



Policy and Procedure Manual

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Who We Are and Philosophy

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.

We believe in providing a safe and fun environment in which children may develop positive social skills such as responsibility, respect, and cooperation. 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/guardians, 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.

Management and Direction

The programs are run by the executive director, Ashley Wilkie, with guidance from the Parent Board of Directors. The Society is governed by this 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 hears 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 still voice your comments or concerns. You can forward the information to parentboard@viewroyalosc.com.

We have an incredible group of individuals working with your child(ren). Preschool, dependant on the number of children attending, will have at least one certified Early Childhood Educator (ECE) and if our enrollment requires, an Early Childhood Education Assistant (ECEA). All Out of School Care staff are required to have a minimum of 20 hours of education in the following: child development, guidance, health and safety, or nutrition. Each person brings varied interests, skills, and experience to our program. In accordance with our Society's requirements and Island Health's licensing standards, each staff member possesses the following:

- Standard First Aid and CPR C
- A clean Criminal Record check
- Education as noted above

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.

Important Information to Know

View Royal Out of School Care and Little Wonders Preschool operate Monday to Friday throughout the school year. As well, we offer Spring break camps and Pro-D Day camps for children over the age of 5. We operate in accordance with SD61 schedule and are closed on Holidays and the two-week Winter Break.

We use the Sandbox app to communicate with all families. This is where we send out all important information pertaining to the centre and your child(ren). This is also where families can contact with centre if there are any questions.

Sandbox is where families update all personal information, such as food allergies, family doctors, and emergency contacts, for their child(ren). 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. 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.

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.

Everyone who is currently enrolled in our OSC programs will roll over into their same program the following school year. If families are wanting to add a program they are not already enrolled in (ex. families are enrolled in ASC only but want to add BSC for September), they will need to wait until the designated registration date to put in for a change request.

Siblings of current families, new families, and preschool families' registration will occur on different days in the spring.

We give families with 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 waitlist. Waitlists are ongoing for the current school year only.

In order to be considered registered for the upcoming school year, you must submit the following:

1. Completed registration form.
2. Update and complete Child information (Sandbox) as requested.
3. Registration fee (\$50.00/per child for Out of School Care and Preschool)
4. Upon receipt of the above and any supporting documents requested by our staff, you will then be sent a 'confirmation or waitlist' notice.

Examples of supporting documents but not limited to the following:

5. Affordable Child Care Benefit (ACCB) authorization, if applicable
6. Care Plans, if there is currently one in place for your child

Parents of a child with **special or additional needs must disclose and discuss** their child's needs with the program prior to enrolment. Children requiring a support worker will automatically be placed on a waitlist until an adequate support worker is secured. Upon confirmation in each program, should the designated support worker be absent for any matter throughout the registered time, the Society reserves the right to give notice that the supported child is unable to attend.

Monthly Fees

Monthly fees are due on or before the 1st day of each month. Fees must be paid via e-transfer. See our website for the current year fees.

- Send to admin@viewroyalosc.com
- We have automatic deposit of e-transfer, no password or answer required.

You can view your monthly statement (invoices and payments) online via Sandbox (24/7).

Fees for extra hours of care on Pro D Days, as well as during Spring and Summer Camps, will be billed to you and are due and payable by the 1st 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 any other forms of payment.

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 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 the Centre be unexpectedly closed due to staffing, illness, or society's needs, 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 using the credit toward Summer Camp and/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 can forward you a refund via e-transfer.

Tax Receipts

Tax receipts are available on the Parent Portal (Sandbox) and is the responsibility of the family to print for their records. There is no fee or additional cost to reprint.

Should your tax receipt be sent to you via email (as you no longer have access to the Parent Portal) and you request that we re-issue your receipt, there will be a fee of \$25.00 per request.

Affordable Child Care Benefits (ACCB)

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.

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

Once you determine if you qualify, you can then make your application with the Ministry on the same site (click 'get ready to apply').

All ACCB 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.

Penalties

If we have not received your payment by the 1st calendar day of each 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 fees by the end of the 5th calendar 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. 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.

In the event that you arrive after our closing time of 5:45 pm (OSC) and 1:00 pm (Preschool), 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. Payments not received after 10 days will be billed an additional \$25.00 per child every month.

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, who will take the child into their custody until a parent/guardian is located.

In the event of an unexpected delay (e.g., flat tire), please call the Centre as soon as possible to notify staff.

Your space in our program may be revoked 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 as decided by the Society.

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 at their discretion for any cause and without notice should the safety of the child, other children, or staff be jeopardized.

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 in which you would like to terminate care (for e.g., on or before

February 1st if you would like to terminate care effective March 1st). We do not accept mid-month notices.

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

If you choose to terminate care for the current school year, after completing registration for the following year; your space for both years will be withdrawn.

I.e. cancel space for April 2023, enrollment for September 2023 will also be terminated.

Notification of Child Absences

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

After School Care - by 2:15 pm

Camp days – by 8:30 am

Preschool – by 8:30 am

Notification is required via the Parent Portal on Sandbox or by visiting our Center in person. Families wishing to phone in a child's absence must speak to any one of our Management Team.

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.

Drop-off and Pick-up

For View Royal Out of School Care and Little Wonders Preschool each child must be signed in when dropping your child off to attend all of our programs. All drop-offs will be required to sign in through our 'Timeclock' on Sandbox. Parents/guardians are responsible for scanning the QR code on the presented Ipad in order to sign in their child(ren). Each person will have a 4-number pin unique to them.

Only persons authorized on Sandbox will be allowed to pick up your child(ren) from the program. If you wish to change authorization, please do so on Sandbox app. Should you wish an alternative person to pick up your child, you must inform us in advance in

writing with their full name. Anyone we do not know will be asked to show picture identification.

At pick-up, authorized pick ups are to scan through the 'Timeclock' on Sandbox when presented with an iPad or phone.

Formal Custody and Separation documentation (including restraining orders) must be provided by the enrolling parent/guardian to ensure the safety of your child. Staff cannot deny a parent access to their 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.

As a society, we are obligated to ensure the safety and wellbeing of the children in our care. The View Royal Out of School Care Society and Little Wonders Preschool 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.

Expectations of Parents

Without prejudice, the Director, staff, and board expect parents to:

- Come to Director and/or staff with concerns as soon as possible.
- Avoid discussing sensitive issues within earshot of the children.
- Avoid abusive or offensive language while at the program.
- Avoid physical play with the children in care.
- Adhere to program policies.
- Behave appropriately around the children, staff and other parents.
- Respect the program rules and encourage their child follow them while at program.
- Remind children to respect and abide by the program's rules and boundaries.

Toileting

Children must be fully toilet trained to enter out Preschool and Out of School Care. The staff cannot assist on an ongoing basis and the Centre does not have adequate changing stations. This means that all children are required to be wearing underwear; pull-ups are not allowed.

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 Management Team if their child has contracted a communicable disease; for example, chicken pox, impetigo, strep throat, scarlet fever, head lice (child cannot attend when eggs and/or nits are visible). Our website links to HealthLinkBC for recommended treatments. Children returning to the program after having a communicable disease must have met the criteria for treatment. 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/>)

The program does not have additional staff to care for sick or injured children. Children with mild or contagious illnesses are encouraged to stay at home until the risks of infecting the others have passed. If your child becomes sick at home, you are required to message through Sandbox regarding your child's absence in program. All children **MUST** be 24 hours symptom free before returning to any of our programs. This includes **all** sickness symptoms. Please do not send your child to the program if they are experiencing one or more of the following symptoms:

- **Cold:** With fever, or runny nose and eyes, coughing or sore throat and infected nasal discharge.
- **Fever:** 38.3C or higher accompanied by general symptoms of sore throat or trouble swallowing
- **Infected** skin or eyes
- **Headache** and stiff neck
- **Diarrhea:** Must be symptoms free for 24 hours.
- **Lice:** If lice or nits have been found on your child during care, staff will call parents requesting a pickup to begin treatment. Once you have treated your child, and all lice and nits have been removed, your child can return to the program.
- **Antibiotic treatment:** Children may return 24 hours after the start of the medication, if none of the above symptoms are evident.

Supported Child Care

View Royal Out of School Care welcomes and tries our best to accommodate all children with physical, behavior, mental, medical, and dietary differences. When a child with special needs requires care and enrolls in any program, the director will consider each case separately to ensure the program can safely care for the child and their needs. If the child is accepted into a spot, a care plan will be required and agreed to by the parents. It is the parent's responsibility to arrange a contract with Supported Child

Development through island Health (Queen Alexandra centre for children's health) The child will not be able to attend the program until a support worker has been hired. Unfortunately, there may be times where the program can't accommodate extra care outside of currently registered out of school care (i.e. Spring break, Summer Camp).

Care plans will need to be re-evaluated each year. 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 Assistant Manager and/or Manager prior to enrolment. *Failure to do so may result in termination of services or impede your registration into any of our programs.*

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 Assistant Manager 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.

Medication

Prescription or non-prescription medication required by your child may be administered by program staff. At drop off, parents must sign a permission form for staff to administer any medication. 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.

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.

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.

Behavioral Guidance

Our aim is to help each child develop self-confidence and self-discipline in a warm and supportive environment. Every child and staff member in the class will be encouraged to show respect for themselves, others, and their surroundings.

To help meet these objectives, staff will provide the following:

- An environment that welcomes and values each child.
- An atmosphere that fosters self-help skills, builds self-confidence, and promotes acknowledgement of and responsibility for one's own behavior.
- Recognition that each child is an individual and, therefore, that their behavior is influenced by many factors including their developmental abilities.

In order to build a safe and positive environment, our staff will:

- Provide daily routines with clear and consistent limits
- Reinforce appropriate behavior
- Acknowledge feelings and treat each child with respect
- Model respect and open communication
- Promoting self-esteem

When conflicts arise, children will be reminded of group guidelines and limits. Our staff will model problem-solving skills and encourage children to contribute suggestions of their own. Our staff may also offer appropriate choices or state the natural and logical consequences of the behavior. If necessary, they will redirect a child to other activities. The emphasis will always be on providing children with positive strategies that foster effective problem-solving and the ability to interact thoughtfully and successfully with others.

Every child should always feel safe and comfortable in program. If a child displays behavior that endangers the safety of other children, staff or themselves, we may have to ask that the parents/guardians withdraw that child from the program. If your child is experiencing any difficulties that might affect behavior in class, please mention it to the OSC leaders or Preschool staff. Changes at home, such as the addition of new baby, moving, illness, or a parent that needs to be away for an extended period of time, etc., can all affect the way your child interacts with others.

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.

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 and the behavior and discussion will be documented on paper.
2. If problems persist, the child and parent/guardian will meet with the Management team 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 Management Team, 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.

The Society also may also follow up an incident with a short term (up to one week) or long term (over one week) suspension, with the discretion of the Director and Board of Directors.

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.

Child Abuse

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

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

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.

A Snack calendar is posted on our Parent Portal monthly. 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. View Royal Out of School Care is not responsible for providing an alternative snack from the one chosen for the day. 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 in the event that we have a child registered in our program with a Nut allergy. We will also advise families to refrain from sending such snacks to be consumed by their children at the Centre in the event of a present allergy.

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 are by legislation not permitted to have screen time on a daily basis. Preschool educators may, from time to time, show the group a video clip or information from our iPad, never exceeding more than an hour per week. OSC children may have access to tablets or movies as per the leader's discretion, but never on a daily basis. On average, we play around 4 movies per school year.

Outdoor Play

Part of our After School Care Program and Little Wonders Preschool includes outdoor play. Weather permitting, we will take the children outside to play games and use equipment for around one hour per day. All children MUST bring proper rain/winter jackets during the Fall-Spring time.

Homework

Staff members are not responsible for ensuring that children do school work while at the program; however, should a child wish to do school work, 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 for the 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 may choose to do the same. 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. 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 Camp) and road conditions are reported to be unsafe, the Centre reserves the right to close, and 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 post 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.

In the event of a **power outage** during the hours children are at centre, staff will be contacting BC Hydro. If the power will be out for 2 hours (October-March) or 4 hours (April – September), parents will be called to pick up their children immediately.

If the power outage is in existence at morning drop off, staff will inform all parents of the probability of closure for the day.

And, if the power goes out before kids arrive, parents will be notified that the centre is closed by the Parent Portal News feed.

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.

PROGRAM CALENDAR

We operate Monday to Friday throughout the school year, including most non-instructional days. We operate in accordance with SD61 schedule.

Closures for OSC and Preschool Programs:

| | |
|----------------|---|
| New Year's Day | Labour Day |
| Family Day | National Day for Truth and Reconciliation |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| BC Day | |

In addition to the above closure days, our programs will be closed:

- the last week of summer each year for annual maintenance.
- We follow School District 61's closures.
 - ❖ For example: December/January we are closed for winter break. If last day of school was December 17th, 2023 and first day back January 4, 2024. Our Centre will be closed those dates as well.
- Programs may also be closed on other days, if necessary by society (i.e. for repairs, cleaning, staff development, etc.)

PROFESSIONAL DEVELOPMENT (PRO DAY) DAYS AND SPRING BREAK

We offer full day care during Pro Days and Spring Break camps (7:30 am to 5:30 pm). Both programs 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) 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 or staff 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 requested 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.

Out of School Care Program Information

OSC offers Before and After School Care programs for children enrolled at View Royal Elementary School. Families may register for one or both of the morning and afternoon programs; spaces permitting.

The morning out of school care program operate between the hours of 7:15 AM until first bell (8:45am). After school care program hours are dismissal bell (2:37 PM) until 5:45 PM.

Before School Care Drop-off

For children in grades 1-5, they are walked from the centre to the front of the school. These children are then responsible for walking to their own classes. Kindergarteners are walked from the centre straight to their classes with a staff member. All children are signed out from sandbox when they leave centre.

After School Care Pick-up

Kindergarten and Grade 1 students are picked up outside of the school by two of our staff and escorted to the Centre. Students in Grades 2- 5 are responsible for walking to outside of Room 20, lining up and walking down to centre with their leaders, as well. Each room walks down as a group through the school parking lot to the centre.

All children are to arrive in their programs line-up 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.

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, including toys and 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. 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 (pants, underwear, shirt, socks), as well as, indoor, easy to put on, footwear at the Centre. These items must be labelled in a ziplock bag.

All children must come with a jacket (winter coat or rain coat) from Autumn to Spring as we go outside rain or shine.

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

Missing Child Procedure (OSC)

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.

Preschool Program Information

Little Wonders preschool offers two options for classes.

Monday, Wednesday, Friday: 9 AM – 1 PM

Monday – Friday: 9 AM – 1 PM

The Child Care Licensing Regulations state:

Care programs

Preschool (30 Months to School Age), being a program that provides care to preschool children who are at least:

- a) 30 months old on entrance to the program, **and**
- b) 36 months old by December 31 of the year of entrance

Preschool Missing Child Procedure

In the unlikely event that a child goes missing from the Centre, our staff will follow the following procedures to find the child:

- Search the Centre
- the perimeter of the building, including the field, playground and parking lot

- 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.
- If the child has not been located, we will contact the RCMP and a full search will be launched.

Preschool Field Trips

On occasion, the Preschool group may go on short walking field trips. There will be a minimum of two leaders present, and a cellular phone and first aid kit will be carried with them at all times.

Preschool Children - What to bring to Class

Please ensure that your child brings the following items:

- Inside shoes, to be kept at the Centre. These shoes should be easy for children to independently put on and take off.
- Extra set of pants, underwear, socks, and shirt, to be kept at the Centre.
- Rain gear (pants, jacket, muddy buddy and boots)
- A healthy snack and lunch.
- Appropriate shoes/boots, winter gear, and coat for outside play. If it is sunny, please apply sunscreen before class begins and send a hat – time is not built into the daily schedule for staff to apply sunscreen to all children in the class.

Please note that your child's backpack, snack bag, extra clothes, shoes, coat, etc., must be labeled.

Preschool Snacks/ Lunch

The snacks that you send with your child should be simple and healthy. Food should be ready to eat without preparation, refrigeration, or reheating. Please send your child's snack in a small lunch bag or lunchbox, if possible, as these are far more manageable at the table than a backpack.

Good choices include cut-up pieces of fruit and veggies, yogurt, half- sandwiches, etc. Please do not send pop, gum, candy, or other high sugar snacks. We ask that you avoid sending foods that may become choking hazards (i.e., whole hotdogs, whole grapes, marshmallows, popcorn, etc.).

Safe drinking water is available for all children at all times. If you prefer to send other beverages, please consider sending juice or milk in a non-spill sipping container that can be resealed.

Please note that our Centre is nut aware; therefore, we state that children are allowed to bring foods containing nuts unless otherwise stated by manager.

Lastly, please encourage your child to eat a healthy breakfast before attending class.

Personal Toys and Items for Preschool

We encourage children to properly label all items brought to class. Toys and books from home are not permitted at pre-school unless it is their show and share day. Preschool staff are not responsible for lost, stolen, or damaged belongings. Lost items will be placed in the "Lost and Found", which will be emptied at the end of each month.

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