



2018-2019

The Saint John Boys & Girls Club

---

**Seaside Park**  
Afterschool Parent/Guardian Handbook



## **The Boys & Girls Club of Saint John, Inc.**

The Boys and Girls Club of Saint John is a voluntary, non-profit, youth serving, recreation organization which has been in existence since 1900. The Club is the first recognized Boys & Girls Club in Canada and is just one of over 100 Clubs across the country. The Saint John Club has an annual membership of approximately 1800 youth between the ages of 2-17 years in a variety of programs and services.

### **Mission Statement**

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

### **Core Values**

In our work with children, youth, families and communities, all Boys and Girls Clubs are guided by the following Core Values. These Core Values are the standard by which all Boys and Girls Club services are measured.

#### **Belonging**

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

#### **Respect**

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

#### **Encouragement and Support**

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

#### **Working Together**

We work together with young people, families, volunteers, our communities and government.

#### **Speaking Out**

We speak out with children, youth and families so that we can make our world better.

## **PHILOSOPHY**

The Boys and Girls Club of Saint John, Inc.'s afterschool program is legislated by the Education & Early Childhood Development. Our philosophy is to provide an environment that is guided by the Government of New Brunswick and by the Boys and Girls Clubs of Canada mission statement and core values.

### **Goal**

Our goal is to provide the highest quality childcare services which are accessible to citizens of Saint John and surrounding areas.

## OBJECTIVES

- To promote healthy lifestyles through daily activity and encouraging healthy eating.
- To promote the learning, growth and development of program participants by allowing for the development of responsive, quality relationships with program staff.
- To provide a safe and caring environment where participant's well-being is secured.
- To provide an environment where participant's emotional health, physical health, positive self-identities and sense of belonging are nurtured and protected.
- To stimulate the development of communication, social and cognitive skills of each participant.
- To foster an environment which is socially inclusive, equitable and democratic practices are used and social responsibility is nurtured.
- To promote the involvement of parents in the development of their children within the childcare facility.

## Hours of Operation

- **Regular Hours:** Monday to Friday from 1:30pm to 6:00pm
- **School Closure Days:** 7:30am to 6:00pm

## FEE STRUCTURE & PAYMENT SCHEDULE:

<b>Administration Fee:</b>	\$25.00 per new registrant. ~ Due upon registration to confirm your child's spot
<b>Full time fee:</b>	<b>Fees are based on registration not attendance</b> \$85.00 per child per week \$70.00 per additional child in the same family per week
<b>Part time fee:</b>	\$20.00 per child per day

**PD Days ~ School Closure: Regular weekly rate will still be charged even if your child does NOT attend these days.**

School Closure	Amount	Weekly Fees
Closure	Additional \$11 per school closure day. No family discount.	\$96/week
PD Half Days	No additional charge	\$85/week
Full Week	Christmas Vacation, March Break & Summer Break	\$120/week
	Additional children in the same family	\$105/additional child

## Late Pick Up Fee

- The program finishes at 6:00 pm. Parents who are late picking up their children will be charged a late pick up fee of **\$5.00 for every 10 minutes after 6:00pm;** this fee will be added to your weekly bill. Parents who are consistently late may be asked to withdraw their child from the program.

## Enrollment and withdrawal procedures

The after school program is open to all school aged children. Registration is based on a first come first served. Registration may be denied due to some restrictions including number of program participants (max. licensing is 120) and or payment history.

**Participation in the program may begin only upon proper completion of all required forms and payment of registration fee.** This includes all emergency information, Medicare and any additional information that may impact child pick-ups.

**Two weeks paid notice is required** should your child's enrollment need to be cancelled. Please ensure after school management is notified.

The Club reserves the right to cancel a child's placement if deemed necessary. Two week notice will be given where possible.

## Method of payment

In order to ensure your child is registered in our program, you must pay your fees on time. Full-time children are charged the weekly rate regardless of their attendance to hold a spot in our program. Parents of children attending the Afterschool Program will be **required to pay the regular weekly rates during the Christmas vacation, March Break or any other scheduled holiday.**

- A two week advanced payment is required before the start of the program.
- All payments going forward are automatically deducted from your bank account or credit card on a bi-weekly basis;
  - Payments made bi-weekly are for the following two weeks and begin immediately with your registration.
- **You must provide a blank void cheque or pre-authorized form from your bank before entry in to the program.** You must also fill out and return the Boys & Girls Club pre-authorized debit form;
- Please advise our Director of Finance of any changes that would affect the processing of your payment (i.e.: name, address change or change of bank, branch or account).
- There will be an additional fee of \$20 for any NSF pre-authorized debit
- **If payments are not received when due it could result in an immediate suspension of services until fees have been paid.** In this event the parent will have to set up a convenient time to make payment arrangements with the Director of Finance.

(Forms are attached for set up or pre-authorized bank and credit card debit.)

## Social Development Funding

**Parents are solely responsible for child care fees** until such time that notification is received from Social Development stating that the parent is to receive Day Care Assistance. After notification has been received, the parent's account will be credited for the amount of assistance. This policy also applies to renewals. Services are suspended if payment is not received when due.

## Financial Assistance

For more information on financial assistance please contact the Director.

## Receipts

Receipts are issued annually for income tax purposes upon request.

## Parental Involvement

- The Boys & Girls Club recognizes that families have the right and the responsibility to make child care choices for their children. Parents are an essential source of expertise with the respect to their own children and are strongly encouraged to be actively involved in planning for the inclusion and development of their children in the afterschool program.
- We have a Parent Advisory Committee which meets monthly. If you are interested in joining please contact the Director for more information.
- Parent/Guardians and other caregivers are invited to visit the program at any time during operating hours when their child is present.
- Parents and children are also encouraged to visit the Club at least once prior to enrollment in the program. To find out more, talk to the Program Supervisor.

## Parent / Guardian Complaints, Suggestions or Grievance Procedure

- Parents should feel free to discuss any situation with their child’s counselor(s); staff is more than willing to assist with any concerns that may arise.
- In the case of a disagreement or unresolved concern, please discuss the matter with the Program Director. If an agreeable solution cannot be reached, please talk to the Executive Director.
- Serious complaints or grievances should be put in writing and addressed to the Program Director.

## Programming

### Sample After School Schedule

#### K-2

Time	Activity
1:40pm	Arrival and Outdoor Play
2:40pm	Snack - Cafeteria
3:00pm	Free Play in Cafeteria with stations including imaginative play, art, maker station, Lego, sensory, books, games, puzzles, STEM.
4:00pm	Free Play in Gymnasium
6:00pm	Final Dismissal and Center Closure

#### 3-5

Time	Activity
2:40pm	Arrival and Snack in Cafeteria
3:00pm	Gymnasium
4:00pm	Free Play in Cafeteria with stations including imaginative play, art, maker station, Lego, sensory, books, games, puzzles, STEM.
5:00pm	Outdoor Play
6:00pm	Final Dismissal and Center Closure

### Program Content

The After-school program provides a wide variety of activities, keeping in mind each child’s experiences, development, strengths and interests.

- **Schedules:** Daily/weekly scheduled activities will be posted on the afterschool bulletin board and copies will be emailed out to parents/guardians weekly.
- **Environment:** The weekly program will be provided in an open and flexible environment where playful exploration, problem solving and creativity are encouraged. We strive for an environment where communication, literacy and respect for diversity is valued and supported.
- **Activities:** Activities will be organized by ages/grade level (i.e. K-2, 3-5) with a child to staff ratio of 15:1 or less.
- **Program:** Programming opportunities will provide for personal choices and allow for personal creativity through active and quiet play both indoors and outdoors. There will be a variety of group and individual activities that are both structured and open ended. Areas of programming will include:

Playground

Science

Self-development

Puzzles

Computers

Physical Literacy

Drama

Arts & Crafts

Music

Technology

Out Trips

Cooking

Tutoring

STEM

Imaginative Play

## Community Connections

We strive to connect with the neighborhood and enrich programming for our youth involved in our programs. We will engage in various activities in our community such as visiting seaside park, being involved in community clean-ups, and community walks. We will work to include activities that engage youth in our programming in their community and help work towards community excellence.

## Off Site Activities /Out Trips

The afterschool program out-trip opportunities for participants. A schedule of out-trips will be posted on the information board and emailed to parents through the weekly schedules. Parents will be requested to sign an off-site consent form to allow children to participate in off-site activities such as daily walks or neighborhood playgrounds, which are considered part of the regular program. Our mode of transportation for out-trips will be via walking.

## Personal Belongings

- Please label any and all items brought to the afterschool program with the child's name.
- It is requested that participants **Do NOT** bring toys or valuables such as tablets, iPods, cell phone, or any other electronic devices. **Trading cards like Pokémon are not permitted.** If these items are brought, they will be kept for safe keeping until the child is picked up. Money and other valuables should be given to the child's counselor upon arrival for safe keeping
- **The Club is not responsible for any lost or stolen items.**
- For younger children, a change of clothes can be left at the Club in case of "accidents"

## Outdoor Play

- All children must come prepared for daily outdoor play regardless of the weather. Daily outdoor play will only be cancelled due to very wet or very cold conditions.

## Snacks/ lunches and Other Foods

- **Nut Free:** Our afterschool program is nut free. Some participants have severe allergies to peanut butter and other nut products. These items are not allowed to be brought to the program. This includes **no peanuts, nut products or peanut substitute products (i.e Wow Butter).**
- A **snack break** will be offered daily for all grades. Please pack a snack for your child. **Please do NOT pack pop, chips or chocolate bars. We request a healthier alternative.**
- Although it is appreciated, we are not allowed to accept homemade baked goods such as cakes or muffins, etc. Any such items must come from an approved kitchen. Please talk to the Program Director for more information.
- **Full Days:** When schools are closed, participants must bring a prepared lunch and enough snacks for the day. One nutritious snack will be provided.  
**Kitchen and microwave services are not available and we do not provide lunch.** Parents/Guardians must provide lunches that your child does not have to prepare.

## Procedures

### Child Pick up/Sign-Out Procedures

- Children will only be released to parents/ guardians or anyone who is listed as an alternate on the child's forms. Parents/Guardians are expected to notify the staff if any changes occur in this list.

- Identification will be requested from anyone who is unfamiliar to the staff. Parents/Guardians are asked to notify the child's counselor if they are being picked up early or by someone other than those listed on the child's form (children will not be released without notification from a parent)!
- ***Every time a child is picked up, the adult is expected to come in and sign out their child. Therefore, staff are notified before leaving the facility.***

### **Absenteeism**

- Providing reasons for absenteeism is a mandatory practice as stated in the New Brunswick Child Day Care Operator Standards. This practice is to help ensure the effective management of illnesses within the program.
- In the case of a child's absenteeism, parents must notify the office by 1:00p.m. with the reason for not attending (whether or not the absence is illness related).
- We may also need to ensure the completion of a "return After Exclusion Form".
- We do not intend to invade your privacy, but the safety and well - being of all participants is important. Your full co-operation is appreciated in this area.

### **Child Guidance Practices**

Afterschool program rules and regulations will be decided upon with input from the youth and will be clearly explained to all participants. All rules will be logical and comprehensive and will be administered in a consistent manner. Staff will follow PBIS [www.pbis.org](http://www.pbis.org) (Positive Behavior Intervention & Supports) intervention techniques to try to eliminate potential problems. Positive reinforcement and encouragement will be used as well as redirection of negative energy. Children will be provided with the opportunity to discuss incidents with the staff and parental involvement will be encouraged.

If any unacceptable behavior is ongoing, after several attempts at resolution, parents may be asked to make alternative arrangements for their child. Every attempt will be made to resolve the situation with parental involvement.

### **Child Protection Protocols**

All staff are educated as to the signs and symptoms of child abuse and neglect. Staff is trained in dealing with disclosures and is knowledgeable in the mandatory reporting requirements as set in the Child Victims of Abuse Protocols of the Province of New Brunswick.

It is the legal responsibility of all Club personnel to document and immediately report any suspected case of abuse or neglect. Failure to report suspicion of abuse or neglect is a criminal offense under the Family Services Act. Every attempt will be made, where appropriate, to gather information from parents about suspicious marks on a child or suspicious circumstances.

### **Emergency and Evacuation Procedures**

- All staff are certified with Standard First Aid and CPR and trained in emergency procedures;
- Parents are required to sign a consent form for emergency medical attention and transportation;
- Fire Drills are practiced once a month;
- In the Case of building evacuation, children will be escorted to the nearest exit and attendance will be completed outside the building;

### **Health Practices**

**Hand washing:**

Public health has proven that hand washing significantly reduces the transmission of infections. It is important for staff and children to wash their hands as often as necessary, but always in these situations;

- upon arrival at the Club
- before snack
- after using the washroom
- after outside play
- after cleaning up after a sick child
- after handling items soiled with blood or bodily fluids and before and after giving or taking medication.

**Child Illness:**

In the case of child illness, parents will be contacted. The child will be placed in a supervised, designated area separate from the other children. **The child must be picked up within one hour of notification of illness.** A potential illness report will be completed and must be signed by the staff and parent each time a child leaves early due to illness.

Parents will be contacted to pick up their child from the program if:

- a) The illness prevents the child from participating comfortably in activities
- b) The illness results in a greater care need than the staff can provide without compromising the health and safety of the other children
- c) The child has a temperature of 38.5 Celsius (101°F) or greater, along with other signs of illness including diarrhea, vomiting or blood in the stool
- d) The child has other signs and symptoms as outlined in the “Management of Illness in Children and Staff in New Brunswick Child Day Cares” (See appendix)

**Communicable Disease and Exclusion Periods**

If a child contracts a contagious disease, the child care centre MUST BE notified immediately. The child must remain at home until symptoms no longer exist. A doctor’s note is required before admitting the child back into the program.

The following are details on communicable diseases:

Disease	Minimum Exclusion Period
<i>Vaccine Preventable:</i>	
Diphtheria	4 days from starting antibiotic treatment
Measles/Rubella	4 days from appearance of rash
Mumps	9 days from appearance of swelling
Whooping Cough (Pertussis)	5 days after starting antibiotic treatment or 3 weeks after onset of cough (untreated)
<i>Other Viral Infections:</i>	
Chickenpox	5-7 Days after onset of rash or until vesicles are dry
Fifth Disease/Mono	None
Hepatitis A	One week after onset of jaundice
<i>Streptococcal Infections:</i>	
Strep Throat/Impetigo	24 hours after starting antibiotic



	treatment
Scarlet Fever	24 hours after starting antibiotic treatment
<i>Other Conditions:</i>	
Scabies/ Other Infections	24 hours after treatment
Pediculous* (Head Lice)	Until treatment is done
Pink Eye/ Ring Worm	24 hours after start of treatment
Vomiting/Diarrhea	48 hours after last episode

Parents must complete the form “Return After Exclusion” before a child can re-enter the program to verify that all exclusion requirements have been met. A sample of this form is included in this package (appendix 1). Please refer to appendix 2 for Parent’s role in managing illness .

Parents will be notified of any communicable diseases, illnesses, infections or infestations in the afterschool program. Public Health will be notified as required.

**THE FOLLOWING BOOKLETS ARE AVAILABLE UPON REQUEST**

- Management of illness in children and staff in New Brunswick Child Day Care Facilities
- Guide for Managing Potential Illness in Child Day Care Facilities in New Brunswick

**Medication**

- Only medication brought to the facility by the parent/guardian, whether over the counter or prescribed will be given to the child.
- A consent form for administration of medication when required must be completed at the time of registration.
- Anytime that a child is in need of medication, the administration of medication record must be completed by the parent/guardian and signed by the staff member who administers the medication.
- All medication that is brought to the afterschool program must be in the original container with the original label, have child protective caps and be identified with the dosage and the name of the child. Prescribed medications must have the name of the physician, dosage instructions and the time period of use.

At the time of registration, a consent form must be completed for the possible administration of acetaminophen when required. Under conditions, where it may be necessary to administer acetaminophen (provided by the parent), and the following procedures will be followed:

1. Staff recognize symptoms that the parent/guardian has previously identified
2. Take the child’s temperature and record
3. Contact the parent/guardian to discuss and receive verbal consent
4. Administer the medication
5. Parents/Guardians must sign the consent form upon arrival at the Club

**Special Medical Conditions**

For those children who register in the afterschool program and require special medical care or precautions, written instructions are required from the parent to assist us in caring for your child. Examples of these conditions or care include asthma puffers or chambers, diabetic blood level testing/insulin pumps, severe migraine headaches, allergies, and the use of epipens, etc. Written instructions should include preventative

measures, signs and symptoms to be aware of, what to do in the case of certain scenarios and emergency contact numbers.

### **Accidents**

In the event of an accident staff will administer First Aid or CPR as required. If necessary, the parent/guardian or emergency pickup designate will be contacted.

If an injury requires minor medical treatment, the parent/guardian or emergency designate will be notified to come and pick up the child and ensure that they receive the necessary medical attention. If no one can be reached, a designated staff will escort the child to the hospital for necessary care.

Should your child require emergency medical care, an ambulance will be called and a staff member will accompany your child to the hospital. The parent/guardian will be notified immediately. The staff member will remain with your child until the parent/guardian has arrived. The parent/guardian is responsible for the cost of the ambulance service.

Staff will record all accidents on an "Accident Form". In the situation where the child requires medical attention a "Day Care Facilities Incident Report" will be completed with a copy being forwarded to the Department of Education and Early Childhood Development. The forms will then be signed by the parents and the Director and copied (one copy to be kept in the child's file).



Easy Pay Program ~ Pre –Authorized Debit (PAD) Details

**MUST BE COMPLETED AT THE START OF EACH NEW PROGRAM**

**or ANYTIME A CHANGE TO BILLING IS MADE** (i.e. adding a new account or changing payment frequency)

**NOTE: This form MUST be completed in full regardless of shared costs to complete the registration process.**

Child/children’s Names: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

Registration:  Part-time  Full-time

Location:  Main Club (1 Paul Harris)

Seaside Park

Program:  Afterschool

Program Start Date: \_\_\_\_\_

If your fees are being cost shared with another payer, please provide details:

Social Development (DAP) \$\_\_\_\_\_/day

Family Protection \$\_\_\_\_\_/day

Other: \_\_\_\_\_ \$\_\_\_\_\_/day

I authorize The Boys and Girls Club of Saint John Inc. to debit my account for the amount of \$ \_\_\_\_\_

Bi-Weekly – Payments will be debited on Friday First Payment Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**Changes or cancellations:** You may revoke your authorization or change your payment plan at any time, in writing to the Finance Director, at least **10 days prior** to the next scheduled debit. \_\_\_\_\_ (initial)

You have certain recourse rights if any comply with this agreement. For example you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. For more information on your recourse rights contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)


**Choose one method of payment by filling out the required information**

Pre-Authorized Debit (PAD)

The treatment of each withdrawal will be the same as if you personally issued a cheque.

Transit # \_\_\_\_\_ Inst. No. \_\_\_\_\_ Account No. \_\_\_\_\_

Attach black void cheque or bank information sheet  
PLEASE NOTE: A \$25 ADMIN FEE WITH APPLY FOR NSF PAYMENTS

 Credit Card #: \_\_\_\_\_  
Name on Card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ VIN #: \_\_\_\_\_ (found on back of card)

Office Use Only:  
First pre-authorized payment date: \_\_\_\_\_  
Parent has paid \$ \_\_\_\_\_ in cash to cover first \_\_\_\_\_ weeks.

# 2018/19 Seaside Park Payment Calendar

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



Shaded dates indicate payment date for after school care  
 August 31<sup>st</sup> 2018 is the first after school payment date  
 June 7<sup>th</sup>, 2018 is the last after school payment date

