



# Parent Manual

**For Licensed After-School, Summer Camp, Pre-school Programs**

**Effective: February 6, 2025**

## Table of Contents

Table of Contents & Club Background	Page 2
Club Information & Inquiries, Questions, Concerns	Page 3
Program Info for all Programs	Page 4
Effective Guidance Skills used at the FBGC	Page 5
Child Abuse and Neglect Policy, Allergies / Medication	Page 6
Facility Closures and other information	Page 7
Program withdrawal, fees, subsidy	Page 8
Inclusion Policy, After-school info	Page 9
After-school Program Specific info continued	Page 10
Summer Camp Program Specific info	Page 11
Pre-school Program Specific Info	Page 12 -14
NB Provincial Day Care – Managing Illness, a Parent’s Role	Page 14
NB Provincial Day Care - Exclusion Reference Guide	Page 16

## History & Core Values

### Background Information

The Boys & Girls Club of Fredericton is a charitable, community supported organization founded in 1968.

We are committed to transforming the lives of children, youth and their families including those most vulnerable. We do this by providing safe places and offering services and programs designed to meet the evolving needs of our community.

We want our children and youth to develop confidence, gain skills, and experience success so that they can reach their best potential in life. We believe that every single young person is important and they deserve the chance to succeed.

The Boys and Girls Club of Fredericton is a member of the Boys and Girls Clubs of Canada, a national network of Clubs each fulfilling a similar purpose. All of the Clubs across the country have a special concern for disadvantaged youth. Boys and Girls Clubs, with families, and other adults, offer children and youth opportunities to develop skills, knowledge and values they seek to become fulfilled individuals.

The Boys and Girls Club’s goal is to provide a variety of services that are accessible to all, and that meet the specific needs of local youth. Our club’s objective is to promote equal opportunity, the fulfillment of individual potential, and to provide learning experiences enabling members to achieve personal growth leading to active and responsible membership in the community.

The Boys and Girls Club of Fredericton operates under the guidance of a volunteer Board of Directors, who determine the policies of the Club and appoint staff to oversee its general operations.

### Mission Statement

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

## Core Values

The Core Values we ascribe to in our dealings with children, youth, family and community define our reason for being and are the standard against which all Boys’ and Girls’ Club’s services will be measured.

### Belong

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

### Respect

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

### Encourage and Support

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

### Work Together

We work together with young people, families, volunteers, our communities and government.

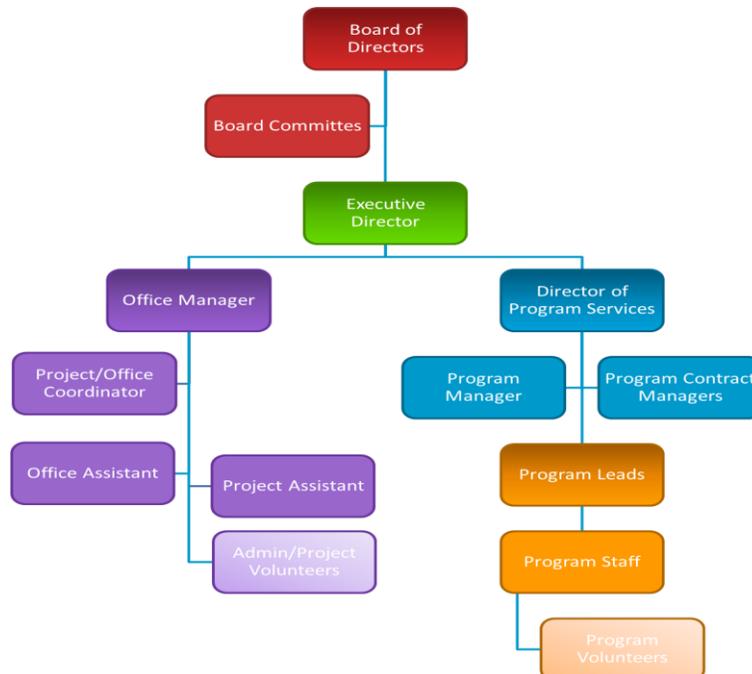
### Speak Out

We speak out with children, youth and families so that we can make our world better.

## Inquiries, Questions, Concerns

Parent inquires; questions and concerns should be first brought to the attention of the Program Manager. Inquiries, questions and concerns may also be discussed with the following:

Amanda Audette	Program Director	472-1784
Lisa Roy	Director of Operations	472-5112
Karen MacAlpine	Executive Director	472-5112
Ben Wolthers	President of the Board	472-5112
Megan Munden	Early Learning & Childcare Inspector	453-3174



## Organizational Chart

## **Our Programs are rooted in:** *(included but not limited too)*

Boys and Girls Clubs of Canada National Programs: providing services that support healthy child and youth development. Activities that support and promote our Core Programming areas:

- Physical Activity
- Health & Safety
- Leadership
- Growth & Development
- Learning & Career Development
- Families & Communities.

Choice Theory: which is incorporated into our programming. We aim to provide children with the necessary tools to self-regulate and problem solve by role modeling, teaching and asking reflective questions, as well as incorporating the 7 Caring & Connecting Habits

- Listening
- Supporting
- Encouraging
- Respecting
- Trusting
- Accepting
- Negotiating Differences

We want to empower our young people to make effective choices in their own lives.

Resources: We incorporate “Play It Fair” activities that promote Respect, Responsibility, Acceptance, Respect for Diversity, Inclusion, Fairness and Co-operation. “NB Plays” featuring positive mental health, physical activity, healthy eating, learning experiences, outdoor adventures and community connections as key elements of overall well-being

High Five: As a Registered High Five organization we are showing our commitment to ensuring every child in our programs have a positive sport and recreation experience, as well as helping children along the path of Healthy Child Development. Through enhanced training of our staff and volunteers, the 5 Principles (A Caring Adult, Friends, Play, Mastery, & Participation) and 3 Design Guidelines (Developmentally Appropriate, Safe, & Welcoming Diversity and Uniqueness) are ever present to ensure a quality program. In addition to the training, quality assurance is maintained through program evaluation using the national standard provided through High Five: Quest 2 (Quality Experience Scanning Tool).

### **Professional Team**

We offer an effective team that is highly trained, experienced and who offer expertise, enthusiasm and professionalism to our programs. First Aid/CPR and professional screening are required before they are employed with us.

In addition to their personal education, experience and training we offer the following during our orientation:

- Team Building
- Explanation of Club Policies and Procedures (including Daycare Standards and Public Health requirements)
- Knowledge of Choice Theory
- Leadership and Activity workshops
- Principles of Healthy Child Development through High Five training
- Positive Child Guidance techniques and prevention
- How to create and maintain physical and emotionally safe environments.

### **FOR ALL PROGRAMS:**

#### **INDOOR SHOES**

Indoor shoes are necessary as per daycare standards (winter and spring months are snowy, muddy and wet). We practice monthly fire drills. Safety is also an issue – especially running in the gym without proper footwear. Children are required to have something more than socks on their feet at all times. Please label all clothing and check the lost and found for missing items.

#### **Please do not send**

Music devices, electronics, cameras, cell phones etc. from home as they are not permitted. We do not want these items to get lost, stolen or broken. On special occasions your child may be invited to bring: toys, trading cards, cars, stuffed animals from home if they like, please see Program Manager for specific details. We will not assume any responsibility for these items.

### **Sunscreen / Water bottles**

All children must have their own bottle of labeled sunscreen and water bottle for the beginning and end of the after-school program and during the Summer Camp Program. Reminders will be sent home.

### **Effective guidance skills used at the Fredericton Boys' and Girls' Club**

- Use simple language that the children can easily understand
- Speak in a calm, quiet, relaxed voice
- Be positive
- Offer choices with care
- Encourage independence and co-operation
- Be firm and consistent
- Consider feelings and SELF-ESTEEM of all involved
- Intervene when necessary

### **Procedures for Misbehavior**

It is our regular practice to treat children with the respect and dignity they deserve. All actions must be positive with the goal of teaching, not humiliating or shaming. The ultimate goal is to reach understanding of what happened, why as well as establish safety and a resolution.

PLEASE NOTE Phone calls to parents will be made when the child's behavior is extreme / physical / dangerous and someone must be present for pick up within a half hour (when safety is a huge concern immediate pick up may be required). **All parents must have this plan in place.**

Incident reports will be completed to inform parents of behavior and require parent signatures. We want to work as part of your child's support system. We value all and any information you can share with us that would best help us; what works at home, or school, any challenges or struggles your child is going through, big changes in their life that may impact them, etc. the more we know the more we can help support on our end.

Our responses will vary based on the severity of the behavior. The general responses available include:

- Step 1:** Addressing / looking into the behavior – Program Leaders will investigate to get more information from those involved. Program Leaders provide explanation to the member about the inappropriateness of the behavior and reminds them what is expected of them. Positive direction / re-direction is important. Problem solving process is implemented. Program Leaders look into all factors contributing to the behavior/makes necessary changes.
- Step 2:** If misbehavior continues, Program Leader reminds the member what is expected of them and that it is important to have their co-operation. Program Leader asks again what different choices the child can make that are respectful of the club rules. Staff will share positive comments/encouragement to build upon.
- Step 3:** If misbehavior continues, child may need time to regulate with a staff in a calm environment/space if possible, and work on a problem solving discussion and plan.
- Step 4:** If misbehavior continues, child may have support from Program Management to see if they can self-regulate and help turn their day around.
- Step 5:** Call to parents
- Step 6:** Suspension from club
- Step 7:** Record suspension by filing an incident report . Parent meetings may be scheduled to obtain more information and to see what supports may be or needed to be put in place.

### **Incident Reports**

All incident reports involving behavior or injury are kept confidential and will not be discussed with other families.

In the event of a person attending the Club being asked to leave or a person attending the Club receiving an injury requiring attention, an incident report shall be made. Incident Report Form being completed and filed in the child's file. In regard to injury or illness, appropriate forms required by Public Health or the Department of Education and Early Childhood will be completed. In the case of a potential suspension of a member from the club, the Director of Operations, Program Director, Program Manager or the Executive Director, shall be informed of the incident by the staff and a decision will be made in regards to a suspension.

### **Dismissal Due to Ongoing / Concerning Severe Behavior**

We do our best to work with the family and other professionals. However, when a member displays severe physical / disruptive / unsafe behavior towards others or to themselves it may lead to the child's dismissal from our program.

### **Emergency / Evacuation Situations**

The alternate location for Skyline Acres is the front of Liverpool Elementary School, for Devon is the Field or the Front of the Fredericton Christian Academy, for Gibson Neill Memorial is the parking lot at Willie Oree. When we need to move to our alternate locations, a staff will be in the front of the line of children and one at the back. Attendance is also taken before and after evacuations. Parents will be notified if pick up is required. Posters are up around the facilities stating our procedure.

### **Allergy Alert!**

Due to severe allergies, we may not allow the following in our facility: shellfish, eggs and nuts of any kinds. Please check with the Program Manager to verify **before** sending the above food types. We appreciate your co-operation as you are helping us ensure the safety of all children. We are a scent free facility – please note this applies to anyone entering the building.

Children must be self-sufficient in using the washroom as our facilities are not equipped for additional assistance.

### **Medication**

Should your child require **medication** of any kind, parents must come in and fill out the appropriate medication administration form or we will be unable to do administer. The medication must be in its original package and cannot be sent in a baggie or other type of container. If it is a prescribed medication, the original label must be on the medication with the child's name and the dosage prescribed.

### **Child Abuse and Neglect**

Reporting requirements for a childcare facility as set out in the Child Victims of Abuse Protocols

1. **Suspicion of physical, emotional or sexual abuse.**
2. **A member indicates that they have been physically or sexually abused at home.** (NOTE: do not let them return home)

Under these conditions, the following procedures must be followed:

- Immediately record the details of the child's disclosure or other information which has been seen or heard.
- Do not attempt to investigate the issue further or ask for further disclosures – this is the job of the authorities.
- Consultation with the Executive Director or Program Director to review the situation.

NOTE:

- In the event of a disclosure about sexual abuse, the child must NOT be asked to repeat the story for anyone but the investigating officials from child protection services and the police.
- The Executive Director must report the incident immediately by telephone to the child protection services and the police. However, if the Executive Director cannot be contacted to report the situation, the person suspecting the abuse is bound by law to report the suspicion/finding.
- Written documentation of the incident must be completed and given to the investigating officials. One copy should be kept and maintained in a secure place. In the case of a supervisor making the report, he/she must inform in writing the Executive Director that an incident has occurred which has led to a file being opened in the name of that child.
- The youth organization should **NOT** advise the parents of the report unless this has been cleared by the child protection officials and the police.

3. **You notice suspicious or frequent bruising on a club member, but have no knowledge or can see no reasonable explanation for its presence.**

- A written description must be dated and placed in the child's file.

It is our legal obligation to follow these requirements, if parents have any questions or concerns, please speak to someone on our Management team.

## **Vehicular Transportation**

In the event of an emergency where 911 will be called attempts will be made immediately to notify the parents as soon as possible. Should the child be required to be transported to the hospital by ambulance a staff will accompany them until a parent or guardian can arrive.

When a child is to arrive or leave by taxi, the parent or guardian must notify the Program Manager or senior most staff of the anticipated arrival time and the name of the Taxi Company. Travel by taxi must be arranged **by the parent** and include that the driver accompany the child into the facility or to come in and identify themselves when picking them up. If the taxi does not arrive contact will be made to the parent to notify.

For field trips children are only permitted to travel via bus; we travel by school buses, Trius bus and by Public transit. These busses are the same as the school busses and they do not have safety restraints. Should you wish to make alternate arrangements for travel please let us know.

## **Illness, injury and contact information**

It is IMPERATIVE that we have up to date phone numbers for parents and emergency contacts (other than parents) to reach in the event of **illness, injury, absenteeism** or concern. **Parents must call** the Program Manager **each time your child will not be attending to report the nature of the absence.** If a child feels sick while in our care, they will be brought into the office and parents will be notified. Children must be picked up immediately within the hour. In accordance to the "Management of Illness in Staff and Children in New Brunswick Child Day Cares", parents must also complete the **Return After Exclusion** sheet when necessary. Please help us comply with the Provincial Day Care Standards and Regulations. It is necessary to have alternate arrangements for care when your child is sick. When a child is too sick to attend school or participate in our daily activities then they will not be permitted to attend our program. All persons entering the building must wash their hands to prevent the spread of illness.

## **Facility Closure Due to Spread of Illness**

Under the direction of Public Health or the Department of Education and Early Childhood Development Officials we would close our facilities due to potential spread of illness to immediately begin emergency enhanced cleaning and disinfecting. All parents/guardians would be notified by phone and/or email.

## **Pandemic and Outbreak Response Plan:**

### **Widespread Daycare closure due to Government quarantine situation: (for example, a one week closure of all schools and daycares and a recommendation to keep children home)**

In this type of situation we would protect your child's space at the daycare, fees would remain in place and children would return as soon as the quarantine is lifted.

### **Daycare closure due to an incident affecting our daycare only (for example the entire facility needs to be disinfected due to an outbreak before children can return)**

In this situation, an alternate location would be secured to prevent any significant disruption in service. Families will be notified immediately and there would be no change in fees, etc.

### **Daycare closure/partial closure due to a staff shortage resulting from widespread illness or exclusion (for example, a number of staff out with either H1N1 or excluded because of symptoms, etc)**

Parents will be notified immediately. Emergency care, when possible, will be given to those who self-identify that they have no other options (this information will be collected at that time). In this situation, if there is an interruption in service to some of our children, fees will be adjusted accordingly.

Please remember that because your children are being cared for in a daycare setting, we have a number of resources to draw from that will hopefully prevent an interruption in the care of your child. We do, however, follow Public Health directives and therefore will be following the above plan to ensure the safety and well-being of your children.

### **Daycare closure due to a power outage**

In this situation, families will be notified after the power has been out for an hour and after contacting NB Power regarding the length of power outage, for immediate pick up. There would be no change in fees, etc.

### **Program Withdrawal (updated information)**

In any situation, 2 weeks' notice is required and must be communicated to the Program Manager so a withdrawal form may be completed.

**Attendance**

If your child will not be attending on any registered day, phone notification must be given to the Club staff prior to the scheduled arrival time. When dropping off a child, we require parents to accompany their child and must check in with a staff member before leaving their child. It is the parent's responsibility to communicate this, as schools do not inform us.

**Registration Fees**

A one-time non-refundable \$30 registration fee is required upon registration. As of April 2015 all payments must be via pre-authorized payments on a bi-weekly basis through our Administration office at 506-472-5112.

**Provincial Subsidy Information**

At the time of registration those families that are receiving provincial subsidies for the program must bring in a copy of subsidy approval from the Department of Social Development (1-866-444-8838). If you are unable to get conformation in time for registration you must provide pre-authorization payment information. Subsidy approval will only go back to the date that you originally apply. Subsidy confirmation must be confirmed within 7 days of application or charges will be made on your account. When you receive confirmation, please bring in a copy of your subsidy approval.

**Inclusion Policy of the FBGC****Introduction**

The Boys and Girls Club of Fredericton aims to provide an inclusive environment that is in accordance with the New Brunswick Department of Education and Early Childhood Development. According to the Canadian Charter of Human Rights and Freedoms, "All individuals must be treated equally, regardless of their race, national or ethnic origin, color, religion, sex, age or mental or physical disability".

In an early learning/after school inclusive program, we believe that children deserve access to necessary provisions to help them achieve their potential.

In accordance with the Human Rights Act, "employers and service providers are required to accommodate additional needs, including those of people with disabilities" with the exception of causing undue hardship.

**Policy and Procedures**

The purpose of this policy is to provide guidance to individuals within organization involved the Club's early learning/after school programs.

**ACCESS**

All children are welcome regardless of physical or cognitive ability, gender, race, religion, culture, sexual orientation or economic status.

No child will be excluded based solely on level or type of disability

\*Our facilities are not currently equipped for diapering of any kind

**Naturally occurring proportions**

The number of children with disabilities enrolled in our programs, where possible, will reflect naturally occurring proportions in the surrounding community (10-15%).

**Enrollment options**

All children will have the same range of enrollment options with regard to days & hours of attendance.

When a support Worker is absent, every effort will be made to have another staff to cover.

**MEANINGFUL PARTICIPATION**

Full participation

Full participation is the ultimate goal. We will do our best to ensure necessary supports will be sought out and ideally provided so that each child can participate, in some way, in all activities and routines offered at the Club.

Parent participation

Families play a most valuable role in our inclusion process. We value open, trusting relationships as well as open communication. Parents/guardians are encouraged to share as much about their child to help us best understand their needs and collaborate with individualized goal setting.

## **SUPPORT**

### **Advocacy**

Staff and families promote inclusive, accessible, affordable, quality childcare in the center, in the community and as public policy. The Club may advocate on behalf of individual children and their families so that funds for the necessary and appropriate supports will ideally be made available to allow for their inclusion in the program.

### **Accessing External supports**

It is optimal that supports are in place before a child starts so the experience can be as most positive right from the start. Once support funds, any needed resources and staffing are in place, the Club will move forward advertising, hiring, screening a qualified individual to work in that capacity.

In cases where it is realized that a child requires additional support while they have been in our care, management staff will set up time to meet with parents/guardians and explain the process of applying for ESW funds. In some cases, where safety is a factor, a break from attending the program, instead of a discharge may be implemented to allow time for consultations and securing of needed resources.

### **Team based approach**

We will do our best to work with our families, our educators and involved third party professionals to the best of our abilities.

### **Professional Development**

We will continue to explore and participate in professional development opportunities specifically for inclusion for front line and management staff

### **Successful Inclusion process**

Inclusion is successful when it is a positive experience for the child, family, educators, peers and program. The club will actively problem solve with all necessary parties to work towards achieve an inclusion process that is positive for all.

Processes & strategies to address significant challenges prior to considering dismissal.

Management/program staff will meet with families to communicate successes and challenges with families. This time will allow for further reflection and an opportunity to work together to see if there is anything further to implement or explore and to consider if there are any other professionals who could help.

For more information, please refer to Supporting All Children: Our Practices

## **After-School Program**

We offer quality, licensed after-school care for children ages 5-12. The children are divided into groups according to age, grade and maturity. Your child will engage in a number of fun activities with their peers. Some of these activities include gym games, crafts, community and culture, team challenges, homework help and much more. We have special guests from the community visit occasionally and share their time and talent (artists, musicians, dancers etc).

Our After-school activities support and promote our **Core Programming areas**:

**Physical Activity, Health & Safety, Leadership, Growth & Development, Learning & Career Development, Families & Communities.**

Below is a rough break down of our week:

**Physical activity** offered a minimum of 30 minutes per day and a minimum of 30% of time in one week, in keeping with the Canadian Physical Activity Guidelines.

**Healthy eating** – activities to promote healthy eating, nutrition, and food preparation skills provided a minimum of 20% of the time.

**School work/homework** kept at a maximum of 20% of the time, in keeping with the Canadian Sedentary Behaviours Guidelines.

**Community strengths** – recognizing the wide diversity of interests and abilities of program participants up to 30% of the time.

### **Sample After-School Schedule**

**Kindergarten-Grade Two**

<b>Time</b>	<b>Monday</b>
2:00	Arrive & Welcome
2:30	Snack
3:00	Gym or Outside Sports/ Games
3:30	Enrichment / Homework time
4:00	Arts & Crafts / Discovery
4:30	Mystery Choices
5:00	End of Day Activities (Outside or In)

**Grade Three-Six**

<b>Time</b>	<b>Monday</b>
3:00	Arrive /Welcome /Snack
3:30	Gym Games & Sport / Outside
4:00	Enrichment / Homework time
4:30	Art & Craft / Group Games
5:00	End of Day Activities (Outside or In)

**Sample PD Day/ Storm Day / March Break or Winter Camp**

7:30-9:00	Arrive & Morning Activities
9:00	Group Huddle & Announcements - Team Building Activity
9:30	Wash hands / Snack
10:00	Crafts/ Drawing / Coloring / Science
11:00	Gym Games / Sport (outside)
12:00	Lunch
1:00	Group Games / Special Activity
2:00	Gym Games / Outside
3:00	Snack
3:30	Crafts/ Drawing / Coloring / Science
4:00	Mystery Choices
4:30	Gym Games / Outside
5:00	End of Day Activities

**After-school Important Reminders**

**Hours of operation / Statutory Holidays**

Our hours of operation for the after-school program are 2:00- 5:30 pm with the exception of Wednesdays 12:00-5:30. This program will be closed for **statutory holidays** (reminders will be posted). Regular weekly rates will be charged.

**Snacks and lunches**

Please send each day a snack for the afternoon; lunch, and a drink for your child on Wednesdays. On school closures please send snacks for morning in addition to lunch and drinks as well as an afternoon snack. There will be a light snack on site provided.

**Parental involvement** is appreciated and encouraged. We ask for parent feedback in our programs through program evaluations mid-year, through surveys via survey monkey link or paper copy. Your feedback is very important to us. Let us know if you are interested.

**Storm Day programming and PD Day programming**

On **full day-storm days, school professional development days and Winter Break and March Break Camps – where all schools in Zone 6 ASDW are closed** - we are open from 7:30-5:30. Children are pre-registered during the registration process and need to bring lunch, snacks and water bottles. Please call your Program Manager to inform if your child will be absent or arriving after 9:30 as staffing decisions will be made based on numbers as we have ratios to meet. If your child arrives after this time and you did not inform us, there is a small chance that we wouldn't be able to accommodate due to ratios.

Please note: when schools are closed for PD Days and Storm days, Gibson Neill After-school program is offered at the Devon location. There is no additional charge for these PD or Storm days

\*we do our very best to be open and stay open during Storm days, however each storm is different and we will communicate with families if there is a delay to our opening time or a need to close early. Please check our Facebook page, listen to the radio or call our programming line 506-454-9237 (Skyline location) | 506-472-4582 (Devon/GN) The message on these lines will be changed if there are any changes to hours.

## SCHOOL MIDDAY CLOSURES / Single School Closures

On a day that a school or all schools decide to close in the middle of the day or a single school is closed, whether due to storm or other reasons out of their control such as plumbing etc., after-school children can only attend the FBGC during **regular program hours**. To clarify – children in kindergarten through to grade two may attend at 2:00pm and children in grades three and up may come in for 3:00pm. On Wednesdays all children may attend at 12:00 as normal. We do have other programs, such as pre-school that operate during the mornings. We close these programs to accommodate the school scheduled full day closures and full day ASDW Zone 6 storm days for our after-school program. ***It is absolutely priority that you notify your child's school of your family's plan for midday closures so they do not mistakenly send them to the Boys and Girls Club facilities. This is high priority and we appreciate full co-operation. It is rare but better to be prepared.***

### Pick up

When picking up your child you must notify staff you are doing so. When someone shows up to pick up your child they will only be able to do so if designated on registration form or when we have parent confirmation (email, letter or phone call) and provide and able to show proper identification. We reserve the right to ID anyone picking up a child to ensure they are who they say they are. We also prefer the person picking up the child to be of the age of 14. Please keep us informed of any changes to the 'allowed to pick up' list.

### Homework

Time for homework is provided but not mandatory. Please discuss this with your child. The staff will not be responsible for the homework completion, but will help them in any way they can.

***Registration for Summer and Fall Program takes place in the Spring. Please contact us for dates. These are separate registrations.*** Registration for these programs open to current members first, with a deadline to secure you spot, then open to the public or new members in a first-come first-serve basis. We do have waitlists so please be mindful of deadlines.

## Summer Camp Programs

### Appealing Camps

Our weekly camps are carefully planned by knowledgeable programming staff to reflect the various interests and needs of our children as well as being purposeful and fun! Your child/ren may choose to attend all exciting weeks or simply a number of their favorites.

### Great Variety of Weekly Activities

Expect recreation opportunities, social experiences and ice breakers, group huddles, arts and crafts, creative opportunities, team building, board games, self-exploration and more. Our goal is to provide a nice balance between structured and unstructured time while enjoying the season of summer in our safe and supportive environment. Our means of transportation is by bus with City Bus or by school or Trius bus, neither mode has seat belts.

### Opportunities for Swimming (weather permitting)

**Skyline Acres:** During the week, they may visit the neighbourhood wading pool on hot days or play water games when they need to cool down. Potential field trips as outlined on registration forms.

**Devon:** Children at the Devon facility will also swim regularly at the pool attached to the building. They will also make trips to their wading pool and play water games as well.

## Sample Summer Camp Schedule

Our detailed schedule will be posted in our entryways. This sample is to give you an idea of what the day could look like.

7:30-9:00	Arrive & Morning Activities
9:00	Group Huddle & Announcements - Team Building Activities
9:45	Snack
10:00	Arts & Crafts
10:45	Gym Games / Sport (outside)
12:00	Lunch
12:30	Outdoor free time (activities still offered)
1:00	Science activity

1:45	Co-operative games
2:30	Special activity
3:00	Snack
3:30	Water games
4:00	Special Guest
4:30	Field Games
5:00	End of Day activities offered inside or outside

**We provide a balance of indoor and outdoor activities.**

#### **Program Withdrawal**

If something comes up and you need to withdraw from a week or multiple weeks you'd only have to pay a 10% administration fee from the time of registration until June 1<sup>st</sup>. After June 1<sup>st</sup> if notice with at least 2 weeks' notice is given there is a 50% administration fee, and in the case of less than two weeks' notice the full fee will still be charged. If you need to switch weeks and there is space in the week you are hoping to switch too then there is no extra charge to do so.

#### **Attendance**

If your child will not be attending on any registered day, phone notification must be given to the Club prior to the scheduled arrival time. When dropping off a child, we require parents to accompany their child and must check in with a staff member before leaving their child at the Club. Please help us ensure safety of all children. Do not pull up or stop your vehicle at or in front of the door for any reason. If you are planning to drop off after 9:30 am please call ahead as sometime groups are on walks or trips.

#### **Pick up**

When picking up your child you must notify staff. When someone shows up to pick up your child they will only be able to do so if designated on registration form or when we have parent confirmation (letter or phone call). In any case when a staff cannot identify the adult, photo identification will be required. For safety reasons.

#### **Hours of Operation**

Our Summer Program runs from 7:30 am until 5:30 pm. Parents will be charged \$5 for every 5 minutes per child that they are late picking up a child after 5:30pm. Fees will be added to your account if not paid at the time of arrival.

### PreSchool Program

Our Pre-school programs are for children ages 3 – 5. This program is wonderful for socialization opportunities with just the right balance of school-readiness mixed in. This program runs from September through June following the Anglophone School District West Calendar, it starts in September and ends the first week of June.

Our pre-school programs are all licensed with the Province of New Brunswick. In addition to the license we are a Designated Early Learning Center, and work to meet all of the criteria so that families can benefit from the Designated Center – Parent Subsidy program. We follow the New Brunswick's Early Learning and Child Care Curriculum. It is based on up to date research on how to maximize children's learning so that they can grow to their fullest potential. It follows a play-based learning philosophy. We offer activities that are centered on songs, stories, group sharing, music, gross and fine motor skills, science story-telling and arts and crafts and more. If you would like more information on the Curriculum Framework, you can access it online at <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum .asp>

\*For our Pre-school program it is required that children are toilet trained as our facility is not equipped to accommodate diapers/pull-up and toilet accidents. A call home would be made if an accident should occur.

#### **Professional Team**

We offer an effective team that is highly trained, experienced and who offer expertise, enthusiasm and professionalism to our programs. First Aid/CPR and professional screening are required before staff are employed with us. Staff of our Pre-school Program must have completed or are undergoing training for the NB Curriculum Framework, have either their Early Childhood Education Certificate or equivalent, or be taking / have their Introduction to Early Childhood Course. In addition our Educators participate in professional development throughout the year.

## Locations, Hours & Fees

The Pre-School program is currently available at our Skyline Recreation Center – 499 Canterbury Drive. Program closes when schools are closed (Winter Break, March Break, PD Day) and for storms days – if schools are closed due to weather then there is also no pre-school program that day.

### Weekly our hours are:

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am -12:15 pm	8:30 am -12:15 pm	NO Program	8:30 am -12:15 pm	8:30 am -12:15 pm

**Registration Fees are:** updated and on our registration forms and websites.

Our program ends and pick-up must be by 12:15, there is a late fee of \$5 for every 5 minutes late per child, and will be added to your account, if not paid at the time of pick-up.

### Designation Center – Parent Subsidy

At the time of registration, parent subsidy will be applied once enrolled in the Portal and Subsidy Program.

### Pre-school Sample Schedule:

TIME	ACTIVITY
8:30	Arrival and variety of activity choices and stations – invitations to learning (craft, science, books, instruments)
9:00	Project based activities
9:30	Gross motor activities (indoor/outdoor)
10:00	Snack
10:30	Group sharing time, stories, song, dance
11:00	Exploration, Discovery, Building on children’s interests
11:30	Outside – walk, play-climber, outdoor activity choices If poor weather then inside gross motor activities
11:50-12:00	Pick Up Time

Based on the curriculum, our schedule is flexible and reflects the children’s needs and interests. This is a sample of a typical morning.

### Enrollment and Discharge Procedures

Registration is conditional upon the following:

1. Children must be between the ages of 3-5 for pre-school and potty trained
2. Registration forms must be signed and completed in full.
3. Copies of Immunization records must be provided and kept on file.
4. A one time registration fee of \$30 must be paid at time of registration.
5. Registration fees must be paid bi-weekly, 2 weeks in advance.

Upon withdrawal from programs two weeks’ written notice is required to insure the return of any pre-paid funds.

### Notes to Fee Payment

Registration fees are based upon weekly rates and are based on registration not attendance. The registration fee secures the spot. Provincial Subsidization is available and special consideration may be granted if provincial funding is unavailable. Payments may be made by debit pre-authorized withdrawals or visa. For payment inquiries please call 472-5112 to set up an appointment with the Administration Office at 499 Canterbury Drive. A late pick-up charge of \$5.00 for every 5 minutes will be required and must be paid to the staff directly upon pick up or be taken out of your next payment. Lateness is taken seriously as many staff members have other employment, educational courses and families of their own.

## Early Learning and Childcare Facility Managing Illness in ELC Facilities - Parent's/Guardian's Role

Your involvement as a parent is important! You can take the following steps to help ensure that early learning and childcare facilities are safe and healthy places for all children.

**Step 1:** Make sure you provide up-to-date information about your child's immunization to the facility operator. If you choose not to immunize your child, you must sign a waiver available from the Department of Health.

**Step 2:** In general, if your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child not attend childcare.

You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- a. Fever (temperature taken from ear 38.3° C or greater; mouth 37.5° C or greater, armpit temperature 37.3° C or greater) accompanied by behavior changes or other signs of illness
- b. Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur
- c. Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups)
- d. Mouth sores associated with an inability of the child to control his/her saliva
- e. Rash with fever or behavior changes
- f. Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician
- g. Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product

**Step 3:** If your child does not attend childcare due to illness, you must let the facility know your child's illness symptoms.

**Step 4:** If your child gets ill at the facility, you will be notified and you will be asked to make arrangements to pick up your child within one hour of being notified by the facility staff. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

**Step 5:** You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving the ELC facility.

**Step 6:** For some illnesses, there is a required time period where your child cannot attend an ELC facility. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in Appendix B "New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities" of the "Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities". The guide is available from your facility operator or administrator.

If your child has been diagnosed with any of the illnesses in this guide, you must follow the requirements in order for the facility operator to allow your child to be re-admitted to the facility.

**Step 7:** When you take your child back to the ELC facility after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to the ELC facility.

We thank you in advance for taking these steps to make early learning and childcare facilities a safe and healthy place for all children in New Brunswick.

New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities

Disease/Infection	Exclusion Criteria	Return After Exclusion Form required?
Campylobacter	Exclude until symptom free (diarrhea has stopped).	YES
Clostridium difficile	Exclude until symptom free (diarrhea has stopped).	YES
Cryptosporidium	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
E.coli O 157:H7	Exclude until symptom free (diarrhea has stopped) and 2 stool cultures taken 24 hours apart are negative. <b>Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.</b>	YES <b>Public Health signature required</b>
Giardia	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks/	YES
Hepatitis A	Exclude as directed by Public Health, usually until one week after onset of jaundice. If no jaundice was present, exclude 2 weeks after onset of symptoms.	YES
Measles	Exclude until 4 days after onset of rash.	YES
Meningitis (Bacterial)	Exclude until 24 hours after child has started effective treatment and is well enough to participate in normal daily activities. No exclusion for viral meningitis.	YES
Mumps	Exclude cases until 5 days after onset of swelling.	YES
Norovirus/Norwalk	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Pinkeye (conjunctivitis)	Exclude until child is seen by a healthcare practitioner. If cause is viral can return to the childcare setting with a healthcare practitioner's approval. If cause is bacterial, can return after 24 hours of appropriate antibiotic treatment completed.	YES
Ringworm	Exclude until treatment is started. Some restriction of activities may be recommended (depending on the infection site).	YES
Rotovirus	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Rubella (German Measles)	Exclude for 7 days after onset of rash. If child has congenital rubella and is less than one year old, consult with Public Health.	YES
Salmonella	Exclude until symptom free (diarrhea has stopped).	YES
Salmonella typhi	Exclude until symptom free (diarrhea has stopped) and stool cultures taken 24 hours apart are negative (number of stool cultures to be determined by Public Health). <b>Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.</b>	YES <b>Public Health signature required</b>
Scabies	Exclude until 24 hours after first treatment is completed.	YES
Scarlet Fever	Exclude until 24 hours after antibiotics treatment has been initiated.	YES
Shigella	Exclude until symptom free (diarrhea has stopped) and 2 stool cultures taken 24 hours apart are negative. <b>Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.</b>	YES <b>Public Health signature required</b>
Streptococcal Disease(i.e. Strep Throat, Impetigo, Scarlet Fever)	Exclude until 24 hours after antibiotic treatment has been initiated.	YES
Undiagnosed gastroenteritis - undiagnosed suspect infectious outbreak/cluster –2 or more cases (i.e. viral, bacterial)	Exclude until 48 hours symptom free (diarrhea has stopped) or as directed by Public Health.	YES
Undiagnosed gastroenteritis -single case	Exclude until symptom free (diarrhea has stopped) and child is well enough to attend. Note: Any cases of bloody diarrhea must be reported immediately and the child must be seen by a healthcare practitioner	NO
Whooping Cough (Pertussis)	Exclude as directed by Public Health.	YES

Condition	Exclusion Criteria	Return After Exclusion Form required?
Chicken Pox (Varicella Zoster)	Exclude until child feels well enough to return to facility.	NO
Herpes Simplex (cold sores)	Exclude children who are not able to cover lesions, have poor personal hygiene, excessive drooling, or are too ill to participate in activities. Exclusion is not indicated for recurrent cold sores.	NO

**Note: Parents must notify the operator within 24 hours of a confirmed diagnosis from a health care practitioner.**

**Note: In a situation where a risk to public health exists (such as during an outbreak or with certain diseases of public health significance), the Regional Medical Officer of Health, may, under the Public Health Act, require the implementation of any measures necessary to reduce the risk of spreading communicable diseases. This may include excluding certain children or staff from the facility, closing sections of or the entire facility.**

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