



**BROCKTON™**  
PREPARATORY SCHOOL

# After School Care Program

## PARENT HANDBOOK

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## APPENDICES:

- **Information Update form** (use if you need to update your own or your emergency contacts' information, or provide other updates, during the school year). The form is also available in fillable format online at [www.brocktonschool.com](http://www.brocktonschool.com) .

## **WELCOME**

Dear Brockton Preparatory School Families,

Welcome to Brockton's After School Care Program. We look forward to working with you to provide for the quality care of your child in a safe and caring environment.

Please take some time to familiarize yourself with our program. This Handbook will provide you with basic information about the After School Care Program at Brockton preparatory School.

If you have any questions, concerns or suggestions, please bring them to the attention of our staff either in written form, or by making an appointment to discuss them at a time convenient to both you and the program staff.

## **OUR CHILDCARE PHILOSOPHY**

We are committed to providing a safe, secure and stimulating environment that fosters trust, security and comfort. We respect and value differences, recognizing that children are individuals and that every child is unique.

## **AFTER SCHOOL CARE PROGRAM**

The program operates after school until 6:00 p.m. on school days, and from 8:30 a.m. to 4:30 p.m. on Brockton's staff professional development days and during most school holiday periods.

Our program includes a healthy after-school snack and a regular schedule of indoor activities, quiet and active play, and homework time for students with homework to complete. The program also includes outdoor play every day, weather permitting.

Morning and afternoon snacks are provided on the days that the After School Care program operates from 8:30 a.m. to 4:30 p.m., but lunch is not and should be brought from home. We will be scheduling some special activities and local field trips for these longer days.

## **STAFF**

All of our staff have valid First Aid Certificates and are experienced in providing quality childcare. All staff and substitutes are screened upon application and undergo a criminal record check.

## **ARRIVALS AND DEPARTURES / RELEASE OF A CHILD**

### **A) Arrival**

Your child will be escorted to the After School Care program room after school by program staff or a Brockton teacher. If your child is involved in an after-school activity, he or she will be escorted to the After School Care program room following that activity.

On staff professional development days and school holidays, when our program operates from 8:30 a.m., we ask that you sign your child in upon arrival. Always make sure that program staff know of your child's arrival before leaving. Please call the school and let us know if your child will be absent.

### **B) Departure**

We ask that you be punctual when picking up your child.

If an emergency situation arises and you will be late, please advise the school as soon as possible at (604) 929-9201 or via the After School Care program cell phone, (604) 488-4487. If you are unable to pick up your child, the school must be informed of the alternate person who will be picking up your child. If the person picking up your child is not known to the program staff, we will need information from you about the person (their name, address, telephone number and a physical description). The person will be asked to show photo identification to the staff upon arrival to ensure your child's safety.

Do NOT remove a child from the school property without a staff member's knowledge.

### **C) Late Pick Up**

We expect you to pick up your child by program completion time. A penalty of \$1 per minute will be charged if your child is not picked up on time. If you have not picked up your child or called the school within one half hour of the program completion time, a staff person will contact alternative person/s from the authorized pick up list (completed by each family upon enrolment) to pick up your child. If that person is unavailable, and you have not contacted the school we are required to notify Emergency Services of the Ministry for Children and Families.

#### **D) Unauthorized Person**

If an unauthorized person arrives to pick up your child, the child will remain under the supervision of the After School Care Program staff. The staff person will explain the policy that written authorization from the enrolling parent/guardian is required to release a child. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, a staff person may need to call the police for assistance.

Pleas ensure that the staff has full information if there is legal documentation specifying custody/guardianship or limited access to your child.

#### **E) Incapable of Providing Safe Care**

If the parent/guardian or authorized care provider requesting the release of a child appears incapable of providing safe care (i.e. severely ill, emotionally distraught, apparently impaired by alcohol, drugs, medication etc.) the program staff will offer to call a relative or friend to pick up the parent/guardian and the child; offer to call a taxi cab; inform the parent/guardian that if he/she chooses to get in the car with or without the child, the staff will notify the policy immediately and call the Ministry of Children and Families. The staff will then document the events and maintain a copy in the student's file.

#### **F) Summary of Brockton's Departure/Release of Child Policy:**

1. If the person picking up the child is not on the list of authorized persons, we will attempt to contact the parents or guardians for verbal authorization. If this is not successful, Brockton will not release the child.
2. If the parent or person picking up the child does not appear to be capable of providing safe care, before releasing the child, we will discuss safe options, offer to call a family member or friend to assist and ensure the safety of the child, or call the appropriate authorities if deemed necessary.
3. If the person picking up the child does not arrive or call the school within one half hour of the program completion time, Brockton will contact alternative person/s from the authorized pick up list (completed by each family upon enrolment) to pick up your child. If that person is unavailable, and you have not contacted the school we are required to notify Emergency Services of the Ministry for Children and Families.

## **DEPARTURE/RELEASE OF CHILD POLICY REFERENCES:**

### **Community Care Facility Act *Child Care Licencing Regulation* (B.C. Reg. 319/89) Section 16.1**

1. The licensee must ensure that a child is not released from a facility to anyone except;
  - a) the parent of the child, or
  - b) a person authorized under 17(b)
  
2. The licensee must have clear written policies and procedures to guide staff actions when;
  - a) a person described in subsection (i)
    - i) appears incapable of providing safe care, or
    - ii) does not arrive to pick up the child, or
  - b) a person not described in subsection (i) requests release of the child from the facility

## **SNACKS / LUNCH**

Healthy snacks will be provided after school and, on days that our program is operating all day, in the morning and afternoon. Please pack a lunch for your child on days that the program is operating from 8:30 to 4:30.

## **PHOTO TAKING**

With your permission, staff and children will take pictures of your child to be used at Brockton for the enjoyment of families and staff and for the school archive. Please ask for a copy of your favourite ones. We will request written permission if we want to use photos of your child for other purposes.

## **DISCIPLINE**

Our goal is to assist children in developing self control, self confidence, self-discipline and sensitivity in their interactions with others. We ensure that children in the After School Care Program at Brockton Preparatory School are safe and secure at all times while attending the program.

Underlying our approach to discipline is the recognition that each child is a unique individual and that the child's experience and developmental level influences his/her behaviour.

Staff will NOT:

- physically harm a child by spanking, hitting, shaking or any other kind of physical punishment;
- for the purpose of punishment, restrain a child;
- talk disrespectfully or in a way that would humiliate or undermine a child's self esteem;
- deprive a child of necessary use of the bathroom and/or food;
- confine, or without adult supervision, set apart from other children.

Staff are expected to provide positive prevention and intervention guidance strategies as outlined in *Guiding Children's Behaviour*, a publication of BC Health Planning.

The intention of discipline is to help children become self-disciplined as they learn appropriate and acceptable behaviour patterns. Discipline involves a continuous process of guiding behaviour and is offered while appropriate behaviour is occurring, as well as before, during, and after inappropriate behaviour is displayed. The goal is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others.

The following **Intervention Strategies** will help ensure that guidance is supportive, rather than punitive:

- gain a child's attention in a respectful way (state individual name, establish eye contact, use calm controlled voice);
- use proximity and touch;
- use reminders to clarify and reinforce limits;
- acknowledge feelings before setting limits;
- redirect or divert when appropriate;
- model problem solving skills (acknowledge problem, pose helpful questions, state a solution or physically demonstrate, summarize solution);
- offer appropriate choices and use natural and logical consequences;
- limit the use of equipment;
- opportunities for children to make amends will be provided.

## **Time Away:**

Time away will be used if a child persistently refuses to abide by the rules of safety for self, others or the environment. If there is ever a need for substitute staff to supervise the After School Care program substitute staff (for example, if our regular program staff are ill), will not use this technique. The following guidelines will apply:

- prior to use of time away, explain what it means and what it involves;
- locate the time away place within the play space, but far enough removed from the general activity so that the child will not provoke others or be provoked;
- a timer or minute clock will be used to help the child understand the concrete passing of time, or the child will be allowed to determine when he/she is ready to re-enter the play space;
- no more than five minutes will be used as time away;
- when time away is finished, the first appropriate or acceptable behaviour of the child will be positively reinforced.

## ***DISCIPLINE POLICY REFERENCES:***

1. Sections 27 and 28 of the **Community Care Facility Act** *Child Care Licencing Regulation* (B.C. Reg. 319/89) provide as follows:

### **Discipline**

**27** The licensee shall

(a) provide the staff of a facility and parents with a written statement of the facility's policy on discipline, and

(b) ensure that no child enrolled in a facility is, while under the care or supervision of the licensee,

(i) subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment,

(ii) subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self respect,

(iii) as a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children, and

(iv) as a form of punishment, deprived of meals, snacks, rest or necessary use of a toilet.

## **Abuse**

**28** The licensee shall ensure that no child enrolled in a facility is, while under the care or supervision of the licensee, subjected to emotional, physical or sexual abuse or to physical or emotional neglect.

2. ***Guiding Children's Behaviour***, a publication of BC Health Planning, available for download at:  
<http://www.healthservices.gov.bc.ca/ccf/child/publicat/comm/com015.pdf>

## **HEALTH AND SAFETY**

Our After School Care program room has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities of all of the children. Our goal is to promote good health, safety and nutrition by providing the children with a clean, well-maintained, safe environment.

### **A) Allergies / Medical Conditions**

Please inform staff of any food restrictions/allergies or medical conditions your child may have.

### **B) Prescription Medication**

If you would like the After School Care program staff to administer prescription or non-prescription medication to your child, the Child Care Licensing Regulation requires that we follow specific procedures as follows: (1) medication must be provided in the original container and be labelled with the child's name; (2) a Permission to Administer Medication Consent form must be completed with instructions on administering the medication; and (3) all medication will be stored in a locked container either in the classroom or in a locked container in the refrigerator depending on the storage instructions on the label.

### **C) Immunization**

The Ministry of Health recommends that children receive their immunizations for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella. Please attach a copy of your child's immunization records with completed Enrolment Form and Student Medical Health Form.

## **D) Illness**

While we are sensitive to the stress that illness may cause for families, we are not licensed to care for children when they are ill. You will need to keep your child at home, or make alternate arrangements, if your child:

- has a communicable disease;
- has a contagious infection, including pink eye (conjunctivitis);
- has a fever over 38 degrees Celsius;
- is vomiting or has diarrhea;
- has a skin infection or an undiagnosed rash;
- is not well enough to participate in all program activities including outdoor play.

Please ensure that your child has been fever free for at least 24 hours before bringing him/her back to school.

Please notify Brockton Preparatory School if your child has a communicable disease so that other families and the North Shore Health Region - Community Health Services can be notified.

If your child becomes ill while at the school, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contact(s). We will provide a quiet, resting area and close staff supervision until you, or one of your emergency contacts, can pick up your child. If the situation becomes urgent, we will follow the emergency procedures outlined below.

## **EMERGENCY SITUATIONS**

If your child is seriously injured or becomes ill while at the After School Care program, you will be notified by telephone immediately, and staff will quickly assess the situation to decide what action/attention is required. If necessary your alternative contact person will be called. In an emergency we will call a taxi or ambulance and a staff member will accompany your child to the hospital.

Outlined below are the procedures that may be followed. Please keep all Medical Records current and notify the school of any changes in employment, address or telephone contact number.

**A) If First Aid treatment is required**, staff qualified in First Aid will:

- provide first aid treatment;
- acknowledge the child's feelings;
- provide close supervision to ensure that the child does not require further first aid or medical attention;
- complete an Incident Report and process;
- inform the family when they come to pick up the child.

**B) If medical attention is required**, a staff person qualified in First Aid will attend to the needs of the child while another staff person will:

- contact the family/guardian, then the emergency contact(s) if the family/guardian is not available;
- contact the child's doctor if the family/contacts cannot be reached;
- if the child's doctor is not available; proceed as if it is an emergency medical situation;
- access transportation to take the family and the children to the medical facility;
- access the child's file for medical information and permission;
- accompany the child or the family to the medical facility with medical information;
- provide information to doctor and family/emergency contact;
- support the child and the family/contact person;
- complete an Incident Report and process.

**C) If emergency medical attention is required**, qualified staff will administer First Aid until emergency response personnel arrive (fire/ambulance). Our staff will:

- call and request an ambulance;
- contact family and/or emergency contact(s) as above to meet staff at the emergency facility and provide access to transportation for the family/contact, if required (i.e. taxi cab);
- access medical information as above;
- accompany the child to the emergency facility;
- provide information to the doctor and family;
- support the child and family;
- complete an Incident Report and process.

## **FIRE DRILL/EVACUATION PROCESS**

Safety is an ongoing part of the After School Care program and all programs delivered at Brockton Preparatory School. Fire drill/evacuation procedures (approved by the Fire Marshall) are practised as posted in the school.

## **SCHOOL CLOSURE**

In the case of fire, extended power or heat failure, extreme weather conditions or an evacuation due to the safety of the facility, the After School Care program may have to close. The staff will care for the children until families/emergency contact(s) have picked them up. Evacuation Procedures as posted in the school will be followed.

## **CONFIDENTIALITY**

The information contained in each child's files is confidential – that is, private and personal. Student record files will be kept in a locked filing cabinet. The parent/guardian will have access within reasonable limits, to their child's file for the purpose of reviewing all documents contained therein. Only staff, parents/legal guardians and the licensing officer of the North Shore Health Region will have access to the information in the files. Any information contained in these files will only be released to parties other than the aforementioned, upon written consent of the parent/legal guardian with the exception of Brockton Preparatory School being served with a valid subpoena (court order) requiring the release of information to parties identified by the court.

## **CHILD ABUSE AND NEGLECT**

The *Child, Family and Community Service Act* states that all children in the Province of B.C. "are entitled to be protected from abuse, neglect and harm or threat of harm". The *Act* also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families. If a member of our staff suspects that a child is being abused/neglected outside of the school, it must be reported:

Ministry of Children & Family Development  
Toll free after hours 1-800-663-9122  
Vancouver 604-660-4927

**Helpline for Children: 604-310-1234**

If the suspected abuse/neglect may have occurred at the school, the incident must be reported to the North Shore Health Region – Community Care Facilities Licensing Office: **604-983-6700**

## **CUSTODY AND ACCESS**

If parents live separately, Brockton Preparatory School expects that the information provided by the enrolling parent is accurate. If a family has a custody agreement or court order, a copy must be provided and placed in the child's file. Without a custody agreement or court order on file at the school, staff cannot deny access to the non-enrolling parent. If one of the parents is not authorized, the policy on unauthorized persons will be followed.

## **REFUND (REPAYMENT) POLICY**

Fees for the after school care program are billed at the end of each month from September through June, and are normally paid by pre-authorized bank account debit. Alternatively, fees may be pre-paid by cheque at the beginning of each month. If fees are prepaid, they will be fully refunded to the extent that they have been prepaid for months following the end of the last month in which the child attends the After School Care Program. In the event that a child is withdrawn from the After School Care Program in mid-month after having attended the Program on one or more days that month, the entire month's fee instalment must be paid in full.

### ***Policy references:***

Section 19 of the *Community Care and Assisted Living Act* provides:

### **Repayment agreements**

**19** If a person prepays part of the cost of services provided by a class of community care facilities designated by the Lieutenant Governor in Council, the licensee must, at the time of the prepayment, deliver to the person a written statement setting out the terms and conditions on which a refund of all or any of the prepayment will be made.



# BROCKTON™

PREPARATORY SCHOOL

## AFTER SCHOOL CARE PROGRAM – INFORMATION UPDATE

Please use this form to notify us of any changes to key information during the school year

CHILD'S NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian #1: Name: \_\_\_\_\_  
*Ms./Mrs./Mr./Dr. First Middle Last*

Address: \_\_\_\_\_ Home telephone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Business telephone: \_\_\_\_\_

Parent/Guardian #2: Name: \_\_\_\_\_  
*Ms./Mrs./Mr./Dr. First Middle Last*

Address: \_\_\_\_\_ Home telephone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Business telephone: \_\_\_\_\_

Child resides with:  Both Parents  Father Only  Mother Only  Guardian

Any specific custody arrangements (Please provide a copy of the court order/custody agreement if there are any access restrictions. Without a custody agreement/court order on file at the school, staff cannot deny access to the non-enrolling parent.):

\_\_\_\_\_

Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Latest Immunization: \_\_\_\_\_ Date: \_\_\_\_\_

### PERSONS AUTHORIZED TO PICK UP YOUR CHILD/EMERGENCY CONTACTS:

The following information is required for the safety and well-being of your child. We urge you to keep it current.

The following people are authorized to pick up my/our child from school:

Name Telephone number Relationship to child

Name Telephone number Relationship to child

Name Telephone number Relationship to child

Out of Province emergency contact person(s):

Name Telephone number Relationship to child

Name Telephone number Relationship to child

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_