

Town of Drumheller Out of School Fun Program 2009-2010

Parent Handbook

Location: Civic Center AV Room, 224 Center St. Drumheller, Alberta

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Welcome to our Out of School Fun Program

The Town of Drumheller is pleased to be able to offer parents and children this non-school day recreation opportunity. We encourage you to use this booklet as a handy reference for your child's program. We will do our best to provide your child with an affordable and quality experience.

Your participation in the program is vital and we encourage you to drop in at any time.

Our goal is to provide a safe and stimulating program for children in our community.

Services

The program shall be delivered at the Civic Center in the AV Room.. It will include planned trips both in and out of town as part of the activities. It shall be open to registration for any child aged 6-12 with the inclusion of children who have special needs providing the parent acquiring necessary supports for the child. Participants may be registered through the Program Coordinator at the Town of Drumheller. The program will run on no school days from 8:00am – 4:30pm with the exception of statutory holidays. Before and after care will not be provided through the program. Fees are Daily- 1st child \$30.00, 2nd child \$25.00 and 3rd child and more \$20.00. An additional fee of \$20 per occurrence will be applied when children are picked up after 4:30pm. Adequate and accurate records shall be maintained for children and their parents/guardians. The program environment shall be safe and maintained in good order. Parents are responsible for providing snacks and lunch for their children unless specifically otherwise stated in the activity plans. A program plan shall be designed and supported which ensures the children's development, emotional and intellectual needs are met. The program shall ensure that an adequate mix of recreation, indoor/outdoor activities, arts and crafts activities and age appropriate use of community resources are supplied. The program shall maintain adequate records and ensure that the program is delivered within applicable health and safety requirements. Policies and practices shall be supported which recognize health practices and the health needs of the participants. Staff shall be adequately trained and supervised. Child/Staff ratios shall be maintained at all times.

Hours of Operation

The program runs on out of school days excluding statutory holidays. Participant hours are 8:00am – 4:30pm.

Admissions

A completed registration form must be returned to the office prior to start date. It is very important that you notify the Community Services Department (823-1324) of any changes in regard to:

- addresses or phone numbers
- emergency arrangements
- family status
- change in children's environment
- exposure to any communicable disease

Cancellation/Withdrawal Procedure

If you have booked a space, please notify the Community Services office (823-1324) as soon as possible that your child will no longer be attending so that we can maintain necessary staff/children ratios. Once space is booked for your child/children it would be appreciated if you could notify the Community Services office if your child/children will not be in for a specific day or time. Failure to do so will result in you being charged for the time booked.

Arrivals/Departures

The parent is required to sign the child/children in and out daily. If children are being signed in/out by staff members parents must confirm the times with a signature at the end of the day. On departures, once signed out, staff will no longer be responsible for your child.

Only persons designated on the registration form will be allowed to pick up your child/children. Picture identification will be requested. In an emergency, specific arrangements can be made with the Program Coordinator for anyone not designated on your registration to pick up your child. Picture identification is mandatory. Please be as accurate as possible when estimating your time of arrival and departure so that we can maintain correct staff/child ratios.

Clothing

Shoes must be worn at all times and ensure that all items are labelled. Please ensure that children are dressed appropriately.

Outings

We recognize the importance of children getting outside on a daily basis. All children get outside for play times or short walks when the weather permits. A parental consent form is to be signed once your child/ren is registered with the program. For major field trips that involve transportation, a specific form will be sent home with the child outlining all the details. The parents must approve this trip before the child can participate.

Toys

Toys and equipment are provided at the center. Children are discouraged from bringing their own, as we cannot be responsible for lost or broken toys.

Toys are checked regularly for hazards and discarded if they cannot be repaired. We are a "War Free" play environment and will discourage play activities and toys, which involve any type of violence.

First Aid

Kits are available, easily accessible, and are always well supplied. Portable first aid kits are checked on a regular basis. All staff are required to be first aid and CPR trained

Health Policy.

Parents are to notify the program of any communicable disease a child may have. This includes lice.

Parents are requested to notify the program if your child is ill.

In an emergency, the staff on duty will take whatever immediate steps are necessary to get medical help.

In an emergency where a child must go to the hospital, the following procedure will be taken, unless parents request otherwise:

- ◆ Staff member will call 911. You or one of your emergency contacts will be contacted immediately and asked to meet emergency vehicle at hospital.
- ◆ The Coordinator must be notified if your child has a communicable disease. Authorization from a doctor or health nurse must be received before your child will be re-admitted to the program.

Hygiene Practices

Hygiene and Health and Safety Polices have been established to ensure that a healthy and safe environment is maintained at all times.

- Hand washing: staff and children practice appropriate hand washing procedures (soap, hot water, and use of paper towels). Hands are washed before and after all snacks/meals. Proper procedures are posted in each of the washrooms.

Snacks & Lunch

Unless otherwise stated, parents are required to send lunch and two snacks with their child each day.

Discipline

Behavior management through preventive intervention strategies is the process of discipline employed by the Out of School Fun Program. This method serves to guide children's behavior while protecting and enhancing their self-esteem.

Prevention strategies are based on the knowledge of child development, recognizing each child as a unique individual, by implementing appropriately planned programs and setting clear simple limits, or logical natural consequences of limits are explained to children. (For example: You must tell the staff when you leave the room, because I will worry if I don't know where you are) Children are

encouraged to solve their conflicts by teaching them how to problem solve. With staff guidance children express feelings and work out solutions with those they are in conflict with.

Behaviour Management will be followed based on the following guidelines:

- The Out of School Fun Program believes that a child is a person in his/her own right.
- We believe every child has the right to be heard, to express themselves, to be loved and cared for no matter the age, color, or creed.
- We also understand the need for children to have guidance. We do not believe in corporal punishment of any kind: **no yelling, hitting, slapping, biting, shaking, squeezing, kicking, or putting a child down, especially in front of his/her peers.**
- We believe that a child can be reasoned with most of the time by setting limits, setting standards of behaviour, providing explanations, providing choices, and being firm yet flexible. If this does not remedy the problem, we believe in a logical consequence.
- If this fails, the child will be asked to talk to the coordinator. If negative behaviour is detrimental to the child or his/her peers, a meeting will be requested between parents and staff.
- **If the child's behavior still does not improve a behavioral contract will be utilized. The child, parent/guardian and program coordinator will sign the contract. If the child breaks the terms of the contract he/ she will be asked to leave the program.**

If there is any attempt of corporal punishment by any staff member(s), they will be suspended immediately.

Other discipline methods that are unacceptable and will be dealt with immediately include: Harsh or degrading measures that humiliate or undermine the child's self respect, isolating a child or withholding food, or clothing. Screening of applicants prior to employment prevents unacceptable staff being hired. The Program strives to make sure that all children are being treated fairly, equally, and in a loving manner.

Discipline Policy and Staff

The Discipline policy will be given to staff at orientation.

Discipline Policy and Parents

The policy is discussed at time of registration and the parent is given a copy of the handbook. If there is a discipline concern it is brought to the attention of the Program Coordinator. The Program Coordinator is responsible to keep the parent informed of any issues regarding their child.

Harrassment

Harassment of any kind toward staff members or participants will not be tolerated. Services will be immediately terminated to any person(s) who express any form of threatening or aggressive behavior.

Emergency Evacuation and Fire Drill Procedure

If an emergency arises, all participants will proceed to a safe evacuation site. Parents or guardians will be contacted for pick up.

Daily Programming

Parents will be provided with daily itineraries for the program dates. Please discuss any concerns with the Program Coordinator.

Complaint Process

- **Parents are requested to discuss any complaint, problem, or concern with the Program Coordinator.** If there is a complaint regarding the program, parents are asked to contact the FCSS Coordinator at Town Hall (823-1315)

Staff Child Ratio

The staff/child ratio is 1:15.