

LAWRENCETOWN CONSOLIDATED SCHOOL AFTER SCHOOL PROGRAM - PARENT POLICY MANUAL

Welcome to Lawrencetown Consolidated School's After School Program. The program is the result of a partnership of the LCS Home and School Association, the Student Advisory Council and Family Matters: Annapolis County Family Resource Centre. This Parent Policy Manual has been designed to provide you with information about our program and policies. Please read it and keep it for future reference. Open, two-way communication is important to our success in caring for your child. If you have any questions, ideas or comments concerning the program, please feel free to speak to the staff.

Philosophy

The LCS After School Program believes that children learn through play and exploration of their environment and are entitled to opportunities that support all areas of their development. The program will provide a welcoming and enjoyable after school experience for children from grades Primary to grade 5 through free-play and a variety of organized activities in a supervised environment

Staff

The LCS After School Program facilitator will be an Early Childhood Educator or acceptable equivalent. He or she will have completed a Child Abuse Registry check and completed a Criminal Records check. He or she must have current First Aid/CPR certification.

The program will be staffed with a ratio of 15 students to one staff. Students will be accepted as long as space is available. If the program is successful and if the need for further spaces is identified then more staff may be hired.

Hours of Operation

The program will operate Monday to Friday from 2:30 pm until 5:30 pm. The program will not operate on days that school is cancelled, closed for storm days or other reasons, in-services days, early dismissal days, unexpected school day closures, or upon cancellation of after-school and evening activities at the school.

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Arrivals and Departures

Arrival:

The student should come directly from their classroom to the After School Room after the dismissal bell.

Departure:

We expect you to pick up your child in the After School room. In the event that you are unable to do so, notify the program in advance regarding who will be coming for your child, their expected time of arrival and their phone number. You may notify the coordinator by note or by phone.

All students will be picked up by 5:30 pm. If it is inevitable that a student will not be picked up on time, the parent/guardian must call the coordinator as soon as possible. A late fee will be charged. If a child has not been picked up after 5:30 and the coordinator not notified, an attempt to contact the parent/guardian will be made by phone. If the attempt is unsuccessful, the emergency contact person will be notified. For the first half hour late, an amount equal to the daily program cost will be charged. Additional time will be charged at a higher rate.

Parents may park in the designated parking spaces at LCS when picking up their child, in the lower or upper parking lot areas. The unmarked area leading to the main entrance to LCS is a Fire Lane. Parking in this area is not permitted.

Attendance

The After School Program will adhere to Annapolis Valley Regional School Boards requirement of 15 students to 1 Facilitator. Staff may be hired as the program grows.

In the event of a student's absence, parents are asked to call the coordinator's cell phone (824-0569) before the start of the program to advise us that their child will not be there.

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Cell Phones

Cell phones will remain in the student's school bags and out of sight during program hours. Necessary usage of a cell phone will be at the discretion of the coordinator.

Discipline

The following guidance techniques will be used:

Praise

Praising children who are following the rules encourages them to repeat the behaviour.

Redirection

Assisting a child to replace inappropriate behaviour with an appropriate behaviour.

Communication

Staff explains why inappropriate behaviour is not acceptable. Discipline statements are expressed positively whenever possible. Comments are made about the behaviour, not the child.

Time Out

A child who repeatedly violates the rules and for whom the above guidance techniques are not effective may be put in a time out chair for no longer than one minute per age year.

Time Away

In extreme cases where a child is putting the safety of other children at risk (i.e. hitting, biting) and all other guidance techniques are ineffective, the parent or caregiver may be asked to remove the child from the remainder of that day's program.

Dress

Please ensure that your child has clothing suitable for outdoor play because they will be outdoors, weather permitting. Their indoor sneakers (at school) will be used for gymnasium time.

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Fees

The daily rate for the program is \$6.00 per student. The cost for a sibling on the same day is \$4.00. The operators of the program are non-profit organizations and would like to advise parents that cash flow to keep this program running is critical. **Therefore, for regular attendance situations, we require biweekly prepayment in the form of cash or cheque.**

Cheques may be made out to Family Matters.

If a rate change is deemed necessary, parents will be informed in writing 15 days in advance.

Illness

Students should not attend the program if they are sick. If a child becomes sick while attending the program, the student's parent/guardian will be contacted to come pick their child up. If the parent/guardian cannot be reached, the emergency contact person will be called. If your child has the following symptoms, please do not attend the after-school program: fever, diarrhea and/or vomiting within the last 24 hours, coloured mucus, a general feeling of being unwell.

Items From Home

The LCS After School Program is not responsible for toys, games or any other items from home. The program does not allow trading or exchanging these items between students in the program. If they wish to trade or lend items, it must be done so outside the program hours.

Medication

The facilitator of the LCS After School Program will administer any prescription or non-prescription medications only if the appropriate Medication Dispensing form is completed.

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Programs and Activities

The After School Program will not replace the extracurricular activities that are offered to the students of LCS. Students are welcome to participate in extracurricular activities as well as attend the After School Program. The program will include outdoor play (weather permitting), indoor free play, rest and quiet play, arts and crafts and some organized play.

A nutritious snack will be provided each afternoon to students in the program. Parents/guardians will be asked upon registration to identify any food allergies or sensitivities that the student may have.

Scents

LCS employs a scent-free policy. Please refrain from wearing perfumes or colognes, or using strongly scented products when in the school.

Suspected Abuse or Neglect

By law, the facilitator is required to confidentially report any suspected instances of child abuse or neglect to the Department of Community Services.