



WELCOME TO

The Afterschool Skiddle Club

WOODSTOCK'S AFTERSCHOOL PROGRAM

Parent Handbook

May 6, 2015

Updated May 13, 2016

AYR Motor Centre
105 Connell Park Rd.
Woodstock, NB
Phone #: 325-4302
Fax #: 325-4824

Operator:

Kelly Foster
Recreation & Community Services Director
kelly.foster@town.woodstock.nb.ca
325-4303

Coordinator:

Amelia Waller, ECE
afterschoolskiddleclub@gmail.com
323-9502

Coordinator:

Amiah Wheelan

Afterschooler's Philosophy

To provide an afterschool program for all children K to grade 5, that is safe and entertaining. Children can socialize with their peers during fun and physical activities. We will provide time for scheduled activities such as swimming and skating, along with free time for the children to choose to play games, go to the park, make crafts or do homework. Our program follows the New Brunswick Curriculum Framework for Early Learning and Childcare.

- Parents may access the curriculum framework and supporting documents on line at <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum.asp>
- There will be a daily physical activity component, such as swimming, skating, softball, soccer, going to the park, etc. that all children will be encouraged to participate in.
- The Skiddle Club believes that quality child care programs foster the development of all children, including those with diverse backgrounds and special needs. Children with diverse backgrounds and/or special needs and their families are welcomed and encouraged to enroll in our program.

Snack

- **Parents/Guardians are responsible for providing healthy daily snacks for their children.**
- We ask that parents send in healthy snacks. Snacks should include at least 2 of the Canada Food Guide food Groups. **Junk food is not permitted.**
- Snacks are not to be shared between participants.

Transportation

- Townsview Elementary School children will be picked up by an Afterschool Skiddle Club staff member in the school lobby and will walk to the AYR Motor Centre.
- All children attending Meduxnekeag Consolidated school will be transported to the Woodstock High School by bus and will be met by an Afterschool Skiddle Club Staff member and walked to the AYR Motor Centre.

Emergency

- If for any reason your child would require medical attention, we need to have your permission to follow any steps necessary for your child's well-being. You will be required to complete the Parental Consent for Emergency Care & Transportation form. We will contact you as soon any incident occurs, so that you can meet them at the hospital, if necessary.

- **Your child will be transported by ambulance in the event of an emergency.** **No unnecessary information about your child will be given out to any unauthorized individual. **

Activities off Premises

- We will need you to sign a consent form for **Outings, Excursions and Activities off the premises** of the AYR Motor Centre.

Daily Hours

- **Regular School Days**
2:00pm-5:30pm (Early Dismissal)
3:00pm-5:30pm (Late Dismissal)
- **Special Days (Storm Days, PD Days, Christmas, March Break & Summer Breaks)**
7:30am-5:30pm

**** A \$5.00/5 minutes late fee will be charged for any child who is not picked up by 5:30 pm each day. ****

The Afterschool Skiddle Club **will not** operate on the following holidays:

New Year's Day	New Brunswick Day	½ day Christmas Eve
Good Friday	Labour Day	Christmas Day
Easter Monday	Thanksgiving Day	Boxing Day
Victoria Day	Remembrance Day	½ Day on New Year's Eve Day
Canada Day		

**** If any of these Holidays fall on a weekend day, an extra day will be taken.**

i.e. If Christmas and Boxing Day fall on Saturday and Sunday, Skiddle Club will be closed on Monday and Tuesday.

Fee Payment /Billing Procedure

- Parents are required to pay one week in advance (cash or Visa, no personal cheques)
- ***If payment is not made in advance and prior arrangements have not been made,*** the child's position will be relinquished from the Afterschool Skiddle Club program.

Fees

<i>Afterschool</i>	<i>Per Week</i>	<i>Per Week</i>	<i>PD Days/Storm Days</i>
Hours	2:00-5:30	3:00-5:30	
1 Child	\$80	\$70	\$35
2 Children	\$128 (Early)	\$112 (Late)	\$58
1 early/1 late	\$120		

- The above-mentioned fees for regular days will be charged, whether your child is in attendance or not in order to hold your child's spot and maintain attendance. **This includes all school breaks (Christmas, March & Summer). SPOTS WILL NO LONGER BE "HELD" OVER THE SUMMER MONTHS.**

ie. If your child does not come on a storm day or attends for 3 hours or less, you will still be charged the regular afterschool rate. If your child attends on a storm day for 3-5 hours, you will be charged a half day rate (regular rate +\$5.00). If your child attends for the full day (more than 5 hours) the full day rate will apply.

- We offer two free weeks for each child per year provided the child is not attending during the week. Their spot will still be held, but regular fees will not apply. The parent must fill out a form provided by request from the educators one month prior to planned vacation time.
- If you intend to use the Day Care Assistance program, funding **must be approved** prior to your child's enrollment. If you need your child to attend prior approval, you must pay attendance fees yourself in full until approval is made available to you.

Departure Procedures

- Parents/guardians are responsible to pick their child up by 5:30 pm at the AYR Motor Centre. If you are picking your child up early, they may be swimming and skating or at the park. AYR Motor Centre Reception will be advised of children's whereabouts.
- When picking up your child, you must make sure a staff member knows you are leaving with your child. Pick-up time can be a busy and chaotic time and it is imperative that you tell someone before leaving with your child.
- When you arrange for people other than yourself to pick up your child from the AYR Motor Centre, we require prior consent from you. When you register your child, those individuals with permission to pick up your child must be listed on the Child Profile Form. In special cases, you may call a staff member to notify if someone else will be picking up your child.
- You will be contacted if we do not recognize the person picking up your child.

Enrollment and Discharge Procedure

Prior to enrollment all parents must ensure all the proper forms are filled out and that they provided a copy of the child's immunization record. All forms are included in the Child Profile Packet and can be Obtained from the Afterschool Skiddle Club Staff.

Once your child has been enrolled in the Afterschool Skiddle Club for 1 month, the parent/guardian is required to give one month's notice to terminate this agreement. The parent is responsible for continuing payment for one month from the date they gave written notice or until their position has been filled (up to a one month period). The written notice is to be given to the Afterschool Skiddle Club Staff.

Public Health Requirements

- Children are required to wash their hands upon entering The AYR Motor Centre (Studio 1).
- Wash hands before and after handling food/eating
- After using the washroom
- After outside play

Illness

Please keep your child home if he/she has the following:

- Temperature (oral 38.5C or greater; rectal 39C or greater; armpit 38C or greater)
- Flu Symptoms
- Diarrhea or vomiting
- Pink eye (crust must be gone)
- Severe Colds
- Chicken Pox
- Head lice
- Strep Infection
- Any unexplained or contagious rash

Please inform us of any illness or contagious disease your child may have that would affect others. Children must be fever free for 24 hours prior to returning to Woodstock Afterschool Skiddle Club.

****Children must be picked up within 1 hour of notification of illness.****

If your child is well enough to be at Afterschool Skiddle Club, it is expected that they are well enough to participate in all of our activities. This includes skating, swimming and outside play. IF YOUR CHILD IS UNABLE TO PARTICIPATE IN OUR ACTIVITIES FOR ANY REASON, YOU MUST MAKE ARRANGEMENTS TO HAVE YOUR CHILD PICKED UP PRIOR TO THE COMMENCEMENT OF THE ACTIVITY.

Medication

If your child requires medication, it is important that you alert us to the situation. We will then assist and/or remind your child to take the medication. All medications are to be given to the staff by the parent and will be returned to the parent upon pickup. **Proper forms need to signed giving permission to staff to administer medicine.**

Child Guidance Practices

The Afterschool Skiddle Club treats all participants equally. There is no such thing as a perfect child and all children make mistakes. We will give all children equal opportunity to apologize and correct any undesired behavior. If children choose not to change their behavior, guidance will be administered as follows:

1. **Redirection** ---substituting an acceptable behavior for an unacceptable one. (sitting down and talking to child one-on-one)
2. Time-Out---The child will be removed from their present activity or environment to think about how they can change their behavior. The amount of time spent in time out will be correlated to the child's age, one minute per year of age. (i.e. 5 years of age=5 minutes in time-out.)
3. Automatic time-outs will be given for hitting, biting or throwing objects.

Behavior Management

- The Afterschool Skiddle Club requires the cooperation of all parties involved to function effectively. With the number of children, varied personalities and temperaments, not everything will be as smooth as silk. We promise to treat everyone with respect and fairness. However, it is imperative that you, the parent /guardian impress upon your child(ren) that to have a fun-filled, successful program, they must abide by the rules and exhibit proper behavior. We do not normally dismiss anyone from The Skiddle Club, but reserve the right to, if required, in order to preserve the quality of our program.
- If a child is involved with inappropriate behavior or actions, a child care provider will initiate disciplinary actions. The child will be spoken with privately. If the behavior persists, the child will be removed from the situation for a quiet time.
- If the child is a constant source of disruption, the Coordinator will contact the parent. At this time an appropriate method of dealing with the situation can be met between both parties.

- Parents are responsible to inform the educators of Afterschool Skiddle Club if their child is receiving special assistance or support in the school system.

Child Abuse and Neglect Protocol

All Afterschool Skiddle Club employees are mandated to report any suspicion of physical, emotional, verbal, sexual or psychological abuse or any suspicion of neglect of any child in our care. We will follow the procedures set out by Family and Community Services. If a child reports something to a care giver, the care giver will document and not question the child about it in any way. The Afterschool Skiddle Club is required to report all such disclosures to the Department of Social Development (1-866-444-8838)

Parent Involvement

Parents are welcome to drop in at any time.

Parent Grievance & Suggestions

If parents have concerns or would like to provide suggestions, these may be discussed with The Afterschool Skiddle Club coordinator or The Afterschool Skiddle Club Operator.

Participant Absenteeism

- Parents are requested to inform the Coordinator if your child is going to miss a day (sickness, sports, going away etc.) This eliminates confusion at pick up time.
- If your child is walking from the High School, it is **Mandatory** that you call us when your child will not be attending.

Personal Belongings

- Children must have a pair of indoor shoes.
- The Afterschool Skiddle Club will not be held responsible for any toys or electronic devices brought from home. Please note that we **do not** allow Ipods, Ipads, tablets, or any device with internet downloading/connection capabilities. The AYR Motor Centre **does** have an open Wifi connection and it is impossible for staff to monitor the content on these devices. We do allow DS's **only** on days when there is no school.

- It is helpful to have a change of clothes, as we do spend a lot of time outside, and we also walk from school everyday, no matter what the weather is. Please clearly label **ALL** of your child's belongings.
- Please be sure your child is prepared for the weather. (i.e. warm clothing in the winter, sunscreen in the summer, etc)
- Children must take home all their personal belongings every night due to limited space.

Fire /Evacuation Procedure

- Children will receive proper instruction for building evacuation and will participate in monthly fire drills.
- If evacuation is required the children will be walked to the "Y" Building.
- An evacuation map is posted inside the Afterschool Skiddle Club Room.

Telephone Numbers

- After School Room 323-9502 Amiah: 425-6642 or Amelia: 425-0499
- AYR Motor Centre 325-4302
- Kelly Foster Hallett (operator) 325-4303
- Jill Dunnett 325-4307
- Fax 325-4824
- Email kelly.foster@town.woodstock.nb.ca
- afterschoolskiddleclub@gmail.com

Never Leave with anyone unless a staff member is notified

****We currently have no peanut allergies at this facility.****



Have a great year!



Parent Signed Statement

By signing below, I indicate that I have read the Afterschool Skiddle Club Parent Handbook and understand my responsibilities and the expectations of The Afterschool Skiddle Club.

Parent Signature

Parent Signature

Date

Date