

**MANNING REGIONAL CHILD CARE ASSOCIATION**

**WELCOME TO THE OUT OF SCHOOL CARE PROGRAM**

**Parent Handbook 2020/2021**

**[www.mrcca.net](http://www.mrcca.net)**

**Program Description**

The Manning Out of School Care Program is operated by a non-profit society, The Manning Regional Child Care Association, that is dedicated to providing quality childcare for children and is responsible for the daily operations and supervision of the program.

The program is licensed by Child & Family Services Authority Region 8, for 17 children.

Inspection reports will be posted on the parent board for your perusal.

**Philosophy**

Manning Regional Child Care Association believes that each child is unique. The dignity and worth of each child and their families must be respected and supported. Families must have access to programs that provide rich and welcoming environments allowing children to develop to their fullest potential through age and personality appropriate play.

**Development Needs**

We will offer a program for children 4.5 to 12 years of age. Program will focus on age appropriate activities and learning centres based on observations and children's interests.

Staff working in the centre will be expected to attend professional development opportunities to ensure they have knowledge of current research in childcare and early childhood development.

The program will be supervised by the Supervisor of the Early Childhood Child Care Program.

**Days and Hours of Operation**

The program operates Monday – Friday for the school year.

School Days – 7:00 – 9:00 (if demand is there)

3:00 – 6:15

School Closure Days – PD – 7:00 – 6:15

## **Admission Procedure**

Parents are asked to complete child application and waiver forms.

Because of Covid restrictions Parents and their children are welcome to visit the Out of School Program before their first day of attendance to familiarize themselves with staff, routine, and other children by appointment only. Please call Staff to arrange a time.

## **Escort to and from Schools**

Parents please confirm arrangements with staff for escort to and from school.

## **Fee Structure**

All fees are determined by the Board of Directors and are reviewed on a regular basis. The present fee structure for the Out of School Program is as follows:

- *Mornings 7:00 to 8:50 with escort is \$10/hr*
- *Afternoons 3:00 to 6:15 is \$8 per hour*
- *Full PD days \$40/day for 9 hrs*
- **Government Subsidy** is available for this program. If your family income is \$75,000 for full Subsidy. Application forms can be accessed through our website, [www.mrecca.net](http://www.mrecca.net) click on the Out of School Care Program and then click on the Parent link at the top of the page and then Subsidy Information. Fill out the forms and if you qualify you will immediately receive two months conditional approval. Staff at the Learning Tree are available to help apply for subsidy – 780-836-2588. You will need an Alberta Digital ID to apply.

Due to limited spaces, priority will be given to full time children.

- Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, deposit that will be refunded to Parents at the end of the school year if hour sheets have been handed in by the last Friday of each month. For each time a confirmed hour sheet is handed in late, \$20 would be deducted from the refundable fee.

## **Drop-off & Pick up**

- Because of Covid guidelines Drop-off and Pick up will require more of a process. Please be aware and patient to meet the requirements.

### **PD Day Drop – off**

- Parents are only allowed in the entry way of the building.
- No more than 3 Parents with children at one time. Please follow the marks on the floor for social distancing.
- Sanitize hands, Parents & children
- Staff will take child’s temperature
- Fill out the AHS form and sign your child in.
- Staff will then sanitize all door handles, Ipad and touched surfaces once parents leave and before the next parents enter.
- Once child enters the room, he/she will wash their hands after putting items in their lockers.

### **After School Pick-up**

- Alberta Health requires that a form stating that your child has no Covid symptoms is filled out and signed each day.
- We need the form signed before accepting your child into the program.
- If your child rides the bus and you do not personally bring them to the program, we are asking that you sign a waiver form, giving Staff permission to complete the form on your behalf along with taking your child's temperature.
- With the understanding that if your child is displaying any of the symptoms, you will immediately come to pick them up.
- This is a very necessary and important process that we need to implement. No exceptions.

### **Withdrawal**

The Staff must be informed at least (2) two weeks prior to withdrawal. Without adequate notice, parents will be responsible for the childcare fee during this two-week period.

### **Parent Involvement**

This program will not rely on parent volunteers for the daily operations. Because of Covid restrictions Parents involvement will be very limited. If you have any questions, please call staff.

### **Open Door Policy**

We encourage open communication between Parents and Staff with the goal of building an environment of trust and mutual respect. Our goal is to create a solid foundation for collaboration between Parents and Staff which benefits all children in our care. This year because of Covid restrictions we would request Parents to call and make an appointment with staff as no parents are allowed in the building unless they have an appointment. Thanks for your consideration.

### **Belongings**

All children are required to bring the following supplies on a daily basis:

- Slippers/white soled shoes (can be left at the centre) *Necessary in case of emergency evacuation ie fire*
- Change of clothes, (just in case)
- Appropriate outdoor clothing
- Water Bottle & Lunch on PD days clearly marked.

**No toys or other belongings allowed in the room.**

*Labelling of items is greatly appreciated and avoids confusion.*

## Medication & Illness

**Covid Requirements** - As per Alberta Health guidelines, we will have to exclude any child or Educator that has cold symptoms or other COVID related symptoms until they are tested.

If results are negative, they are welcome to return when symptoms have improved. If a child has allergies, asthma, etc. that give them cold like symptoms, we will need to see that a COVID test comes back negative before they will be able to attend. (As per Alberta Health Guidelines)

We have to be VERY strict with this illness policy. NO SICK CHILDREN WILL BE PERMITTED – NO EXCEPTIONS

Masks will not be required as per AHS guidelines.

**We strongly recommend that if your child is feeling unwell please keep him/her at home until the symptoms disappear and then bring him/her back to Out of School Care.**

**IF the child becomes ill while being in the facility, we will have to isolate the child immediately and require you to pick him/her up asap; plus we will need a negative Covid test result and they must be symptom free before the he/she can return to Out of School Care.**

## Accident & Incident

In the event of an accident or incident, a documentation report will be completed by the Out of School Staff. First aid procedures would be administered accordingly. The report form will be available for parent signature. Centre staff is trained in First Aid & CPR.

## Health & Nutrition

Single portion, healthy snacks including 2 food groups will be provided for the children by the program. A weekly snack menu will be posted on the Parent Information Board at the beginning of each week.

Parents will indicate on the child's registration form if there are any allergies or special nutritional needs. Every effort will be made to ensure the snack menu is inclusive of all children. When this is not possible the parent may be asked to provide an alternative snack.

**Children will be required to bring their own lunch on school PD days.** We encourage children and parents to bring healthy food choices for this mid-day meal with 3 food groups, following the Canada Food Guide. There will be a microwave and refrigerator on site to accommodate a wider variety of food choices.

Parents will have access to health and nutrition information.

## **Emergency Evacuation Procedure:**

Monthly fire drills will be scheduled to orientate the children to the procedure:

Out of School Staff:

### **Staff #1**

- Switch light on and off to get everyone's attention
- Do a visual sweep of the room
- Pick up attendance sheet, first aid kit, portable records, cell phone
- Lead the children to the closest exit of the building
- Group children in their designated area and take attendance

### **Staff #2**

- Direct children to leave their play and follow the lead teacher
- Count the children as they exit
- Check the bathrooms
- Exit the building and join the group

### **Staff #1**

- Do a sweep of the entire building to determine the cause of the alarm
- In case of fire accompany staff and children to relocation site
- Call 911 and report – remain with children
- If a false alarm, turn off alarm and reset system
- Call everyone back into building

**The relocation site for the children in the program will be the Manning Elementary School main building.**

## **Guiding Children's Behavior**

All children will be respected for their uniqueness, development stages, and cultural experiences. With that in mind, behaviors will be dealt with on an individual basis. The following methods of guidance may be used

- ***Redirection:*** Guiding a child into acceptable options when engaged in an unacceptable activity.
- ***Logical and Natural Consequences:*** Endeavoring to make the child aware of results of their actions.
- ***Limit Setting:*** Developing boundaries for the children.
- ***Modeling:*** Demonstrating appropriate ways of interacting.
- ***Positive Reinforcement:*** Emphasizing and focusing on positive behavior.
- ***Providing Choices:*** Outlining appropriate choices for children to make.
- ***Anticipating Trouble:*** Planning and preparing the environment.
- ***Reflection Time:*** Removing the child from a situation that is distressing them for a short period of time. This is a short cooling off period. This method is used only after other methods have been applied re-directing, offering choices, and stating our expectations at each child's level of understanding. This will
- Decrease inappropriate behaviour and encourage self control and self awareness

**Under no circumstances will corporal punishment be used for behaviour management. Under no circumstances will the Manning Out of School Care Program:**

- Use corporal punishment for behaviour management

- inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
- deny or threaten to deny any basic necessity
- use or permit the use of any form of physical restraint confinement or isolation
- Our Staff, will role model appropriate behaviours, become active listening partners, and allow the children to express their feelings. Children will be encouraged to try and solve their own conflicts; staff will provide direction where needed.
- Parents or guardians will always be advised of any behaviour concerns regarding their child. Staff and families will work together to support the children in developing effective conflict resolution skills.
- Staff and parents will be made aware of the policy during their orientation to the program.

**The Out of School Care program will ensure that:**

- The child discipline methods utilized in the program are communicated to parents, staff, and children where developmentally appropriate
- Any child disciplinary action taken is reasonable in the circumstance

**BOOKING and CANCELLATION POLICY 2020/2021**

- The cost of care fees for 2020 – 2021 school year:
  - \$8/hr/child
  - \$40/ 9 hr day/child. Any time over 9 hours will be charged the hourly rate
  - \$10/hr per child for mornings.
- Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, deposit that will be refunded to Parents at the end of the school year if hour sheets have been handed in by the last Friday of each month. For each time a confirmed hour sheet is handed in late, \$20 would be deducted from the refundable fee.
- Parents will be required to pay for their childcare space at the time of booking.
- *Parents will be charged a minimum of one hour.*
- Families with Subsidy will be required to pay their parent portion at time of booking.
- Every fall a registration day will be held before start-up for the year. Application forms can be accessed on the Manning Regional Child Care website: [www.mrcca.net](http://www.mrcca.net)
- Parents will be required to fill out a Parent Confirmed Hour Sheet for the next month’s booking which must be handed in by the last Friday of the same month, along with payment for the days indicated on their Parent Confirmed Hour Sheet.
- It is **imperative** that staff know each day and specifically at the beginning of each month, the numbers of children for planning of activities, staffing, snacks and who they are picking up at the schools.

- Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, refundable fee that will be refunded to Parents at the end of the school year if hour sheets had been handed in by the last Friday of each month. For each time a confirmed hour sheet was handed in late, \$20 would be deducted from the refundable fee.
- No children will be picked up from the schools at the beginning of each month, until the staff has physically received the Confirmed Hour Sheet and payment.
- Last minute text messages or phone calls will not be accepted as confirmation at the beginning of each month.
- Changes during the month are acceptable as long as staff is contacted, and arrangements agreed upon.
- All outstanding fees will have to be paid in May before acceptance of September confirmed hour sheets.
- If Parents exceed their paid timeslot without notification to staff, an additional \$5/15 minutes will apply, to be paid upon picking up child.
- There will be no refunds for cancellation, *except in the event of extenuating circumstances. Examples of extenuating circumstances may include job loss, death in the family, etc. Those wishing to apply for a refund must submit a written request to the MRCCA Board for review.*
- Extra days or hours, not included on Parent Confirmed Hour Sheet, could be available with notice and payment of those days or hours.
- Short notice spaces will continue to be available with payment made when picking up the child.

### **ATTENTION PARENTS**

**In trying to keep track of which children to pick up at the schools it is very important that staff have an accurate list of children especially at the beginning of each month.**

**When there is a cancellation or an extra day, please call the centre to confirm the change. Please speak with staff in person or by phone to make these changes, do not assume that staff will get a message, 780-836-2754**

**Texting Audrey is acceptable only if you have received a reply confirming that she has received your message. 780-836-6259**

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