

*Notre Dame  
Morning & Afterschool  
Care  
Handbook  
2024-25*



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Dear Parents/Guardians,

Welcome to the Notre Dame Schools Morning & Afterschool Care program. The information offered in this booklet is intended to answer any questions that may arise about the basic operation of our Morning & Afterschool Care program.

Our Morning & Afterschool Care program aims to provide a safe, fun, and caring environment for children while accommodating working parents.

If you have questions or concerns about your child or the program, please do not hesitate to contact me.



Your Partner in Education,

Colleen Richard  
Principal, Notre Dame School  
250 782 4923  
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## NOTRE DAME Morning & Afterschool Care Program Parent & Guardian Information

### Program Overview

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Our Morning & Afterschool Care program is open for kindergarten to grade 7 students within our school. There are 24 spaces available with a ratio of 1 staff member for every 12 children.

Our program will provide a beginning and continuation of care for your child before and following their school day. This will include an opportunity for relaxation and dynamic play. Students will have a chance to eat their self-provided afterschool snacks.

Towards the end of the care period, students will be given an opportunity to do quiet activities such as reading, crafts and homework.

### Hours & Fees

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Hours of operation

Morning School Care: 7:30 am – 8:30 am

Afterschool Care: 2:45 pm – 5:45 pm.

#### Monthly rates:

Morning Care	Afterschool Care	Both - Morning and Afterschool Care
<b>One Child:</b> - will be charged a rate of 180.00 per month	<b>One Child:</b> - will be charged a rate of 230.00 per month	<b>One Child:</b> - will be charged a rate of 412.00 per month
<b>Family Rate:</b> - will be charged a rate of \$300.00 per month - will be charged a rate of \$345.00 per month	<b>Family Rate:</b> - will be charged a rate of \$300.00 per month - will be charged a rate of \$345.00 per month	<b>Family Rate:</b> - will be charged a rate of \$700.00 per month - will be charged a rate of \$795.00 per month

There will be a \$10.00 charge for every 10 minutes late for anyone arriving after 5:45 pm to pick up their child.

A non-refundable deposit of \$100.00 is required to secure a space. All deposits will be credited to your first month of childcare.

For those families only needing Morning or Afterschool Care occasionally there is a drop in fee option, as long as we have student space. The drop in fees are:

Per Child	Drop In Fee Per Hour (Minimum of One Hour)
One Child	\$10.00 per hour
Two children of the Same Family	\$15.00 per hour
Three Children of the Same Family	\$20.00 per hour

There will be a \$10.00 charge every 10 minutes late for anyone arriving after 5:45 pm to pick up their child. This payment will be due directly to the school office.

The School's parking lot doors (blue) will be where the students enter for morning care drop-off. Starting at 7:30 am the students registered for Morning Care can be dropped off. Please ring the door bell (small white box) on the right hand side of the door to get into the building. There is no access to the School before 7:30 am.

**Payment**

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- 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 part of your childcare fee is paid through Ministry for Children and Family Development (MCFD) Child Care Subsidy. 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**

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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, Notre Dame's Morning & Afterschool Care will decrease the fee for that month accordingly. A fee decrease for unexpected closures of less than five school days will not be made.

**Withdrawal**

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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 month's notice). An additional month's fee will be charged if the required information is not given.

## Affordable Child Care Benefit

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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 [HERE](#) for more information. Parents/guardians who receive the Ministry childcare subsidy are responsible for the difference between the subsidy and the Notre Dame 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 full amount of your remaining monthly fee.

Parents/guardians are responsible for keeping their subsidy current and for the full fee if their subsidy 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

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Currently, there will be no Morning & Afterschool Care during non-instructional days.

## Unscheduled Closures

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In severe weather conditions, such as heavy snowfall, our Morning & 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, our program will be closed.

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

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Morning & Afterschool Care Staff will be present and monitoring children during all programming. Children will not be left unsupervised at any time. Students will always be monitored when using the washroom facilities, which are located in the School, ensuring that staff can always account for the children in their care.

## Arrival & Departure

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Morning & Afterschool Care Staff will sign your child on the sign-in sheet at 7:00 am and/or 2:45 pm. Pick-up will be from the school's front doors or from the playground area if children are outside at the end of the day. Parents must sign their children out with the Afterschool Care coordinator and note the departure time.

We will only **release** children to an adult who has been previously authorized by the parent or legal guardian. If, in the event those previously authorized by you cannot pick up your child, a note or email must be sent allowing another adult. Staff will check authorization.

If a non-custodial parent or unauthorized person arrives to pick up a child without prior arrangements, the Morning & Afterschool Care staff will contact the custodial parent for confirmation. Your child's safety is our priority.

Children will not be released if abuse is suspected or the person picking the child up appears incapable of providing safe care. There is legislation that requires us to report any suspected child abuse to the Ministry of Children and Families.

**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 get in touch with 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 a child becomes ill or is injured.

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 fully once a week.

<b>A child should NOT attend care when the child:</b>	<b>A child may return to care when the child:</b>
has a fever of 100 degrees (38.0 C)	fever has remained below 100 degrees (38.0 C) for <b>48 hours</b> without medication
has diarrhea	symptom-free for <b>48 hours</b> without medication
is vomiting	symptom-free for <b>48 hours</b>
has conjunctivitis (pink eye)	has seen a doctor, <b>and</b> 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

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- 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 epi-pen. In that case, a care plan must be created between the parent/guardian and the Morning & After School Care manager to ensure the staff knows 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.

## Food

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Notre Dame School promotes healthy eating habits and uses the Canada Food Guide as a resource when providing snacks to children. A healthy afternoon snack consisting of fruits and vegetables may be provided occasionally. We will not be providing snacks for children in the program regularly. Parents are encouraged to supply nutritious snacks for their children. Our School is a peanut-safe environment. Please ensure that you check food labels carefully for the safety of all participants.

## Food Allergies

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

## Clothing

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Please ensure all shoes and clothing are labelled to help keep our lost and found to a minimum. Indoor shoes are required. Please ensure children have appropriate clothing for winter weather, including mitts and snow boots. We will take advantage of fun snow activities when possible.

## Active Play

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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, coordination and assists 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 Activities 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 afterschool care routine with structured activities and free play.

## Behaviour Management

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Student behaviour in the afterschool care program will conform to the rules and policies for student conduct during school hours. Students must always respect adults, rules, and each other. Behaviours sometimes occur, which will be dealt with through discussion and conflict resolution strategies. If negative behaviour persists after staff intervention, a child's eligibility for the program may be reviewed. Parents will be informed about any incidents involving their child and the subsequent actions of the staff.

Morning & Afterschool Care staff will plan for positive outcomes by offering age-appropriate programming based on the child's interests. They will organize and plan materials ahead of time to avoid unnecessary waiting, anticipate issues and be flexible. Staff will pay close attention to children who require more guidance and intervene before situations arise. Staff will give reminders before transitions, using proximity to help prevent situations from escalating. Our staff will build positive emotional attachments and relationships, being present, engaged, and always positive with the children.

By monitoring children's behaviours and providing a safe and nurturing environment, staff will create a successful morning & afterschool experience for all students. In cases of behaviour escalation, the child (ren) will be redirected to a safe place and encouraged to calm down (with staff assistance) until they can rejoin the group setting. All incidents will be communicated to parents either via conversation at pick-up, a phone call, or an email.

## The Facilities

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The program will be centred in the former Knights Room of the school building. This large space 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 be available for part of the time. 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. At times the school library may be used for quiet activities.

The school has a kitchen where drinks and occasional snacks can be prepared and distributed.



The large outdoor playground includes a climbing structure with two slides attached, platforms, and hand glides. There are also two swing sets and other accessible play equipment. A large soccer field is next to the playground area and a large basket court area. This is all fenced.

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 Dawson Creek Fire Department.

### Staff Requirements

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The staffing will be as follows:

#### Supervisor in Charge:

This will be the person who runs the program. They must be trained in working with children and have experience in providing care to this age group of children.

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

This person will be a member of our Education Assistant staff who works both in the School and manages the Morning & Afterschool Care Program.

Required criminal record checks and documentation will be completed and in place before employment begins.

#### Assistant Care Provider:

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

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No pets allowed. No exceptions.

### Emergency and Disaster Preparedness

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#### 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, the parents will be contacted as soon as possible. An emergency procedure and phone numbers are located near the exit in the Preschool room. If Notre Dame's Preschool 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 Notre Dame Parish across from the School.
- 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.

If the School and the church are deemed unsafe, the students will follow the evacuation plan for the School and proceed with their teacher to Kiwanis Performing Arts Center. Once we determine where the children will be located, parents will be contacted to come and pick them up, and the children will be supervised until they are collected.

### General Evacuation Procedures

In the event of an emergency where it may be necessary to evacuate Notre Dame Preschool, 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 **school kitchen** (inclement weather) or out 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, 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 power is off to surrounding buildings or isolated to the Small Hall.
- If the power outage is limited to the School, check out the fuse panels in the furnace room by the upstairs washrooms. 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 determined that it is necessary to evacuate, 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:**

When you feel the shaking of an earthquake, immediately:

- 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.

Once the shaking stops:

- I. Program Supervisor: Assess the situation.
- II. Evaluate if the building must be evacuated.
- III. In the event of an evacuation, 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 Notre Dame Preschool.

\*If you are outdoors: Stay away from overhead hazards.

## **NOTRE DAME Morning & Afterschool Care**

## Staff Policies & Procedures

### PERSONNEL REQUIREMENTS

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#### Orientation

Policy:

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

Procedure:

Each new staff member will be given the Notre Dame Morning & 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 a person 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. For a list of acceptable first aid courses, see appendices.

#### Education

Policy:

Notre Dame's Morning & 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, Morning & 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 Notre Dame'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.

### **Volunteers/ Substitutes**

Policy

Volunteers/Substitutes must complete Orientation, Criminal Records Search and sign a Confidentiality Agreement before working at the facility.

### **Supported Child Development Workers**

Policy

The Pre-Kindergarten program will, from time to time, require the assistance of Supported Child care workers. Support workers will participate in individual child programs as necessary and are supplied by a contractor.

Procedure:

In collaboration with parents/guardians and Supported Child Development, the Pre-Kindergarten program will include Support staff as part of the team working with children. These employees must meet the requirements outlined in the Child Care Licensing Regulation and verified by the

contractor.

## Staff Responsibilities - General

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### Registration (Morning & Afterschool Care Program)

#### Policy:

A parent/guardian interested in registering their child for the Morning & Afterschool Care program must contact the School office and ask for a registration package or see our Notre Dame School Website for a Preschool/Pre-K Registration Package.

#### Procedure:

Upon request from a parent to enroll their child in the Morning & 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. Morning & 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 Morning & 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 locked container, not accessible 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 Morning & Afterschool Care program students in the fenced area to meet licensing regulations.

#### Procedure:

Alert! A signal is a whistle blow or air horn at which children will come immediately to Supervisor at the mudroom 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, one ECE should set limits for play in the Morning & 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 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, Preschool/Pre-k room, and leave immediately through the nearest exit.

## **DO NOT STOP TO PUT ON COATS**

Morning & Afterschool Care program staff:

- Pick up an emergency bag (red), and check the washrooms and Morning & Afterschool Care program on the way out.
- 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 Morning & 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, all parents/guardians will be notified as soon as possible by staff. The programme staff will notify Licensing, with action 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

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### Daily Procedures

- **Day Book**

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

- **Attendance**

Staff will take attendance and check in and check out children. Parents/guardians must sign in and out their child(ren) and 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**

It is encouraged that staff members have as much interaction with parents/guardians as possible. Every effort should be made to contact each parent entering N.D. Morning & 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 cleaning of the washroom and floors will be done by the school custodian at the end of each day.

- **Lock-up**

Each day the program supervisor will ensure that the facility is locked up.

### **Weekly Procedures**

- **Purchasing Program Supplies**

The Morning & Afterschool Care program worker(s) does shopping by submitting a purchase request to the principal for approval. The Morning & 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 two weeks 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.