnerable adults) must have a criminal records search completed through the office of the Ministry of Justice.

Procedure:

When hiring, the school administration will provide a consent form for the criminal record search.

The School will then submit the form to the appropriate agency. Returned forms, with results documented, will be reviewed. If action is required due to the record search, it will be determined by the licensee and the School.

First Aid Training

Policy:
First Aid is a requirement of all employees.

Procedure:
All employees must keep their first aid certification current per licensing regulations.

Education

Policy:
Sacred Heart's Afterschool staff is encouraged to attend training related to child care, education and development annually *and* maintain their 'License to Practice.' Staff must be trained in accordance with the *Childcare Licensing Regulations.*

Procedure:
An employee must present the proposed course to the school principal for approval. At the School's discretion, employees may receive financial assistance to attend workshops or conferences.

Confidentiality

Policy:
Any information acquired by staff regarding the children, families, Afterschool Care program and School is confidential and must not be discussed outside of the agency.

Procedure:
The policy is discussed with each new staff member. A serious breach of this policy can result in suspension until the issue has been cleared. Each staff member will sign and date the confidentiality form.

Smoking

Policy:
Smoking is prohibited in and around Sacred Heart's school grounds and buildings. Smoking is also prohibited on field trips and during any Special Events where children may be present.

Job Descriptions

It is distributed along with the contract.

Evaluations

Policy:
Evaluations will take place in a timely fashion after three months of employment. Staff will then participate in an annual evaluation of their duties every year.

Procedure:
The person conducting the evaluation will document and discuss the duties from the job description with the employee. Goals, quality of work and general evaluation will be discussed and written.

Substitutes

Policy
Substitutes must complete undergo the same procedures as fully-hired staff. Before hiring, the principal will review the applicant's work history, check character references, obtain a criminal record check, collect copies of diplomas or certificates related to the applicant's training and skills, and verify that the applicant has complied with the province's immunization and tuberculosis control programs.
Procedure:
All required documentation can be retrieved from the Supervisor and is available on request.

Volunteers

Policy
Volunteers/Substitutes must complete an orientation and submit an RCMP Check.

Procedure:
All required documentation can be retrieved from the Supervisor and is available on request.

Staff Responsibilities - General

Registration

Policy:
A parent/guardian interested in registering their child for the Afterschool Care program must contact the School office and ask for a registration package or see our Sacred Heart School Website for an After School Registration Package.

Procedure:
Upon request from a parent to enroll their child in the Afterschool Care Program, the parent will be given a registration form and parent package from the office. Generally, the parents/guardians' first choice of program days will be accommodated when possible. A space is filed in the Waiting List file if it is unavailable. Afterschool Care staff requests should be redirected to the school office.

Medication

Policy:

Medication prescribed or recommended for a child by a physician must remain in its original packaging with full instructions and precautions. All parents must sign a **"Permission to Administer Medication"** form before dispensing medication. Only then will it be administered by staff.
No medication of any strength or kind is to be administered to a child without the written consent of the parent/guardian/physician. Prescription drugs require a parent/guardian consent form. (See Registration Package for the required form)

Procedure:
Upon the consent to administer medication to a child, the parent/guardian must supply the medication to the Afterschool Care program staff. A method other than external application (as in pill or liquid) is to be administered only by someone qualified to do so. A medication administration chart for each child receiving medication will be filled in with the date and time of the staff member giving the medication. ***ALL** medications must be stored in a place inaccessible to children.

Children's Allergies

Policy:
Staff is not to administer any substance the parent or child has specified as producing an allergic reaction.

Procedure:
Any allergies specified by the parent/guardian in the health form at registration will be marked on the child's file card and added to the list posted in the kitchen. If a snack includes something a child is allergic to, the child will be given an alternate choice. Staff will avoid serving snacks known to contain nuts and nut products.

Reporting Child Abuse

Policy:

Staff must report child abuse made known to them or that they suspect via observations.

Procedure:
Staff will follow the B.C. Handbook for Action on Child Abuse and Neglect.

Individual Programs

Policy:

All staff members interacting with a child requiring extra support will participate in the child's care plan. Staff unfamiliar with the care plan program will have an orientation.

Field Trips

Policy:

Staff will take Emergency Cards and a First Aid Kit on any trips away from the facility. Attendance will be taken before and upon return to the facility. Parents/guardians will be informed by staff of details of the proposed field trip in advance.

Communication

Policy:
All staff will maintain open communication between the school, staff, and parents/guardians.

Procedure:
Staff will communicate with all parties to the best of their ability. All written communications sent home with children will be pre-approved by the school Principal before being sent.

Playground Supervision

Policy:
Children will be supervised at all times on the playground for safe play. There is designated playground equipment for the Afterschool Care program students in a fenced area to meet licensing regulations.

Procedure:
Alert! A signal is a whistle blow or air horn at which children will come immediately to the Supervisor at the glass entrance doors.

1. **Perimeters of Play:** children are to be supervised when playing outside; boundaries should be proportional to the amount of supervision. For example, the Supervisor should set limits for play in the Afterschool Care program playground area.
2. **Dangerous or dirty Items:** adults are only to pick up broken glass or questionable or disgusting items.
3. **Wildlife and domestic animals**: if wildlife is noticed, students will NOT approach the wildlife and will walk quickly to the school entrance if the way is not blocked by wildlife. If blocked, children will follow the Supervisor's directions. "Pets" on the playground are not to be approached or petted. If a "pet" is acting unfriendly, follow the wildlife guidelines. If a daycare family pet accompanies a family member who is picking up a child, the Supervisor must determine the "safeness" of the pet and act to keep all children safe.
4. **Strangers:** children will not approach strangers, and supervisors must not allow strangers to approach children. Suspicious behaviour by a person requires the children to be brought inside, the door to be locked, and police notified.

Incident Report

Policy:
A reportable incident is an event where a person in care has been injured, seriously or adversely affected, or has gone missing while under the care or supervision of the licensee. A detailed list of reportable incidents can be found in Schedule H of the Child Care Licensing Regulation and Schedule D of the Residential Care Regulation.

Parents/guardians must be informed immediately of any injury or illness.

Procedure:
The educator must complete an incident report and give it to the facility manager (school principal). Any first aid treatment administered to a child must be recorded in a bound book. The name of the child, date and time, staff member present at the accident, the nature of the injury, and a brief explanation of events are required on the form. Parents must be informed immediately. The report, complete with the staff member's and the Supervisor's signature, will then be filed under Accident Reports.

The manager will notify the Medical Health Officer (public health/licensing) via phone, email, or fax and submit a Reportable Incident Form. Reportable Incident Forms can be accessed from Reportable Incident Forms found in the appendices or accessed from Northern Health's website.

Fire Regulation Procedure

Policy:
In the event of fire or smoke, staff will follow the evacuation procedure for children's safety.

Procedure:
Staff: Clear washrooms and the Learning Lab room and leave immediately through the nearest exit.

DO NOT STOP TO PUT ON COATS

Afterschool Care program staff:

- Pick up an emergency bag, and check the washrooms, gym and Afterschool Care program on the way out.
- The Fire Department is to be called once outside.
- Take children immediately to a designated outside spot and/or the church, depending on the situation.
- Parents/guardians should be contacted to pick up the children.

Health and Hygiene – Standard Precautions

Policy:
The Afterschool Care program worker sanitizes their toys and equipment.

Children will not be accepted at the program if they are sick or have a communicable disease. Staff will use the Illness list and the family handbook as a guideline to determine if refusing a child at the facility is appropriate.

Children who become ill (fever, vomiting, diarrhea, etc.) at the facility will be sent home as soon as possible.

Procedure:
Parents/guardians must inform the facility if their child is ill and **NOT** send them to School. If the child has a communicable disease, staff will notify all parents/guardians immediately. The programme staff will notify Licensing, and action will be taken.

Upon determining that a child is too ill to be at the program, staff will contact a parent/guardian to pick the child up. The child will be isolated from the rest of the children to limit the spreading of germs.

Staff will use universal precautions to prevent the spreading of germs. These include using gloves when dealing with blood and bodily fluids, cleaning cuts and scrapes,

following handwashing guidelines, and using an appropriate sanitizing solution to clean up blood and bodily fluids.

Staff Standard Operating Guide

Daily Procedures

- **Day Book**

Staff will maintain a daybook with a record of planned daily activities and note any incidents.

- **Attendance**

Staff will take attendance, check in, and check out children. Parents/guardians must sign out their child(ren) to note the drop-off and arrival time.

- **Snack Preparation/Baking**

The child's family will provide a nutritious snack. General food-safe practices will be followed and taught. Kids must sit to eat, and food is not to be used as a reward.

- **Contact with Parents/Guardians**

Staff members should have as much interaction with parents/guardians as possible. Every effort should be made to contact each parent entering SHS Afterschool Care program daily. A communication whiteboard, weekly memos and/or emails will be used to keep parents/guardians informed of weekly happenings.

- **General Clean-up**

Staff will maintain the facility in a clean and orderly state. Regularly cleaning of toys and equipment will take place using a sanitizing solution. The school custodian will clean the washroom and floors at the end of each day.

- **Lock-up**

The program supervisor will ensure the facility is locked up each day.

Weekly Procedures

- **Purchasing Program Supplies**

The Afterschool Care program worker(s) does shopping by submitting a purchase request to the principal for approval. The Afterschool Care program worker(s) is encouraged to watch for sale prices on items. The principal must approve the purchase of any items before purchase.

- **Programming**

A suitable program that includes plans for art, games, field trips, outdoor play, etc., must be prepared and written in the daybook with directions, samples or other pertinent information one week in advance.

- **Payroll**

Staff hours are documented on the employees 'Schedule One payroll sheet, submitted to CISPG payroll at the start of the school year and signed by the ECE employee.

Monthly Procedures

- **Billing/Receipts**

The school bookkeeper is to invoice and mail statements. Receipts are issued annually from the office.

- **Fee Statement**

A statement of enrollment will be sent to the office for bookkeeping.

- **Month-End Program Report**

The program staff will submit a month-end report to the office when requested.

- **Attendance Records**

Attendance records will be kept on file and made available to the office as necessary. Records must be kept for seven years.