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Before & After School Handbook

**Oak Park Neighbourhood Centre History, Vision, Mission, Program Overview**

Support, Connect, Engage. People Belong, Families are Strong, Neighbours care, Everyone Shares

We are a registered charity, community-based agency that began in 1999 with 6 women meeting together and in the last 20 years we have supported 18,810 people, currently serving over 3500 people a year.

We have an inviting, non-institutional, barrier free space, so that is welcoming to everyone. It is a reflection of the needs, talents and gifts of our neighbours and friends so that it is inclusive, asset supporting and relevant to the whole community. We believe in supporting the whole community together, regardless of income level, age or background.

Our Centre has various programs including, multicultural programs (Mandarin, Japanese, German, Arabic); food programs, household supports, infant pantry, harm reduction & supports, poverty support group, utility bill payments, financial literacy, year-round income tax, mobility Equipment, seniors, supports for people with disabilities. We run family, infant, toddler, preschool, school age, youth and seniors programs. We provide free or affordable space to a number of local agencies and businesses to provide programs.

A welcoming community, supporting each other through diverse programs & resources to build friendships, strengthen our children & create healthy neighbourhoods.

To relieve poverty, provide education, support, recreational & social opportunities for people of all abilities and ages.

* To relieve poverty by providing basic amenities - food, education, counselling and clothing.
* To provide adult education and support for children
* To provide educational, recreational, and social opportunities for people of all abilities

**SCHOOL AGE PROGRAM DETAILS**

**Youth Developmental Assets – Search Institute Framework**

**Support** 1. **Support:** We provide high levels of nurturing and support the same in families

2. **Positive Communication**: Youth & staff communicate positively and seek advice.

3. **Caring Neighbourhood**: Young person experiences caring neighbours.

4. **Caring Climate**: Centre provides a caring, encouraging environment.

**Empowerment** 5. **Youth as Resources**: Youth are provided opportunities to contribute to their community.

6. **Service to Others**: Youth volunteer in the community.

7. **Safety**: Youth feels safe at the Centre and in their neighbourhood.

**Boundaries &** 8. **Family Boundaries**: Staff have clear rules and consequences and monitor as required.

**Expectations** 9. **Positive Peer Influence**: Youth’s close friends’ model responsible behaviour.

10. **Youth Programs**: Young person spends time participating in youth programs.

**Use of Time** 11. **Actively engaged** in learning.

**Commitment to Learn** 12. **Youth like the program** and are proud of the Centre.

13. **Caring**: Young person places high value on helping other people.

**Positive Values** 14. **Equality and Social Justice**: Young person tries to help solve social problems

**Social Competence**  15. **Peer Connectedness**: Young person gets along well with peers.

16. **Personal Power**: Youth feels in control over their life and can cope well with challenges.

**Positive Identity** 17. **Self-esteem**: Young person reports having a high self-esteem.

18. **Positive View of Personal Future**: optimistic about their personal future.

**BEFORE & AFTER SCHOOL ELEMENTS AND PROGRAM OUTCOMES**

The program will build self-esteem, self-reliance, skills, and knowledge to advance the health, wellness and success of its participants using HIGH FIVE and “Search Institutes Developmental Assets” which complement our Support, Connect, Engage philosophy. The program will nurture participant development through fun, safe, interesting and engaging activities that teach new skills and increase knowledge. Monthly calendars include details of the elements listed below

**Physical Activity -60 Minutes (For JK/SK 30 minutes)**

* Increase in physical activity
* Increased enjoyment of physical activity through exploring different types of recreation activities
* Increased interest in participation in physical activities outside of the after-school program

**Healthy Food choices- 36 minutes**

* Participants are making healthy food choices and can plan a healthy
* Increase in healthy eating

Bagged Lunches for PD Days

Bagged lunches that adhere to Canada’s Food Guide and are nut free are to be provided by the responsible adult for PA days. Families will be notified in an email if there are children with allergies besides nuts in the group. Staff will monitor lunches to ensure food arriving at the Centre is free from nut and nut products and from any other products that participants may be allergic too. Children will not be allowed to share lunches. If a child should forget their lunch, or have something in their lunch with an allergen, then a healthy choice will be provided. The Centre keeps lunch alternatives on hand at all times.

**Wellness & Empathy- 30 minutes**

Increased resiliency, self-esteem, friendships, empathy. Role-playing and interactive games to foster resilience, build friendship and empathy, bully and violence prevention, tobacco and substance abuse prevention, increase decision making and teamwork, positive body image. Stress management activities like yoga, music, anger management tools.

Program and School Age Ratios

Our grades 3 to 8 school age program is an unlicensed After School Program, funded by the Ministry of Tourism, Culture and Sport. Our JK to grade 3 Before and After School programs are unlicensed Ministry of Education Authorized Recreation Program. Each program must always have an on-site lead staff person with a diploma in a child/youth related field such as Early Childhood Educator, Child and Youth Counsellor, Recreation or Social Worker. Ratios are 1 staff to 15 children. College and University CYC, SW, ECE placement students are included in the ratio but are never left alone with the children.

**Diversity and Inclusion**

Staff understand that there are many different child-rearing practices and are respectful of families’ choices. We support, honour, and appreciate cultural diversity. We encourage the sharing of traditions, culture and heritage. To be welcoming to all our members we are inclusive when around holidays and celebrations.

For winter celebrations we celebrate Santa, dreidels, trees, ornaments, giving and lights;  for new year we do not celebrate zodiac but we do include the year of the animal; for Valentines day we make valentines for local seniors to show we care and may share thoughts on the positive characteristics of each of our children; for Halloween we include bats, skeletons, black cats, monsters and pumpkins but not witches, goblins, devil, or ghosts.

All children, regardless of abilities, are welcomed and accommodated. Our programs are planned to ensure that all children are able to fully participate, in a positive learning environment with positive experiences. Children’s learning and development is supported and inclusive of all, including those with individualized plans. To ensure we have a supportive learning environment, no more than two children in each childcare program will have a developmental challenge. Individualized support plans with descriptive instructions are put in place and developed with the responsible adult, child, educator and supporting agencies. Details on our requirements for Individual Plans for children with are found in our “Health Policy”. The Executive Director of OPNC will report to the Board of Directors at least annually on inclusive activities.

**Bathroom Routine**

Staff are not permitted to go in the bathroom with a child. If children request assistance in the bathroom, staff are to offer encouragement from outside the bathroom, encouraging independence. When the group is outside, children who need to use the bathroom will be paired up with a suitable buddy.

**Un-Licensed After School Recreation School Age Grade 3-8 Daily Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Times** | **Morning Program** |  | **Times** | **Afternoon Program** |
| 7:30 am  8:00am  8:30-35 am  8:45 | Arrival/ Hand Wash  Snack/ quiet Play  Walk to Post’s Corners  Staff leaves school playground once kindergarten children in gated play area & school age released to school teacher on duty |  | 3:25 pm  3:30 pm  4:30 pm  5:15 pm  6:00 pm | Staff meets children at the Centre  Outdoor Play /Indoor active play  Snack  Wellness Activity  Pick up |

**Unlicensed Authorized Recreation Program JK-Gr 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Times** | **Morning Program** |  | **Times** | **Afternoon Program** |
| 7:30 am  8:00am  8:30-35  am  8:45 | Arrival/ Hand Wash  Snack/ quiet Play  Walk to Post’s Corners  Staff leaves school playground once kindergarten children in gated play area & school age released to school teacher on duty |  | 3:10 pm  3:25 pm  3:30 pm  4:30 pm  5:15 pm  6:00 pm | Staff meets children at Post Corners Walk to the Centre  Outdoor Play /Indoor active play  Snack  Wellness Activity  Pick up |

**Fees/Admission/Discharge**

|  |  |  |  |
| --- | --- | --- | --- |
| Fee Schedule | Before School  7:00-8:40 | After School  3:10-6:00 | Before and After School |
| JK-Gr 3 Full-Time Monthly Pro-rated Rate 10mths | $203.50 | $314.50 | $425.50 ($21.28 a day) |
| JK-Gr 3 Part-Time Rate | $13.00/day | $19.00/day | $26.00/day |
| Gr 4 and up after school (Annual fee) | 3 day $432/ 4 day $576/ 5 day $720 | | |
| PA Day | Daily Rate $45.00 snack provided | | |

Members will receive advanced notification of any fee changes. The grade 3 and up program payments can be made in one or two payments by cheque. The grades JK to 3 require monthly PAD payments payable on the 15th of each month for the next month. If there are insufficient funds in a member’s account to cover their payment, the cheque is to be replaced immediately with an additional $20 fee to cover bank charges.

There is a $35 registration fee for the JK-Grade 3 youth program.

The same fee is paid each month regardless of holidays, inclement weather, or days a child is not in attendance. Late pick-ups are charged at $7 per 15 minutes. Income tax receipts will be issued each year. All registration forms, PAD forms and/or cheques **must** be completed and signed **before** your child starts. Your child may be withdrawn with one months notice or fees in lieu.

**Wait List**

We will strive to accommodate all requests for the registration of children. When the maximum capacity of a program has been reached, the waiting list procedures will be followed.  No fee will be charged to the responsible adult for placing a child on the waiting list. The wait list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child’s position on the wait list will be provided to responsible adults. Names of other children or families or their placement on the list will not be shared with other individuals. The Program Manager will be the contact person for responsible adults who wish to inquire about the status of their child’s place on the waiting list. The Program manager will respond to responsible adult inquiries and provide the child’s current position on the list and an estimated likelihood of the child being offered a space in the program.

**Responsible Adult Information**

At the time of registration, the responsible adult will receive the before & after school handbook with program information. At the beginning of the school year, acorn’s are attached to children’s backpacks in JK-Grade 3 for teachers to identify which of their students are part of our program. For the JK-Grade 3 program, the responsible adult is to inform staff of their child’s teacher’s name and class before their child begins in the program. Program leaders will share information on their child’s experience from time to time at pick up.

**Childcare Responsible Adult Issues & Concerns**

Responsible adults are encouraged to take an active role at our centre and regularly discuss what their child is experiencing with our team. We support positive and responsive interactions among the children, responsible adults, childcare providers and staff, and foster ongoing communication with responsible adults about our centre, the program and their children.

All issues and concerns raised by responsible adults are taken seriously by our team and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues and concerns may be brought forward verbally or in writing. We may encourage a responsible adult to provide written detail of the concern raised depending on the issue. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the responsible adult will respect and maintain the confidentiality of all parties involved. An initial response to an issue or concern will be provided to responsible adults within 1 business day. The person who raised the concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

**Photographs**

Photographs are not permitted except when written permission has been granted by the responsible adult in advance. In instances when some children in the group do not have consent on file for photographs then a group photo can not be taken with that child and posted on Facebook. Photographs are only to be taken for agency use and can not be shared with anyone outside the agency or used for personal use. The photographs are the property of Oak Park Neighbourhood Centre and are to be saved to the OPNC database and removed from personal phones.

**Holidays & Inclement Weather**

We are closed for all statutory holidays, March Break, Easter Monday, and Christmas Break. If

both school boards are closed for inclement weather then we will also be closed. There will be a message posted on our

Facebook page. Children will not have extended periods of play outside if the weather is -25 degrees Celsius or lower or if it is more than 31 degrees Celsius.

**Activities Off Premises**

We will obtain responsible adult consent for any activities off premises. During our summer camp program, we may go off-site to the local playground. During the after-school program, a trip to the local senior’s home is made in February to deliver valentines. We do not take any trips on buses or using public transit.

**Safe Arrival and Departure**

We will ensure that any child receiving childcare is only released to the child’s responsible adult or an individual that the adult has provided written Release Authorization for on the childcare Registration form.

A responsible adult may request on our registration form to that their child who is age 8 or older be released without supervision. The adult must provide written and signed authorization, including the time of dismissal. In this instance the responsible adult is aware that the Centre is no longer responsible for the child upon their dismissal.

Where a child does not arrive in care as expected, or is not picked up as expected, staff must follow the safe arrival and dismissal procedures below.

Staff walk to and from Post Corners school to pick up and drop off the JK to grade 2 children. Child have partners and are fully supervised on the walk. Children grade 3 and up walk on their own to the centre.

If a child is not at the school at pick up time the school office will be called from the playground and the parent will be called as well.

**Emergency Management Policies**

Our centre has emergency management policies and procedures. An emergency at our center means an urgent or

pressing situation in which immediate action is required to ensure the safety of participants and staff in the center. Staff

are responsible for the safety of the children and co-ordinate actions between themselves and emergency first

responders. This plan is to assist staff in responding to emergencies, provide information to family members concerning

emergency planning and provide a basis for restoration of services. In the event of an emergency responsible adults will receive an email as soon as possible with details of the emergency and any potential arrangements for pick up that may be required. If possible, a phone call to each family will be made. A Facebook post will be made, if appropriate to explain the emergency, the steps taken, a plan for resuming normal operations and follow up supports available. In the event of an evacuation a call will be made, an email sent to families and a sign will be put on the front door with pick up information. Our emergency evacuation location is Chartwell Seniors residence at 180 Oak Park Blvd.

**Anaphylaxis, Asthma and Life-Threatening Illness**

Oak Park Neighbourhood Centre strives to be a safe place for the whole community. We follow the recommendations from “Sabrina’s Law” to develop individualized plans and emergency procedures for all children receiving childcare with anaphylaxis, asthma, or any life-threatening illness. We are a nut-free Centre and ask that children and adults who have had peanut butter or peanuts at home wash their hands and face with soap and brush their teeth before coming into the Centre. Nuts are not allowed at the Centre and signs are posted to that effect. Responsible adults with a child with a Life-Threatening Illness or Allergy must complete “Life Threatening illness Package and Plan”

The Centre commits to making every effort to meet the allergy requirements of the children in our care by changing the

Snack menus to meet the needs of children with allergies or special diets. In situations where the needs are too

difficult for the Centre to accommodate, the responsible adult can provide snacks for their child. If responsible adults

must provide food for children in the childcare programs due to a child’s allergies or special diet, they must put the

request in writing and clearly label their nut free food containers with the child’s name and date it was provided.

Responsible adults must provide a list of all ingredients in the food they supply to ensure the food does not contain any

known allergens in the class. Children are not permitted to share the food they bring. Food can only be consumed at the

snack table.

**Drug and Medication Requirements**

Where drugs or medications will need to be administered to a child, the drug and medication administration policy will

be followed including the completion of a responsible adult authorization form to administer drugs or medications.

Staff must record all dates and times for administering puffers or Epi-pens or medication for life threatening illness, on

the “Medical Authorization & Administration Record”. Emergency medication will be allowed to remain unlocked or

carried by children based on the responsible adult direction in the “Individualized Treatment Plan”.

**Periods of Exclusion for Illness as Indicated by the Halton Region Health Department**

Children with the following diseases should remain at home and away from others:

Chickenpox- Until well enough to participate in all activities regardless of the state of the rash.

Nausea, vomiting and/or diarrhea - until 48 hours after it stops

Fifth’s Disease (Parvovirus) - No exclusion. If the child is well enough to participate in all activities

Head lice or scabies- must have one treatment to return

Hepatitis A -safe to return 7 days after the jaundice began

Impetigo - Until the antibiotic prescribed by a doctor has been taken for at least 1 full day (a full 24 hour cycle).

Measles - For at least 4 days after the rash begins.

Mumps - For at least 5 days after the swollen glands first appear.

Pink-eye, bacterial conjunctivitis - Until antibiotic prescribed by doctor is taken for a full 24 hour cycle.

Ringworm - Until treatment has started.

Rubella (German Measles) - Until at least 7 days after the rash first appears.

Scarlet Fever - Until antibiotic treatment prescribed by a doctor has been taken for 1 full day (a full 24 hour cycle).

Strep Throat - Until antibiotic treatment prescribed by a doctor has been taken for 1 full day (a full 24 hour cycle).

Whooping Cough (pertussis) - Until antibiotic taken for 5 days or 3 weeks from when the cough began without antibiotic.

**Before & After School Placement Student & Volunteer Supervision & Training**

The student will receive orientation and Student Placement Letter from the immediate supervisor following the “Staff Hiring, Volunteer Intake and Annual Review Checklist”. The supervising staff will complete all student evaluation forms and provide mentoring and feedback. Childcare Program Procedures, OPNC’s Behaviour Management Procedures, Volunteer Policy, Emergency Procedures, Individual Plans, including Medical, Anaphylaxis and Asthma Plans are reviewed by students and volunteers before they assist in the classroom and every year after that. As students and volunteers are always supervised, a Criminal Record and Judicial Matters check and annual offence declarations are required. Placement Students obtain HIGH FIVE certification for training on healthy child development. Student and volunteer behaviour management practices will be monitored and documented by the lead teacher. The lead teacher will stop any practices that do not follow our Behaviour Management practices and report them immediately to their supervisor. If the staff is concerned about the volunteer/student, then they are to notify the Executive Director immediately. This policy will be reviewed annually and before the start of employment.

**HIGH FIVE & Impact Assessment**

Our school age programs are evaluated by our children and families annually with surveys that reflect High Five principles to ensure we are meeting our goals as well as their needs. In addition, families are encouraged to use the HIGH FIVE reviewing programs together resource. HIGH FIVE is a quality assurance program designed to support the safety, well-being, and healthy development of children in recreation programs. We are a High Five Accredited organization. Programs are evaluated using the HIGH FIVE QUEST 2 assessment. Debrief plans are used with leaders to highlight successes and areas of improvement after each assessment. HIGH FIVE reports and assessment progress is reported on monthly “Support, Connect, Engage” and presented annually to the board. QUEST 1 is completed annually to review, measure, and evaluate the extent to which our policies, procedures and systems support healthy child development. All notices received from HIGH FIVE, including policy notices are reviewed in a timely manner and implemented as appropriate, with updates noted in QUEST 1 review. Annual Survey includes HIGH FIVE Principles of Healthy Development. Plans are put in place to review concerns/deficiencies and find solutions.

All notices received from HIGH FIVE, including policy notices are reviewed in a timely manner and implemented as appropriate, with updates noted in QUEST 1 review. Our Accredited Organization Certificate and HIGH FIVE principles are posted by the front door.

**Prohibited Practices**

Our Centre must be a safe place for everyone. Therefore, the following are prohibited:

(a) Corporal punishment of a child

(b) Physical restraint of a child, such as confining the child to a chair, or seat or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent

(c) Blocking the exits of the childcare Centre for the purpose of confining a child without adult supervision, unless such confinement occurs during an emergency and is required as part of the emergency management plan.

(d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth.

(e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, or clothing; or

(f) Inflicting any bodily harm on children including making children eat or drink against their will

**Supporting Child Prosocial Behaviour**

Prosocial behaviour are actions that benefit another. We support learning opportunities that develop prosocial

skills including self-expression, self-esteem, identifying emotions, teamwork, sharing, helping, and cooperating.

**Challenging Behaviours**

Everyone in our programs must treat others with dignity, respect, and fairness. When unacceptable behaviours are present, we will implement a progressive approach to address and eliminate the behaviour and at the same time develop personal accountability, responsibility, empathy, conflict resolution, communication, and social skills.

Challenging and unacceptable behaviours may include…

* Verbal abuse of staff and other children
* Physical abuse to staff and other children
* Unacceptable behaviour which is reoccurring and affecting the safety and well-being of others.
* Damage to property

If the challenging behaviour includes physical aggression towards a staff or child, or destructive behaviour then the child will be suspended for the next program day. We are a safe space for all our staff and children and take this very seriously. We do not do this in isolation of other strategies. All children and staff in our programs need to treat others with dignity, respect, and fairness. We find that a one-day suspension is very effective in sending a clear message that the behaviour is not ok, gives the child a chance to pause and consider a more positive approach and is an effective strategy in moving towards a successful experience where we support, mentor, and encourage positive interactions. Restorative Practice strategies will be explored before suspension if possible or when the child returns to programming to ensure the dignity and safety of all parties involved is respected.