



PARENT HANDBOOK

2024-2025

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WELCOME

Dear Parents and Guardians,

Welcome to Wheatland Elementary's Before and After School Program (**WES Before & After School Program Society**)! We are pleased to be able to offer you and your family a quality child care option that is available throughout the school year.

We take our job of caring for your children very seriously. When you walk into our before and after school program, you will see our staff interacting with children, working with them on projects, and engaging them in fun activities. Our program staff are committed to establishing relationships with both our students and their parents/guardians, in order to bridge the gap between home and school. We believe that the partnership between children, parents and our child care providers is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind, knowing that their children are in a safe, nurturing environment that fosters healthy development.

Photos, program updates, important calendar dates, and other information will be shared with you from our program staff in a variety of ways. All of the information you need regarding the program, which operates as an extension of the [Wheatland Elementary School](#) experience, can be found in this handbook.

Thank you for selecting the **WES Before & After School Program** as your family's choice for child care.

Sincerely,

WES BEFORE AND AFTER SCHOOL PROGRAM TEAM



Our Child Care Philosophy

The **WES Before & After School Program** is designed to provide an affordable service to parents of children in Kindergarten to Grade 6 looking for quality child care options. The program provides a safe, healthy and stimulating environment where children can play, discover and socialize with their peers by taking part in a wide variety of creative, educational and recreational activities.

Operating as part of the Wheatland Elementary School experience is an important aspect of our program. This enables the program to become an important part of the school's fabric. As an important and unique part of the school, we have a better sense of the community norms and school nuances that form the school culture.

About Our Program

The **WES Before & After School Program** incorporates both group and individual activities designed to not only keep children engaged and entertained, but promote learning in many different realms. Our activities, both structured and unstructured, encourage and support the development of children's self-esteem, self-discipline and core values such as respect, responsibility, caring and kindness, among others. Essentially, the program is designed to extend the school day in a fun and meaningful manner!

The **WES Before & After School Program** will include content from Leader in Me, STEAM Education, Eco-Avengers and the [Early Learning & Care Flight Framework](#).

A variety of high-interest activities will be offered, including:

- Creative arts and crafts

- Student-led clubs
- Age appropriate fun and exciting activity centers
- A Homework area
- Outdoor play activities
- Literacy & numeracy enhancement centers

Additionally, the **WES Before & After School Program** aims to build relationships of support between children, neighbors and local community members. The **WES Before & After School Program** will promote *the Wheatland Elementary mission statement: **Lead with Confidence, Learn without Limits and Love who You are.***

Hours of Operation

Drop off after 6:30 am

Pick up before 6:00 pm

The **WES Before & After School Program** will be open all FLEX and PD Fridays as well as Teachers Convention week. We will however be closed during school holidays for example Easter and Christmas. Please click here for the [GHSD calendar](#). There may be additional “Camp Days” offered for 2024-2025, depending on parent interest. Stay tuned for more information regarding these opportunities.

Program Eligibility

- Any student currently enrolled within Wheatland Elementary School’s Kindergarten to Grade 6 classes.
- Students must be registered prior to the start date.



- **Cost/Fees**

Full Time (Before <u>and</u> After care)	<ul style="list-style-type: none"> • \$425/month (includes Flex/PD Days)
Part Time (Either Before <u>or</u> After care)	<ul style="list-style-type: none"> • \$325/month Before school care (includes Flex/PD Days) or • \$325/month After school care (includes Flex/PD Days)
Drop In	<ul style="list-style-type: none"> • \$15 - before school only • \$15 - after school only • We require 48 hours notice for drop in order to ensure we have proper staffing in place.
PD and Flex Fridays	<ul style="list-style-type: none"> • \$25/day for Flex/PD Days (if not in Full/Part Time Program) • Parents are required to supply one snack and lunch on these days
Special Camp Days	<ul style="list-style-type: none"> • There may be special "camp days" on some school closure days and/or school holidays in 2024-2025. • \$25/day for any special camp days • Parents are required to supply one snack and lunch on these days

Registration

Your child's registration will be considered complete when all of the following documents have been submitted:

- Completed Online Registration Form
- Copy of Birth Certificate
- Applicable Custody Documentation (if court has issued an order under the Child Youth and Family Enhancement Act, the Divorce Act or the Youth Criminal Justice Act or is the subject of a parenting time restriction.
- If other family circumstances are important for the school to know, please advise the Program Director.
- Yearly Registration Fee of \$50 (non-refundable)
- Signed Parent Handbook Agreement
- Signed Freedom of Information and Protection of Privacy (FOIP) Form

Finances/Payment

- A non-refundable registration fee of \$50 is due at the time of registration
- Drop in requires payment at time of booking
- Payments can be made by cash, cheque, or electronic e-transfer. Cheques are made payable to WES Before & After School Program. A bill will be emailed the Monday before full-time and part-time payments are due.
- There is a \$30 administrative fee per NSF cheque.
- There is no rebate of fees for temporary student absences (i.e. sickness, vacation, etc.)
- Monthly payments more than 2 weeks past due shall be considered in arrears. Written communication will be sent indicating the fee delinquency and requesting immediate payment. Accounts more than a month overdue, at the discretion of the WES Before & After School Program Society, may result in a student being excluded from the program until the outstanding balance is paid.
- Parents need to send written communication to the WES Before & After School Program, if they are withdrawing from the program and give a one month's notice.

Subsidy

The Alberta Government's Child Care Subsidy is available to those families who qualify. Information and online applications can be obtained by accessing the following link:

<https://applychildcaresubsidy.alberta.ca/>

Parents are responsible for meeting all requirements of the Child Care Subsidy program throughout the school year. Additionally, parents are responsible for informing the **WES Before & After School Program** of their subsidy approval status. Full fees will be charged until complete information is received.

Parental Involvement

Parents will be embraced as partners in the **WES Before & After School Care Program**. Fostering a spirit of cooperation between program staff and families is at the heart of the program! Parents are encouraged to be actively involved in various aspects of the program. Taking part in volunteer opportunities, providing feedback, and openly sharing any ideas or expertise they have to offer the program are some of the many ways in which parents can be active participants.

The **WES Before & After School Program** will maintain both informal and structured communication with children's families, whether that be through face-to-face exchanges at pick-up time, or through emails, newsletters and social media. Also, make sure to check out our parent information board located right outside our main room for important information. We are excited to meet and get to know the whole family!

Policies and Procedures

WES Before & After School Program follows all rules, policies, and procedures of the school in which our program operates. Students will be provided a safe, caring, and welcoming environment. Each child will demonstrate respect to themselves, peers, and adults. Children will be redirected in a way that is respected and developmentally appropriate when they are not following program guidelines.

Child Discipline Policy

Providing students with a safe, caring, and welcoming environment is at the forefront of the **WES Before & After School Program**. We recognize the uniqueness and diversity of each child, and therefore, work to provide a positive environment conducive for all.

Sometimes children exhibit inappropriate behaviors during programming. These behaviors are dealt with using positive child guidance, safety intervention, and parent consultation as needed. Positive child guidance strategies and techniques not only engage the child as an active participant in a healthy program environment but encourage the use of constructive problem-solving processes. Essentially, positive child guidance works to prevent and respond to child behavior in constructive ways that focus on empowering choices.

Proactive measures taken by staff include:

- Building connections and relationships with students;
- Modeling respectful behavior;
- Setting clear guidelines for appropriate behavior;
- Reinforcing positive behaviors;
- Anticipating child's needs;
- Distracting and redirecting;
- Providing a calm down corner with tools to help the child reregulate;
- Removing the child from other students after exhausting all other measures. If the student cannot be removed safely without harm, we will relocate the other students to the gym until the student has calmed down and we feel it is safe to return to the room.
- In extreme cases, parents will be called as soon as it is safe to do so and will be asked to come and pick up their child.

Behaviors deemed inappropriate in the **WES Before & After School Program** include, but are not limited to:

- Inappropriate communication (such as vulgarities, sexual comments, inappropriate drawings);
- Acts of aggression (such as biting, hitting, pinching, kicking, spitting, damaging, misusing, or destroying physical property);

- Bullying (including name-calling, teasing, intimidating, racial slurs);
- Unsafe or destructive behaviors (such as leaving program space unsupervised, throwing items towards people or property; misusing equipment);
- Refusal to follow the direction of staff to ensure quality, safe programming for all

When persistent behavior concerns arise that undermine the quality and/or safety of the program environment, program staff may move from positive to progressive guidance, incorporating some or all of the following:

- Staff will discuss the behavior immediately and privately with the child and offer acceptable alternatives
- A child may be requested to engage in self-reflection conversations and complete a *Refocus Form*. The child will be permitted to rejoin the group after and will be monitored for improvement.
- Staff will contact parent/guardian to discuss the behavior concern and its impact on the environment of the program in order to collaborate on solutions.
- Staff will engage school personnel, including administrators, teachers, etc. with a focus on identifying constructive solutions and fostering consistency for the student between school day and extended programming.

If positive and progressive guidance does not yield improved behavior, and the program quality and/or safety continue to be compromised, the Program Manager may suggest a Positive Behavioral Guidance Contract. This contract will require an in-person conference between the program staff, the student, and parents/ guardians to discuss needed changes to behaviors in order to remain in the program, which will be documented on the contract and signed by all parties present. All parties will conclude the meeting with the understanding that if the terms of the

contract are not kept, the child may be dismissed from the **WES Before & After School Program**.

To the extent that behavioral concerns arise from a student's disability, the **WES Before & After School Program** will make reasonable attempts to modify our service and provide auxiliary aids and services that:

- a) do not fundamentally alter the nature of our services, or
- b) result in an undue burden to permit students with disabilities to fully enjoy our services without reducing the quality and safety of our program

Classroom Rules

Students are expected to:

- Contribute to a Safe & Caring environment
- Be Respectful to themselves, others and our surroundings
- **Lead, Learn, & Love**

Technology Policy

The WES Before & After School Program strictly limits the use of student smartphones, ipads, television, computers, and other technology. Students are not to use their smartphones during programming hours and must keep their tech devices in their backpacks or on the program supervisor's desk. If a parent needs to get in touch with their student during program hours, they are not to call/text their student. Parents must communicate directly with program staff by calling (403) 499-9324.

The WES Before & After School Program will limit and strictly monitor student screen time during programming

hours. As part of the curriculum, a brief video clip or some technology use may be used to support learning. Students may use school computers or other devices deemed necessary for homework support, if approved by the program supervisor.

Supervision Policy and Practices

The **WES Before & After School Program** will ensure each staff member and volunteer who has unsupervised access to children is an adult and provides a criminal record check, including a vulnerable sector search, not dated earlier than 6 months prior to start date and updated every 3 years.

We guarantee a minimum of 1 in 2 staff hold a first aid certification acceptable to the Program Director, and that a staff member with first aid is always onsite.

We will provide adequate staff to student ratios as required by Alberta Licensing Regulations.

Staff will do an initial walk through of our indoor space upon arrival using our daily health and safety checklist. This will ensure we are providing a safe environment each day. The outdoor space, including play structures, will be inspected by the Program Director on a monthly basis, and any health and safety concerns will be reported. Staff will be actively involved in the day-to-day activities and will display active supervision by moving around the space and engaging with all students. Staff will be thoroughly invested in the children and the activities going on throughout the day.

During program hours, whether we are inside or outside, children will be supervised to the fullest. A regular child count will be conducted at the beginning of each class, and before and after any transition, such as heading to the gym and venturing out for outside play.

The program does not transport children to-and-from school.

Illness/Sick Policy

Due to licensing regulations, if your child is sick, they are required to stay home. If your child becomes ill while at the program, you will be contacted to come and pick them up. They must be symptom free for 24 hours before returning to the program.

As stated in the Prevention of Spreading of Communicable Diseases Guidelines, children will be excluded from the program if they have any of the following:

- Fever (38 'C or 101 'F)
- Diarrhea (defined as very loose bowel movement twice within one hour)
- Vomiting
- Persistent cough
- Breathing difficult
- Rash with fever

If your child will be absent, it is important to let us know. You can either email wesbeforeafterprogram@gmail.com or text (403-499-9324) the **WES Before & After School Program**. Please do not write it in your child's school agenda or call the school office - contact us directly.

Medication Policy

The administration of medication or other medical treatment to children is to be limited to those situations where the child's attending physician has provided instructions for the appropriate administration of medication or treatment and the child's parent(s) have requested that program staff engage in such medical treatment.

The medication must be provided in the original container with directions from a doctor for administration on the label. The

supervisor will make arrangements for an adult to willingly administer the prescribed medication or medical treatment.

A record including the name of medication with time(s) and amount(s) of administration signed by the person administering the medication will be maintained by the person administering the medication and will be retained by the supervisor.

Medication will be kept in a secure location, inaccessible by children, in a locked container unless needed in case of emergency. All staff having direct responsibility for the students will be informed of all medical conditions and the appropriate emergency procedures of any registered student.

Accident or Serious Illness Policy

The **WES Before & After School Program** recognizes the importance of the safety and well-being of all children. The staff will ensure students receive appropriate medical attention in the event of a serious accident or illness.

Accident or Serious Illness Procedures

- The staff will take appropriate measures to keep the children calm and do an initial assessment of needs.
- Our certified staff will administer first aid.
- Reasonable efforts will be made to inform parent(s) who will make arrangements for necessary medical treatment. If the parents cannot be contacted, the supervisor or designate will arrange transportation for the student to a medical facility.
- In case of an emergency requiring immediate care, medical services will be contacted. Parents or emergency contacts will be notified.
- Any incident related to bodily injury serious enough to require professional medical attention will be reported.

Emergency Phone Numbers

- Emergency Medical Services (EMS): 911
- Ambulance Service: 911
- Fire Department: 911 or non-emergency line (403) 934-3022
- Police Station: (403) 934-3535
- Hospital: non-emergency (403) 361-7000
- Health Unit: (403) 361-7200
- Health Link: 811
- Poison Control Centre: 1-800-332-1414
- Child Abuse Hotline: 1-800-387-5437
- Strathmore Children's Services: (403) 934-1706
- WES Before & After School Program Cell: (403) 499-9324
- Program Director - WES Before & After School Program: (403) 499-9324

Arrival Procedure

- Please enter through the main doors of the school between 6:30 am and 8:05 am.
- We will head outside to the playground at 8:10 am.
- Parents and children are required to remove their wet/muddy outdoor shoes before leaving the carpet at the main entrance.
- We require all parents to sign their child in and out each day. This is mandatory by licensing so please allow enough time to do this.
- A quick health screen will be completed upon arrival in the before school program.
- Please make sure your child is dressed for all weather. Winter attire should include a warm coat, snow pants, toque, mittens and proper footwear.

Pick Up Procedure

- **WES Before & After School Program** students will be dismissed at the first bell (3:02pm).
- Students in Grade 1-6 are required to head straight to the **WES Before & After School Program** (Room 136) after their homeroom teacher dismisses them, with all of their things.
- Arrangements will be made between the Wheatland Elementary School Staff and the **WES Before & After School Program** Staff to ensure that the Kindergarten students arrive at the program smoothly.
- Attendance will be taken and a health screening done as students arrive at the after school program.
- In the event that a student has not checked in, we will make an announcement for them to check in. A supervisor will also check the playground. If they still have not checked in, we will call parent contacts.
- Students will receive a snack shortly after arriving, approximately between 3:15 – 3:30 pm. Students may also choose to eat what is remaining in their lunchboxes.
- Throughout the afternoon, students will participate in many activities such as homework, reading, student-led activities, crafts, physical activities and free play. If the weather is favorable, the students will enjoy some outside play.
- Please make sure your student has proper clothing for the weather.
- When picking up your student, please make sure you are picking up no later than 6:00 pm.
- Please remove your wet/muddy shoes before leaving the carpet at the doors. This helps keep our school clean.
- Students will be expected to clean up their activity before leaving. We encourage parents to help with this.
- We require all parents to sign their student out at the end of the day. A student will not be released without being signed out by an approved adult. If someone new is picking up your student(s), please let the Program Supervisor know ahead of

time by emailing wesbeforeafterprogram@gmail.com or texting 403-499-9324.

***Please note that if you are late picking up your student, you will be charged a late pick up fee of \$1.00 per minute each time. We understand that things happen so we will allow for 3 warnings. Please make sure to text us 403-499-9324 in the event that you are going to be late.

Homework

Although we will provide space and help for students to complete homework if they wish, we will not force students to sit and do homework. Please make sure to check with your student once you get home to see if they require a little more time at home to complete any homework they may have.

Snacks

All students enrolled in our program will receive a healthy snack after school. It is the responsibility of parents to make program staff aware of any allergies. A menu will be emailed out to parents as well as posted on our parent board outside our main room. If your student has a dislike or allergies to any items posted on the menu, please be sure to pack a **healthy** snack.

Parent Handbook Agreement

I, _____, parent/legal guardian of
_____, have read the **WES Before and
After School Program** Parent Handbook for 2024-2025.

I understand and agree to all information, procedures, and policies within the handbook.

Parent/Guardian Signature #1: _____

Date: _____

Parent/Guardian Signature #2: _____

Date: _____



FOIP Agreement 2024-2025

The **WES Before & After School Program** is collecting personal information about you and your child with our online Student Registration Form. This personal information is necessary to provide an educational program for your child and ensure a safe school environment for all students and staff.

Some of the ways the **WES Before & After School Program** may use personal information are listed below.

The Information and Privacy Commissioner's office states that the **WES Before & After School Program** does not require written consent from you to:

- Use a student's name, related contact information, and telephone numbers to check on a student who is absent.
- Take and use individual, group, or program videos/photos within the program.
- For internal program purposes as part of the delivery of educational programs or services (not for external uses such as websites or brochures).
- Use a student's name on artwork or material to be displayed at the program/school.
- Use a student's name on lists such as class rosters, recognition, other awards within the program/school.

This is not a complete list, but it gives some examples of how the personal information may be used. Photos and videos may be taken by members of the public during such times as outdoors on the playground. The **WES Before & After School Program** cannot control or prevent the further distribution or use of these photos, videos, images, or other personal information.

Written consent is required to use a student's personal information for any purpose other than educational programming or the safety of students and staff. Written consent can be revoked at any time by notifying the Program Director in writing. Please refer to the below FOIP Consent Form.

In accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, WES Before & After School Program is authorized and required under the provisions of the Early Learning and Child Care Act and its regulations to collect and use the personal information to provide a child care program and ensure a safe and secure child care environment for students.

Under Section 39(1) of the FOIP Act, the WES Before & After School Program may use personal information only (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose; (b) if the individual the information is about has identified the information and consented, in the prescribed manner, to the use; or (c) for a purpose for which the information may be disclosed to that public body under section 40, 42, or 43. Another use of personal information requires written consent. If no written consent is obtained, the personal information cannot be used or disclosed.

Please note that the signature on the student registration form does not indicate consent for the use of this information. If you have questions or concerns regarding the collection or intended uses of this information, please contact the Program Director.

Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (that information relates directly to and is necessary for an operating program or activity of a public body). This information will be used to provide a child care program and ensure a safe and secure child care environment for students.

If you have any questions about the collection, contact the Program Director, 220 Brent Blvd., Strathmore, Alberta T1P 1K6 or 403-934-3318.

WES Before & After School Program FOIP Form

FOIP Consent Form It has become common practice for our students to be working to gather information, connect to other learners on projects and share their work or activities. Your child's name and image could appear on the WES Before & After School Program's website, and/or other social media sites and your consent is required. Consent can be revoked at any time by notifying the Program Director in writing. The following are examples where written consent is required:

- Use of a student's name, photo, or video in external publications (such as a program website, local newspaper or media or a promotional brochure).
- Use individual, group, or program videos/photos that are taken within the program/school community on the program's external website or for marketing purposes.
- Use of a student's name on artwork/material to be displayed in the community.
- Video or audio recordings posted online (may include technologies such as social media and other emerging technologies).

Choose one of the following to indicate your voluntary consent for your child:

- I do not give consent for my child's information such as photographs, awards, prizes, newsletter information, lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements, and promotional materials to be used by my child's child care program, WES Before & After School Program.
- I consent for my child's information such as photographs, awards, prizes, newsletter information, team lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements, and promotional materials to be used by my child's child care program, WES Before & After School Program.

Note: The WES Before & After School Program cannot control how the information may be distributed, including print, broadcasts, photographs, and the Internet (for example, websites, online video and social media).

Note: The WES Before & After School Program will not approve any provincial or national public media interviews involving students without the express consent of parents.

I, being the parent/legal guardian of the student named below, have read and understand the information provided.

Student's Name: _____ **DOB:** _____

Parent/Legal Guardian Signature(s) #1: _____ **Date:** _____

Parent/Legal Guardian Signature(s) #2: _____ **Date:** _____

Note: Only persons having legal guardianship of the student may sign this consent form as parent or legal guardian.