



PARENT HANDBOOK

2020-2021

HOPSCOTCH BEFORE AND AFTER SCHOOL CARE

Philosophy

At HOPSCOTCH BEFORE AND AFTER SCHOOL CARE, each child and family are respected and valued. Children are encouraged to respect and value others while gaining the skills needed to express themselves and communicate with others, think creatively, explore the world around them, and become life-long learners.

A child sees the world around them with wonder and awe, we believe in encouraging their natural curiosity.

At Hopscotch School Care, we strive to deliver an age-appropriate, educational program reflecting all areas of development in an indirect way, through play and social interactions in a group or individual setting. We provide a safe, caring, stimulating environment both in an indoor or outdoor setting. We promote input, choice and decision-making by the children to deliver a safe, enjoyable, fun program. Every child is unique and we believe that success and growth comes from learning with encouragement and praise.

Our educator's focus on building every child's self-esteem and confidence through positive feedback, we nurture their natural strengths.

Hopscotch Before and After School Care is offered to Kindergarten and school aged children (grades 1-6).

Program Hours and Fees

Monday – Friday: 7am – 6pm

Program Fees:

Non-refundable registration fee: \$40

Annual Supplies fee: \$100

Morning only: \$200/month

Afternoon only: \$400/month

Morning and Afternoon: \$550/month

Hopscotch Before and After School Care requires a \$100 annual supplies fee to help cover the cost of supplies such as paint, paper and craft materials as well as for the purchase/replacement of toys and equipment. This fee is in place of fundraising.

Should a child need to be withdrawn from Hopscotch Before and After Care, the following must be adhered to:

- One month written notice
- Failing that, one month's fees provided to Hopscotch Before and After School Care.
- There is a \$50.00 charge for NSF cheques.
Discounts on fees for months when holidays occur or for irregular attendance cannot be given.

Contacting the School

All families will receive the school's contact numbers and email addresses upon registration.

Absences can be communicated through a phone call or e-mail.

Parking

You may park in the Community Center parking lot to drop off and/or pick up your child.

Pick up/Drop off (Sign in/out Binder)

Provincial licensing standards require that **each student be signed in and out (at drop off and pick up times) in the binder provided.** This must include the time of arrival/departure and an adult initial.

Hopscotch Before and After Care will only release students into the care of their parents/guardians or alternate adults specified to teachers. Please inform teachers in person, by phone or list alternate adults authorized to pick up your child on your child's registration forms. Please inform the person you have picking up your child that they will need to show identification before we will let the child go with them.

Newsletters

You will be receiving monthly newsletters at the beginning of each month. Please read through these newsletters as they contain important dates and reminders.

Food/Snacks

Parents are encouraged to pack a nutritional snack for their child. Due to peanut and gluten free allergies, parents are also notified that if a homemade snack is brought to

the program it must be labeled in order for the child to eat their snack. It is the teacher discretion as to whether or not the item be opened.

**Epi pens are labeled and stored in the first Aid Kit.

Absence and Attendance

Every parent is required to inform the staff on a daily basis if their child(ren) will not be attending. Communication is very important between the parents and the Hopscotch Before and After Care staff to ensure the safety of your child. If the child will be missing, a parent must notify the staff. Remember that the school is not responsible to let us know if you have picked up your child early.

Health

Hopscotch Before and After Care will not administer any medications to children other than emergency medications (such as an Epi pen or Asthma inhaler). A consent forms must be filled out by a parent or guardian authorizing Hopscotch staff member to administer these medications in an emergency.

At Hopscotch Before and After School Care, parents are to keep their child home if they are sick (cough, fever, upset stomach, vomiting, severe runny nose, having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.). If a child is to come to the program and becomes sick while on the premises, a staff member will notify the child's guardian and look after the child accordingly until they arrive.

When a child is removed due to illness, the parent will be told that the child may not return to the program until they no longer pose a health risk to other persons on the premises. An acceptable time frame is when a child is symptom free for at least 24 hours or a note from the child's physician.

Safety

Hopscotch Before and After Care will take part in 6 fire drills and 1 lockdown during the school year. The supervisors will be aware of when the fire drills and lockdown will happen the morning of the drills. The teachers will have a discussion with the children on the day they will happen. All parents will be notified when a lockdown drill will occur.

FOIP (Freedom of Information and Protection of Privacy Act)

The information families provide to Hopscotch Before and After Care on registration forms is confidential. We are not permitted to release contact information or otherwise amongst families of the school.

A form will be sent home regarding releasing permission to take pictures of your child at school and using them for display purposes.

Discipline Policy

Child Discipline Policy

At Hopscotch Before and After School Care, discipline or guidance is approached in a positive way. All guidance techniques are used in a consistent and caring manner that promotes each child's self-esteem. Each child will be valued and respected at all times. Supervisors will set clear limits in the classroom for acceptable behaviour, however if inappropriate behaviour occurs, the child will be re-directed after the teacher has explained why the behaviour is not allowed – it is dangerous, it hurts others, etc. When guidance concerns or disagreements among children arise, teachers will use the opportunity to build empathy as well as communication and problem-solving skills with each child. With the supervisors' assistance (to provide vocabulary, choices and offer suggestions), children will be encouraged to express their feelings, wants and needs and respect the feelings, wants and needs of others. If concerning behaviour persists, teachers will contact the parents of the child.

The supervisors will discuss observations of the concerning behaviour, ask for parents' input, as well as generate ideas for strategies or resources to help the child learn from the behaviour. Any child disciplinary action taken is reasonable in the circumstances.

The license holder and staff members must not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or permit the use of any form of physical restraint, confinement or isolation.