



**Hopscotch's
Parent Handbook
2023-2024**

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1 - About Hopscotch

1.1 Introduction

Welcome to Hopscotch Before and After School Care. Hopscotch BASC opened its first program in September 2020 with only twelve children. We are pleased to be opened in the communities of Canyon Meadows (CM) and Chinook Park/Kelvin Grove/ Eagle Ridge (CKE).

We believe in quality, licensed, monitored programs and strive for excellence. Hopscotch is a play-based program designed to provide opportunities for a natural exploration of a variety of planned and free-choice activities. These include but are not limited to, crafts, science, drama, dress-up, music, gym and outdoors, building toys, floor play toys, games and puzzles.

The children are encouraged to share their interests and activity ideas with us so that we may incorporate them into our daily choices. We provide a wide variety of equipment and supplies for your child to choose from. Activities are posted monthly on our parent board. All activities are modified as needed to include all the different needs of our children.

1.2 Mission

At Hopscotch, we want every child and family to feel respected and valued. Through the use of positive reinforcement and relationship-building, we aim to provide a safe, caring, and stimulating environment both indoors and outdoors. Children will be gaining skills to help express themselves and communicate with others, think creatively, and explore the world around them. We strive to deliver an age-appropriate educational program through play and social interactions in a group or individual setting. Our employees will encourage every child to nurture their natural strengths through positive feedback and guidance while ensuring the program is safe, enjoyable, and fun!

1.3 Program Hours and Fees

Hours

Morning Care: 7:00am - 8:00am (Monday - Friday)

Afternoon Care: 2:30pm - 6:00pm (Monday - Thursday)

Friday Afternoon: 12:00pm - 5:00pm

PD Days: 8:00am - 5:00pm

*Kindercare hours may differ - please confirm with administration

Fees

\$40.00 registration fee per family/non-refundable

\$100 Supply fee per year

Program Fees - Grades 1-6

Morning Care - \$200/month

Afternoon Care - \$425/month

Morning/Afternoon Care - \$550/month

Kinder Care - PD Days included

KinderCare, alternating Fridays, PD days **plus after school care:** \$450/MONTH

KinderCare plus alternating Fridays and PD days : \$325/MONTH

After school care **only:** \$200/MONTH

1.4 Withdrawal of Care

If you wish to withdraw your child or children from Hopscotch Before and After School Care, please give a one-month written notice to the administration; if these do not occur, you will be charged one month fee. Also, there is a \$50 charge for NSF cheques. Discounts on fees for months when holidays occur or for irregular attendance can't be given.

1.5 Contacting Information

Hopscotch email: hopscotchbasc@gmail.com

Jennifer Sprau & Tammy Quast (owners): 403-890-8233

Each Hopscotch location has their own phone number, contact administration for the number for your location or you will receive the number before the school year starts.

1.6 Parking

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

2 - Program Policies

2.1 Pick up/Drop off

Provincial licensing standards require that each student be signed in and out (at drop off and pick up times) in the binder by our supervisors. We will only release the child or children into the care of their parents/guardians or alternate adults specified to a supervisor ahead of time. Parents must inform the supervisors of the alternate pick up's full names to the supervisors, who will be asked to show their IDs at pick-up.

At pick-up, the child or children will be informed immediately when parents/guardians or alternate adults arrive; the child should stop and tidy up their play and then start getting ready to leave. The child or children should be prepared to leave within 10-15 minutes of being informed that it is time to go.

2.2 Attendance and Absence

Every parent is required to inform the supervisors by texting the Hopscotch phone number (that was provided to you for your location) if your child or children will not be attending.

Remember that the school is not responsible to let us know if you have picked up your child or children early from school. If you are going to drop off your child or children later please let the supervisors know when they will be attending.

2.3 Late Policy

In the event a parents/guardians or alternate adult is late for pick up please inform the supervisor. There will be a late charge of \$10 (per child) for the first 10 minutes and \$1 for every minute after. **Please bring the money the next day and the money goes to the supervisor(s) that had to stay late.**

2.4 Newsletter

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

2.5 Food/Snack

Parents are encouraged to pack a nutritional snack for their child or children. Hopscotch doesn't provide or keep any snacks for the children. We are a **peanut free program** so please pack snacks that are peanut free as we may have other children allergic to it. Due to peanut and other allergies, children will not be allowed to share their food.

****Epi pens are labeled and stored in the First Aid Kit**

2.6 Electronic Policy

At Hopscotch, we are electronic-free and encourage kids to play, connect with others and explore different experiences. If a child brings electronics, staff members will tell them to put them away safely. Hopscotch understands that children have devices to connect to their parents. If the child or children use it for other reasons, staff members will notify the parents/guardians or alternate adult at pick up.

2.7 Personal Belongings

Hopscotch is not responsible for any loss or damage to personal belongings if children bring books, toys, cards, and games from home. We allow children can bring one or two items from home. If the supervisors notice many items from home, they will notify parents/guardians or alternate adults at pick up and ask the child to keep their items in their backpacks.

2.8 Seasonal Wear

All children at Hopscotch should wear the appropriate clothing for the weather during their time at Hopscotch. All children should be able to get ready to go outside and have the proper attire for the weather; if a child or children need help, they can ask a supervisor and supervisor can assist them.

All children should bring a water bottle to Hopscotch.

All children should be able to put on their sunscreen; if they need help, they can ask a supervisor, and they'll be able to assist them.

3 - Health and Safety.

3.1 Child Supervision

All children will be directly supervised in the Hopscotch programs rooms and outside. The supervisors do not directly supervise children going to the bathrooms or transitioning from one activity room to another if the center your child goes to has more than one room.

Hopscotch encourages the children to take responsibility for appropriate behavior at these times. The parents/guardians or alternate adults will be advised if their child or children are not acting responsibly.

At Hopscotch, we always have at least two supervisors on shift. If the numbers go down and the ratio of the child to supervisor is in, only one adult is required by licensing standards to supervise.

3.2 Medications

Medications are stored in a safe place and under the supervision of Hopscotch supervisors. The Hopscotch supervisor tracks all medications and updates the paperwork required for any child at Hopscotch, signed by the parent/guardian. Children needing emergency medication like Epipen, inhaler, or daily medicines must provide Hopscotch with the medication to keep at the centre. All medications must be in their original containers.

3.3 Sick Policy

Parents/guardians are to keep their child home if they are sick (cough, fever, upset stomach, vomiting, severe runny nose, having or displaying any other illness). Also, please notify the supervisors that the child will not be attending. If a child is to come to the program and becomes sick while on the premises; A supervisor will notify the child's parents/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 people 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.

3.4 Evacuation Drills

Hopscotch will participate in one fire drill a month. The supervisors will discuss with the children the day it will happen.

3.5 Incident Reports

If a child receives an injury while at Hopscotch, supervisors will provide them with the appropriate first aid. An incident report will be completed by the supervisor that provided the first aid. Incident reports will be presented to parents/guardians at pickup for a signature. Reports include the following:

- Child's name and birthdate
- Parent name(s) and phone numbers
- Details of incident/injury
- Medical treatment (is further treatment required) or details of first aid given
- Signatures of parent(s) and super

4 - Behaviours Expectations

4.1 Behavioural Guidelines

Behaviour expectations for every child at Hopscotch will be discussed with children at the beginning of the school year or when they first begin at Hopscotch. Children are expected to:

- Respect and listen to Hopscotch supervisors
- Treat the environment with respect (ie. toys, chairs, tables, any other property of the centre)

- Use appropriate language (No swearing, foul language, "bathroom talk")
- Be kind to other children (including those not with Hopscotch)
- Keep their hands to themselves (ie. no wrestling, punching, hitting)
- Be respectful and appropriate in the washrooms
- Understand the expectations and boundaries while outside

4.2 Cool Down

Each centre has a designated "cool down" space where children can take their time and space to process their emotions if they are feeling overwhelmed. Supervisors will check in periodically if children need help processing.

4.3 Bullying

Hopscotch defines bullying as consistent and intentional behaviours towards other children, including any physical, verbal, or emotional behaviours. Hopscotch does not tolerate bullying and will address it accordingly.

Any of the above will also not be tolerated by parents/guardians/alternate adults towards Hopscotch supervisors, management, or other families/children.

Any bullying behaviours that are not immediately resolved after conversations with supervisors/management may be grounds for removal of care.

4.4 Behavioural Consequences

Any disruptive or concerning behaviours that do not follow Hopscotch behavioural expectations will result in the following consequences, subject to frequency and severity:

1. **Verbal warning from Supervisors** - Supervisors will cue child(ren) with a verbal warning. In some cases, the child(ren) will be redirected to alternate activities such as quiet reading, puzzles, colouring, etc.
2. **Notifying parents/guardians of behaviours** - Supervisors will notify parents/guardians at pickup or a phone call.
3. **Conversation with parents** - If there are no improvements to behavioural concerns, Hopscotch supervisors will schedule a conversation with parents/guardians to discuss a plan of action.
4. **Formal meeting with administration** - If behaviours continue with no improvements, a formal in-person meeting with Hopscotch administration, supervisors, and parents/guardians will be scheduled.

4.5 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. When guidance concerns or disagreements among children arise, supervisors 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.

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.

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.

