



## Parent Policies

**WELCOME TO VIEW ROYAL OUT OF SCHOOL CARE!**

### WHO WE ARE

The View Royal Out of School Care Society was established in 1993 and its members are composed of parents and/or guardians of children enrolled in the Out of School Care or Preschool programs. All parents/guardians of children participating in our programs are members of our Society.

The Society is governed by a Parent Board of Directors, comprising parents whose children are attending, or have attended, our programs. The Parent Board meets each month and all members are welcome and encouraged to attend. The Parent Board holds an Annual General Meeting each fall, notification of which will be emailed to families and posted on our Parent Information Board and the Parent Portal (on Sandbox our child information management system) at least two weeks prior to the meeting date.

It is important that the Parent Board hear your comments, including, for example, requests for policy changes, suggestions for enhancing the program, ideas for fundraising, and comments regarding staff performance. If you cannot attend a Parent Board meeting, please voice your comments or concerns in a letter or email to the Parent Board ([VROSC.PAC@gmail.com](mailto:VROSC.PAC@gmail.com)).

### CONTACT INFORMATION

Physical Address:	218 Helmcken Road, Victoria, BC V9B 1S6
Mailing Address:	105-1497 Admirals Road Box 601, Victoria, BC V9A 2PB
Phone:	(250) 744-2718
Email:	Manager <a href="mailto:admin@viewroyalosc.com">admin@viewroyalosc.com</a>
Website:	<a href="http://www.viewroyalosc.com">www.viewroyalosc.com</a>

### OUR PHILOSOPHY

**Safe Fun!**

### OUR MISSION STATEMENT

We believe in providing a safe and fun environment in which children may develop positive social skills such as responsibility, respect, and cooperation through communication. This environment should stimulate growth and provide opportunities for children to make choices that satisfy their individual needs. We believe that working as a team with parents and teachers is essential, in order to provide consistent care and guidance to each child. We welcome your involvement, suggestions, and support.

### OUR RULES

#### BE SAFE

- Always be aware of your surroundings. Are you safe? Are those around you safe?

#### BE RESPECTFUL

- Always be respectful. Listen to your friends, parents and leaders. Take turns and share.

#### BE RESPONSIBLE

- Take care of possessions belonging to yourself and the Centre. Use problem-solving skills to resolve disputes with friends. Ask for help when needed.

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## Program Calendar

We operate Monday to Friday throughout the school year, including most non-instructional days, with the following exceptions:

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
BC Day	Labour Day	Thanksgiving
Remembrance Day	Christmas Day	Boxing Day

We will be closed during the last week of August for annual maintenance and from December 24<sup>th</sup> up to and including January 1<sup>st</sup>. Programs also may be closed on other days, if necessary (i.e., for repairs, cleaning, staff development, etc.).

## Program Information

We offer both Before School Care and After School Care programs for children enrolled at View Royal Elementary School. Families may register for one or both of these programs; spaces permitting.

Part-time and drop-in care will only be available if space permits. Please see our Management Team for more information.

### Hours of Operation

**Before School: 7:15 am until school commencement**

**After School: School dismissal until 5:45 pm**

**Professional Development days, Winter and Spring Break:  
7:30 am to 5:30 pm**

*NOTE: For families with children attending Kindergarten, our understanding is that the school offers gradual entry for the first week of school and that children may not be required to attend each day the first week. Please note that we may not offer full day care throughout the day during the first week of school.*

## Professional Development (Pro day) Days Spring and Winter Breaks

We offer full day care during Pro Days as well as Spring and Winter Breaks. Both Spring and Winter Break camps are open to children not enrolled in our Before or After School Care programs. Notices will be posted on Sandbox and our website ([www.viewroyalosc.com](http://www.viewroyalosc.com)) reminding families of the registration dates. Registration will then be completed via Sandbox. Note that the Society may not operate if there are not enough registrants for a given day. Upon the closing of the sign-up period, you will be advised via the Parent Portal as to whether you have a space or are on our waitlist. Should we not have enough enrollment to run our staff will notify those that have request space of our decision not to run.

Once you have been notified that your child is registered for the aforementioned full days of care, you will be billed accordingly. Should you wish to cancel your space, you will

be responsible for fees unless another child registers and takes your child's space.

## CONFIDENTIALITY

All staff and Parent Board members are to ensure the protection and privacy of personal information received from parents/guardians and children. We will collect only that information necessary for the delivery of services, and information will be treated as confidential and securely stored to ensure privacy. No information will be released without first receiving permission from the parent/guardian, unless required by law (reporting abuse, legal investigations, etc.), during medical emergencies, or when necessary to collect debt.

## Registration

There will be a notice posted at the Centre, the Newsfeed on Sandbox and on our website, indicating when registration will open for the upcoming school year.

We give families whose children are currently enrolled in our programs as well as siblings of currently-enrolled children opportunities to register prior to new children. It is your responsibility to register your child within this advanced window, if applicable.

In the event that all program spaces are filled, those families wishing to register will be placed on a wait list. In order to be considered registered for the upcoming school year, you must submit the following:

1. Completed registration form and supporting documents
2. Registration fee
3. Pre-Authorized Debit forms, if applicable
4. Affordable Child Care Benefit (formerly Subsidy) authorization, if applicable

## Probationary Period

Each new child is accepted on a 60-day probationary period. We will make every effort to work with each family and child; however, if a child demonstrates an inability to participate in the regular daily program, we may be required to contact their family and request immediate pick-up. If we feel that our program is unable to meet the needs of your child at any time during this period, we may terminate your child's space in our program.

## Updating of Personal Information

It is **IMPERATIVE** that the program be notified of any changes to your home or work phone number, address, allergies, custodial arrangements, authorized pick-up persons and emergency contacts, as well as any other changes that may affect your child. As a Parent/Guardian, you can update this information when it is convenient to you via the Parent Portal on Sandbox. It would also be beneficial if you would

notify the program of any situation that may affect your child's behavior or wellbeing (i.e., separation/divorce, death, difficulties in school, etc.). The utmost confidentiality will be maintained.

### Care Plans

As a licensing requirement, Care Plans must be created if your child requires extra support or has specific needs that may affect participation in the program. These needs or conditions may involve dietary restrictions, allergies, medications, behavioral considerations, physical or behavioral diagnoses, physical restrictions, etc.

Parents of a child with any of the needs or conditions listed above **must disclose and discuss** their child's needs with the Team Leads and/or Manager prior to enrolment. Failure to do so may result in termination of services.

Once your child's care needs are brought to the attention of staff and management, we will work with families to create a Care Plan. A printed draft of the Care Plan will be given or emailed to you, as parent/guardian. You will have one week to request any changes. The final document will be presented to you to be signed and returned within a specified time period, usually one week. If the document has not been received within this period, either the Team Leads or Manager will contact you and advise you that your child will not be permitted to attend until the document is duly signed and returned.

### Parent Information Board

While we primarily use the Parent Portal on Sandbox to keep our families informed about Centre happenings, we also post a paper copy of the Parent Information Boards in the Main Centre and in Room 20. It is your responsibility to ensure that you read this information as it is posted. Should you have any questions or concerns, we invite to you to contact the staff or Management Team.

### Monthly Fees

Monthly fees are due on or before the 1<sup>st</sup> day of each month. We offer the following payment options for your convenience. See our website for the current year fees <http://viewroyalosc.com/fees/>

- ❖ **Pre-Authorized Debit (PAD)** - With your completed authorization form (PAD), we will debit your account automatically on the 1<sup>st</sup> of each month. Should you wish to make a change regarding your PAD, we require notification prior to the 20<sup>th</sup> of the month. Requests received after the 20<sup>th</sup> may not be activated until the following month.
- ❖ **e-Transfers** – payments are due on or before the 1<sup>st</sup> of the month, even if the first falls on a weekend.
- Your question should be: where are you?

- Answer: viewroyal
- Send to [admin@viewroyalosc.com](mailto:admin@viewroyalosc.com)

You will be able to view your monthly statement (invoices and payments) online via Sandbox whenever it is convenient for you.

Fees for extra hours of care on Pro D Days, as well as, during Winter and Spring Break will be billed to you and are due and payable by the 1<sup>st</sup> of the month, unless otherwise indicated.

The Parent Board monitors all accounts on a monthly basis: failure to keep your account current could result in the loss of your space in the program.

We do not accept credit cards, personal cheques, or cash payments.

### CALCULATION OF FEES

Monthly fees are based on the average number of school days per month. Regardless of the number of school days in a given month, the monthly fee remains the same. Discounts and/or pro-rated fees are not applied during months in which there are a fewer number of school days.

Please note that Pro D Days as well as Spring and Winter Break camp days are not included in your monthly fee calculation.

### REFUNDS

Should your child be absent from the program due to illness, holiday, strike, weather, withdrawal without a month's notice, etc., refunds or reimbursements will not be granted.

Should we discharge your child without notice, you will be reimbursed any balance of fees paid for that month, based on the date your child was discharged.

If, at the end of the school year, your account has a credit balance, you have the options of receiving a refund or of using the credit toward Summer Camp or the following year's Out of School Care fees.

In the event that you give notice to the Society for your space and your account has a credit, we will forward you a refund cheque.

### TAX RECEIPTS

Beginning in 2019, tax receipts will be available from the Parent Portal on Sandbox and are the responsibility of the family to print for their records. There is no fee or additional cost to reprint. Requests for receipts issued prior to the 2018 taxation year will be made available to you at a cost of \$25.00 per request.

## **GOVERNMENT SUBSIDIZED FEES (AFFORDABLE CHILD CARE BENEFITS – FORMERLY SUBSIDY)**

All families are encouraged to visit the Affordable Child Care Benefit website and use the 'Online Estimator' to see if you qualify for funding. It takes 5 minutes to check and we suggest that everyone check this. Once you determine if you qualify, you can then make your application with the Ministry on the same site (click 'get ready to apply'). You will require a caregiver's form which we can complete for you within 24 hours.

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

All families are responsible for payment of the first month's fees, unless you can supply us with your approved funding authorization indicating View Royal Out of School Care Society as the Caregiver. Once we receive your authorization, we will send in our claim and your account will show a credit, which will be used towards your parent portion.

Once your monthly funding amount has been determined, it will be entered into your billing information on Sandbox so that you can see what your monthly parent portion is each month.

Please note that we do NOT send reminders, as renewals are the responsibility of parents/guardians.

### **BEFORE SCHOOL CARE SIGN IN AND DISMISSAL**

Each child must be signed in by a parent/guardian. When the school bell rings, children attending Kindergarten and Grade 1 are walked to school by a staff member and children in Grades 2-5 are dismissed and are responsible for arriving at school on their own.

### **AFTER SCHOOL CARE SIGN IN**

Kindergarten and Grade 1 students are picked up from school by one of our staff and escorted to the Centre. Students in Grades 2- 5 are responsible for arriving at the Centre on their own.

All children are to arrive in their program rooms no later than 2:50 pm for sign in. If a child has not signed in by 2:50 pm, the following will occur:

- A staff member will contact the school to confirm with the office that the child was in attendance that day.
- Staff will speak with teachers and search the school and perimeter of the buildings, including the field, playground, and parking lot.
- If the child has not been located, staff will attempt to contact the child's parents/guardians. If parents/guardians cannot be reached, we will call the persons listed on the Emergency Contact form.
- Should parents/guardians and Emergency Contact persons not be reachable or if they cannot verify the

whereabouts of the child, we will contact the RCMP and a full search will be launched.

### **SIGN OUT PROCEDURES AND RELEASE OF A CHILD**

- Children will only be released from the Centre into the care of their parents/guardians or an adult at least 19 years of age specified on the Authorized Pick-Up list.
- All authorized pick-ups will be required to sign out through our "TimeClock" on Sandbox. Each person will have a 4 number pin unique to them.
- At any time, should you wish to add/remove a person to/from the Authorized Pick-Up list, you can update your information via the Parent Portal. No verbal requests will be accepted.
- In giving someone permission to be an 'Authorized Pick Up' they can without notification to you, pick your child up at any time.

*Please be sure to advise those persons authorized to pick up your child that we will not release your child into their care unless they can produce photo identification.*

### **LATE PICK-UP PROCEDURE**

If we have not had contact with you by 5:45 pm regarding the pick-up of your child, our staff will attempt to call parents/guardians and other listed Emergency Contacts. In the event of an unexpected delay (e.g., flat tire), please call the Centre to notify staff as soon as possible.

If, 30 minutes after closing, we have not been able to contact someone on the Authorized Pick-Up/Emergency Contact list to pick up your child, we will call Emergency Day-Care Services, which will take the child into their custody until a parent/guardian is located. A note will be left at the Centre stating where the child may be picked up.

### **MISSING CHILD PROCEDURE**

In the event that a child goes missing from the Centre, staff will act in accordance with the following procedure:

- Search the Centre
- Search the perimeter of the building, including the field and parking lot
- Search the school, talk with teachers, and check the office
- If the child has not been located, the child's parents/guardians will be called. If parents/guardians cannot be reached, staff will attempt to contact a person on the Emergency Contact list.
- Should parents/guardians and Emergency Contact persons not be reached or cannot verify the whereabouts of the child, we will contact the RCMP and a full search will be launched.

**CUSTODY AND SEPARATION AGREEMENTS**

Formal Custody and Separate documentation must be provided by the enrolling parent/guardian to ensure the safety of your child. Staff cannot deny a parent access to his or her child unless we have a copy of the court order denying or limiting the parent’s access. Should you have a court order, it is your responsibility to provide us with a copy upon registration.

1. After School Care - by 2:30 pm
2. Camp days – by 8:30 am
3. Preschool – by 8:30 am

Notification is required via the Parent Portal on Sandbox or you are welcome to stop into our Centre to advise us in person. Families wishing to phone in a child’s absence may speak to a Team Lead or Manager. When calling by the times noted above, you will be asked your name and your TimeClock code which we will verify before marking your child away. We will NOT accept voicemail messages.

Should your child have a medical/dental appointment, is injured and/or is sick, etc. throughout the day (school hours) and is picked up at school that day, it is your responsibility to notify us in anyone of the formats noted above.

As our Society is not a part of School District 61, View Royal Elementary cannot share information they have received via Safe Arrival, phone call and/or emails. It is your responsibility to contact us directly.

Should your child be absent from the program due to illness, holidays, etc., refunds or reimbursements will not be granted.

FINES AND PENALTIES	
Late Pick Up	\$30.00 for each 15 minutes per family
Late Payment Fees or Fines	\$10.00 per day
Failure to give 1 months’ notice when withdrawing from program	1 months’ fees

**LATE PICK-UP FEES**

In the event that you arrive after our closing time of 5:45 pm, you will be charged \$30.00 (per family) for every 15 minutes, or portion thereof, that your child remains at the Centre.

Late pick-ups are monitored and repeated incidents are reported to the Parent Board and could result in the loss of your space in the program. If payment has not been received in 10 business days, your account will be billed \$25.00 per child every 30 days thereafter.

**LATE PAYMENT FEES**

If we have not received your payment by the 2<sup>nd</sup> business day of the month, your account will be charged a \$10.00 per day late fee and is due upon payment of your fees which you will see Parent Portal via Sandbox under the ‘billing’ tab.

If we have not received your monthly fees by the end of the 5<sup>th</sup> business day, your space will be frozen as of the next day and your child may not attend our programs until payment has been received in full. The late fee of \$10.00 per day will continue to be charged until payment has been received.

If payment has not been received by the 10<sup>th</sup> business day of the month, the Society will advise you in writing of the status of your space in the program. In this instance, the Society reserves to right to terminate your space in the program.

In the event that one parent/guardian fails to pay their monthly portion, the other parent/guardian listed on the registration documents will be responsible for payment of these fees. For further information, please contact the Manager.

**CHILD ABSENCES**

If your child is not attending any of our programs, it is your responsibility to notify us as follows:

Fines – Breach of Societies Policies	
<b>FIRST OFFENCE</b>	<b>\$ 50.00 FINE (per family) plus written notification</b>
<b>SECOND OFFENCE</b>	<b>\$ 100.00 FINE (per family) plus written notification</b>
<b>THIRD OFFENCE</b>	<b>\$ 150.00 FINE (per family) plus written notification.</b>

Our Parent Board will discuss the matter and the family will be advised (case by case)

*\*\*You have the right to appeal any fine. All appeals must be submitted via email to admin@viewroyalosc.com or directly to the Parent Board at VROSC.PAC@gmail.com. The Parent Board will review your appeal at their next scheduled meeting.*

**WITHDRAWING YOUR CHILD FROM THE PROGRAM**

ALL notifications to withdraw your child from our programs must be done in writing (preferably through the Parent Portal on Sandbox). Notice must be received one full month prior to the month on which you would like to terminate care (for e.g., on or before February 1<sup>st</sup> if you would like to terminate care effective March 1<sup>st</sup>, we do not accept mid-month notices)

Should insufficient notice be given, you will be billed one month's fees.

Spring and Winter camps may require a non-refundable deposit, announced prior to registration. Should you wish to cancel your space after notification of registration, you will be reimbursed only if another family requests the space.

#### **TERMINATION OF SERVICES**

The Parent Board may revoke your child's program space due to:

- 3 or more late payments, absent fines, late pick-ups and/or returned payments;
- Non-payment of fees;
- Inability of the child or family to follow policies, procedures and expectations of the program; or
- Inability of the program to meet the needs of the child or family.

If a child or family is facing the possibility of termination due to an inability of the child or family to follow policies, procedures, or expectations of the program, or if the program is unable to meet the needs of the child or family, the Manager will notify the family of this possibility as soon as possible. The Parent Board will give one month's notice, in writing, when terminating services. However, if termination of services is due to non-payment of fees or the safety of children or staff, no notice is required. The Centre retains the right to terminate services immediately and without notice should the safety of the child, other children, or staff be jeopardized.

#### **MEDICAL INFORMATION**

We require immunization documents for each child, unless indicated on your child's registration forms. If your child is not immunized, you must remove your child from our programs if there is a suspected or confirmed outbreak of a communicable disease. Your child may return to our programs once we receive a written medical note stating that the child can return safely.

#### **MEDICATION**

Prescription or non-prescription medication required by your child may be administered by program staff. Medication must be in the original container, labelled with your child's name, and accompanied by a completed and signed Permission to Administer Medication or Permission to Self-Administer Medication form, available from the Centre. Staff are not permitted to give medications in dosages that exceed those on the physician's prescription or manufacturer's label, even if the parent/guardian indicates such on the permission form. Staff may refuse to accept the responsibility of administering medication if they do not feel capable of doing so safely.

All medications are to be stored in our medication box which is under lock and kept out of reach of the children (an exception being epi-pens which the child should have on their body).

#### **ILLNESS**

Staff will contact you should your child arrive, or become, ill while at the program. If your child exhibits severe cold symptoms, fever, vomiting, suspicious rash, or diarrhea, you will be contacted and required to pick up your child immediately.

Parents/guardians are required to inform our Team Leads and/or Manager if their child has contracted a communicable disease (for example, chicken pox, impetigo, strep throat, scarlet fever, head lice). Children returning to the program after having a communicable disease must have met the criteria for treatment as per our policies. Our website links to HealthLinkBC for further recommended treatments. In some instances, a note from the child's doctor may be required before the child is permitted to return to the program.

( <https://www.healthlinkbc.ca/>)

#### **ACCIDENTS OR INJURIES**

In the event that a child is injured while at the program, staff and/or management will assess the severity and nature of the injury. Minor injuries, such as bumps, bruises, small scrapes, and surface cuts, can and will be tended to by staff and brought to the attention of the parent/guardian upon pick-up. If staff believe that an injury requires emergency medical attention, an ambulance may be called or the attention of a physician sought.

Any injury requiring emergency medical care will be reported to the child's parents/guardians immediately and to Island Health Authority within 24 hours.

#### **DISCIPLINE POLICY**

Techniques such as redirection, discussion, and taking time away from the group will be implemented to help children understand and follow Centre rules and expectations.

Staff are not permitted to subject children to any form of physical punishment (shaking, shoving, spanking, hitting, etc.), verbal or emotional abuse (belittling, degrading, humiliating comments, etc.), or to deny physical necessities as a form of punishment (food, toileting, etc.).

If a child displays behavior that endangers the safety of other children, staff or themselves, the child may be asked to move to a safe area. Only as a last resort and when there is an imminent risk to the health and safety of children in care may any type of restraint be used. This restraint would only be used until the child has regained self-control. The emergency use of a restraint will be reported to the child's



parents/guardians immediately and to Island Health Authority within 24 hours.

We make every attempt to work with children and families to manage and resolve behavioral issues. Our staff will observe the following process:

1. Parents/guardians will be verbally notified of their child's inappropriate behavior.
2. If problems persist, the child and parent/guardian will meet with the Team Leads to discuss concerns and solutions.
3. If, after the aforementioned discussion, the child is still having difficulties functioning safely in the program, parents/guardians will be contacted in writing by the Team Leads and/or Manager, with a copy of the letter going to the Parent Board.
4. Should problems persist, the Society may remove the child from the program.

Our staff will respect and adhere to the above process; however, immediate dismissal from the program may be required depending on the nature or severity of an incident.

#### **CHILD ABUSE**

Staff are not permitted to subject children to any form of physical punishment (shaking, shoving, spanking, hitting, etc.), verbal or emotional abuse (belittling, degrading, humiliating comments, etc.), or to deny physical necessities as a form of punishment (food, toileting, etc.).

Any staff member or volunteer suspected of abuse will be immediately removed from the facility and investigated accordingly.

Any incidence of suspected child abuse will be documented and reported to the managers and Ministry of Children and Family Development: Child Protection immediately and without reservation.

#### **SMOKING AND SCENTS**

By law, smoking is not permitted on the grounds of View Royal Elementary School or inside our Centre.

Due to health concerns arising from exposure to scented products, the View Royal Out of School Society has instituted a policy to provide a scent-free environment for all children and employees. Please refrain from wearing personal care products (e.g., perfumes or lotions) that are heavily-scented.

#### **SUSPECTED IMPAIRMENT**

The View Royal Out of School Care Society will take every reasonable precaution to prevent any person unable to provide care from gaining access to a child. If our staff believe that a child's safety may be at risk due to suspected impairment of a pick-up person, they will offer to call a taxi, or contact a relative or friend of the family to pick up both the person and child. As required by law, our staff may call

Child Protection Services and/or the police in the event that a child is taken off premises by a person suspected of being impaired.

#### **FOOD AND DRINKS**

Our program promotes healthy eating and nutrition. Every afternoon, we provide children in the After School Care program with a healthy, nutritious snack, composed of items from multiple food groups. Safe drinking water is available for all children at all times.

Our White Board in the kitchen area will have weekly snacks listed. If your child has specific nutritional requirements or allergies, we will ensure that all staff understand and comply with any restrictions. In some cases, due to the nature of the restrictions, the family may choose to bring in their own snacks for the child. Further, families are permitted to send additional snacks to complement those given by the program. Children are not permitted to share food at any time while at the Centre.

Please note that our Centre is Nut Aware, meaning that we will not provide children with snacks containing nuts or nut products and we encourage families to refrain from sending such snacks to be consumed by their children at the Centre.

#### **PERSONAL TOYS AND ITEMS**

We encourage children at Out of School Care to play with toys and items supplied by the program. We ask that all personal items, with the exception of books, remain at home or in children's backpacks – children will not be permitted to play with items or games from home while at Out of School Care. Any reading material that your child wishes to bring must be appropriate for children of all ages.

Upon request, program staff may store equipment, school projects, and other belongings transported from school to home until sign-out.

Please ensure that you leave an extra set of clothes as well as indoor footwear at the Centre. Please label these items.

Staff members are not responsible for lost, stolen, or damaged personal items.

#### **SCREEN TIME**

As per licensing policies, children who are in attendance for a program that is 2 hours or less in duration will not have access to computers, tablets, or tv. Children who are in attendance for a program that is 3 hours or longer may have access to computers, tablets or movies as per the leader's discretion. On average, we play around 4 movies per school year.



**OUTDOOR PLAY**

Part of our After School Care Program includes outdoor play. Weather permitting, we will take the kids outside to play games and use equipment for around one hour per day.

**HOMEWORK**

Staff members are not responsible for ensuring that children do homework while at the program; however, should a child wish to do homework, an appropriate space will be provided.

**STAFF-PARENT CONTACT OUTSIDE CENTRE HOURS**

View Royal Out of School Care Society and its staff operate to provide a safe and fun environment to children attending our programs. Any contact, either business-related or personal, between families and staff members outside of our Centre is strictly between these parties and should remain outside of the Centre’s operations.

**SCHOOL CLOSURES**

**Weather Conditions** – If School District 61 chooses to close View Royal Elementary School due to extreme weather conditions, the Centre will also be closed. If the District announces that the school will open later in the morning, we will also open at that time. Should schools be open in the morning but, during the course of the day, weather conditions deteriorate, the Centre shall reserve the right to close. Every attempt will be made to give families as much warning as possible. Please be aware that, should the decision to close the Centre be made, it is solely for the safety of children, families and staff.

In the event that extreme weather conditions develop before our Centre has opened for a scheduled full day of care (i.e., Pro D Days or Spring/Winter Camp) and road conditions are reported to be unsafe, the Centre reserves the right to close, we will notify families as soon as possible before 7:00 am. If possible, staff will also post the closure on our website’s homepage and sent out a Newsfeed on the Parent Portal of Sandbox.

Should the Centre open but, during the course of the day, weather conditions deteriorate, the Centre reserves the right to close. Parents/guardians will be contacted and

advised to arrange pick-up for their children. If the decision to close the Centre is made, it is solely for the safety of children, families and staff.

**Strike Closure** - Should View Royal Elementary School be involved in strike action, the following will occur:

- If there is no picket line set up at 7:15 am, our Before School Care program will open and operate as usual. Once a picket line is established, children will no longer be permitted to sign into the Centre.
- Children in attendance (i.e., those children who arrived before a picket line was established) will be taken up to the school at the beginning of the school day and enter into the care of school administration.
- If the picket line comes down before the end of the school day (i.e., school dismissal), our After School Care program will operate as usual.
- If the picket line is still in effect by the end of the school day, our After School Care program will be closed for that day.
- Our staff will not be required to cross a picket line.

It is your responsibility to stay informed about the status of a picket line and to make arrangements for the care/pick-up of your children, should our Centre be closed.

***We look forward to spending time with your child as well as getting to know our families.***

***We have an open door policy and welcome any questions or comments that you may have.***

**Manager**  
 Email: [admin@viewroyalosc.com](mailto:admin@viewroyalosc.com)