

# Avalon Afterschool



## Parent Handbook

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*Teach the child in the way he should go, and when he is old he will never part from it. Proverbs 22:6*



Dear Parents:

I would like to welcome your family to Avalon Adventist Christian Academy Afterschool program this year. I am a Registered Early Childhood Educator, with many years ministering to children and their families. It is my goal to run a program that is safe and enjoyable for your child. I will run a program that involves structure and yet allows for flexibility and free choice, craft, gym, stories, games, snack, and homework time. The program will be run out of the Preschool Classroom, so this is the area you can head to when you arrive to pick up your child.

If you need your child to attend the program daily, or on a scheduled basis, a "Registration Form" needs to be filled in and returned. It is significant that, phone numbers be maintained up to date and your cells are left on, in the slim probability of emergency and I need to get hold of you.

In the pages to follow you will find some polices that will be helpful in your understanding of how Avalon Afterschool Program operates.

It is going to be a wonderful year here at Avalon Afterschool Program and I thank you for choosing to be a part of it. I consider it a privilege to share the love of Christ with each of you

Sincerely





## School Information

### Avalon Afterschool Program hours:

Afterschool Program runs from Monday to Thursday, 3:10-6:00 and Friday 1:00-6:00.

### Class size: ratio

According to Child Care Licensing Regulations, I am required to maintain a 1:12 staff/child ratio for children in grade 1 or lower and 1:10 staff/child ratio with 3 children of preschool age, and a 1:15 ratio for children in grade 2 and up.

The Avalon Afterschool Program will begin the day after Labor Day. Below is a list day that AAP will be closed. Avalon Afterschool Program will be closed when the school is closed. (Statutory holidays, Christmas Break and Spring break). Last day of Avalon Afterschool is June 25, 2020.

### Avalon Afterschool Program Calendar, closing days

October-Thanksgiving  
November-Remembrance Day  
December- Christmas Break (2-week Closure)  
February-Family Day  
March- Spring Break (2-week Closure)  
April- Good Friday/Easter Monday  
May- Victoria Day

Three Professional Development Days per year (you will be informed of these days 2 weeks prior to the date)

### Pro-D-Days:

There are schedule Pro-D-Days throughout the calendar year. Please make sure to notify me, 2 days prior to the date if you will need afterschool care. Otherwise the program will be closed.

### Early Dismissal:

**Check school calendar for early dismissal**

# Registration



Children must in Kindergarten to Grade 5 to enter the Avalon Afterschool Program...

A registration fee of \$75.00 for all enrollees is to accompany the Registration form when applying for admission to AAP. This fee is non-refundable. Make cheque payable to Avalon Adventist Junior Academy.

These forms must be completed and submitted to Miss Teresa before your child starts school

1. The completed registration form(s)
2. A copy of your child's immunization records and care card.
3. A copy of any court order pertaining to your child(ren)
4. The registration fees
5. Schedule of days needed (monthly)

## Fees:

**Daily Drop-In \$4.00hr** (schedule days all year)

**Casual Drop-In \$5.00 hr. once and a while**

Statements will be given out at the end of each month; and are payable by 15<sup>th</sup> of every month. All registration and fee payments are non-refundable. Payment may be paid by cheque, cash or

dept machine and e-transfer to [treasurer@aacaph.ca](mailto:treasurer@aacaph.ca) Please submit your payment to the office and let them know that it is for afterschool care.

There will be a \$45.00 charge for NFS Checks. A late fee of \$35.00 per family will be charged if your account is overdue. Payment must be paid in full; adjustments will only be made if prior arrangements have been made with the Miss Teresa. We are confident that you will understand our need for financial stability, and we appreciate your cooperation.

## Late Fee:

Please be prompt when picking up your children. I'm not paid after 6:00 pm, and I have life outside of the school too. There will be a late fee of \$1.00 per child for each minute you are late, this must be paid upon arrival.

## Attendance Policy:

I am asking that a weekly or monthly schedule be submitted for the days you need your child in care. Space is now becoming limited due to licensing regulations with having the preschool join the afterschool program.

Should your child be away please contact the school office at 250-949-8243 or text my cell at 250-949-6090 by 9 am. This allows other children who need care to use the program. Any calls after noon will be charged a late call fee of \$2.00. If no phone call is made and your child does not arrive when expected on the scheduled days, fees will not be refunded. Except in case of



last-minute illness or injury at school. Please do not assume that I will know that your child will not be attending.

### **Affordable Childcare Benefit Claim:**

The Avalon Afterschool care is a subsidy-eligible program. Eligibility for childcare ACCBC is based on a family's income and childcare needs. To determine if you may be eligible for subsidy, please go to the website <http://www.mcf.gov.bc.ca/childcare/subsidy/forms> and fill out the forms or call them.

### **Withdrawal & Cancellation:**

If for any reason, you need to withdraw your child during the year, a two-week notice is required. If a two weeks' notice is not received, you will be charged for those two weeks. Please remember to call or notify me in person along with a written notice of withdrawal.

### **Cancelled Classes:**

If your instructor is unable to teach, and a substitute cannot fill in, the class will be cancelled, and your account will be credited.

### **Arrival Procedures:**

Avalon Afterschool Program's responsibility for your child begins when; your child enters the classroom following school dismissal and is checked in by me. Upon their arrival they will be asked to wash their hands.

### **Departures:**

For safety and to limit the amount of people entering the facility, the front doors of the school will be locked. **All Pick Up's** will be from the school back entrance door, I ask that you text me before or upon your arrival (250-949-6090) so I can have your children ready to go home. Please do not assume that I know your child will not be attending due to illness or absent from school, phone by noon or let me the office know to inform me, to avoid charges to your account.

Children will only be allowed to leave the facility with parents, guardians or persons specified on the registration form or a person who has written permission from a parent. **We will not release a child to anyone who is not authorized or who does not have proper identification.** The AAP will assist in making alternate arrangements if a parent/guardian appears "unable" to safely deliver their child home. If there is a concern for the safety of the child due to the adult's ability to drive safely, the police will be notified.

### **If the parent does not arrive to pick up their child I will:**

- a) Contact both parents work numbers, home number(s) and all emergency contact people listed.
- b) Keep trying for Two hours at which time MCFD will be contacted.

You will be charged \$5 for every 10 minutes you are late unless arrangements have been made with the teacher. Every parent will get one warning. If there is a change in who will be picking up your child, or you will be late, please contact the secretary at 250-949-8243 and she will let the teacher know.

**If an unauthorized person attempts to pick up the child I will:**

- a) Ask the person to remain outside the classroom until the parent I contacted for consent
- b) Check the person's ID before allowing the child to be released



## Health and Safety

### **Emergency and Severe Weather Conditions:**

The Avalon is proactive when it comes to creating safe environment, but from time to time emergencies do occur. In the case of fire, earthquake, or an evacuation due to the safety of the facility, the program may have to close. We will follow Avalon School procedures; your child will be cared for by the afterschool care staff until he or she have been picked up. The program may also close due to power outage and poor weather conditions. Please call the school, at 250-949-8243 or my cell 250-949-6090, if you are unsure whether the program is open.

### **Illness:**

**Covid-19 sick Policy**- Children, and staff who have symptoms similar to the common cold influenza, fever or COVID-19, I am asking that you stay home, self quarantine, for a minimum of 10 days from the onset of symptoms and until symptoms have completely resolved. If uncertain verify with a doctor that your child is clear to come to school before bringing him/her to afterschool program. This is for the protection of your child, and all other children present and the teacher and staff. So, let's keep it safe and healthy, thank you.

Our preschool is committed to provide a safe and healthy place for each child.

### **If a child displays any of the following symptoms, he/she should be kept at home:**

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or white spots on throat or in mouth.
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous.
- Vomiting or Nausea.

- Eye drainage of any type should be checked by a doctor to rule out infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Child not feeling well, such as lethargic behavior and/or crying.
- Evidence of lice.

**The following points are to be observed:**

- Please call the Office or the Preschool (250-949-8243) if your child is not going to be attending that day.
- Children must be kept home if not able to participate fully in all activities, including outdoor play.
- If a child does not appear well at school, parents will be called to pick up their child.: **a)** child will be isolated in comfort and with supervision, **b)** parent or emergency number will be contacted, **c)** if no contact person can be reached, child will remain isolated and observed
- If a child has been exposed to any contagious disease (e.g.: chickenpox, mumps, measles, etc. or a parasite e.g.: lice) **The following criteria must be met before your child can return to the program:**
  - Fever has been broken for 24 hours without medication.
  - Nausea, vomiting, or diarrhea has subsided for 24 hours.
  - At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection.
  - Child is feeling well again, and normal behavior has returned.
  - In the case of lice, there must be no nits seen in the hair.



## MEDICATION USE AT SCHOOL

It is requested that medication be given before or after school hours whenever possible. However, only in an emergency will any prescription medication to be administered by a staff member. Medication must be in its original container and be labeled; the label is to contain the **child's name, physician's name, pharmacist, medication, dosage, frequency, starting date, and expiration date** if applicable. This information is checked when receiving the medication from the parent. An Individual Child's Record of Medication Given is signed by the parent/guardian authorizing its administration.

**Please Note: Our program does not administer non-prescription medication.**

### Allergies:

If your child is allergic to various substances, this needs to be brought to the attention of the teacher. This especially true if the allergy is to any food type. If your child requires special treatment in case of a reaction (such as a bee sting allergy) be sure that the teacher is aware of it

and there is a kit on hand at the school at all times. While allergies are listed on your child's registration form, be aware that allergies can also develop in people over time so updating your information is very important.

## Snacks and Lunches



A snack will be supplied by the school. If you like to help and support or snack program you may do so by donating food items or monies. Water bottle is needed for your child.

Water is essential to your child's health; it helps keep all parts of the body functioning properly. Some of the benefits of drinking water include: digestion support, proper blood circulation and constipation prevention. So please pack a water bottle, for your child to use throughout the day. It must go home at the end of each day to be cleaned and refreshed for the next day.

Parents are requested to pack an alternative snack in case your child does not like what is being served. Please send cut up fruits, vegetables, crackers and cheese, yogurt, granola bar. Please refrain from sending pop.



## Clothing:

Children should wear play clothes that are washable, suitable for active play and painting. Paint shirts are worn to prevent major paint spillage and the paint is mixed with soap to assist the washing process. Please ensure your child is dressed appropriately for the weather. We usually go outside for part of the day. On the extreme cold and rainy weather, we will stay inside and access the school gym or have freeplay in the class. **Indoor slippers or crocks are required, no indoor shoes please.** A set of spare clothes is to be left at school. Please label each item with your child's name.

## Items from Home:

Please do not allow your child to bring toys from home. The classroom is well stocked with equipment for your child's use therefore, if any toys are brought from home they must remain in your child's cubby. This prevents issues concerning a possible breakage or loss of the item. Exception will be made on Pro-D-Days, when they may bring something from home.

## Pictures:



Sometimes we take photographs of children either at school or when they are involved in organized activities away from the school site. We may use photographs and images of children in our newsletters, website or on school displays. We may also make video and web cam recording for educational use. From time to time the media may visit our school and may take photographs. Children will often appear in these images, which may appear in the local newspaper. Photos for



the media and other publicity purposes may also be taken at events where our school is participating. Please fill out the consent form and return with your registration form.



## Discipline

The classroom must be a place where children feel safe and secure for them to learn. A very important part of the preschool experience is helping children to learn and develop many social skills, such as: showing respect for self, others, school property, and authority; listening and following directions of an adult other than their parent, and enjoy being with other children, taking turns; and managing frustration, anger, and hostile behavior in appropriate ways.

A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Our discipline procedures will consist of the following strategies:

- Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
- Redirecting the child with an alternate toy and activity or choice. (Choice i.e. you can be happy participating or be happy watching.
- Time In: using a comfort corner, where we can go when our behavior is less than acceptable. It's a place for them to learn to make themselves feel better so they can join the group again, when they are ready to do so.
- Counseling children individually about their behaviors. There will be a discussion between the teacher and student of the inappropriate behavior, and what is appropriate behavior before returning to the group.
- Making parents aware of disciplinary concerns (incident Reports). Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences.

The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.



**"I have no greater joy than to hear that my children are walking in the truth".**

3 John 1:4