

# ***Beddington Heights***

## ***Before and After School Program***

Originated in 1986

On behalf of our staff, volunteers, and the Community Association, I would like to welcome you to the Beddington Heights Before and After School Program. In addition to providing a fun and safe environment for your child, we also aim to ensure that your child is comfortable, valued and challenged.

This handbook has been designed as an introduction and resource to our program. The following pages will outline our objectives, program philosophy and operational policies. We foster an **Open-Door Policy** in which parents are always welcome to come in and observe, attend fieldtrips, volunteer, or simply call in to check up on the day's activities. Open and effective communication is the best way to ensure that we are serving you and your child to the best of our ability.

03-2024

**Location:**

Beddington Heights Before and After School Program

375 Bermuda Drive NW (Located in the Beddington Heights Community Arts Center)

Calgary, AB T3K 2J5

**Contact Information:**

BASP Office: 403-295-8837

***Report an absence (leave a message or text): on above number***

E-Mail: [beddingtonbasp@gmail.com](mailto:beddingtonbasp@gmail.com)

Website: [www.beddingtoncommunity.ca](http://www.beddingtoncommunity.ca)

**Management:**

BASP Manager: Heather McKie

Assistant Manager: Chris McKie

**Hours of Operation**

September – June	7:00 am - 6:00 pm	Monday – Friday	
July – August	7:30 am- 5:30 pm	Monday – Friday	5-6 weeks

**Closure Dates**

Our program is closed for all Statutory Holidays, as well as between Christmas Day and New Years Day. Please refer to the Days of Closure document for the breakdown of the specific days we are closed for the current school year.

## **Program History**

The Beddington Heights Before & After School Program (known as BASP) operates as a non-profit program under the umbrella of the Beddington Heights Community Association and is a licensed childcare program with childcare subsidy available through the Province of Alberta for qualifying families. We are licensed for 126 children between the ages of 4.5-12; the children are split into 3 separate programs to be more age appropriate: Kindergarten, Program 1 (grades 1-3) & Program 2 (grades 4-6).

We originated in 1986 in a facility separate from the Community Association; due to overwhelming demand presented by the community we moved to the Beddington Heights Community Association building in 1987. Renovations were conducted on the main floor of the building during the summer of 2013 after Calgary Community Theatre Ltd (CCTL) took over ownership of the building the previous year. CCTL provided us with new rooms and secure storage facilities that have worked out perfectly for our program.

The **philosophy** of the *Beddington Heights Before and After School Program* is connected to the Principles and Matters to be considered stated in the Early Learning and Child Care Act.

We promote the individual and unique growth of each child by providing opportunities and challenges to stimulate each child's social, emotional, physical, spiritual, and cognitive development thru a variety of programming methods. This is accomplished by child-directed, age-appropriate activities that encourage the development of independence, self-esteem, perseverance, and co-operation in a semi-structured environment.

We offer a range of inclusive activities and opportunities for children 4.5 to 12 years. We include children with special needs and any developmental disabilities. Modifications to the activities would be encouraged to allow for total participation by all children. The children are encouraged to contribute to the planning of day-to-day activities. Our routines and activities are flexible to maximize the benefits of participation for each child; every activity is easily adjustable to support the individual child or the room at large if needed. We value and encourage the participation of parents or guardians in our program in ways to help support their family dynamic.

We believe that a quality childcare program which incorporates variety, challenge and age-appropriate activities is best able to meet the needs of all children in an open, engaging, and responsive environment where exploration and play are encouraged. We offer many opportunities for arts and crafts, science experiments, co-operative, competitive and interactive games, free play, imaginative play, baking, special events, indoor/outdoor play and much more.

All members of our program (children, staff, and families) have the right to be treated with respect, dignity, and diplomacy. We provide a safe environment that recognizes all aspects of diversity, ability, age, appearance, belief, class, culture, family composition and gender.

## **Diversity, Inclusion, and Accommodations**

BASP values diversity and believes that children of all cultural, ethnic, and religious backgrounds can successfully participate in our programs.

BASP works to promote inclusive environments for children of varying abilities, and we have found that children with mild to moderate special needs are able to successfully participate in our programs. Our experience has shown that success comes from open communication between families, BASP employees,

and other helping professionals supporting the child. In order to set a child up for success, it is important for us to fully understand the needs of the child. Families who have identified disabilities, delays, disorders, or other diverse needs, will be required to complete an additional form to help us understand the specifics of a child's needs and how we can best support them in our programs. We may also request consent to undertake additional assessment measures including observations, medical note, interviews with previous caregivers/educators or support people, or other measures as needed. There may be occasions when BASP determines that we are unable to meet the needs of a specific child within the parameters of our program. In such cases, BASP will work with the family to provide suggestions for community resources and/or other available childcare services.

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## **Administration Policies**

### **Registration Procedure**

Children currently registered in the program will have access to priority registration for each consecutive school year. This occurs during the months of March/ April. Currently we service 2 schools: Beddington Heights Elementary & St. Bede Elementary.

To attend our program, you are required to hold a valid membership with the Beddington Heights Community Association. There is a cost of \$20/family/year and can be purchased online at [beddingtoncommunity.ca](http://beddingtoncommunity.ca). You will receive reminders to renew your membership when it comes due through email from the community website.

Summer camp registration is a separate process from our Before and After School Registration. We do allow a period for our current families to pre-register before public registration starts on May 1<sup>st</sup> and it moves to a first come first serve basis. When registering for summer camp you can pick and choose whichever weeks you require care.

### **Waiting List**

BASP does not carry waiting lists over from year to year; you may join a waiting list for the current school year only. BASP does not provide waiting list numbers or estimates of when a space may become available as due to a variety of factors (sibling groups, school, grade) waiting lists may not move in order.

When a spot becomes available, families will be contacted by phone and/or email and will have three business days to respond. If a response is not received, the space will be offered to the next appropriate family on the list.

Once a waiting list reaches a maximum of 50% of the program capacity, the waiting list will be closed to new applicants.

### **Attendance**

If your child is not coming to care for any reason please contact us at our email, via phone call (leave a message) or text to let us know they will not be attending. If your child does not attend school on a designated school day, then they are unable to attend care for that day, regardless of the reason.

### **Late Pick Up Fee**

We close at 6:00 pm during the school year and 5:30pm during the summer months. For anyone arriving after the closure times the late fee is \$1.00 per minute/child. Please call ahead if you will be late to pick up your child. Calling ahead alerts us to your lateness but does not eliminate you paying a late fee. Late fees are expected in cash within one week to either the staff that stayed or the office.

### **Unexpected program closure**

In the event of a program closure due to unforeseen circumstances, BASP will make every effort to provide advance notice to families so that they can make alternate childcare arrangements. In emergency circumstances the program may close with no notice and parents/guardians may be contacted to pick up their child immediately.

Please note, should schools be closed due to weather or other mitigating circumstances, BASP will also be closed.

### **Payments**

Childcare fees are due by and processed on the first working day of each month. Available payment methods are as follows: e-transfer, direct debit, pre-authorized Visa/MasterCard (all payments by credit card are 2.5% higher). A completed form for your chosen method of payment is required as part of registration. A breakdown of the current yearly fees is found on the Days of Closure/ Childcare fees document.

Payment methods can be updated by contacting the BASP Office at any time. Failure to pay childcare fees or to communicate and arrange a later payment date will lead to cancellation of childcare until at the minimum your account is up to date. Permanent cancellation could also occur.

Fees can be adjusted at any time of the year as determined by the Beddington Heights Community Association Board of Directors. Summer payment methods will be advised during summer registration.

- On PD days children registered for only before care or only after care in grades 1-6 will be charged an additional fee if they require care, no matter when they are dropped off.

### **Subsidy**

Financial assistance is available for qualifying families thru the Government of Alberta. It is your responsibility to apply to the Alberta Government to see if you are eligible for subsidy. Please go to the <https://www.alberta.ca/child-care.aspx> website. Maximum subsidy rates vary by grade and age of child and will require your child attends a minimum number of hours each month. Parents are responsible for paying any portion of your fee that is not covered by subsidy. Subsidy rates do not increase during the summer but are still available for qualifying families. Please note, BASP will take all action, up to and including financial collections for overdue accounts.

### **NSF Policy**

Any payment returned NSF will be charged a fee of \$15.00 that will be added to the next transaction.

The original amount plus the NSF charge is then payable immediately to BASP to bring your account back up to date. If this occurs multiple time within a school year a different method of payment may be required to continue care.

## Refunds

BASP does not offer pro-rated fees or refund of fees for any reason including unexpected program closures, days of closure, child absences due to illness or vacations, or suspension of care. Refunds are not offered if care was terminated by BASP for failure to adhere to any policies outlined in the parent handbook.

## Tax Receipt

Receipts are provided on a yearly basis and are available for families currently attending the program to pick up by mid to late-February. Families that no longer attend will be required to contact us to arrange pick up or have them emailed. Receipts are written out in the name of the parent or parents who provided payment. It is the responsibility of parents to inform the Office before the end of the year of any financial or legal situations that may impact the name on the receipt.

- Basic Out of School fees are tax-deductible and GST exempt. Fees that are not tax deductible include: bank fees paid, annual community memberships, and provincial subsidies. Childcare expenses are deductible only for the year (January to December) in which they are incurred and paid.

## Withdrawing from the Program

Should you wish to permanently withdraw your child from BASP, you must provide written notice at least **ONE MONTH IN ADVANCE**. If notice is received mid-month, you will still be responsible for full fees the following month regardless of attendance. If notice is not received, full program fees will be charged for the month or a portion thereof.

A permanent space cannot be maintained if you wish to temporarily withdraw your child. If you wish to re-enrol your child in the future, you must follow the registration process and may have to go on the waiting list (you will not receive priority placement). \*Please note that the Summer Camp withdrawal policy is on the summer camp registration sheet. \*

## Communication Policy

Open, honest, and effective communication is the best way to ensure that we are serving you and your child to the best of our ability. We encourage our staff to acknowledge all children, respond attentively and show interest when communicating with them, to engage in active communications, active listening and allow the children the time to finish speaking without being interrupted. We facilitate a safe environment for children to express their feelings. If you have any questions, suggestions, concerns, or comments, please let us know via in person, thru a staff member, email or text.

We communicate through a variety of means that include but are not limited to: newsletters, emails, posters, whiteboards, tv screen in lobby, verbally, written reports, ect.

If you are not receiving the newsletter and would like to please provide your email address to a staff member or email us at [beddingtonbasp@gmail.com](mailto:beddingtonbasp@gmail.com) to be added to our list.

## Information Sharing Policy

To best serve children's needs there are times when it is appropriate to exchange information about children with outside agencies. Within the forms that you sign when you register for this program, we

ask that you sign the Information Sharing Policy for *less formal information*. This allows us to communicate with your child's school in the following capacity: attendance, illness & transportation.

BASP has a policy in place to keep all information on children and families strictly confidential, except where disclosure is required by law or judicial action. This is to ensure the total safety and wellbeing of your child. However, circumstances may arise when the parent(s) may need help and support from an outside agency. If these circumstances do occur, we will require the following information in writing:

- The name of the agency, person and/or organization that the information may be discussed with
- Written consent stating the specific information to be given and when the release of information commences and terminates.
- The purpose for which the information is to be given.
- The signature of the parent/guardian

A record of this will be kept in the child's file.

### **Record Keeping Policy**

The following records are kept for a maximum of two years past last date of attendance: Child & Staff daily attendance which are kept in digital format, staff personnel records including criminal record check, certification and first aid, children files including completed registration form, medication records, reports documenting occurrences with parent signature. All information contained on paper is disposed of by means of shredding or other permanent methods at the designated times listed above.

BASP will not provide documentation for parents involved in a custody dispute, including but not limited to attendance records and incident reports, unless provided with a court order or request from an attorney. Costs associated with the request will be charged to the requesting party.

**Keeping Records Up to Date:** It is the parent's responsibility to keep us informed of any change in information relating to their child, particularly medical information and contact phone numbers. *It is essential that staff be able to locate the child's parents or a designate should an emergency arise.*

### **Family Code of Conduct**

BASP is a professional childcare facility and working environment. In order to ensure a safe and respectful atmosphere for all program participants and employees, all parents/guardians and other visiting family members are asked to adhere to the follow Code of Conduct.

Family members in BASP will:

- Bring any concerns directly to a program employee. Should concerns require a significant amount of discussion time, a meeting time will be scheduled.
- Refrain from directly addressing the behavior of other children in the program.
- Settle disputes or disagreements with other parents outside the parameters of the program.
- Speak respectfully to and about program educators, BASP employees, and program participants.
- Support educators in their child mentoring role by speaking in a positive manner about BASP employees to their child.
- Refrain from using profanity or foul language in communication with BASP employees.

- Refrain from using abusive or threatening language, behavior, or tone when communicating with BASP employees.
- Supervise younger siblings who are not program registrants, while they are in the program during drop-off and pick-up.
- Support BASP's relationship with community stakeholders (such as Storybook theatre) by abiding by posted signs and rules in and around BASP rented program spaces (e.g., parking signs).
- BASP holds the safety of children and employees in the program of upmost importance. Family members who violate the Family Code of Conduct may be subject to denial of access to program space, a written warning, or termination of care depending on the severity of their actions. BASP reserves the right to terminate care without notice to families in violation of the Parent Code of Conduct.

**Family Involvement Policy:** Your involvement as a parent, caregiver or guardian in the program reinforces to your child that our program is a positive environment where parents and staff work together in the best interest of the child. We encourage you to offer new ideas, interests, and talents that you may have in order to further enhance the service our program delivers. Staff interactions and communications with families are intentional and facilitate positive respectful relationships. We support the important child-rearing roles of families in the children's lives and respect the diversity of each family unit. We strive to have families become a part of our BASP Community and feel safe to offer their ideas, thoughts, or concerns on all aspects of the program thru surveys, newsletters, written and verbal communication. We value the contribution of materials and equipment made by families in support of the program. We will aim to consult with all families within the program about proposed policy, practice and program changes that may affect you to find the best possible outcome.

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## Program Policies

### School Policies, Pick Up & Structure

#### *Kindergarten:*

- Max Capacity: 25 children
- Child/staff ratio: 15:1

Our goal is to allow for an easy transition into the school year, as well as encourage individuality and independence. Fostering a close relationship with each child and family is important to the success of the child in this program. The children have a large range of experiences and activities to explore either individually, parallel to others, or as a group with adult support and interaction. Each child is encouraged to try new things on their own. Each child will be focused on individually to keep fostering their esteem that is developing at this age. As this is an exciting time for children; starting school and a new childcare program they can easily be distracted by activities & new friends and forget to go to the washroom. This is maintaining the health and safety of the children and program. All children in this age group are required to have a clean change of underwear and pants in their backpack daily.

- ***Pick up/Drop off:*** Staff will walk children to school and dropped off directly at their designated doors. Staff wait until the teacher comes out to collect the children and leave once the children have entered the school. After class the kinder children are let out to the appropriate person by the teacher; once all the children have been released to the staff on duty they are escorted back to the centre by said staff. Staff follow locate an absent child procedure if they are missing anyone.



**Program 1:**

- Children in grades 1 thru 3
- Capacity: 64-70 children
- Child/staff ratio: 15:1

We offer children different opportunities to explore activities ranging from arts and crafts, recreation, drama, to special events and field trips. Through these activities our goal is to encourage participation and cooperation in a positive setting. Children at this age are starting to develop their own independence and form their own identity in society. To aid in these, as well as encourage proper communication and interpersonal skills, staff members work both one on one with the children and in group situations, modeling and guiding the children as they interact. The children have opportunities to experience activities which allow them to participate either individually, parallel to others, or as a group with or without adult support and interaction. The children are encouraged to try new things on their own. Focusing on each child's needs and abilities, as well as the group's needs and abilities, is a large part of the programming model in this program.

- **Pick Up/Drop off:** Staff will walk children to school and drop them off at a designated location on school property no earlier than 10 minutes before bell time. This is when the school has outdoor supervision. Children will be picked up from school at the designated pick up point by a staff member. It is the responsibility of the children to report to the **Staff Member within 10 minutes** of school dismissal. At this point the staff returns to the center with the children they have and staff follow the locate an absent child procedure.

**Program 2:**

- Children in grades 4 thru 6
- Capacity: 39 children
- Child/staff ratio: 15:1

We will encourage personal responsibility, leadership and initiative in the children which will help them continue building up positive self-esteem and assist them in dealing with future challenges. They are given the opportunity to explore new arts and crafts as well as recreation and leisure activities and are also encouraged to participate in the ongoing organization and selection of activities offered. We focus on encouraging the children to try new things. They will have opportunities to experience activities which allow them to participate either individually, parallel to others, or as a group with or without adult support and interaction. In addition, they will be invited to become involved in problem solving components regarding group issues such as but not limited to: bullying, peer pressure, and various group responsibilities. Each year we will offer a mentoring program between this age group and the younger ones to help fosters relationships, provide peer guidance, support and encouragement that will make a positive and lasting difference in each of their lives.

- **Pick up/Drop Off:** Children are given great independence traveling to and from school without a staff as this helps fosters independence and is in line with their level of development. Staff ensure children leave the building within enough time to get to school; no more than 10 minutes before bell. They are expected to travel in groups along the same assigned route as the other children being walked by staff. After school the children are expected to follow the same walking route

within a group. It is the children's responsibility to report to the BASP Program within **15 minutes** of school dismissal. Children that are participating in patrols are given an extra 5 minutes. A copy of the patrol schedule is located on our communication board for staff. Staff follow locate an absent child procedure if they are missing anyone.

***Pick up/ Drop off Addendums:***

- Program 1 (Grades 1-3) children are only permitted to walk unaccompanied by a staff member with written consent by a parent/guardian for specialized school events.
- If Program 2 (Grades 4-6) children are having difficulty traveling directly to and from school, they will then be required to be escorted along with the P1 children.

**Locate an absent child during pick up:**

- In the case of **Kindergarten** staff will speak to the teacher to confirm whether the child was at school that day or if they had been picked up early.
- Once everyone is back at the program the staff will contact the school office and see if the absent child or children had attended school that day or if they had record of a parental pickup.
- If the school is unable to confirm staff will then start to contact parents to account for the child's whereabouts. Leaving messages as needed.
- In the case of not being able to locate a child through contact with the school and parent or guardians then the police will be contacted. Licensing will also be contacted due to the critical incident.

The school pick up and drop off procedure is part of our registration package that parents fill out and specifically sign that section detailing the different pick up and drop off procedures. Heading into September we also provide additional reminders via newsletters & front hallway postings on the TV.

**Releasing Children to Caregivers other than Parents/Guardians**

The registration form has a section that allows you list additional people your child may be released to. **Staff will only release your child to the person or people listed on your registration form.** Staff will ask the person for photo identification until they recognize the person. In some cases, parents may also be required to show photo ID when picking up children from the program (i.e., if a staff member is unfamiliar with a parent/guardian).

We will only release your child to someone other than you if we have authorization from you to do so. You can send an email, write a note in the parent communication book, send a note in with your child or phone the BASP Office. We will also accept a text message that you provided to the person picking up your child as we are able to verify the phone number it is coming from belongs to you. Parents/guardian are responsible for keeping their child's form up to date.

***Off Site Excursion & Programming:***

- **Part #1: Parks & Playgrounds:** Parents will be provided a consent form at the time of registration for regular occurring off site activities during the year that include local parks, playgrounds, and nature areas.
- **Part #2: Fieldtrips:** For specific trips that are not a part of regular programming such as field trips parents will be advised of and will be required to consent in writing to the activity: including transportation, contact information, & supervision arrangements. All our bussing needs are provided by First Student Canada. Staff members take portable records, first aid kit & emergency medication when offsite. \*If you do not sign the consent form, your child does not wish to attend

a trip or you miss the designated drop off time and the bus has left, you, the parent is responsible for making alternate care arrangements.

- For safety and supervision reasons, parents/guardians cannot pick up or drop off their child from an off-site location. If the field trip times do not work for a family's schedule, they must make alternate care arrangements for the day.
- Please note that some field trips may be cancelled due to weather conditions, transportation difficulties, or extenuating circumstances.
- **Child Involvement Policy:** There is a greater sense of pride and ownership when you are able to contribute to the decision-making process. At BASP our mandate is to include the children in discussions about daily life within the childcare center. Some of those discussions include what types of activities or crafts we should include, where we should go for fieldtrips, new toys they would like to see, daily program flow, room rules & consequences; just to name a few.
- **Programming:** Our goal at Beddington Heights is provide programming that supports and encourages developmental needs of the children while providing a recreation-based program that allows kids to be kids. Our toys and equipment reflect the ages, interests, and abilities of the children. The daily schedule reflects a variety of planned and spontaneous activities which allows the children to choose what interests them. These activities include but are not limited to: crafts, science experiments, dramatic play, floor toys, library center, baking, cooperative games, competitive games, recreational activities, a variety of prop boxes, etc. (down time/ quiet games). Opportunities are provided that allow children to use their own abilities, skills, and talents. Weekly programming can be found on the staff iPad within each room.

**Technology Policy:** We limit the amount of access children have to technology while in the program.

- Gaming system: this is a limited scheduled activity.
- iPad: are available for homework help or educational enquiry. Limited time is spent on games with no educational component.
- **Movie Days:** Once per month movies in each room for kinder and P1 will be rated G or PG (depending on content) and Program 2 can be rated up to PG-13 (depending on content). There are always alternate activities offered for the children during Movie Days.
- Music can be played for the group at the staff discretion. This will depend on content and the needs of the room.
- **Personal Tech:** All personal tech can stay at home. No personal gaming devices are allowed at centre.
  - If a phone call needs to be made, we can do so from our center phone line.
  - Personal cell phones can stay in the child's bag.
  - Watches that have phone capabilities can be used as a watch only. Please call our office line to speak to your child.

**Personal Belongings:** We ask that children only bring what they require for their day within the program or for school. This would include weather appropriate gear, backpack, lunch, water bottle, etc. No personal toys or such are to be brought to be used during program hours. If they are required to bring something for school, it can stay in their bag. If there are exceptions due to special events within the program (i.e.. Halloween) we will advise families via our newsletter, email, or alternate methods.

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## Health & Safety

### Child Guidance Policy:

We believe that intervention before a situation escalates is the first key to the prevention of arising behaviour problems. We feel that children are less apt to carry out adverse actions or language if intervention is used.

- Rules and expectations are age and ability appropriate.
- Encouraging children to interact with each other positively and respectfully.
- Staff act as positive role models and guide children through situations as they arise.
- We offer positive solutions to arising problems to reinforce the appropriate behaviours and to encourage cooperation between the children.
- Whenever possible we will empower the children to reach their own solutions.
- We will encourage positive relationships with the children in our program through trust and confidence.
- Staff will intervene immediately when aggression or bullying occurs.
- Consequences for inappropriate actions will be as follows:
  - ❖ Logical Consequence: being asked to go back and walk when running in halls
  - ❖ Fixing the situation: going back to clean up a mess
  - ❖ Redirection: Staff will temporarily redirect the child to an alternate activity or to a calming activity (e.g. reading, coloring).
  - ❖ Cool Down spaces to support children in managing their emotions so that they can successfully participate in program activities. Children can choose to utilize the space at any time. The spaces are equipped with age-appropriate resources for emotional regulation and mindfulness.
- Written Reports will be used to document any inappropriate behaviour of a recurring nature or potentially dangerous nature as well as inappropriate behaviour out of the ordinary for said child.
- It is within Management's (Director/Managers) discretion to limit the child's activities based upon continual inappropriate behaviours. Any fieldtrips taken by the program are a privilege, not a given.
- Should a child continue with inappropriate behaviour to the point where he/she is physically, emotionally, or verbally abusive to the children or staff, means for suspension and/or immediate program dismissal will be implemented and discussed with the parents.
  - If your child has been suspended from school, they will not be able to attend childcare until they return to school.
- Fees are non-refundable for children suspended or dismissed from the program.
- All parents and staff entering the program are required to sign off on the Child Guidance Policy stating that they are aware of and agree to follow said procedures outlined above. The children are given the opportunity to discuss the policy and offer their feedback on reasonable consequences.
- We do not recommend that parents discipline their child for misbehaviour which has taken place within the program. We feel that we can best deal with the children when and where the problems occur. Only on occasion will the Program Director/BASP Managers request reinforcement from home.

- Please note that the Beddington Heights Before and After School Program will ensure that any child disciplinary action taken is reasonable in the circumstances. We will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. We will not deny or threaten to deny any basic necessity or use or permit the use of any form of physical restraint, confinement or isolation.

**Anti-Bullying Policy:** The purpose of this anti-bullying policy is to reduce instances of bullying and we aim to take a pro-active approach to accomplish this goal. We define bullying as intentional repeated aggressive behaviour marked by an imbalance of power with the intention of causing harm to another individual. Bullying may take different forms, including:

- Verbal: name calling, put-downs, threats, intimidation.
- Social: exclusion from peer groups, ganging- up, group teasing.
- Physical: assault or physical aggression of any kind
- Cyber: using computer or other technology to harass or threaten i.e., Text-messaging.

Bullying is not tolerated in our program. These actions will be addressed immediately, and appropriate consequences will be given (see the child guidance policy ); as well as discussions about the child's actions, how they can improve or what they can do differently as well as the meaning and importance of respect and responsibility. Making all children aware of bullying and how they can be a part of stopping it will be addressed throughout the year and supported by the staff.

### **Supervision Policy**

We believe that if BASP staff develop good working relationships with our children it enables them to be more effective in their supervision as they are responsible for the safety and well-being of the children within our care. The primary methods by which we can effectively supervise children is by visual and auditory means as the children are always to be monitored.

**Play spaces:** The staff are aware of their physical surroundings and ensure the areas are always clear of any safety concerns by performing safety checks and the premises and equipment are free of all hazards. Ensuring the position of equipment and arrangement of the environment allows for supervision while children play and rest. Being aware of their surroundings allows the staff to use preventative re-direction methods with the children. The staff are spread out in the areas where the children are playing to interact, play and help redirect as needed. If an activity/behaviour becomes a safety concern staff will immediately close said activity and get help from a senior staff member or Manager.

**Accounting for the children:** To ensure we always have everyone we use the following methods: head counts are done before and after any transition with a group of children from one activity to another and will be checked against the attendance sheets to ensure the numbers match. There is a staff assigned to this duty specifically in each room. In the case of numbers not matching between the head counts and attendance sheets then another staff will step in to help. The number of children signed in at the program is posted on a dry erase board in each room so all staff are aware of the number of children in their rooms.

**Sign in/ Sign out:** To ensure children are signed in and out properly and in a timely fashion. Only people designated on the cue cards, registration forms and/or personal note from parents are signing out & removing the children from the program. Staff will ask to see photo id for any person that they do not know in order to match it up to the name picking up said child.

**Policies & Procedures:** All staff are aware of and required to know about general Health, Fire and Licensing Regulations. Follow evacuation procedures located in cue card boxes and on bulletin boards. Participate in and promote Fire Drills, Lock Down Drills & Tornado Drills as well as promote safety

specific to the event at that time. Have a general knowledge of Licensing Regulations – manual located in BASP Office.

**General Staff:** All staff undergo training by a senior staff as well as Office Staff (Directors & Managers) to ensure that they have a superior knowledge of our effective supervision policy and how to put it into practice. Responsible to help facilitate the social, emotional, cognitive and physical growth of each child thru: Using appropriate and positive child interactions, demonstrating a cheerful nature and compassionate attitude towards all, role model suitable behaviour so the children can learn how to handle situations, express their emotions and interact with groups appropriately.

**Program 2 (grades 4,5 &6) only:** The children are developmentally responsible enough to do some things without direct staff supervision. They will be allowed to do things that mirror their experiences in school, which will help prepare them for the added responsibilities they will have when leaving the program and entering grade 7. The grade 4,5 &6's will be allowed to use the washroom or leave the room for a specific task as directed by a staff only in the areas we readily access for the overall program. Children are not allowed to leave the room without first receiving permission from a staff member and second signing up on the board to indicate where they are going. Only 1 area at a time will be accessed (examples: children coming back from a washroom run before someone else leaves to access a glass of water). This is a privilege that can be revoked at any point in time the child is not behaving in a safe and acceptable manner. In case of emergency there is a designated staff member whose purpose is to ensure all children are accounted for that are on the sign up sheet by going to get the children or communicating to closer staff via walkie talkie to help.

#### **Outdoor Policy, Appropriate Clothing and Weather Precautions:**

Indoor (non-marking) footwear are required. We have a shoe/book rack in which to keep an indoor pair of footwear at the program to change into. It is also recommended that parents provide a change of clothes in the event of accidents or spills to be kept in their backpack. All clothing and outdoor gear items should be labelled with child's name or initials. BASP is not responsible for lost articles of clothing and outdoor gear.

We participate in outdoor activities year-round as well as walk the children to and from school 10 months out of the year; it is important to send your child dressed for the weather. In the winter we participate in outdoor activities until it is -20 with the wind chill (we keep a close eye on the temperature) children need to have a warm winter coat, snow pants, winter boots, hat, mitts, and a scarf (please ensure everything is labelled!). This will ensure that they will stay warm while walking to and from school but also be able to choose an outdoor activity if they so wish.

We encourage you to provide your child with a hat, light coloured t-shirt, and sunscreen during the warmer months (June-September) and to send your child with sunscreen already applied in the morning. Our **Sun Exposure Policy** aims to promote positive attitudes amongst children, parents, and staff towards skin protection. Staff will gather children 20+ minutes before going outside for an extended period and help apply sunscreen. We do have a thermometer poster which can be found on the fronts of the boot racks to visually show children what they need to be wearing for all temperatures.

I am also aware that my child is responsible for adhering to this policy and will not hold the Beddington Heights Community Association, the Operator, staff or volunteers responsible for any health conditions or skin damage incurred as a result of exposure to the sun or any weather-related elements while participating in the Beddington Heights Before and After School Program or any of its subsidiaries.

### **Clothing usage**

If a child has an accident and does not have a change of clothes with them, we will supply underwear and pants for them to wear. This is due to health and safety of all the participants in the program. We have had issues with items being returned in a timely matter or at all so this will be our policy moving forward:

- Parents will be charged \$2.00 to buy a pair of underwear- we do not want them back they will be yours to keep.
- A pair of pants/ shorts will be provided free of charge to borrow and must be returned within a week otherwise there will be a \$5.00/ week rental fee that will apply (retroactive to the first week) until they are returned, or a month has passed at that point the \$20.00 will be added to your monthly fees and they are yours to keep.

### **Accident or Illness Procedures**

How we will respond in the case of a serious accident or illness involving a child which includes contacting parents.

- In the case of a serious accident or a serious illness involving a child, the parents are notified and if they are unable to be reached the emergency contact is notified. Children will receive medical attention deemed necessary. In the case of minor bumps and bruises; first aid will be provided as deemed necessary and a report will be filled out for parents to document what happened and any first aid.
- Staff will assess the situation and determine if 911 needs to be called. Administer first aid as deemed necessary or due to following instructions from 911. A second staff member will notify the parents and if they are unable to be reached the emergency contact is notified. A staff member will always accompany a child to the hospital with the child's portable record. A report form is filled out detailing everything that is known about the situation for parents to sign. ***Ambulance fees are the responsibility of the parent/guardian.***
- In the case of minor bumps and bruises; first aid will be provided as deemed necessary and a report will be filled out for parents to document what happened and any first aid.
- Management is required to sign all reports including minor bumps or bruises, major accidents, behaviour issues and illness this is reviewed monthly, and any patterns noted with events, children or staff are noted, communicated, and dealt with directly.

### **Health Procedure**

If a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of illness, which include vomiting, diarrhea, a fever or an unexplained rash or cough, said staff member will inform a supervisor and we will contact the parents and inform them that they need to arrange to have their child removed from the program immediately. As well please note that any child diagnosed with a communicable disease as outlined in Schedule 1 of the Communicable Disease Regulation will be immediately removed from the program until they have completely recovered. We will assess a child's illness by observing any unusual behaviour, communicating with the staff about seeing any unusual behaviour as well as communicating with the child about how they are feeling.

- Your child will be placed in a quiet location that the staff can still supervise away from the other children until a parent is able to pick them up. If you are unable to come and pick your child up, then you are responsible for finding someone to come and get your child and informing the program of who is coming. If a parent outright refuses to remove their child from the program, then their childcare spot will be immediately terminated.

- A child that was asked to leave the program due to illness or has been ill with any of the above symptoms must either get a doctor's note stating the child is able to return or the child must be 24 hours symptom free. If your child does not attend school due to illness or otherwise, then they are too ill to attend the program.
- Located in the BASP Office is a document that tracks ill children. The following information is kept on this sheet: date of illness, name of child, staff who identified illness, time parent was contacted, time the child was picked up from program and the date the child returned to the program.
- To help stop the spread of disease we encourage good hygiene habits and hand washing practices. Children are encouraged to wash their hands before eating any food and after going to the washroom or doing a messy activity.
- All parents sign consent on the registration package that allows BASP staff to administer first aid as deemed necessary. Any instance of first aid preformed an accident report is written up to communicate to the parent what had occurred and what first aid was provided.
- All guidance and health orders from AHS are followed. Additional precautions could be added to ensure everyone's safety and well being.

**Medication:** Medication is only administered to a child when written consent has been provided by the parent. The consent includes the name of the medication, the time of the administration, the amount administered, initials of the person who administered the medication. The current medication records will be stored in the leader's cupboard of the relevant program.

All medication is kept inside the leader's cupboard in a locked box in each room. Each medication must be in its original labelled container and is administered as per the written instructions on the container. Once medication has been administered to the child the medication form will be updated with the time of the administration, the amount administered, initials of the person who administered the medication beside the name of the medication.

Emergency medication storage for children is agreed upon by the parents and management on the medication form to ensure both the child who requires the emergency medication, and the other children are taken into consideration. Emergency medication is to be accessible for staff and the child that requires it but inaccessible to other children within the program.

For safety reasons BASP cannot administer medication that:

- Is expired.
- Is not labelled or label cannot be read.
- Is not in the original container.
- Does not match the child's name (siblings may not share medication in the program)
- Contradicts the label instructions (e.g., cannot give children 'adult' allergy medication even with parental/guardian consent)

**Nutrition Policy:** It is our policy to provide children with food that will help their growth and development. This starts with breakfast, which is why we offer a semi breakfast program. We will supply a selection of cereals, oatmeal, and bread for use by any child or staff in the morning. If you are particular about what you would like your child to eat you are welcome to bring in your personal box of cereal or a box of waffles or such to store in our pantry and freezer. We also supply dishes & cutlery, toaster, microwave, butter, jam, and milk for cereal. We only offer the main portion of the meal, and it is up to parents to provide any additional foods their child may require at breakfast. If children are eating breakfast here, they are required to be here 15 minutes before we start getting ready for school. This gives them enough time to eat and digest before leaving. We are unable to facilitate breakfast after this point. On PD Day breakfast ends at 930am.



Children will not be served lunch on professional days; as such they will require a nutritious bagged lunch. The minimum standard for a nutritious bagged lunch will include: a main portion (sandwich, leftovers, or such), a fruit and/or vegetable and a yummy treat. Anything above and beyond the minimum standard is always appreciated and can be helpful during growth spurts when children are extra hungry. If you need help coming up with lunch ideas, please stop by the office and we can provide you with ideas. A big part of nutrition is regular hydration; we encourage the children to drink water while here at the center.

- Our Kinder program will be given access to the microwave if parents would like to send items to be heated up for lunch. Towards the end of the school year, we will encourage transition to only bringing bagged lunches to prepare for both summer camp and grade 1.

## **Emergency procedures**

### ***Fire alarm or visible smoke***

- All children and staff will evacuate the building. Attendance will be taken to ensure all children are accounted for. Staff will collect and bring attendance sheets, portable records, emergency medication and first aid kits. Children will be taken to the field behind us or Beddington Square in the event the building is deemed unsafe to re-enter.
- Every effort will be made to contact all parents by phone.
- Monthly Fire Drills are held quarterly.

### ***Tornado***

- All children will be recalled to the building during a tornado 'watch'. No one will be outside. Attendance will be taken to ensure everyone is accounted for.
- If the Emergency Broadcast System dictates the children will be moved to the hallway leading to the green room. We will have the children sit against the walls in the hallway and dressing room. Attendance will be taken again to ensure everyone is accounted for (This is the safest area in the building due to being small, limited doors, zero windows and surrounded in concrete.).
- Staff will grab attendance sheets, first aid kit, portable records, and backpacks with medication.
- After the danger has passed or the tornado warning has been downgraded Management or a Senior staff will first check to ensure the integrity of the building. If they encounter any debris or issues, they will contact 911 for further instructions.
- Tornado drills are run twice per year.

### ***Lockdown Procedure***

- During a lockdown procedure our main objective is to protect the children and staff. A lockdown would occur in the case of a disturbed person, police presence due to a disturbance, etc. Staff will account for all the children and ensure that everyone stayed in their rooms until told otherwise by management. If you would like to see our full lockdown procedure, please let the office know and we will pass it along to you. Staff will ensure that attendance sheets, portable records, first aid kits and backpacks with emergency medications are always with the group during the lockdown procedure. Lockdown drills are run twice / year.

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**Privacy Consent:** By providing the personal information, you are consenting to BHCA's collection and use of that information for the purposes of providing Child Care by the Beddington Heights Community Association. We may retain this information so long as is reasonable to fulfill this purpose.