

# Extended Day Program At St. Michael's School



## Handbook

*Hastings County Children's Services*



**Hours:**

School dismissal to 5:30 pm

**Supervisor:**

Donna McAlpine  
(613) 966-9771 ext 2612

*Hastings County Child Care Services Office*

*located at:*

*228 Church Street*

*Belleville*

*Phone: 613-966-9771 ext 2396*

*Contact: Cathy Utman, Child Care Manager*

## ***Philosophy***

Our extended day program at St. Michael's School will provide a caring and nurturing environment for children that supports learning and early development.

Our program is based on a respect for diversity and inclusion and will involve parents, families and the community.

Through play experiences and the guidance of specially trained staff, children will be exposed to situations which will stimulate social, emotional, language, physical and cognitive growth.

**SAMPLE**

**PROGRAM PLAN FOR  
ST MICHAEL'S SCHOOL  
EXTENDED DAY PROGRAM**

- 2:30 – 2:45 Welcome and attendance.
- 2:45 – 3:30 Washroom and outdoor (gym) play
- 3:30 – 4:00 Washroom and snack.
- 4:00 – 5:00 Free Play in room with crafts and planned activities
- 5:00 – 5:30 Finish up free play and tidy up.

**ALTERNATE PROGRAM PLAN FOR  
ST MICHAEL'S SCHOOL  
EXTENDED DAY PROGRAM**

- 2:30 – 2:45 Welcome and attendance.
- 2:45 – 3:30 Free Play in room, with crafts and planned activities.
- 3:30 – 4:00 Washroom and Snack
- 4:00 - 5:00 Washroom and Outdoor (gym) play
- 5:00 – 5:30 Finish free play and come indoors and tidy up.

## **Fees:**

\$30.00 registration fee per family

\$11.00 for extended day care per child per day

**Subsidy can be applied for. Call 613 – 771 - 9630**

## **Payments:**

We accept cash or cheque. Cheques should be made payable to “The County of Hastings”. Receipts will be issued with each payment, which should be kept for use when filing your income tax return.

## **Unpaid Fees:**

If you have not paid your account when it is due, you will be given a letter reminding you of the outstanding fees. If you are experiencing financial hardship, you may speak with the Supervisor about an alternate payment plan. If fees are left unpaid, you may not be eligible to continue sending your child to the program.

## **Late Pick Up Fees:**

Families who pick up children past the centre’s closing hours will be charged a \$10.00 late fee to each fifteen minute period. The staff person on site will make note of the pickup time and let you know the amount which you will be charged. You will receive an invoice for the late fee and payment is required within five working days. A family who has picked their child up late on three occasions may be asked to leave the centre.

## **Snacks:**

An afternoon snack will be provided for your child, after school. This will be a nutritious snack that follows Canada's Food Guide and is nut free. An example of a snack would be orange wedges, granola bars and juice, or crackers with cheese, apple slices and juice, etc.

## **Allergies and Dietary Requirements:**

All allergies and dietary requirements must be identified on our admission forms. We keep allergy lists posted in each room to ensure the safety of all the children. **We are a nut free program.** Our snack menus are always posted, and parents are asked to look them over as well.

## **Anaphylaxis:**

Our facility is nut free. If your child has a severe allergic reaction that can be life-threatening (anaphylaxis) and carries an EpiPen, we will ask for an individual plan for them that will include your Doctor's signature. This plan must include emergency procedures in respect to your child. All staff will be trained to recognize signs and symptoms and to know how to respond to this emergency. They also will know how to administer an epinephrine auto-injector.

## **Pick up:**

Children will only be released to the people you have listed in the application form as “persons who may pick up the child”. If you would like somebody else to pick up your child, you must let us know that person’s full name and the time they are likely to arrive. New people picking up a child will be asked for photo I.D.

If a staff member does not recognize the person picking up your child, they will check the Daily Log to see if you have called with special arrangements. If no arrangements have been made, they will try to contact you. If you cannot be reached, staff will try to phone the emergency contact person for permission to release your child. If no family member or emergency contact person can be reached, your child will not be released.

When children are being picked up the parent must come and collect their child. Parents picking up their children, who are on the playground, must get out of the car and walk to the program area to get their child. Children are not permitted to leave the program unattended.

## **Custodial Issues:**

In the case of separated parents, we cannot deny access to either parent unless a copy of the legal custody papers is on file in the centre, clearly stating the custody and access rights. In the event that the parent who does not have legal access to the child at that time attempts to pick up the child, staff will contact the parent who does have access, to obtain approval to release the child. Should the non-access parent become difficult, we will contact the police for assistance, providing that proof of custody and access is on record.

## **Intoxication:**

If we suspect that a person collecting a child is adversely affected by alcohol or drugs, we will identify this concern to the individual and offer to contact an alternate person to pick up the child. If the person insists on taking the child, we will let the individual know that we are required to contact the police immediately, providing a description of the individual and their vehicle if applicable.

## **Ill Children:**

If it appears that your child is not well we will attempt to call you or the emergency contacts to request that your child be picked up. Children showing the following symptoms will be excluded from the centre:

- Diarrhea
- High fever
- Vomiting
- Communicable disease
- Severe cough
- Head lice (nits or eggs)

If we are unable to contact you or an emergency contact person and/or your child appears to require immediate medical attention, we will arrange for your child to be taken to the hospital.

Children recovering from a communicable disease will be allowed to return to the centre under the guidance of practices outlined by the local Health Unit.

## **Injuries:**

If your child should become injured while at the program, our staff, who are trained in first aid, will give them immediate care. If the injury is minor in nature, but something you should know about, the staff will make note of the incident in our Daily Log and will provide details in an Accident Report form. This information will be shared with you, so that you are fully aware of what happened.

If your child has an injury which requires immediate medical attention the staff will attempt to call you or the listed emergency contacts to inform you of the situation. We will ensure your child receives the treatment they need in your absence. Full details of the occurrence will be documented to share with you.

## **Parent Involvement:**

Please be sure to pass on any concerns that you have, for your child, when you are picking him/her up. Our Early Childhood Educators are eager to discuss any concerns that you have about your child's well being and his/her program.

Any ideas and suggestions that parents have for our program will be gratefully accepted. Perhaps you have a talent or a special skill that you would like to share with everyone- or have access to "interesting" creative materials. We want to hear from all of you parents!

## **Supervision of Volunteers & Students:**

No child is supervised by a person less than 18 years of age and only employees have direct unsupervised access to the children in our program. Our student teachers or volunteers will not be left alone to supervise the children and they will not be counted in the ratios. This helps to support the safety and well-being of our children.

## **Changes in Enrolment:**

If you need your child's days of care to change on either a temporary or permanent basis, we request that you provide the day care and your child care caseworker with a written request.

## **Withdrawal:**

If you wish to end your child's care at our centre, we require two weeks written notice. If you do not provide notice, you may be charged full fees for that period. If you wish to temporarily withdraw your child, we may not be able to "hold" their spot.

## **Child Guidance:**

### Acceptable Practices:

We will guide your child through difficult times with discipline:

- used in a positive and consistent manner based on the developmental level of your child
- designed to assist your child to learn from the experience
- applied as soon as possible after the undesired behavior has occurred
- reasonable and related to the nature of the undesired behavior
- delivered in a supportive, compassionate manner, acknowledging and allowing your child to express their perspective and feelings

Some guidance techniques we may use include:

- arranging the room and planning activities to reduce the potential for conflict amongst children
- staff using positive, simple language with children which details their expectations
- staff effectively supervising children's activities

- positive reinforcement of behaviors we like, both verbal and non-verbal
- ignoring behaviors we don't like
- positive redirection
- promoting problem solving amongst children
- directing children to alternate play areas
- after exhausting the above techniques, as a last resort, the "Time Out" technique may be used

#### Time Out:

- will only be used as a last resort, when all other accepted techniques have been used
- as a guideline, the Time Out period will not exceed one minute per the age of the child (eg: a three year old child will not be excluded for more than three minutes)
- the child will be removed from the troubled situation, to provide them with an opportunity to review the difficulty
- discussion with the child will occur once they are receptive; to promote their understanding of the Time Out period and to problem solve through the issue preceding it

#### Unacceptable Practices:

As per the Day Nurseries act regulations, the following practices will not be permitted:

- corporal punishment of a child, including but not limited to striking a child directly or with any physical object, shaking, shoving, spanking or other forms of aggressive contact, requiring or forcing the child to repeat physical movements or forcing food
- deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect
- deprivation of a child of basic needs including food, shelter, clothing or bedding
- lock or permit to be locked for the purpose of confining a child the exits of a day nursery
- use a locked or lockable room or structure to confine a child who has been withdrawn from other children

Our Child Guidance Practices are reviewed with staff and volunteers before they begin providing care to your child, and again each year thereafter. Families and visitors are expected to follow our Child Guidance Practices while at the centre. Concerns of this nature will be reviewed with the Supervisor who may provide support, resources and if necessary, direction to refrain from entering the centre.

## **Program Development:**

You will find program plans displayed in the extended day classroom, outlining the activities planned for your child for that week. The program will be re-evaluated regularly to reflect changes in the Day Nursery Act and ideologies on Early Childhood Education. Staff also attends workshops and review program content with the Supervisor in order to stay current of constantly changing child care issues.

We will post a **Serious Occurrence Notification Form** by our license, for parents, in the event of a serious occurrence. This will ensure that parents have information about all incidents that occur in our program, what actions were taken to respond to them and the long term actions we have taken to minimize their re-occurrence. Please ask Staff for more info.

## **Communication:**

If it should happen that your child's behavior has become an ongoing concern, we will share information with you and together try to develop solutions and evaluate progress. We will not involve resource agencies without your permission. If your child's behavior poses a potential danger to children and/or staff, they may be asked to leave our program, once all community resources have been fully utilized. In this rare event, every attempt will be made to provide you with adequate notice and assistance in finding alternate care.

## **Specialized Services:**

Our extended day program is open to children who attend St. Michael's Catholic School and are in Junior or Senior Kindergarten. If there is available room, we may have some grade 1 students in the program as well.

## **Building Evacuation:**

To help the children be prepared in the event of a real emergency, we conduct unannounced fire drills each month. If St. Michael's School needs to be evacuated, we will go to St. Michael's Chapel of Perpetual Adoration (the former convent) and notify parents to come and pick up their child.

## **Early Dismissal Snow Days:**

On days that St. Michael's sends the children home early because of the weather, there will be **no** extended day program.

## **Program Closure:**

Our program is closed to recognize the following holidays:

- Good Friday
- Easter Monday
- Victoria Day
- Thanksgiving Day
- Family Day

We will also be closed when the school is closed (Christmas holidays, March break and summer holidays).

**Please note that you will be charged for statutory holidays if your child is registered to attend on that day.**

# Acknowledgement

I/we \_\_\_\_\_ have read the Hastings County Child Care  
Family members

Services Family Handbook. My/our signature(s) below show that I/we  
understand and agree to its contents.

\_\_\_\_\_  
Family member signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Family member signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_