

Sylvan Lake School Age Care Society (SLSACS)

Kidz Club Before and After School Care



Parent Handbook

Updated June 2023

Sylvan Lake School Age Care Society (SLSACS)

Kidz Club Before and After School Care

Philosophy, Mission Statement, Objective, and Goals

Philosophy

SLSACS Kidz Club programs strive to offer children a home away from home where they can feel supported, safe, and connected. The program offers an inclusive environment for all children in which they can develop new skills, learn through play and interactions with peers and adults, and explore their unique interests and abilities. Kidz Club is staffed with professionals who are dedicated in providing proficient care through play engagement, positive role modeling, patience, and understanding. Staff support children in their growth and provide opportunities for them to celebrate their uniqueness and achievements.

Mission Statement

To provide a professional, high standard of care to children in a supportive, enjoyable, and inclusive environment.

Objective and Goals

Sylvan Lake School Age Care Society (SLSACS) was formed in August 2004. The Societies objective is to enhance the lives of children and families in our community by providing quality school age care programs for working parents in Sylvan Lake. The intent to provide kind, professional care for children 4.5 to 12 years old, encompassing Kindergarten to grade 6. Our goal is to have a program of children and caring, enthusiastic staff. Serving the family as a whole is instrumental in childhood development.

Kidz Club uses emergent curriculum; This philosophy of teaching and activity planning focuses on the children's interests to create meaningful learning experiences. Staff will plan activities based on the specific group of children and observations, considering the children's skills, strengths, needs, learning styles, lived realities, and interests. The goal of this type of curriculum is for children to be successful at learning experiences within the program. Emergent curriculum promotes diversity by responding to the interests, questions, and concerns of the group. Observations will be documented on an ongoing basis.

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Kidz Club Programs

Sylvan Lake School Age Care Society (SLSACS) is a non-profit, licensed out of school care program. Kidz Club offers before and after school care at the following locations in Sylvan Lake:

Steffie Kidz Club (at Ecole Steffie Woima School)

403-887-4044 steffiekidzclub@live.ca 4720 45 Avenue

Steffie Kidz Club operates in the school gymnasium; The library and Pre-K classroom are used as an alternative space. This location is used for full days of care and summer program.

Enter the door through the East gym doors, near the school staff parking lot.

CP Kidz Club (at CP Blakely School)

403-887-4062 cpkidzclub@live.ca 4815-43 Street

CP Kidz Club operates in the school gymnasium; Classroom #127 (Zen Den) is used as an alternative space. This location is used for full days of care and summer program.

Enter the program through the South gym doors beside the basketball courts.

OLR Kidz Club (at Ecole Our Lady of the Rosary School)

403-396-5086 olrkidzclub@live.ca 4520 Ryders Ridge Blvd.

OLR Kidz Club operates in the school gymnasium. This program utilizes the gathering area for snack time, as well as an alternative space.

Enter the program through the west gym door, closest to 45 Avenue (visitors must call to be let in).

SLSACS Administration Contact Information

Program Coordinator **Ph:** 403-877-9056 **Email:** slsacsdirector@live.ca
General inquires, registration

Financial Coordinator **Ph:** 403-505-7225 **Email:** slsacsdirector@live.ca
Accounts, payments

After Hours/Emergency Contact **Ph:** 403-877-9056
Program Coordinator

Mailing Address Box 8939 Sylvan Lake, AB T4S 1S6

Website: <https://sylvanlakeschoolagecaresociety.com>

FaceBook: Sylvan Lake School Age Care Society-Kidz Club

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Operating Procedures

Registration

School Year Registration:

Registration begins on June 1 for current members (families with children enrolled in the program). Registration will open on June 15 of each year to the waitlist/public, subject to space availability. If there is no space available, children will be placed on a wait list and contacted when space becomes available, in order received. A new registration form must be completed each year; All past due accounts must be paid in full to register. The registration will not be considered complete, and the child will not be guaranteed a spot until all the information on the registration is completed and payments submitted. As Kidz Club operates on a monthly fee rate, drop-in care is not available.

Summer Registration:

Registration begins on May 1 for current members (families with children enrolled in the program). Summer registration operates on a weekly fee rate, drop-in care is not available. A new registration form must be completed each year. On May 15, registration opens to the public if space is available. If no spaces are available, children will be placed on a waitlist and contacted in order received, if space becomes available. The registration will not be considered complete, and the child will not be guaranteed a spot until all the information on the registration is completed and payments submitted.

Hours of Operation

Before and After School Care OLR Kidz Club

7:00am to 8:15am Before school care
3:00pm to 6:00pm After school care
Monday to Friday (on school days)

Before and After School Care CP/Steffie Kidz Club

7:00am to 8:30am Before school care
3:00 to 6:00pm After school care
Monday to Friday (on school days)

Holidays

Closed on all statutory holidays.

Full Days of Care

On non-instructional days

7:00am to 6:00pm

Summer Program

7:00am to 6:00pm
Monday to Friday (excluding holidays).

Subsidy

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Parents utilizing childcare subsidy are encouraged to apply as soon as possible to avoid delay in subsidy payments. Parents are responsible for the registration fee (non-refundable), first month of childcare fees, and any other fee that subsidy does not cover, including but not limited to, full days of care, field trips, etc.

It is the responsibility of the parent to notify the program if they will be utilizing childcare subsidy. The first month of childcare fees will be processed, this amount will be used as a deposit and kept on the account as a credit. The program receives payments one month behind from subsidy and amounts received may fluctuate monthly, based on the number of hours the child attended care the previous month. **Please note** subsidy approval amounts are based on the number of hours the parents applied for. If these hours are not met, subsidy may only cover a portion of the fees and parents will not receive the full amount they were approved for.

Parents will be notified of any balances/credits by email on monthly statements. Parents will be required to provide payment to cover the difference between the childcare fee and the subsidy payment received; Account balances must be paid by the first of each month.

It may take up to three months for subsidy to make adjustments after an account has been closed. SLSACS is not responsible for reminding parents of their subsidy renewal dates. Subsidy will not back pay if a parent does not complete subsidy renewal on time.

Parents/Guardians can apply for childcare subsidy using the website:
www.child.gov.ab.ca/childcaresubsidy

Subsidy Program ID Codes:

CP Kidz Club 80001495 OLR Kidz Club 80002023 Steffie Kidz Club 80001499

Termination of Care

Two (2) weeks written notice is required from parents prior to the termination of their child's care from Kidz Club. If two weeks' notice is not provided, payment for childcare fees will be processed as scheduled and there will be no refunds/credits. Parents can obtain the *Termination of Care* form at the program. If childcare is required later, a new registration must be completed.

Change of Care

Two (2) weeks written notice is required from parents prior to changing their child's care with Kidz Club. If two weeks' notice is not provided, payment for childcare fees will be processed as scheduled and there will be no refunds or adjustments to accounts. Parents can obtain the *Change of Care* form at the program.

Payments and Fees

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Payments

Postdated cheques for monthly childcare fees for September to June are due at the time of registration, for enrollment to be considered complete. Cheques are made payable to SLSACS and dated the first day of each month. **SLSACS is unable to accept cash or credit card as payments.** All payments must be submitted prior to the child attending the program. Parents are responsible for ensuring monthly childcare fees are paid on time and balances are not carried forward into the next month.

As of June 2023, parents have the option of paying monthly childcare fees by E-transfer. E-Transfers are sent to SLSACSdirector@live.ca, **please note the child's full name in the notes.** Payments must be received on or before the first day of each month. If payments are received after the 5th day of the month, parents are subject to a late fee charge of \$25.

Monthly fees are paid in advance to secure the child's spot in the program, therefore there are no refunds or credits on fees if the child is absent from the program (i.e., sick days, vacation, etc.).

Overdue Accounts

If an account balance is 30 days overdue, without payment arrangements made with the Financial Coordinator, childcare will be suspended until payment is received in full. Late payments are subject to a late fee charge of \$25. **To register and/or sign up for full days of care, all account balances must be paid in full.**

Fees

Before & After School Care (Grade 1-6)

Before school care	\$250/month
After school care	\$350/month
Before <u>and</u> after school care	\$400/month

Before and After School Care (Kindergarten)

Before school care	\$150/month
After school care	\$200/month
Before <u>and</u> after school care	\$250/month

Full Days of Care

School breaks/holidays (i.e., fall break, Christmas break, winter break, spring break, etc.)	\$30/day
PD Days (as listed on the calendar)	Included in monthly fees

Summer Care	\$175/week
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Additional Fees

Registration Fee (non-refundable)	\$50/year
Summer Registration Fee (non-refundable)	\$30/summer

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Late Pick Up Fee	\$10 for the first 15 minutes, \$1/minute each minute after
Late Payment Fee	\$25
NSF Fee	\$75
Full Day of Care Cancellation Charge (no notice given on included in fees days)	\$25

Full Days of Care Fees

Full days of care included in monthly childcare fees include PD days, compressed days, non-instructional days, as outlined on the school division calendar. Full days of care must be signed up for in advance, by the first day of each month, to ensure the required staff to child ratios are met. A minimum **24-hour written cancellation notice** is required when cancelling these days, if no notice is received parents are subject to a **cancellation charge of \$25**.

Full days of care for school breaks/school holidays, as listed on the school divisions calendar, are charged at a rate of **\$30/day**. Full days of care must be booked and paid for in advance by the first day of each month, to ensure the required staff to child ratios are met. Full days of care fees are non-refundable, unless **two weeks written cancellation notice** is provided.

Full days of care sign up sheets will be available at the program. Full days of care will only operate based on a minimum of 8 children enrolled. If full days of care are cancelled, parents will be notified as soon as possible, and the payment will be returned/refunded (if applicable).

At registration, parents will be provided with a calendar outlining all full days of care, including additional paid days throughout the year; The calendar will also be posted on the parent communication board.

Summer Program Fees

Summer fees are charged at a weekly rate of \$175 per week. All fees are non-refundable unless parents provide **two weeks written notice** to cancel scheduled weeks. The summer non-refundable registration fee, and any other applicable fees (i.e., field trips, hot lunch, etc.) are due at time of registration for the child's spot to be secured.

Registration Fees

Before and After School Care: A **\$50.00 non-refundable registration fee** per child is due annually at time of registration; This fee is required for registration to be considered complete. This fee is used for administration fees to offset program costs.

Summer: A **\$30.00 non-refundable summer registration fee** per child is due with summer registration; This fee is required for registration to be considered complete. This fee is **non-refundable** and used for administration fees to offset program costs.

Registration fees can be sent by E-Transfer to SLSACSdirector@live.ca, please note the child's full name in the notes.

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Late Pickup Fee

Kidz Club closes at 6:00pm. Parents picking up after this time will be charged a late fee as follows: **\$10.00 for the first 15 minutes and \$1.00 per additional minute thereafter.**

Staff are unable to drive children home. Charges will be added to the monthly invoice and balances must be paid in full by the first day of the month. If the parent is continually late (after 6:00pm), care may be suspended and/or terminated.

Late Payment Fee

If payment for monthly fees has not been received by the 5th day of the month, parents are subject to a **\$25 late fee.** This charge will be added to the monthly invoice and must be paid in full by the first day of the month.

NSF Fee

If the bank returns a cheque NSF, parents are subject to a **charge of \$75.00.** This charge will be added to the monthly invoice and must be paid in full by the first day of the month.

Full Day of Care Cancellation Charge

Full days of care on PD days (Fridays) are included in monthly fees; A **minimum 24-hour written cancelation notice** is required when cancelling these days as staffing is scheduled based on the number of children signed up on the day. If cancelation notice is not received parents will be subject to a **cancellation charge of \$25.**

Grievance Procedures

Grievance Procedure

Daily communication with parents is important and will be encouraged. SLSACS staff will always have time to discuss children and family needs. Serving the family is instrumental in childhood development. Parents are encouraged to use the following procedures if they have a concern or complaint about a staff member, volunteer, child, or other parent.

Step 1: If you can, discuss the matter with the person involved.

Step 2: If you are not able to do so, or if you do not get a satisfactory response, discuss the matter with the Supervisor at the Kidz Club program your child is enrolled in.

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Step 3: If you have not received a satisfactory response, or if the issues/concerns continue, direct your concerns to the Program Coordinator. *If you have a complaint about the Program Coordinator, or you do not get a satisfactory response;

Step 4: Submit your concerns in writing (email) to the SLSACS Board of Directors. (Board members are volunteers and may only respond to concerns in the evening or in person at meetings). SLSACS will make it a priority to discuss the needs of the children and families we serve. If we are not capable of meeting the needs of a child and/or family, resources will be suggested to find a suitable childcare facility after a review of the case by the board members.

Step 5: At any time, parents may contact the Central Region Child and Family Services at (403) 340-5338.

Technology

Technology

The program may have a TV center which consists of a soft area where the children can watch a movie. A movie may be provided (full days of care, Friday afternoons, etc.) at staff discretion. Movies must be rated G and PG only. At times, children and staff may utilize technology devices together to search for crafts/games/theme ideas.

On full days of childcare, technology days are at the discretion of staff. Approved technology devices (portable game systems, tablets, iPods, etc.) may be brought from home on scheduled technology days. However, staff are not responsible for any lost or damaged items brought from home. It is the responsibility of the child and parent to keep track of games, electronic devices, and chargers. The rating on these games must be "E" for everyone. These activities will be limited, as play and physical activity is encouraged. Items brought from home will not be given to peers to use. If staff feel the music or games are inappropriate, personal technology will be asked to stay at home for the involved child(ren).

Social Media

SLSACS may utilize the [Sylvan Lake School Age Care Society - Kidz Club Facebook page](#) to notify of any upcoming events and news within the programs. Posting on social media of confidential information regarding the children, Kidz Club programs, and/or staff are strictly prohibited. No names or identifying features of children in programs will ever be released on social media. SLSACS must receive prior written parent consent prior to releasing any photos of children on Kidz Club social media accounts.

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Early Learning and Child Care

Kidz Club Programming

SLSACS understands the importance of play opportunities for children and how it greatly affects the development. Through accessible play opportunities and the guidance of professional caregivers, children may discover new interests, skills, and make friends. Staff will ensure activities and materials are prepared each day. There will be a variety of planned and spontaneous activities, arranged to occur simultaneously and in groups. Kidz Club will have sufficient portable equipment and toys accessible to children and will be appropriate for the season. Toys and materials are rotated to avoid boredom and spark new interest. Kids club will create an environment where children feel safe, respected; an environment where children have choice and feel their voice matters. Staff will observe the interest, skills, body language/behaviours, and needs of all children to ensure it is encouraged in daily programming. Observations will be documented daily. Staff will maintain frequent and consistent communication with the children in care.

Kidz Club will provide opportunities for children to use their imagination and express themselves creatively through the following:

- Costumes and props for dramatic play and games.
- An art centre for crafts, drawing, and imaginative creating.
- Construction/building materials, such as Lego, to develop small motor skills and encourage cooperative, creative play.
- Craft materials readily available and within easy access to the children.
- Regular planned crafts and activities based on children's interests.
- Sensory play.
- Music and movement.

Children will be involved in the development of activities, routines, and rules. Children will have a variety of activities to choose from and participate in. Materials will be readily available for children to promote choice and independence. Child meetings are held regularly to brainstorm activity ideas, projects, field trips, special events, and games. Parents and staff are also encouraged to share their ideas and input for programming. Children will be encouraged to share their ideas directly with staff at anytime.

Children's birthdays will be recognized and celebrated. Each program has a treasure box with small items (pens, pencils, notepads, etc.) for the child to choose from on their birthday.

Rules and expectations for children will be age and ability appropriate. Staff will have ongoing conversations with children to ensure they understand and are encouraged to provide their own input on programming. Kidz Club will meet each child's developmental needs in the following areas (Mental, Emotional, Spiritual, Physical):

Mental Needs: Kidz Club will create a safe environment for the children by providing nurturing relationships, assisting the children in building positive relationships with others, nurturing the child's confidence, and providing children with social opportunities. Staff will maintain ongoing communication to develop and assess strategies used within the programs. Kidz Club will

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provide various opportunities to meet the needs of the children in the group, including literacy time and reading materials always available, science experiments, math activities (i.e. monopoly), puzzles, educational games and activities, STEM challenges, cultural activities, discussions, and exploring topics the children are interested in. Children will be given opportunities to explore and experiment within their environment. Staff will create a welcoming environment where children feel confident and are encouraged to ask questions and share their ideas. Kidz Club will support children in developing confidence and self esteem.

Kidz Club will foster the development of positive social skills by encouraging interactions with peers and caregivers, through role modelling. Staff will guide children to respect the rights of others, encourage strategies to support relationships and develop problem-solving skills. Kidz Club will encourage and provide opportunities for children to develop thinking and language skills.

Emotional Needs: Kidz Club will support the emotional needs of the child by fostering an environment where caregivers are attentive to the needs and emotional growth of children. Staff will show interest, respond attentively, and acknowledge all children. Staff will ensure children of all abilities can participate in activities; Children will be taught language to allow them to express their needs, desires, and frustrations/conflicts. Staff will celebrate each child's individual differences and unique qualities. Staff will check in with children regularly to ensure staff are being responsive to each child's need for guidance or support. Children will have the opportunity to use their own skills, as well as be encouraged to try new things to develop self worth and confidence. Children will be provided with a structured environment o they know what to expect yet be flexible to meet each child's needs. Children will have access to a variety of play experiences to promote the following:

- problem solving
- decision making
- flexible thinking
- emotional regulation
- facing and overcoming fears
- working through challenges

Spiritual Needs: Kidz Club will support each child's spiritual needs as appropriate. Kidz Club will provide a safe and welcoming environment to all children and will support children in finding meaning, purpose, structure, and value in their life. Kidz Club will support children to developing their spiritual needs through the following:

- Provide a variety of activities and opportunities for children to develop/explore their skills, passions, and interests.
- Children will have the freedom to explore and ask questions.
- Staff will observe and provide activities that meet the interests of the children.
- Staff will be actively engaged in play but allow for the child to take the lead, staff will ask questions and listen.
- Children will be provided with new experiences.
- Children's uniqueness will be celebrated and supported to encourage curiosities.

Physical Needs: Children will be given opportunities to develop fine and gross motor skills. A variety of activities will be readily available to children to develop these skills. This includes access to crafts, scissors, pencils, balls, sports equipment, and planned group and individual

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games and activities. Children will have a choice to engage in the activities that interest them. Children are given the opportunity to assist in planning these activities.

SLSACS understands the importance and benefit of physical activity for children, such as improving children's physical health, mental health, and overall well-being. Health Canada recommends children between the ages of 5 to 17 get at least 60 minutes of moderate to vigorous physical activity a day; Kidz Club will incorporate physical activity/play into daily programming. Staff will encourage children to participate in physical activity by providing opportunities through play, large and small groups games, outdoor play, and education. Each program operates in gymnasiums which provides children with optimal space to engage in physical activities. A variety of sports equipment will be available, and Kidz Club will participate in activities such as run clubs, yoga, movement and dance games/activities, and walks. Special trips for tobogganing, skating, and swimming are also planned throughout the year.

Staff will support children's physical needs development through the following:

- Planned and spontaneous daily physical activity and movement.
- Providing children with nutritional food while at the program.
- Daily time outdoors.
- Regular sensory stimulation.
- Ensuring children have the time and space to play.
- A safe environment by completing daily checklists, cleaning, and removing hazards.
- Ensuring children can rest when needed.

Emergent Curriculum

As children are individuals and learn at their own pace, a diverse program is required to recognize and celebrate their individuality. By providing mental and physical challenges at a level the children will succeed at, children will find their self worth and develop positive self esteem. Kidz Club will have various areas set up to target the wide range of needs and interests of the children. Flexibility within the program will ensure that each child has an option that meets their needs. Kidz Club uses emergent curriculum; This philosophy of teaching and activity planning focuses on the children's interests to create meaningful learning experiences. Staff will plan activities based on the specific group of children, considering the children's skills, strengths, needs, learning styles, lived realities, and interests. The goal of this type of curriculum is for children to be successful at learning experiences within the program by promoting diversity by responding to children's interests, questions, and concerns.

Kidz Club will document all emergent planning and activities on programming sheets, it will be available for review on the parent communication board. It will include routines, ideas, and activities that emerged based on interests, backgrounds, preferences, needs and abilities, and why certain activities/experiences were planned.

Quiet Space

Kidz Club will have a designated quiet space for the children. This will give children a space to retreat when they feel overwhelmed and overstimulated by the environment. This may include the use of pop-up tents. The quiet space will also provide opportunities for staff to assist children with homework and for children to read, relax, and emotionally regulate. Kidz Club will

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allow time to transition between activities and will have quiet/reading time; Staff and older children can assist younger children with reading. Staff and children will create rules together regarding quiet spaces.

Toilet Training Requirements

Children are required to be toilet trained before enrolled in Kidz Club. If there are 3 incidents that could have been controlled and the child does not have a medical condition, it may result in the suspension and/or termination of care.

Inclusion

SLSACS provides children of all abilities equal access to a meaningful before and after school care program. All children will be respected and valued within programs. Kidz Club is responsive to the diverse and individual needs of the children and families we serve. Kidz Club will embrace each child's diversity by ensuring children can use their own abilities, skills, and talents within the program. Program activities and routines are modified, as needed, to accommodate all abilities, so every child can participate. Adaptations and strategies used by staff will be specific to each child; This includes but is not limited to, accommodating specific transitions from the classroom to the program, adjusting the environment to meet the needs of the children (i.e., provide a quiet area, dim lights, etc.), and modify routines to meet the needs of the children in the group. Kidz Club believes in providing developmentally appropriate experiences for all children and encourages and role models the socialization of children with their peers.

Transitions between activities are consistent yet allow for flexibility to meet the individual needs of children who may require additional support. SLSACS values input from parents and encourages them to be actively involved in the decision-making process. Program staff will maintain regular communication with all parents to assess current strategies in place, their child's progress, and any other pertinent information. Parent expertise on their child will be valued and respected. The program and parent will make mutually agreed upon goals to meet the needs of the child; goals and care plans will be documented in the child's file, and all staff will ensure they are aware. Parents can arrange a meeting at anytime with the Program Coordinator and/or Supervisor to discuss any additional supports their child may need to be successful in the program.

The program will work as a team to provide insight, suggestions, feedback, and/or strategies for responding to challenges within the program or in supporting children with exceptional needs.

Family Support for Children with Disabilities (FSCD) may provide funding to assist children with special needs in childcare. This may include having a support aide work within the program with eligible children. Parents are encouraged to speak with the Supervisor for assistance in applying for this funding. The program will provide ongoing access to information and community resources for children and families who require additional supports. Information is posted on the parent communication board. The program will also access the Inclusive Child Care program for additional supports, if required.

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Diversity

Kidz Club programs are inclusive to all children, from all “walks of life”. SLSACS does not discriminate based on age, sex, gender identity, culture, ethnicity, ability, religion, race, status, views, or interests. Kidz Club will be a safe place for everyone and promotes complete acceptance for all. Children will be provided with opportunities to gain an understanding of the world around them by experiencing a curriculum that is meaningful.

Cultural heritage is an integral part of Kidz Club programming. Children will be given ongoing opportunities to learn about other cultures through programming, activities, and special guests. Families are invited to share cultural traditions and celebrations. Staff will provide children with opportunities to celebrate individual differences and the program will recognize children’s unique qualities.

On the registration form, parents may indicate if they would like to share their cultural background with the program. Parents are encouraged to share their knowledge and experiences within the program. Kidz Club will incorporate culture in the program on a consistent basis to provide meaningful experiences for all children. The program will have a variety of materials available (i.e., pictures, music, books, food, etc.) to represent the culture, language, and backgrounds of children.

Off-Site Activities

Members are encouraged to provide suggestions for off-site activities. Field trips are typically planned for full days of care. Staff will inform parents of upcoming off-site activities through verbal communication, postings, newsletters, Facebook, Remind App/Texts/Email, and on field trip permission forms.

All offsite activities will be planned to ensure all factors are taken into consideration; This includes but is not limited to, staffing required, potential safety/risk factors, supervision arrangements, how staff will communicate, what staff will be attending, and who will be responsible for specific groups of children.

During all field trips (located off program property), written consent must be given by the parent prior to the child attending the field trip. **During field trips children will wear a SLSACS shirt to identify them as part of the group, it will include the program contact information.** Parents are invited to participate in off-site activities. All parents attending must provide a clear, current criminal record check (dated within 6 months, and every 3 years thereafter) to SLSACS prior to the field trip. If volunteering, SLSACS will provide a letter for the parent to receive the criminal record check free of charge.

Parent Involvement

SLSACS will strive to build and maintain positive, supportive relationships and connections with all parents. The program will work with parents to support their child’s unique, individual needs; to enhance programs, ensure the safety and well-being of the child is a priority, and to maintain a respectful and welcoming environment for all. SLSACS welcomes and encourages parent

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involvement in programs, such as share their ideas, cultural traditions, and pertinent information to foster positive experiences for their child. Parents are welcome to share special talents, participate in Kidz Club activities, and/or field trips. Parents will be supported and utilized to share their expertise as a parent on situations that affect their child(ren).

Parents will be encouraged to complete annual surveys to assist in developing program goals and improving programming.

Parents are invited to attend parent meetings hosted by the SLSACS Board of Directors. The SLSACS Board of Directors is made up of parent volunteers, serving in overseeing SLSACS's vision and goals.

When possible, the program will plan engagement opportunities for members. This may include but is not limited to an open house, Welcome Back BBQ, Halloween Mixer, and celebrations.

Orientation for Children and Parents

SLSACS offers orientation for new and/or current parents and children to establish positive relationships. During this time, we will review the registration package, collect payments, discuss the fee schedule, review the *Parent Handbook* policies and procedures, explain Kidz Clubs philosophy, and give a tour of the program. During orientation, children are invited to play or join in activities. Parents are encouraged to ask questions, give feedback, and provide any pertinent information regarding their child.

Open Door Policy

SLSACS has an open-door policy and encourages parents to be involved in Kidz Club programs. Parents are welcome to come unannounced to visit or join in with programming. Parents volunteering in the program are required to sign an oath of confidentiality and provide a clear, current criminal record check.

Communication with Families

Communication between families, staff, and the SLSACS Board of Directors strive to be respectful, professional, and promote positive relationships. Parents are highly valued and have the right to be fully informed and involved in their child's experience in the program.

Communication between staff and families includes, but is not limited to the following:

- Parent communication board
- 'Remind' app
- Monthly newsletter
- Website
- FaceBook
- Written communication such as incident reports, care plans, field trip forms, and daily programming sheets.

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- Verbal communication.
- Parents may communicate by phone call, text, or email at any time. Parents may request a meeting with the Supervisor and/or Program Coordinator at any time to discuss concerns, ask questions, and/or provide feedback.

Community Involvement

Community

SLSACS will collaborate with partners to support the development of children in the local community. Kidz Club will utilize community resources, such as the Family Resource Network (FRN), the Library, Inclusive Child Care, etc., to create partnerships and collaboration to enhance services.

Staff and families will be informed of and encouraged to support community events. Information will be shared on the parent communication board and monthly newsletters, when available. The program will maintain and display current community resources for parents and children who may require additional support or information.

Children are given opportunities to participate in community events and projects. Staff will encourage and support children's understanding, awareness, and involvement in the broader community, this includes but is not limited to, attending parades, BBQs, community events, field trips, participating in fundraisers, supporting the food bank, recycling initiatives, and connecting with senior's care facilities, etc.). Kidz Club will take all opportunities to be actively involved within our community. This information will be shared with members during parent meeting, newsletters, etc. where member feedback and suggestions will be encouraged.

SLSACS will utilize community resources on field trips such as local parks, skating rinks, swimming pools, etc. The children are encouraged to explore their community during field trips, while learning and having fun. Kidz Club will invite community members from diverse organizations to provide presentations and activities for the children; This will further develop positive connections SLSACS has in the community and allow children to further develop their skills and develop new interests.

School and SLSACS Partnership

SLSACS encourages building relationships with the schools the children attend to complement the program and share information, when necessary. Information will only be shared between Kidz Club and the schools with written parental consent (provided on the registration form). To share information, Kidz Club will have a reasonable belief that the collaboration will be in the best interest of the child and to ensure consistency between the two entities.

SLSACS programs are fortunate to be hosted in local schools and continuously works to create and maintain positive partnerships between the organization and the school. Members are encouraged to show care, interest, and appreciation towards the school facility and staff. Parents are asked not to go back to their child's classroom and lockers to get forgotten items.

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Parents are to remove soiled/wet footwear at the entrance. Members are reminded parking is in front of the schools and not in the school's staff parking lot.

Transportation

Transportation

Kidz Club does not provide transportation for children, with the exception of some planned special events/field trips. During offsite activities that require transportation, parents will be informed of the transportation arrangements. Parents will be required to **provide written consent** prior to any offsite activities. SLSACS will ensure any transportation used meets all requirements as outlined in the *Early Learning and Child Care Act* and Regulations, as well as has the appropriate insurance.

OLR Kidz Club - Mother Theresa Students

Mother Teresa School students (grade 5 and 6) registered at OLR Kidz Club will be bused before and after school between Our Lady of the Rosary and Mother Theresa School. Red Deer Catholic School Division Transportation provides the busing service. For bus service, parents must register their children annually through the Red Deer Catholic School Division transportation department; SLSACS will verify each child's registration in the program to confirm bussing services are required for the purposes of accessing childcare. In the event of inclement weather and buses are cancelled, there will be no bus service to and from Mother Teresa and Our Lady of the Rosary for Kidz Club; Parents will be required to make alternative transportation arrangements.

In the morning, children will be walked to the bus stop by staff. Children will be supervised until they are safely on the bus. In the afternoon, staff will greet children at the bus stop and will walk them to Kidz Club; If a child fails to make it to OLR Kidz Club and **the child's absence has not been excused by the parent, staff will immediately contact the parent to verify the absence. If the parent cannot be reached, the child's emergency contact will be informed.** Steps will be taken by the parent to find the child; The Program Coordinator will be available to assist the program and parent in locating the child. The Supervisor will maintain communication with the parent until the child is located.

Supervision

Supervision Practices

It is SLSACS's priority to ensure each child's safety, well-being, and development through regular and consistent supervision and observation. Staff will engage in play with the children, while ensuring full supervision takes place. Staff will supervise all children by:

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- ensuring staff is placed throughout the indoor/outdoor play space to ensure thorough childcare and supervision
- actively participating and engaging in play and activities with the children; being attentive to each child's individual needs and the environment
- performing attendance checks/head counts a minimum of every 30 minutes throughout program hours, before going outdoors, when returning indoors, during offsite activities, and at shift changes and documenting attendance checks
- observing and monitoring children adequately during all activities; intervening early and guiding children who are experiencing challenges, and/or positioning themselves in the play space where children may require additional supervision and support
- ensuring children are always accounted for, including bathroom breaks or any time a child leaves the program location
- watching for signs of unusual behavior, discomfort, or other signs and symptoms of illness
- ensuring only one staff is performing administrative duties, if necessary, to ensure staff are fully engaged in supervision and childcare responsibilities
- ensuring the view of the children is not obstructed by setting up the play areas and furnishings in a way to ensure all children can adequately seen and supervised
- ensuring there is enough staff on shift to meet the individual needs of the children in care
- completing indoor and outdoor safety checklists at the start of each shift to identify hazards and safety issues
- ensuring communication with all staff on shift
- checking in with children frequently throughout their time in program

In the event where custody is an issue, parents are responsible to provide custody documentation to verify who is responsible for the child's care and authorized to pick up the child from program.

Supervision During Offsite Activities: When preparing for an offsite activity, staff will have a child meeting to review expectations/safety while in the community. All children will wear a program provided T-shirt during offsite activities; This ensures children will be easily seen and identified as part of the group. Staff to child ratios will be reduced during off site activities to ensure adequate supervision. Attendance will be completed more frequently while offsite.

Pick Up and Drop Off

Signing Children In and Out of Program

It is the parent responsibility to see their child safely to the program location and sign them in. This is a great opportunity to connect with staff, discuss your child's progress in the program, and hear of any upcoming events.

Transition from Classroom to Program

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Staff will walk Kindergarten children to and from the classroom and the program. Parents may request this assistance from staff on an individual basis for other children requiring assistance.

Authorized Pick Up Person(s)

Children cannot leave the program without a parent/guardian or approved **adult** as listed on the registration form (authorized pick-up person). Parents must let staff know who is picking up their child each day (if different then regular pick up). **Individuals picking up a child not familiar to staff are required to present photo identification.** If the individual is not listed in the child's file as an authorized pickup person, the child will not be released, and the parent will be contacted immediately.

Absences

Parents must inform Kidz Club by text or phone call when their child will be absent . If your child(ren) will be attending Kidz Club irregularly, please provide a schedule of days they will attend for the month. Parents will not receive a refund/credit due to any days the child does not attend due to illness, vacation, etc.

If a child does not arrive when expected after school and the absence has not been verified, staff will complete the following steps:

- check the child's classroom/hallways
- check with the teacher/office
- contact the parents to confirm the absence

Late Pickup

If a child is left at the program after 6:00pm, staff will contact parents; Or the emergency contact, if parents cannot be reached. A staff will stay with the child until the parent or authorized person picks up the child. If a parent expects to be late, they must call the program as soon as possible to notify staff. **Parents who arrive after 6:00PM will be charged a late fee.** If parents are late picking up a child frequently, childcare is subject to suspension and/or termination.

Emergency Contacts

It is a requirement all children have a emergency contact listed in the event parents cannot be reached in an emergency. Emergency contacts must be over 18 years of age and be in Sylvan Lake for quick pick-up access. The emergency contacts complete address is required to be listed on the registration form.

Records

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Child Records

Each child enrolled in Kidz Club will have a file containing the registration form and all other pertinent information as indicated in the *Early Learning and Child Care Act* and Regulations; The following information will be kept in each child's file/on the registration form:

- child's name, date of birth, home address
- parent/guardian(s) name, home address, and telephone number
- the name, address, relationship, and phone number of an emergency contact
- medication administration documentation and written consent from parent for medication administration (if applicable)
- other relevant health information, including immunization, allergies, and medical conditions
- particulars of any healthcare required for the child, including written consent from the parent

Other information in the child file may include:

- custody documentation, if applicable
- documentation on behaviour and incident reports

As per licensing, programs must keep child records and daily attendance of each child. Child records will be kept secure to ensure confidentiality.

Parents are to notify the program of any changes to their information by completing a *Change of Information* form. Child records will be kept for a minimum of three years after the child discharges from the program. Child records will be made available to the Licensing Officer and to the child's parents at reasonable times, as requested.

Nutrition

Snacks

A nutritious snack will be provided by Kidz Club, by 4:00PM. Staff will ensure children have the appropriate time and space to eat meals. Children are required to sit during mealtimes. Children attending in the morning will have time to eat a breakfast brought from home, to accommodate individual family needs.

Full Days of Care

On full days of childcare, parents are responsible for providing a morning snack and lunch. Morning snack will be served by 10:00am and lunch by 12:30 pm. Kidz Club provides afternoon snack.

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Snack Menu

A menu will be posted on the parent communication board. Parents can request a copy at any time. Snacks will be planned according to the Canada Food Guide, with children being involved in the planning. Snacks will include a minimum of two food groups. Parents should advise staff if the foods listed on the menu are not appropriate for their child; Substitutions may be provided, when available. Snacks will be provided by parents for children with special dietary needs that are not conducive with the program menu. When food is brought from home, Kidz club encourages food to be nutritional and the following is required:

- lunch kit clearly labeled with the child's name
- all food must be **nut free**

Nut Free Program

Programs are **nut free**. If any food containing nuts is brought to the program, a note will be attached to the item reminding parents Kidz Club is nut free. The item will not be thrown away, but left in the lunch kit to be taken home.

Special Occasions

Parents may bring a "treat" for a birthday or special occasion. Parents will let staff know prior to the special occasion and may bring a store-bought treat, that includes the list of ingredients.

Child Guidance

Child Guidance

The following outlines interventions Kidz Club will utilize while guiding children in developing their own skills, such as positive coping skills, appropriate ways of expressing themselves, and problem-solving skills. Kidz Club will promote safety for all children and staff.

Children are encouraged to spend time with staff expressing their feelings and working through conflict/frustrations. Children will be given the opportunity for personal time and/or a quiet activity to reflect, de-escalate, and emotionally regulate. Staff will utilize various methods and resources within the program to assist children to develop language regarding their feelings, such as age-appropriate feelings charts, worksheets, behavioural goal plans/care plans, incident reports, and thinking sheets. Parents are invited to share their insight during this process and open communication with families will be practiced. All worksheets and documentation will be available to parents.

At no time will physical punishment, verbal abuse, or emotional deprivation be used. Staff must not deny or threaten to deny necessities; And must not use or permit the use of any physical restraint, confinement, or isolation. All child guidance action used will be relayed to parents. Staff are to respect the children, parents, and other staff of the program. Staff are required to follow, and role model the same positive behaviours as the children. Expectations within the program will be clearly outlined and developmentally suitable. Kidz Club focuses on prevention

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of difficult behaviours and positively intervening in the early stages. Consequences will be aligned with the behaviour shown and staff will utilize each opportunity as a teachable moment.

It is our goal to treat children equally, this includes respecting them in each moment of their skill development and interactions. Staff will discuss child guidance strategies and techniques regularly during monthly staff meetings. Staff will collaborate and brainstorm additional strategies and techniques for child guidance if children are experiencing challenges within the program. Parents and/or the school staff, if necessary, will be involved in strategies used on the child to maintain consistency between the program, home, and classroom. Staff will use the following child guidance strategies but are not limited to the resources they may utilize to positively teach children appropriate behaviors and new skills:

1.) Preserve the Child's Dignity – Kidz Club will utilize teachable moments and role model appropriate skills. Staff will ensure the child's dignity is protected and confidentiality is maintained.

2.) Set Clear & Reasonable Limits - A social contract/set of rules will be established annually within the program. These rules will be developed with input from the children in a group discussion. Group rules and expectations will be created and posted in the program. This interactive process will focus on expectations of positive behaviours and will be reviewed/revised with the children throughout the year, as needed. Staff will ensure expectations are developmentally appropriate and children understand.

3.) Encourage Efforts and Meaningful Feedback - Staff will give positive, meaningful feedback to children on a regular basis to foster further growth in identified positive behaviors or skills. Feedback will be developmentally and age appropriate. Children are encouraged to use and are shown appreciation for good behaviors. Staff will allow children time to develop their own sense of self discovery.

4.) Cues - Children will be redirected with cues from staff that are age appropriate and developmentally sensitive. This may include but is not limited to the following: verbal cues, hand gestures, props or pictures, and individualized signals.

5.) Redirect Behavior/Early Intervention and Recognizing Stress - Staff will practice recognizing possible triggers for behaviors and intervene in early stages to support de-escalation. Staff will redirect children and utilize creative techniques to support children in learning appropriate behaviours and responses, such as, changing the current activity that may be causing stress, allowing the child time away from the group, offering alternative responses to stress, responding in a respectful and non-judgemental manner. Children are provided with opportunities to practice skills and techniques, with gentle guidance by staff. Staff will work with children to develop appropriate language to express themselves, staff will model appropriate responses.

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6.) Change It – Kidz Club will continually work on adapting to what works for the current group of children. If the program has trouble spots, parents/guardians and staff are encouraged to bring forward concerns and ideas on how to improve. Staff will discuss feedback during monthly staff, board, and supervisor meetings. All decisions will be a collaboration of staff, parent/child feedback, program coordinators/supervisors, and the board of directors.

7.) Teach Conflict Resolution - Staff will continuously utilize moments to teach children conflict resolution. Staff will support children in their own discoveries of working through conflict by engaging in conversations regarding possible solutions and management techniques. Staff will follow up with children to inquire how their new skills are working and change the plan of action if necessary.

8.) Setting Boundaries with Children - Staff will set appropriate boundaries for children and clearly outline expectations. If a child is displaying negative behaviors, staff will intervene in a gentle manner. Staff will acknowledge the child's feelings and support them in utilizing appropriate coping skills.

9.) Teach Appropriate Behavior - Staff will observe the group, as well as the individual child to determine what skills need to be taught. The most effective way to guide children is by modelling the behaviour. Appropriate coping skills will be taught and discussed with children.

10.) Practice Sessions - Children will have opportunities to practice skills through staff guidance. Staff will facilitate activities that highlight skills, using real life situations to give guidance. For younger children, staff may practise social and behavioural skills with puppets and role play. Staff will be creative in methods used to teach children new skill development.

11.) Active Listening - Staff will attentively listen to what the child is saying by word, body language, and feelings. Staff will model active listening and will relay back their understanding of the child's feelings. Staff will be attentive and show concern for a child's feelings, in a non-judgemental manner.

12.) Redirection - Staff will explain to the child why their behavior is inappropriate. Staff will utilize 'I messages' to accurately convey feelings about the behaviour and offer appropriate behaviour to replace it.

Child Care Plans:

Should the child experience regular challenges within the program or require additional supports, staff will intervene using child guidance strategies, and/or other applicable resources. Staff will discuss the situation with the child and parents at pickup, in a private setting. However, in the event these strategies fail to resolve a situation and Kidz Club has exhausted our own abilities to handle the child, **staff may contact the parent(s) or emergency contact to immediately pick up the child.** As it is imperative all children in our care are safe, Kidz Club may consider removing any child that is disruptive, destructive, and/or abusive to other children or staff.

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Behaviors that will not be tolerated and **can** be reason for immediate suspension and/or termination of care include:

- swearing, yelling, kicking, hitting, punching
- any sort of physical or threatening violence, including threatening tones
- spitting on/at others
- damage to property
- bullying
- running away/hiding from staff
- stealing
- bodily exposure or inappropriate gestures

Kidz Club staff will use the following steps to work with children who may be experiencing challenges within the program:

Step 1: Kidz Club will utilize school resources, community resources, and specific trainings to increase knowledge in best practices for child guidance interventions. Staff will collaborate at supervisor meetings, staff meetings, Board meetings and/or special called meetings to discuss implementations of best practice. Staff will utilize child guidance strategies and reflect on possible reasons for the child's behavior (i.e., environment, lack of interest-based activities, relationship with staff and peers, etc.).

Step 2: Following an incident, staff will complete a care plan and/or incident report.

Step 3: The care plan and incident report will be shared with the parent to review and sign. Staff will discuss the incident with parents privately to identify possible reasons for the behavior and any current strategies that may assist staff in redirecting behaviour. The report will be placed in the child's file.

Step 4: If there are 5 behavioural incident reports in a child's file in a specified period and/or the strategies outlines in the care plan are no longer meeting the needs of the child, a meeting with the Supervisor and parents will be scheduled to assess and redevelop strategies, to assist the child in being successful in the program. The Supervisor and parent will maintain ongoing, open communication to discuss if strategies are working or not.

Step 5: If after 3 weeks of implementing strategies the behaviour continues, a meeting will be scheduled with the Supervisor, Program Coordinator, and parent. At this meeting, staff will discuss additional strategies and/or the need to contact a professional/utilize additional community resources. In cases where outlined guidance methods fail, a satisfactory solution cannot be found, and staff are unable to support the child to thrive, the SLSACS Board of Directors will be utilized to discuss further strategies and/or suspension/termination of care.

Communication between staff and parents is imperative in coming to a favourable solution. **Any parent unwilling to meet with staff, will result in termination of care.**

Bullying

SLSACS believes every child, parent, and staff have the right to a safe environment. The program will not tolerate behaviors that infringe on the safety of any individual. Bullying

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behaviors include but are not limited to, intimidation, physical violence, emotional harm, or inappropriate use of power. Staff will intervene if bullying arises, and appropriate steps will take place to address the concern. The program expects all incidents of bullying to be reported to staff, Supervisors, and/or Program Coordinator. The *Child Guidance* policy will be followed in addressing bullying behaviors. All pertinent information will be documented and communicated to parents. Bullying behaviors are taken seriously to ensure the safety of all individuals involved in Kidz Club and may result in immediate suspension and/or termination of care.

Running Away

If a child leaves the group and cannot visibly be seen, a staff member will make every attempt to locate the child. If a child leaves program property, staff will immediately call the parent to inform them their child has left property. If the parent cannot be reached, staff will contact the emergency contact. If the child cannot be located, staff will contact the RCMP. Staff will not physically move or carry a child back to the program or out of their hiding space, but staff will continue to supervise the child.

All incidents of running away are required to be clearly documented on an incident report. The incident will be shared with the parent and forwarded to the Program Coordinator. If the running away behaviour is ongoing, a meeting will be held with the Supervisor, Program Coordinator, and the child's parent. A plan of action will be constructed to address the concern. All information from the meeting will be documented in the child's file. Due to safety concerns, ongoing running away behavior may result in the suspension and/or termination of care.

Health and Medication

Medication Administration

Consent: Kidz Club will only administer medication to children with the written consent of the child's parent. Parents who indicate their child requires medication (including self administered inhalers or over the counter medication) during operational hours, will complete an *Individual Record of Medication* form; Parents will provide written consent for staff to administer medication, as well as the specific information regarding the medication (i.e., time, dosage, etc.). The form is kept in a clear, sealable bag with the medication. The location of the medication and consent will be accessible and known to the parent and all staff. Medication storage will be portable (i.e., locked box), that can be taken on offsite activities, if required.

Administration: Medication is administered and documented by a Supervisor or designate. All medications, including over the counter medications (i.e., Tylenol, cough medicine, etc.), will only be administered according to the labeled directions; unless otherwise directed by a doctor, but must include the doctor's instructions. **The medication must be in its original, labeled**

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container with the child's name and dosage of medication. Parents will be notified that the medication was administered.

Staff will observe children carefully while taking medications and monitor for any reactions after receiving medication. Staff will check expiry dates of medication, as needed.

Storage of Medication: All medication, except for emergency medication, is kept in a locked container inaccessible to children and/or in a locked container in the refrigerator, if required.

Emergency Medication: Any medication used by a child to prevent a medical emergency will include a written plan, agreed upon by the Supervisor and parent, and consent to administer emergency medication. Emergency medication will not be locked, to be accessible to staff and the child. Children with emergency medication will keep it in their backpacks or in the program emergency backpack in a designated area, inaccessible to other children. Parents will be informed where the emergency medication is located. The parent will ensure staff have instructions on how to administer emergency medications.

In the case of an inhaler or EPI-pen, self-administration is allowed due to the urgent need for it. In this case, a signed consent on the **Self Administration of Medication** will be completed.

Allergy

Programs will keep an updated list of known allergies to be posted within the program for staff. Notices will be posted to ensure all families are aware Kidz Club is a peanut/nut free environment.

An *Allergy Assessment and/or Individual Record of Medication* form will be maintained by having ongoing communication with the child's parent regarding the allergy. *The Allergy Assessment* form is optional for parents to complete; However, it will be encouraged as it provides information regarding allergy signs, symptoms, and best care practices.

Epinephrine (Epi-pen), if applicable, will be carried by the child in their backpack or in the program's emergency backpack if an epi pen is provided to the program by the parents, which will be in a separate location from other children.

Health Care

SLSACS will provide or allow for the provision of health care to a child only if written consent from the parent is obtained or the health care provided is in the nature of first aid. Written consent to provide health care will be completed by the parent on the registration form; Consent will also specify the use of sunscreen, bug spray, etc. to be applied on the child by staff.

Any child who requires specific health care while in the program will have a plan in place to include the details of the provision of health care (i.e., required staff training, etc.), as well as written consent.

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Accident or Illness

Notifying Parents of Accident or Illness: In the case of an accident or serious illness involving a child, the parents will be contacted immediately. In the event the parent(s) cannot be reached, the child's emergency contact will be called.

Response to Accident or Illness: In the case of a serious accident or illness, staff will ensure the child receives medical attention, if necessary. Staff with first aid certification will follow first aid protocols to provide care and first aid, as required.

Parents (or the emergency contact) will be notified immediately by a staff member. If it is not safe to wait for the parent or emergency contact to transport the child to the hospital, 911 will be called to ensure the child receives medical attention, as necessary. Appropriate first aid and care will be given to the child by staff until medical help arrives. The Program Coordinator or designate will respond as required and be available to assist in the program to ensure the safety and well being of all children, as needed. The child's parent will be kept up to date until they arrive.

Potential Health Risk/Illness

To reduce and prevent the spread of illness, children displaying signs and symptoms of illness are not permitted to attend the program, until symptoms have resolved. If a staff knows or suspects a child is sick, staff will make observations on the child's symptoms and behaviors to determine if the child will be sent home. Staff will contact the child's parent(s). If the parent is unavailable, the emergency contact will be called. Parents must arrange for the immediate pickup of the child; The child is **expected to be picked up within 30 minutes** of receiving the phone call.

Children will not be permitted in the program if the following is observed:

- fever, diarrhea, new unexplained rash or cough, and/or vomiting
- the child requires greater care than can be provided without compromising the care of other children
- the child is displaying signs and symptoms that indicate the child poses a health risk to others at the program.

Children can return to Kidz Club after being ill if the following guidelines have been met:

- 48 hours after last incident of diarrhea or vomiting or,
- 24 hours after fever or other symptoms have subsided or,
- With a note from a physician, including a return date stating the child is cleared from any contagious symptoms and/or does not pose a health risk to others, including a return date

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Emergency Evacuation

Emergency Evacuation

When evacuation of Kidz Club becomes necessary (i.e., fire, smoke, etc.), staff will indicate the need to evacuate and instruct the children to stop what they are doing while moving quickly and calmly towards the exit. A designated staff will line the children up at the exit and lead them to the programs muster point. The Supervisor will be the last one out, making sure all children and staff have evacuated. The Supervisor will take the emergency backpack, which includes portable records, cell phone, and attendance list. The Supervisor will take attendance to ensure all children and staff are accounted for. Each program will have the emergency evacuation exits/routes posted in each program. The emergency evacuation will be posted and visible from the outside of the building, as well as the program emergency/after hours contact.

If staff and children are unable to re-enter the program premises due to safety concerns, they will proceed to the alternative emergency location. The Program Coordinator will be contacted immediately. When it is safe to do so, parents will be contacted and informed of the emergency evacuation. There will be no transportation to the alternative location unless it is unsafe to walk. In this situation, a taxi service will be used, as they have the appropriate insurance. Children will be cared for until they can be picked up.

CP Kidz Club Meeting Location and Emergency Alternative Location

Meeting Location: Small playground on the south side of the school

Alternative Emergency Location: Sylvan Lake Family and Community Centre, 4301-48 Street

OLR Kidz Club: Meeting Location and Emergency Alternative Location

Meeting Location: Fence on south side of the school, adjacent to the school playground

Emergency Alternative Location: Sobeys, 900-3715-47 Avenue

Steffie Kidz Club Meeting Location and Emergency Alternative Location

Meeting Location: Small hill (southeast of the school facility/playground)

Alternative Emergency Location: Incline Industries, 4417- 50 Street

Fire Drills/Emergency Contacts

Fire drills will be completed monthly and documented/posted in the program.

Educators will have ongoing discussions with the children to ensure children are aware of what to do in the event of an emergency evacuation. Topics such as public safety and strangers are also discussed, specifically before off-site activities.

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The emergency evacuation procedures and phone number for the after-hours program contact **(Program Coordinator: 403-877-9056)** will be posted in a prominent place in the program premise, clearly visible from the outside of the program.

All emergency/safety contact information will be readily available and easily accessible in the event of an emergency.