# Powell River Christian School
# **Out of School Care**
# Handbook

Program Options:

**Full Day Program 8:30 am - 5:00 pm** (pro-d or school closure days)
**Half Day Program 3:00 pm - 5:00 pm** (After School)

In order to have a permanent license from the Ministry of Health this Child Care Facility has been inspected by:

- The Powell River Fire Department
- Community Care Facilities Licensing

| Out of School Care Program | Fees/month Fee | (-ccfri) | Parent fee*/mo. **(*if CCFRI approved)** |
|---|---|---|---|
| Kindergarten Age Full Day | $500 | (-320) | $180 |
| Kindergarten Age ½ Day | $300 | (-160) | $140 |
| Grade 1 and up Full Day | $400 | (-115) | $285 |
| Grade 1 and up ½ day | $197.50 | (-57.50) | $140 |

***We are still waiting for approval of CCFRI**

-Kindergarten full day rates of $500 with under ½ day at $300 - (*if we qualify for CCFRI: parents pay 140, 160 by CCFRI for after school care under 4 hours). ($15 per ½ day, $7 parents, $8 CCFRI).

-*Gr. 1-5+ full day rates $400 with ½ day rates at 197.50 - (*if we qualify for CCFRI: parents pay 140, 57.50 by CCFRI for after school care under 4 hours). ($9.875 per ½ day, $7 parents, $2.87 CCFRI).

-A $100 deposit is required to reserve your spot. The deposit will be applied to your fees.
*Fees subject to change annually

*Affordable Child Care Benefit (ACCB) is an income tested grant that can be applied for from the BC Government to help with fees.

Child Care Director: Steven Boettger
Email: principal@powellriverchristian.com

Office Email: office@powellriverchristian.com
Office Phone: 604-485-0006
Website: www.prcsbc.ca

# Our Philosophy

Our philosophy at Powell River Christian School is to provide a caring and stimulating environment for young children in a Christian setting. The **Out of School Care Program** seeks to nurture a positive and loving relationship with God, to develop the child's self-confidence, self-esteem, and a positive attitude toward learning through successful, appropriate learning experiences. This program is open to students already enrolled in Kindergarten through Grade 9 at Powell River Christian School.

# Our Vision

A Christ Centered Education – Equipping Children for Life

# Our Mission

PRCS desires for our students to excel academically, become people of integrity and impact their world for Christ. We encourage students to develop self-discipline, creativity, and critical thinking while employing all talents to the honour of God. We endeavor to be a school where prayer and the word of God is central, where Jesus reigns in the hearts of our children.

# Program Description

Each day, a variety of activities will be offered. These may include the following:
*supervised physical activity at the end of the day in the gym, playground, or blacktop areas
*followed by about an hour of reading in the library or quiet board game. This could look like the supervisors reading to the kids, listening to audiobooks together, kids reading on their own, colouring or playing a board game. This will take place within the library (107B) at the school.
*At times we might also use the gym (100). Always keeping groups to below the maximum of 1:10 supervisor to student ratio.

Other activities may include:

- Indoor and/or outdoor games and sports
- Quiet time for homework
- Assistance with homework
- Arts and crafts
- Dramatic play
- Board games and puzzles
- Videos, audiobook, other media

Children will:

- Have  time, materials, and space to investigate interests.
- Experience appropriate learning activities, time for homework.

- Experience outdoor play.
- Enjoy open-ended and structured art experiences.
- Learn Bible truths through stories, music, and daily interaction.
- Enjoy group experiences and collaborations.
- Experience a sense of belonging and community.

# Typical Schedule

**Half Day: (After School Program)**

| | |
|---|---|
| 3:00 | Students will arrive |
| 3:00 - 3:45 | Free Play in gym or playground space as directed by supervisor |
| 3:45 - 4:00 | Washroom break, Devotions, Snack |
| 4:00 - 4:40 | Homework, quiet play, reading, board games, activities |
| 4:40 - 5:00 | Good weather: Clean up and go outside to play / pick up.<br>On rainy days: quiet play in the library waiting for pick up. |
| 5:00 | Dismissal |
| 5:00 - 5:15 | Supervisors clean up spaces for the next school day & plan activities for the next out of school care day. |

**Full Day: (pro-D or school closure days)**

| | |
|---|---|
| 8:30 - 9:45 | Outside Play - or Gym on poor weather days |
| 9:45 - 10:00 | Snack |
| 10:00 -10:45 | Homework, stories, reading, audiobooks, etc |
| 10:45 -11:30 | Free Play |
| 11:30 -12:15 | Indoor learning, media, Gym, or Art |
| 12:15 -12:30 | Lunch |
| 12:30 - 1:30 | *Outdoor Play or Forest or Beach - or Gym on poor weather days |
| 1:30 - 2:30 | Bible Story, Reading, STEM, Quiet play |
| 2:30 - 3:30 | Free Play - library games, blocks, etc. |
| 3:30 - 3:45 | Snack |
| 3:45 - 4:45 | Outdoor play - or Gym on poor weather days |
| 4:45 - 5:00 | Clean up & Dismissal |

*On full days afternoon might be adjusted to include exploring the forest or the beach for a longer time frame (weather permitting).

# Admissions

Please check at the school office regarding program availability. This program has limited space and is available on a first come first serve basis to current PRCS students. Watch for messages from the PRCS office on how to apply.

The program is for children enrolled in Kindergarten – Grade Nine at PRCS.
Children must be in Kindergarten or older and be able to use a toilet independently.

# Registration Information

Families receiving a subsidy from the government for Out of School Care Program must have an authorization number for billing prior to the child attending class. Families must submit payments on the 1st of every month. Cheques should be made payable to Powell River Christian School or PRCS, e-transfers to office@powellriverchristian.com with your **child's name and month** you are remitting payment for. This should be in a separate payment from your school tuition.

# Withdrawal Policy

You are required to give Powell River Christian School thirty days written notice prior to your child withdrawing from the program or pay one month's fees in lieu of written notice.

There is no reduction of fees for classes missed due to vacations or illness.

In the event of an un-reconcilable conflict or situation, PRCS Out of School Care Program reserves the right to give the parent or guardian one month's written notice to find an alternate program.

# Probationary Period

There will be a four week probationary period to ensure the PRCS Out of School Care Program is the best fit for your child and family. If your family has any concerns that the program is not meeting your needs or the staff has concerns about your child a meeting will be scheduled and solutions discussed.

# Required Items to Bring

- ❏ Comfortable clothing appropriate for weather
- ❏ Indoor shoes
- ❏ Waterproof jacket
- ❏ Waterproof mittens
- ❏ Touque / wide brim sun hat / appropriate weather related clothing
- ❏ Healthy after school snack of one or two items
- ❏ Full days: Lunch packed in reusable containers (Please label)
- ❏ Water bottle
- ❏ Complete change of clothes to leave at school in labeled ziploc bag
- ❏ Please leave personal toys at home

# Out of School Care Uniform

- ☐ Students are to wear the full school uniform
- ☐ The black school hoodie can be purchased at TAWS if desired

## Active Play

There will be a variety of supervisor led and child led gross motor play. Children are to be sent with outdoor clothes appropriate to the weather every day.

If there is severe weather, the supervisor will likely choose to use the Gym.

## Communication

PRCS Out of School Care Program has an open door policy. If parents have questions or concerns please speak with the supervisor first. If needed, contact the principal for further support. PRCS will use an app or cell phone to communicate with Out of School Care families. If you have alternate pick up times on a particular day please contact the supervisor the day before this change.

## Supervisors

PRCS Out of School Care Program supervisors are committed members of a local Christian Church and hold a valid Responsible Adult Certificate. They are also required to have a valid First Aid ticket and have a current Criminal Record Check on file with the school.

It is the supervisor's role to plan and implement the Out of School Care Program, ensuring it is age appropriate and Biblically based. It is also the supervisor's role to maintain a safe, clean, and organized room to assist in the daily running of the program.

## Substitute Supervisors

In the case that a PRCS Out of School Care Program supervisor is unable to lead their program, we will attempt to ensure an appropriate substitute staff member to fill in. The substitute will have a valid Responsible Adult Certificate as well as a criminal record check on file, and be approved by the Powell River Christian School.

## Volunteers

All volunteers of the PRCS Out of School Care Program must have a current Criminal Record check completed and on file prior to volunteering. This includes the supervision of field trips, as well as helping in the classroom and playground.

## Field Trips

Parents shall receive at least one week's notice of any trip off school grounds. This will be limited to the nearby forest and beach.

## Screen Use Policy

Access to computers and digital equipment will be limited to classroom activities for short periods of time. This includes, but is not limited to, games, digital stories, videos, reading programs, and other activities.

## Bathroom

Children must be able to use the toilet **independently**. If this is not possible they are not eligible for enrollment in the PRCS Out of School Care Program.

## Healthy Eating

There will be daily eating times during the day for both snack time and lunch. Parents are asked to send their children to school with healthy food options. Information and ideas for healthy eating that comply with Canada's Food Guide can be found at www.hc-sc.gc.ca





# Zero Waste Snack

We live on a beautiful earth which God created and in order to help do our part in taking care of His creation we're asking for **zero waste** at our snack and Lunch time.
Snack time will be about 15 minutes (This time includes washing hands, getting snacks, sitting down, unpacking snacks, eating, and putting snacks away.)

Lunch eating time will be about 30 min. (Please keep this in mind when thinking of how much to send.)

Please send Snack and Lunch items (including yogurt and applesauce) in resealable and reusable containers like hard plastic containers, glass jars, stainless steel containers, beeswax wraps. There are containers with multiple sections and one lid over the whole thing. (No packaging)

Please send a water bottle

*Save juice boxes, chocolate, cookies, candies and other sweets and sugary snacks for times outside of school and outside of the PRCS Out of School Care Program.



## Some snack suggestions:

Cut up fruit or veggies
Crackers
Cut up cheese
Avocado pieces
Nuts (unless there is an allergy)
Dried fruit
Yogurt
Applesauce
Berries
Cut up pita bread
Hummus dip
Energy balls
Sandwich cut up into pieces

# Sun Safety

On sunny days, your child needs to wear a sun hat, preferably one with a wide brim, to protect him/her from the sun's harmful rays. If you choose to use sunscreen please apply to your child prior to their arrival. Please send a labeled sunscreen of your choice which will act as a signed permission. Otherwise please send your child in long sleeved sun protection shirts.

# Supervision Policy

It is the policy of the Powell River Christian School to diligently supervise and monitor our students at all times. Outdoor and bathroom times are scheduled into the program to ensure constant and appropriate supervision and safety of all attending.

# Hand Washing Policy

Children are required to wash their hands with soap and water, and to dry them with a single use paper towel several times throughout the program.

To limit exposure to illnesses and germs children are required to wash hands:

- Before and after eating
- After playdough play and 'messy' art/science activity
- After going to the washroom
- After blowing their nose

# Sickness Policy

We require parents to complete a daily health assessment each morning before sending their child(ren) to school. If any child(ren) presents with any of the health check symptoms they cannot attend school that day. They may not return to school until they have been symptom free for 48 hours without medication.

In order to protect the health and safety of our school community, it is imperative that students do not attend school sick. If your child(ren) becomes sick while at the school they must be picked up immediately. The school will contact parents and guardians first, if a parent or guardian cannot be reached within 15 minutes the office will move onto the next emergency contact.

All students must be checked for these symptoms before attending school each morning. It is the responsibility of parents or guardians to complete these checks on a daily basis:

- Fever (38 degrees and above)

- Chills
- Cough, or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose/stuffy nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discolouration of fingers or toes

If your child shows signs of being sick such as vomiting, diarrhea, fever, severe cold, green mucus, or shows signs of a communicable disease, please keep them home in order to limit the spread of infection. If you are keeping the child home due to illness please call the school and let them know. **Children may return to school once 48 hours have passed since the last episode of the previously mentioned symptoms without medication.**

If your child has any medical condition that may affect them during school hours please inform the school in writing so we can have a plan in place that will be the best care for your child.

The parent must administer any medication their child may require before or after school. In certain situations staff may administer medication with written permission from the parent/guardian.

If your child becomes ill or shows signs of a communicable disease during school time, the parent or emergency contact will be phoned and the child will be sent home for the appropriate period of time as specified by the Ministry of Health.

# Smoking Policy

Powell River Christian School is a Non Smoking Centre including the use of e-cigarettes.This includes the playground and parking lot.

# Behavioral Guidance Policy

Positive reinforcement is ongoing. The Supervisor will move from area to area and will be available to aid in appropriate vocabulary and model positive behaviour when issues begin to develop. This will give the child appropriate communication skills to eventually resolve future conflicts individually.

If inappropriate behaviour occurs the child will be redirected to another activity and if necessary redirected to a quiet area in the classroom to refocus. Appropriate behaviour will be discussed. **THERE WILL BE NO CORPORAL PUNISHMENT, NO RESTRAINTS, NO DEPRIVATION AND NO DEGRADING TREATMENT.** The child will never be left alone as a form of discipline.

Classroom Rules:

1. Listen to Supervisor and friends
2. Walking feet inside
3. Play in a safe manner
4. Treat others with respect and kindness
5. Hands and feet to yourself
6. Everyone helps clean up

**Physical aggression from a child like biting, hitting and pushing which causes bodily harm to other children or adults will not be tolerated.** Parents will be phoned to come pick up their child and a team meeting will be scheduled.

# Child Abuse policy

"Child Abuse" is defined as follows:

- It can be physical, emotional or sexual.
- All child abuse involves the misuse of power.
- Misuse of power takes place when people take advantage of the authority or power they have over children.
- The British Columbia Handbook for Action on Child Abuse & Neglect defines children as "all persons under the age of 19."

Reporting Child Abuse

Any and all suspected incidents of child abuse will be reported to the appropriate authorities, as specified in *the BC Handbook for Action on Abuse and Neglect*. Written reports will be filed with the school office specifying the rationale for reporting the suspected abuse and the steps taken to inform the appropriate authorities.

# Emergency Procedures

In case of an emergency Powell River Christian School will take the following steps:

1. Contact Parent(s)
2. Notify Emergency contact listed on the child's registration (if parent is unavailable)
3. If needed contact appropriate emergency services

# Incident Reporting Policy

In the event of a child being seriously injured, Powell River Christian School will take the following steps:

1. Assess the situation and ensure Child's safety
2. Contact appropriate (911) emergency service if necessary
3. Contact the parent or emergency contact of the child
4. Fill out the incident report and file with C.C.F.L. within 24 hours
5. Complete a follow up with the child and family

# Non-reportable Incidents Policy

Non-reportable incidents are described as minor accidents that do not require medical attention, observations, or other extra care. These can include a minor scrape, or bump, incidents that do not require parental notification.

A log of non-reportable incidents will be kept on hand in the PRCS Out of School Care files.

# Child Release Policy

Children will only be released to adults as authorized on the child's registration form. Adults are required to bring picture ID if the Supervisor does not know them.
If there is a custody arrangement the School must have proper legal documentation on file as to the custody arrangements. This must be kept up to date throughout the year.
In the event of a child being picked up by an authorized person who is intoxicated, or otherwise impaired thus placing the child in an inappropriate situation, Powell River Christian School reserves the right to hold the child until another authorized person can pick up the child.

# Fire Drill

Fire drills will be held once a month. This is required by C.C.F.L.
Fire Drill Procedures are as follows:

- Emergency Whistle is blown to attract the attention of the children
- All the children line up at the door
- Walk to the safe meeting place where the Supervisor then takes attendance
- Meeting spot--- Designated meeting place is near the hockey court.
- When at the meeting place keep children calm and warm.

# Earthquake Drill

Earthquake drills will be held every couple of months in conjunction with the fire drill. Earthquake procedures are as follows:

- Describe what happens in an earthquake
- Hide under tables and desks in a crouched position covering your head with hands and faced away from all windows
- Don't come out until the Supervisor says because of aftershocks (usually about 15 minutes after the last earthquake)
- When safe evacuate the building
- Stay away from gas lines, hydro lines, water and furnaces
- Everyone has shoes on and the Supervisor has the first aid kit

## Admission to PRCS Out of School Care Program

Powell River Christian School is pleased to offer this program to students enrolled in PRCS Kindergarten to Grade 9 school. An additional application form for the Out of School program will need to be completed. However, much of the contact information will be the same as the regular school day. Where possible we will use the information on file with PRCS. **Please reach out to our office for instructions on how to apply.** Email office@powellriverchristian.com or call 604-485-0006

Please indicate if you want to access Out of School Care for your child(ren) for the full month. Alternatively, indicate which days of the week do you need to book for your child to be in the Out of School Care program.