



Oak Park
*Neighbourhood
Centre*

Unlicensed - School Age:

Before & After School Program Handbook

Junior Kindergarten to Grade 8



Program Overview: Our history, vision and mission

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 year have supported 5500 people.

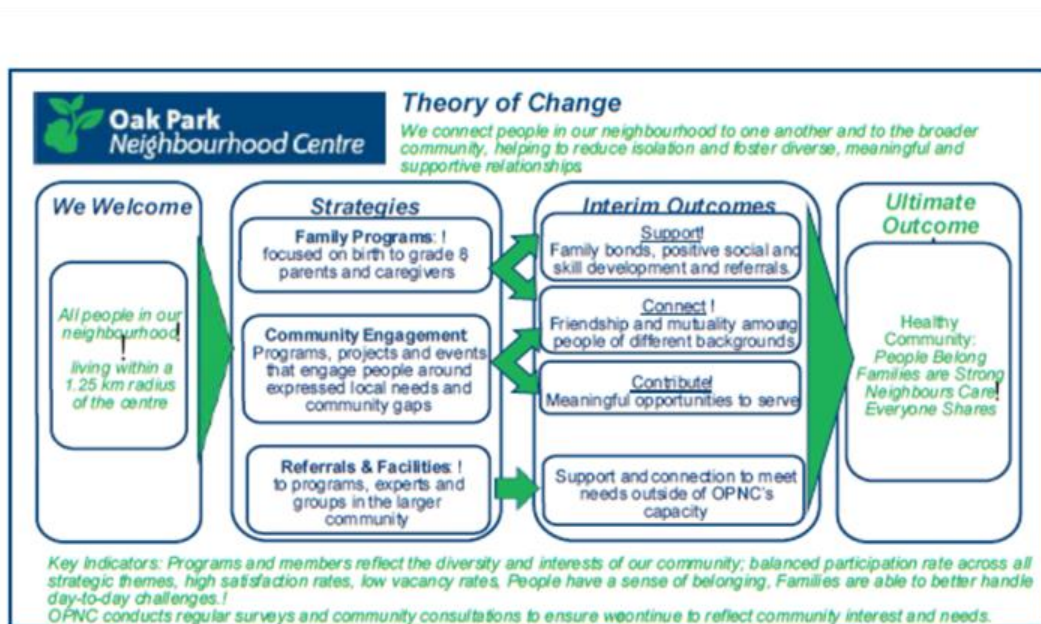
We have an inviting, non-institutional, barrier free space, so that is welcoming to everyone. It is a reflection of the needs, talents and gifts of our neighbours and friends so that it is inclusive, asset supporting and relevant to the whole community. We believe in supporting the whole community together,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

Our Centre has various programs including, multicultural programs (Mandarin, Japanese, German); 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 senior programs. We provide free or affordable space to several 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 ages



Program Contact Information

Youth Program Director

youth@opnc.ca

(905) 257-6029 ext. 1071

Primary contact for program information, updated child accounts, withdrawals and payment options.

Before & After School Program Staff

bacare@opnc.ca

(905) 257-6029 ext. 102

Primary contact for reporting absences and notifying of a new authorized pick up for the day.

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.
Empowerment	4. Caring Climate: Centre provides a caring, encouraging environment.
	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 feel safe at the Centre and in their neighbourhood.
Boundaries & Expectations	8. Family Boundaries: Staff have clear rules and consequences and monitor as required.
	9. Positive Peer Influence: Youth's close friends' model responsible behaviour.
Use of Time	10. Youth Programs: Young person spends time participating in youth programs.
Commitment to Learn	11. Actively engaged in learning.
	12. Youth like the program and are proud of the Centre.
Positive Values	13. Caring: Young person places high value on helping other people.
Social Competence	14. Equality and Social Justice: Young person tries to help solve social problems
	15. Peer Connectedness: Young person gets along well with peers.
	16. Personal Power: Youth feel 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.

Elements & Program Outcomes

The program aims to build self-esteem, self-reliance, professional skills and general knowledge to advance the health, wellness and success of the participants in program. Staff will utilize HIGH FIVE and "Search Institutes Developmental Assets", which complement our *Support, Connect, Engage* philosophy, to deliver these program elements. 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

- Grade 1 to Grade 8: 60 minutes/day
- Junior Kindergarten (JK)/Senior Kindergarten (SK): 30 minutes/day
- 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 & Snacks

- Grade 1 up to Grade 8: Approximately 36 minutes/day
- JK/SK Snack will be prepared and provided to them
- Participants are making healthy food choices
- Learning new healthy snack options with common ingredients found at home
- Increase in healthy eating

Wellness: Empathy, Group Activities, Crafts, Homework Time, Library Program etc.

- Grade 1 up to Grade 8 only
- Approximately 30 minutes/day
- Increases resiliency, self-esteem, friendships and understanding of others
- Interactive games and activities to:
 - Foster empathy skills
 - Provide bullying and violence prevention strategies
 - Provide tobacco and substance abuse prevention strategies
 - Increase positive decision making and teamwork
 - Promote positive body image
- Includes stress management techniques, such as yoga, music therapy, anger management tools etc.

Program and School Age Ratios

The Grade 3 up to Grade 8 school age program is an unlicensed After School Program, funded by the Ministry of Tourism, Culture and Sport. The JK to Grade 3 Before and After School Programs are unlicensed Ministry of Education Authorized Recreation Programs. Each program will always have an on-site lead staff with a diploma in a child/youth related field such as Early Childhood Education (ECE), Child and Youth Counsellor (CYC), Recreation or Social Worker (SW), as well as experience working with children. The program ratios are maintained at 1:15 for staff to children. College and University ECE, CYC and/or SW placement students will be included in the ratio, as they will assist the program, but will never be left alone with the children unsupervised.

Responsible Adult Information

At the time of registration, the responsible adult will receive the Before and After School Handbook with program information. At the beginning of the school year, acorn tags are attached to children's backpacks who are in JK up to Grade 3 for teachers to identify which of their students are part of our program. For the JK to 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.

Safe Arrival and Departure

In the morning, if an expected child does not arrive at their regular time the family will be called by program staff. Staff will walk to Post Corners school in the morning to drop the children off at school. Kindergarten children are taken to their respective gate, while school age children are delivered to the black top once a teacher is seen on duty.

At the end of day dismissal time, the kindergarten children are picked up at their gates by program staff. The school age children up to grade 3 are expected to meet at the area pictured below. Staff will be waiting with the kindergarten children until all the expected school age children arrive to the designated area.



When walking back to the facility, school age children will be paired into partners and the kindergarten children will be paired into a group of three for the entire duration. Children grade 3 and up will walk on their own to the centre.

If a child is not at the school at pick up time and we have not been notified in advance by the family, program staff will call the school office to confirm their absence. Program staff will notify OPNC, to which a staff will call parents to further confirm the absence. For school age children grades 3 and up who do not arrive to OPNC by 4pm, their family will be called and a voicemail left if no answer. All contact numbers will be called and messages left at each one until a person is reached or the absence is confirmed.

Program staff will ensure that any child receiving childcare is only released to the child's responsible adult or an individual that was written as authorized pickup on the Before and After School Age Program Registration Form or by email to the Youth Program Director.

A responsible adult may request on our registration form 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 OPNC is no longer responsible for the child upon their dismissal.

Holidays & Inclement Weather

We are closed for all statutory Holidays, March Break (open for camp), 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.

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. When the group is outside, children who need to use the bathroom will be paired up with a suitable buddy. Children grades 3 and up can go to the bathroom by themselves.

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 cards. We do not take any trips on buses or using public transit.

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.

Supporting Child Prosocial Behaviour

Prosocial behaviours 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.

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.

Photographs

Photographs are only permitted with written consent as per the program registration form. Photographs are only to be taken for agency use and cannot be shared with anyone outside the agency or used for personal use. The photographs are the property of OPNC and are to be saved to the OPNC database and removed from personal phones.

Anaphylaxis, Asthma and Life-Threatening Illness

OPNC 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. OPNC is nut-free, thus we ask that children and adults who have had peanut products at home wash their hands and face with soap and brush their teeth before coming in. Responsible adults with a child with a Life-Threatening Illness or Allergy must complete *Life Threatening Illness Package and Plan*.

OPNC 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 OPNC 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.

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, 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's direction in their *Individualized Treatment Plan*.

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 the New Year we do activities related to the animal for that year but not connected to astrology activities; 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 our childcare programs 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.

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 and ongoing communication amongst the children, responsible adults, childcare providers and staff.

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. 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.

Unlicensed After School Recreation Program Grade 3-8 Daily Plan

Time	Morning Program	Time	Afternoon Program
7:30 am	Arrival/Hand Wash	3:25 pm	Staff meets children at the Centre
8:00 am	Snack/Quiet Play	3:30 pm	Outdoor Play/Indoor active play
8:40-45 am	Walk to Post's Corners	4:30 pm	Snack
8:55 am	Staff leaves school once kindergarten children in gated area & school age released to schoolteacher on duty	5:15 pm	Wellness Activity
		6:00 pm	Pick up

Unlicensed Authorized Recreation Program JK-Gr 3 Daily Plan

Time	Morning Program	Time	Afternoon Program
7:30 am	Arrival/Hand Wash	3:10 pm	Staff meet children at Post Corners
8:00 am	Snack/Quiet Play	3:25 pm	Walk to the Centre
8:40-45 am	Walk to Post's Corners	3:30 pm	Outdoor Play/Indoor active play
8:55 am	Staff leaves school once kindergarten children in gated area & school age released to schoolteacher on duty	4:30 pm	Snack
		5:15 pm	Wellness Activity
		6:00 pm	Pick up

Program Fee Schedule	Before School (BSP) 7:30 am - 8:40 am	After School (ASP) 3:10 pm - 6:00 pm	Before and After School (BASP)
Note: A one-time registration fee of \$35.00 is included for the first month of the program. Additionally, there is a \$20.00 service fee for any missed payments or bounced cheques.			
Unlicensed Authorized Recreational: JK/SK AM & PM 5 days/week Monthly Pro-rated Rate 10mths	\$203.50	\$314.50	\$425.50
	Pre-authorized (PAD) payments processed on the 15th of each month for the upcoming month.		
Unlicensed Authorized Recreational: Grade 1-3 AM & PM 5 days/week Monthly Pro-rated Rate 10mths	\$212.00	\$327.00	\$442.00
	Pre-authorized (PAD) payments processed on the 15th of each month for the upcoming month.		
Provincial After School: Grade 4-8 Annual Fee	3 Days/Week \$432	4 Days/Week \$576	5 Days/Week \$720
	Annual payment via cheque or split into two cheques.		
Unlicensed P.A. Day: JK/SK - Grade 8	\$45.00/child Not included in monthly or annual fees. Paid on an as needed basis by cheque, online (+2% service charge) or cash.		

Members will receive advanced notification of any fee changes. 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 one-time \$35 registration fee for the JK-Grade 3 school age program.

The same fee is paid each month regardless of holidays, vacations, inclement weather, or days a child is not in attendance. 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 month's notice or fees in lieu.

Failure to Notify an Absence (FNA) & Late Pick-Up

Late pick-ups are charged at \$7 every 15 minutes. Also, families are required to report their child's absence via email by 8:30 am (BSP) or 3:00 pm (ASP) on the given day they will be absent. Failure to notify of an absence will result in a \$25 fee per child per occurrence. The first occurrence will be waived and recorded on the appropriate logs for both policies.

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.

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.

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 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.
- Pinkeye (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 a full 24-hour cycle.
- Strep Throat
 - Until antibiotic treatment prescribed by a doctor has been taken for a full 24-hour cycle.
- Whooping Cough (Pertussis)
 - Until antibiotic taken for 5 days or 3 weeks from when the cough began without antibiotic.

Gifts to Staff

As a charity we are unable to accept individual teachers' gifts as per our policies. If you wish to donate, you can provide donations to the Centre, program, or a gift to the staff team as a whole.

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 themselves 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

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 towards staff and/or other children
- Physical abuse towards staff and/or other children
- Inappropriate behaviour which is reoccurring and affecting the safety and well-being of others
- Damage to OPNC or other's 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 appropriate, 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 program, to ensure the dignity and safety of all parties involved is respected.

Professional Activity (P.A.) Days

P.A. Days have been scheduled into the school year by the Halton District School Board (HDSB). OPNC will abide by the set schedule and host camp on each of the scheduled P.A. days from 8:00 am until 4:00 pm after the first day of school. P.A. Day Camp will cost \$45.00/child, include one afternoon snack and priority will be given to students currently registered in the Before and/or After School Program at OPNC. An email will be sent at least two weeks prior to the P.A. Day for registration into camp. Payment must be received one week prior to camp for a child(s) spot to be secured via cheque.

Home ("Bagged") Lunch

Lunches provided from home must adhere to Canada's Food Guide, as well as be nut free for P.A. Day Camp. Families will be notified by email if there are children with additional allergies besides nuts in the group. Staff will monitor lunches to ensure bagged lunches arriving at OPNC are nut and allergy free. 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 by OPNC.