



Westbank First Nation After School Program Parent Guide 2018

Children ages 5-11

2:30 p.m.—5:30 p.m.



Top Floor of the Youth & Early Years Centre · 1880 Quail Lane ·
Westbank BC Phone (250) 768-4838
www.wfn.ca

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Table of Contents

Welcome Letter	3
Philosophy	4
Objectives, Hours of Operation, Late fees	5
Registration Fees & Payment	6
Refunds, Withdrawals, Arrears	7
Subsidy, Communication, Medication, Health	8
Policies & Procedures	9
Policy Acknowledgement	19
Staff	20



Attention Parents and Guardians,

Welcome to Westbank First Nation's After School Program. We have oodles of fun planned for the children this school year, which include: arts and crafts, trips to the park, and sports. These are some of the memories we hope to provide for the children in a fun, safe, and exciting environment.

Read this packet carefully and review the ASP rules with your child(ren). The booklet provides you with important information about some of the activities the children will be involved in throughout the year. After School Program fees pay for staff, transportation, field trips, snacks, craft supplies, and much more!

Thank you for participating in our After School program. We are looking forward to meeting new children and spending time with returning ones. Westbank First Nation is sure to make this another memorable year for all the children!

This guide is designed to introduce our After School Program and will offer you an opportunity to learn about our policies and procedures.

If you have any questions, please contact us at (250) 768-4838.

Sincerely,

Margaret Eli
Early Years Manager

Michael Blackburn
After School Program & Summer Camp Supervisor



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AFTER SCHOOL PROGRAM PARENT GUIDE 2018

IMPORTANT PHONE NUMBER

Early Years & Youth Centre

(250) 768-4838

Welcome to our After School Program!

Philosophy:

Westbank First Nation is committed to providing quality services for children. Our focus is to support the spiritual, emotional, intellectual and physical growth of each child. As caregivers, we believe that it is our primary objective to provide the environment in which children are encouraged to explore, make choices and be unique when engaging in open-ended, process oriented activities. The program strives to provide children with a positive sense of themselves and to encourage enjoyment of life long learning.

Children learn best in a positive, stimulating and honest environment. They need to be nurtured in an atmosphere of warmth, acceptance, encouragement, trust, respect and fun, in order to develop to their fullest potential. To meet these needs we believe community and family support and involvement are vital to the well being of children enrolled in the program.

We encourage families and the community to take a role in the on-going development and planning of our programs, by keeping the lines of communication open.

It is our belief that the nature and quality of experiences in a child's early years directly influences their future development.

"It is a fact that our children will eventually be our leaders. That is why it is important to hand down teachings while they are young. Children are like sponges, they will consume everything." - Robin Harris, Chemainus



Important objectives of the program are provision of a warm, predictable learning environment where children are relaxed and feel safe. Children come first in our program. The staff will provide care, guidance, and learning opportunities in a consistent, positive manner, and will model healthy guidelines for children.

Our objectives are:

- To provide a program that is safe, friendly, and inviting
- To support parents as the child's first educator and encourage child / parent interaction
- To promote parent involvement in the after school and community programs
- To support children and families in a supportive learning environment
- To allow for the children to have social interactions, teach respect, cooperation, sharing, problem solving and communication skills
- To develop and support healthy family relationships, including extended family, and community
- To assist in preparing children for the future

Daily Hours of Operation

After School Program begins at 2:30pm each day and closes at 5:30pm. Parents are responsible for having children picked up by 5:30pm each day. Professional days may be closed. You will be notified of closures in advance.

Late Fees

Pick-up times are strictly enforced. You must pick them up by 5:30 pm to avoid a late fee. If you are unable to pick your child up on time, it is your responsibility to make other arrangements. Because we realize that work or traffic conditions are sometimes beyond your control, we will allow for two late pick-ups, up to 15 minutes. If you are more than 15 minutes late or you have already used your two free late pick up, late fees will be charged per day as follows:

Late fees must be paid at the Community Services front desk before the end of the following day.

- \$ 5 for 0 – 15 minutes late
- \$10 for 16 – 30 minutes late
- \$15 for over 30 minutes late



Registration Fee Schedule

Pricing is as follows:

Sensisyusten:

WFN Member: \$280

Non-member: \$300

Chief Tomat Elementary School:

WFN Member: \$300

Non-member: \$320

All fees are set as above, unless a monthly calendar is submitted by the parent/guardian 1 month prior to the start date.

The monthly fees are divided equally through all 10 months, therefore every month is exactly the same regardless of how many holidays, school days there are. No prorating is available.

Fees and Payment

Fees are paid for the full month only, and are due at the beginning of each month. Rates are valid for the current school year only and may be changed at the start of each school year.

After School Program staff **cannot** accept payments, as they do not have the ability to receipt payments or a place to secure cash and cheques.

Payments must be made by the first of each month or your child may be removed from the program until outstanding fees are paid. If your child is asked to leave the program due to non-payment there is a charge for the period that the space was held at the monthly rate.



Payment Options Include:

- Calling the WFN cash office and paying via credit card
 - Hours are Monday-Friday 8:30am-4:30pm
 - Phone number: 250-769-4999
- Cash or Cheque at the Community Services building
 - Hours are Monday-Friday 8:30am-4:30pm
 - Address: 1900 Quail Lane, Westbank
- Cash, cheque or credit card on the 1st floor of the Lindley building
 - Hours are Monday-Friday 8:30am-4:30pm
 - Address: 301-515 Highway 97 South, Kelowna
- Subsidy
 - Please fill out the attached forms and return to us so that we can submit them

Finance Policies & Procedures for the After School Program

- No child may attend the program unless the month is paid for in full or a payment plan is in place with the parent/guardian.
- The After School Program fee is as stated from September- June each year. This fee includes school half-days but does **not** include pro-d days which will be an additional \$20 for the day. Please sign up in advance for this.

Refunds/ Withdrawals

If you find it necessary to permanently remove your child from our care we will need written notice of this 30 days in advance. No refunds will be given without written notice.

In Arrears

Once a payment has been missed, it is the parent/guardian's responsibility to make arrangements with the Early Years Manager or the After School Program Supervisor to get caught up on the missed payments. If there is failure to do so after 1 month, you will be notified. If you fail to pay after being notified, your child(ren) will be removed from the After School Program and this space will be allotted to a new child.



Subsidy

All parents / guardians of children attending the program are encouraged to apply for Child Care Subsidy. Authorizations for government subsidies must be received prior to enrollment. It is the parent's responsibility to update your subsidy renewal. If you are ineligible for subsidy, the letter stating your ineligibility from the Ministry of Children and Families must be presented to the manager. Parents / guardians are responsible for paying any fees required for services prior to receiving services including parent portion of subsidy.

Communication

There will be a monthly newsletter sent out. The newsletter will contain information about what activities will be going on this month along with any important or updates.

Medication

If your child needs to take medication during camp hours, it will be stored in a safe, which is located in the main office. Parents are expected to provide a doctor's note for prescribed medications. Participants are not permitted to store any type of medication in their lunch box, bag or pockets. This includes cough drops, vitamins, inhalers, epi pens, over the counter medications and prescription medications.

Health

For the health and safety of all participants and staff, the following health regulation is required. Please notify us if your child has a communicable illness so that we may inform other parents (send out a note) to watch for symptoms. Westbank First Nation staff has the authority to refuse any child that may show signs of any contagious illness. In such cases, the judgment of the staff is final and refusal to come pick up the child will result in dismissal from the program. If your child had a fever, they must be fever free for 24 hours in order to re-turn to the program. Staff also has the authority to request that you provide a note from your child's doctor stating that the child is able to safely return to the program.



POLICIES AND PROCEDURES

License

Our license to operate the after school program is under the jurisdiction of the Community Care Facilities Licensing. Therefore, we are obliged to follow British Columbia Child Care regulations. Due to requirements your child's registration and emergency cards must be completely filled out before the child can attend the program.

There are no exceptions.

Registration

All registration information including a copy of updated immunization records must be completed prior to your child attending.

Registration requirements include:

- Registration form completed and signed
- Child's care card number
- Photocopy of immunization records, or verification of non-immunization
- Copy of any court orders and custody restriction (if applicable)
- Emergency medical consent form signed
- Two emergency contacts listed

It is the parent's responsibility to update changes in the form regularly.

Children are accepted into the program in the following order:

1. Westbank First Nation Members
2. Children of Staff working for Westbank First Nation
3. Other First Nation and Aboriginal children- on reserve.
4. Status Aboriginal children living off reserve.
5. Community member

Although Westbank First Nation member's children will be given priority of entry, a non Westbank First Nation member or child without a status number will not be bumped out of the program after having started.



Acceptance into the program

- Children must be registered in and attending K5 program to register in the After School Program
- Children must have their 5th Birthday prior to December 31st of year they register in K5. (as per Ministry of Education)
- Children are accepted into the program only through grade six.
- Children can attend the program until they turn 12. If birthday is at end of year they may remain until the end of the school year.

Wait List

There is a waitlist form available on the website (www.wfn.ca). If registration is full for the coming school year, parents/guardians may fill out the waitlist form and you will be notified if a spot opens up.

Hours of Operation

The Program will operate Monday to Friday 2:30 – 5:30pm.

Statutory Holidays

All programs are closed to observe statutory holidays:

New Years Day

BC Day

Good Friday

Easter Monday

Labor Day

Thanksgiving Day

Victoria Day

Aboriginal Day

Christmas Day

Boxing Day

Remembrance Day

The program will be **closed** between Christmas and New' Years and during spring break as per BC school closing dates. If feasible a one week spring break camp may occur. This is at the discretion of Ealy Years staff. There is an extra charge for full day service.



Professional Development

To ensure our staff receives additional training in the field of Early Childhood Education, we may be closed for one professional development day every three months. Parents/guardians will receive one month notice prior to the scheduled closure.

Late Pick-up

Late fee regulations apply to all programs.

See page 5 for details on late fees.

If a child is not picked up within 30 minutes of program dismissal and staff has not been notified the staff will follow this procedure:

1. The staff will try to contact the parent / guardian using the phone numbers provided in the registration form. (up to 15 minutes)
2. If unsuccessful, the staff will try to contact the alternate emergency contact person in the registration form. (after 15 minutes)
3. If no contact can be made the Ministry of Children and Families will be contacted. (after 30 minutes)

Suspected Intoxication

For the protection of the children, the parents/guardians agree that the program will use the following process when suspecting intoxication from alcohol or drugs. The staff on duty will offer to call a friend of the client or a taxi. (At the expense of the guardian) The staff of the program will call police and ministry of children if they get into the vehicle and drive under the influence.

Parent Contacts

We must be able to contact you at all times. If there are any changes to your phone number, address, or place of school or employment please let us know immediately. Please also advise to any change in contact information for your emergency contacts.

This is for the safety of your child.



Health and Safety

All staff has valid first aid certificates and will take whatever steps necessary to ensure your child is always kept safe and comfortable.

All of your child's immunizations must be kept up to date, and a photocopy of these immunizations must be given to the staff to include in your child's file. Please provide updates when your child receives additional immunizations.

As to licensing regulations, you will be required to keep your child out of the After School Program if he / she have any of the following symptoms:

- A fever of 100 degrees Fahrenheit / 38 degrees Celsius or higher
- Vomiting or nausea
- Diarrhea, loose stool, abdominal cramps
- Persistent coughing or sneezing
- Continuous runny nose
- Sore or inflamed throat
- Infected or reddened eye or discharge from eye
- Undiagnosed rash
- Known communicable disease such as chicken pox, measles, pink eye, etc
- Head lice

If your child is not feeling well please find alternate care until they are feeling well enough to participate in regular indoor and outdoor activities.

If your child develops a sickness while at the program, you will be contacted immediately and be asked to pick-up your child to prevent the spread of sickness to others and for the comfort of your child.

If you are aware your child has a communicable disease you are required to inform the staff so other parents can be notified for symptoms they have to watch for. Health Canada requires that we report any outbreak of a communicable disease.

Any costs incurred for such emergency services are the sole responsibility of the parent / guardian.



Medication

There will be one designated staff member delegated to administer the medication to your child. The date, time, dosage amounts and any other pertinent comments will be kept in your child's file. All medications must be in the original container.

Non-prescription medication can only be administered with written permission from doctor. Staff follows the same procedure as with prescribed medication.

Medication must be hand-delivered to the staff in original container and will be kept in a locked security box in the refrigerator. (If medication can not be refrigerated please inform staff) Please do not allow your child to carry medication on his/her person.

If your child has not had this type of medication before keep him / her at home at least twelve hours to ensure no allergic reaction occurs.

If your child has been given any medication, such as cough syrup or Tylenol, prior to arriving at the centre please notify staff. This is to ensure staff is aware to watch for any possible allergic reactions. This includes meds that may be regularly administered at home.

Children with **Anaphylaxis reactions** must provide the Program with needle epipen and instructions for administration.

Food and Nutrition

The WFN After School Program provides one snack daily for the children. We follow the Canada Food Guide in planning the snack menu which is posted for parents/guardians to see. If a child has special dietary needs it is then the responsibility of the parent/guardian to provide snacks, the program staff will attempt to accommodate if possible.

Notify staff if your child has any allergies to foods as we will ensure your child is not provided with these foods at center. In the case of severe allergies you may have to provide your child's snacks daily snacks.

If you would like to bring in a special snack for your child's birthday please inform the staff ahead of time. Items like veggie or fruit trays are a welcome treat.



Emergency Planning

The staff is committed to providing a safe and healthy environment for all children by:

- Eliminating and minimizing any hazards and risks
- Ensuring first aid training for all staff
- Training all staff in emergency procedures
- Training and practicing emergency procedures with all children

Evacuation and Relocation

In certain circumstances the facility may need to close to ensure proper health and safety standards. Extended power or heat failures, lack of running water, or extreme weather conditions may cause the staff to contact you to pick up your child.

In the event of an emergency that requires evacuation we will immediately exit the building and move to the farthest corner of our parking lot away from the street. If we are requested by fire personnel not to re-enter our premises we will be secured in the Community Services building directly across from our centre. Adults at the building will assist us if necessary. In the event of a neighborhood evacuation, the regional emergency plan directs us to Westbank Child Development Center or gathering place as designated by Emergency Preparedness.

Clothing and Essentials

Please provide the following for your child to use:

- Inside shoes with non-marking soles (running shoes)
- Appropriate seasonal attire, children will be going outside daily (Snow pants, jackets, boots, etc.)
- Spare clothes

To minimize the loss or mix-up of clothing please label everything with your child's name. As we have daily outdoor play, please ensure your child is dressed appropriately for the weather. If child does not have appropriate clothing he/she may be cold during outdoor activities. Footwear needs to be runners or shoes with good grips on the soles. Dress shoes are not appropriate as they usually have poor grips. Shoes that have black marking soles are not allowed in the building.

If you are not able to provide proper clothes for your child please speak with the staff and they will assist you in finding appropriate resources.

Remember, send your child in clothes that it's alright to get dirty. Having fun sometimes involves dirt, mud, play dough and paint.



Toys

No outside toys permitted. Any toys that are brought from home will be removed from the After School Program room and kept in the After School Program Supervisor's office until signed out by a parent.

Transportation

Transportation is provided daily from Chief Tomat Elementary School only. Children from other schools need to be transported to the After School Program by their parent/guardian.

Child Abuse

Staff is required by law to report any child abuse or suspected child abuse to the appropriate authorities. Abuse includes physical, emotional, sexual and neglect. When abuse or neglect is expected, there are reasonable grounds to believe a child is in need of protection, the legal obligation to report applies. Staff is not permitted to contact the parent, unless specifically directed to do so by the Ministry of Children and Families or the RCMP. Reporting procedures are designed to protect the child. It is the responsibility of the Ministry of Children and Families to investigate and decide if abuse has occurred.

Custody Agreements

The parent must submit a copy of any legal custody papers as soon as possible to be kept in the child's file. We can not enforce custody agreements unless there is a copy on file. Be sure also to remove individuals who cannot pick up your child if circumstances change.

Confidentiality

All information regarding the children and parents will be kept confidential between the staff. Information cannot and will not be shared with anyone except staff who are directly involved with the child, and those that are in a legal position to secure this information. We require court orders to release information to legal authorities.



Failure to Call in Absences Policy

It is the responsibility of the staff to ensure that all children are accounted for. Therefore it is very important that the parent/guardian contact the After School Program Supervisor prior to 1:00pm each day the child will be absent. Parent is responsible for the payment for that day or a \$5 fee will be added to your next month of payment on top of what is already owed.

Withdrawal

Parents must give one month notice before withdrawing a child from the Program. Exceptions will only be made in the first month of the child's care, and this will be considered a transition period. Fees will be charged for early withdrawal.

Open Door Policy

Due to regulations under the Act we are restricted in who can have access during operation times. All regular volunteers are subject to provision of documentation as laid out in the "ACT". All visitors must report to the Manager or designate.

Families are encouraged to attend family field trips and activities. You may be required to obtain a Criminal Record check. Please view brochure for times, places and contacts.

Smoking

Smoking is prohibited inside and within the sight of the facility.



Parent Meetings

Occasionally the Supervisor or staff member may need to call a meeting with the parent/guardian to discuss the child's progress.

If there are concerns regarding your child's development or behavior, staff will meet with the parent / guardian. Concerns as well as possible solutions and goals for the child that are consistent both at home and at the centre will be discussed.

For a child having a special need, the parents will be asked for permission for a Supported Child Development worker to observe the child. After the observation is complete, it will be shared between Supported Child Development, the parent / guardian, the manager, and the staff who works directly with the child.

As the very last resort, the Supervisor and/or Manager of the Program has the right to ask you to remove your child from the Program for the safety of all parties.

Code of Conduct

Participants are expected to exhibit appropriate behavior.

Participants shall:

- Show respect to participants/staff, and take directions from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, participants or staff.
- Show respect to equipment, supplies, and facilities.

Participants who do not conform to these rules risk extended time outs, suspension or dismissal from the program.

When a child has had a hard time in the After School Program, there will be a meeting with the After School Program Supervisor, ASCD worker and parent/guardian to figure out the best next steps for that child.



Discipline

The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her own actions. It is also necessary for the safety of all participants and staff. We use corrective statements and “time-outs” to redirect negative behavior. Recurring or major problems will be documented through an incident report and discussed with the parent/guardian. Participants may be suspended or dismissed from the After School Program for the following reasons; 3 incident reports in one month, aggressive behavior, possession of weapons and/or illegal substances, reoccurring behavior and any other inappropriate behaviors deemed unacceptable by the Early Years staff.

Conclusion

The policies, procedures as presented are designed to follow licensing policies, and to address the needs of the children and staff attending programs. There will be amendments from time to time. These will be circulated to the parents.



POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand all policies and procedures in the After School Program Parent Guide. I will adhere to these policies and procedures as I understand their importance in the operation of the program.

_____Initials

It is required that you sign acknowledgment form and attach it to the registration form.

Date: _____ Parent/Guardian #1 Signature: _____

Date: _____ Parent/Guardian #2 Signature: _____

Date: _____ After School Program Supervisor Signature: _____



Westbank First Nation After School Program Staff

If you have any questions or comments about Summer Camp, please feel free to contact the following staff members.

Michael Blackburn	After School Program Supervisor
Margaret Eli	Early Years Manager
Kim Teichroeb	Early Years Coordinator
Lori Kronyk	AIDP & ASCD Consultant
Emma Dovell	ASCD Worker
Alisha George	After School Program Assistant
Kaelan George	After School Program Casual

To ensure that you have all of the information you need, please make sure that you read everything on your registration form as well as in this Guide. If you didn't save your registration form, they are available at the Westbank First Nation Youth & Early Years Centre reception desk or online at: www.wfn.ca