

# School Age Before and After Care

Sandpiper provides families with an option to have their K – Year 7 children cared for in a licensed childcare service, on the school site, before and after school hours. A qualified supervisor will engage the children in interesting extracurricular activities.

## **Schedule:**

### **Before School (7:30-8:50):**

Breakfast (provided by parents and if needed)

Indoor games, crafts and activities

Drop off to class lines starting at 8:45am with oldest to youngest grades

### **After School (3:00-5:30):**

Snack time

Outdoor play as weather permits or inside the elementary gymnasium if it is available

Indoor games, crafts and activities, homework area

The Supervisor to child ratio is 1 to 12.

Please provide a separate **NUT FREE** snack for your child to enjoy after school.

**Hours of operation** are 7:30-8:50 am and 3:00pm – 5:30pm daily (on school days).

We are closed on Statutory Holidays, Pro D days, Winter, Summer and Spring Breaks.

**TRANSPORTATION POLICY** Sandpiper will drop off before care at the warning bell at 8:50am by walking all grades around the elementary school to their designated classroom lines ending in the Beach Grove Elementary designated area in the undercover area with the children in Kindergarten, Grades 1 and 2.

**RELEASE OF CHILDREN POLICY** When anyone other than the parent or guardian who usually takes your child home is asked to pick up your child from care, the following procedures **MUST** be followed, for the safety of your child: - The child will **ONLY** be released to those individuals listed in their registration package. This information must be in writing. Verbal permission alone is not acceptable. - Picture ID may be required. This is not for embarrassment; rather, a safety precaution. If the ID does not match our records, the child will not be released. - You may add or delete the names on your pick up list at any time. - In cases of divided families and custody issues, a copy of all pertinent court orders relating to your child **MUST** be in your child's file for us to comply with them. Please remember that such files are strictly confidential, and essential for the safety of your child. For Sandpiper to legally restrict parental pick up, copies of current court documents are necessary. For the safety of children and staff, in the event of conflict; (ie: estranged parents or family members arriving to pick up children when

legally disallowed) the RCMP may be called. Under NO circumstances will a child willingly be released to a person (including a parent / guardian) who appears to be incapable of providing the necessities of care to the child. (ie: intoxicated, incapacitated or violently abusive.) If this situation arises, the child will remain in our care, and the centre will attempt to contact an alternate authorized person to pick up the child. We may be required to inform the Ministry of Children and Families or call the DPD in such a situation.

**Play Dates** If your child has arranged a “Play Date” after school on a day in which they normally attend Sandpiper and we were NOT notified by you, the parent(s), directly (minimum 30 min before school lets out) we will ask that the child come to Sandpiper and wait while we contact their parent(s) to confirm such arrangement.

**Items from Home** We ask that children refrain from bringing toys or electronic equipment from home unless it is necessary (such as communication devices). Items from home can get lost, broken or soiled. It may also cause issues around sharing and ownership. **If you do choose to send toys or games from home with your child, Sandpiper will not be responsible if they get broken, lost or stolen, and children will not be allowed to use cell phones during program time they will be asked to leave them in their backpacks.** Thank you for your cooperation.

**ATTENDANCE** Please notify the centre before 7:00am for before care, and no later than 12pm for after care if your child is ill, will be absent, or if your family will be away. This allows us to accordingly schedule our day. Refunds are not given for missed days of care. Thank you

**CLOTHING** As we plan to go outside every day, please ensure that your child’s clothing and shoes are appropriate for the outside weather. Think of seasonal layers! Send hats during sunny, hot weather; raincoats, and rubber boots during wet weather; warm coats, mittens and toques during chilly weather. Please send extra changes of clothes!

**CLOSURES & HOLIDAYS** Sandpiper will be closed for all statutory holidays, Pro D Days, Winter, Spring and Summer Break. We follow the Delta School District Calendar. These dates can also be found on our website.

**CLOSURE DUE TO POWER OUTAGES** In the event of a power outage the centre will close due to safety issues and according to Delta School District. Parents may be notified to pick up their children from care, your understanding and cooperation are appreciated. Refunds are not given for closures due to power outages.

**CLOSURE DUE TO INCLEMENT WEATHER** In the event of Sandpiper closing due to inclement weather, parents will be notified as quickly as possible. Each weather situation will be assessed individually to ensure everyone's safety. We will err on the side of safety. Sandpipers closures will follow the Delta School District closures. You will receive an email from Sandpiper with information on closures. Your understanding and cooperation are appreciated. Refunds are not given for safety closures due to snow.

**DISMISSAL POLICY** It is our desire to never dismiss a child from Sandpiper. All efforts will be taken to avoid this measure; we strive to build a committed partnership between staff, families, and, when appropriate, extra community support. In the unfortunate event where it becomes apparent that Sandpiper is unable to meet the specific needs of a child and their family, any unused portion of paid fees will be prorated (less one week's fees) and refunded. If Sandpiper dismisses a child from the program, the parent will be responsible to pay one week's worth of fees starting the day of dismissal, and the amount remaining within the month of dismissal will be refunded.

**EMERGENCY PROCEDURES** Sandpiper is licensed and committed to the safety and well-being of the children entrusted to our care, Sandpiper will practice routine fire and emergency drills with Beach Grove Elementary. The Emergency Evacuation Plan is posted within the classroom. Our space and programming will also be routinely inspected for health, safety and developmentally appropriate practices by Facility Licensing Officers. In the event of a natural disaster occurring, we are prepared to care for children until such time as parents are able to pick up their children at the back field behind Beach Grove Elementary at our meeting location. Children will only be released to parents or persons listed on the registration forms. If you are unable to reach Sandpiper via the regular phone line you may call Beach Grove Elementary's phone line at 604-943-0108 (Emergencies only – between 8:30am – 3:15pm) Sandpiper is equipped with emergency supplies to provide care for children and staff for up to 72 hours after an emergency. We share the emergency bin with Beach Grove Elementary school, staff has their own key to this bin and can have access at any time. Sandpiper also carries a first aid kit with all the children's information when leaving the classroom to enjoy outdoor activities. Our School Age Care staff member is certified in emergency childcare first aid.

**GUIDANCE POLICY** Appropriate behaviour in the classroom and on the playground is taught, modeled and encouraged by the staff at Sandpiper. Self-discipline and self regulation are taught to the children by modeled examples and supported through teaching. Positive reinforcement ("catching them being good") is a very powerful acknowledgement for children. Limits and expectations are stated positively 11 whenever possible. For example, "We take care of each other. Gentle hands. Inside we walk. Water stays in the sink..." The physical environment of the centre is intentionally set up to promote the successful growth of each child's abilities and management skills. All behaviour is a form of communication. When dealing with conflict situations, staff will gain the child's attention in a respectful way, address the child on his or her level, face to face, acknowledge the child's individual feelings, and encourage the child to

communicate his or her thoughts verbally. Appropriate choices will be given, and each child's integrity will be protected. When necessary, the child will be redirected to a more appropriate activity. Through consistent boundaries, respectful, gentle intervention and thoughtful staff observation and support, the child's budding emotional and physical self control, verbal and social skills, and creative problem-solving skills will blossom. Natural and logical consequences are excellent teaching tools for empowering children to be capable, self-sufficient and confident. These will be used whenever appropriate and safe. In certain challenging situations, a child may be asked to take a quiet time out of play to regain self control. The child will be supervised at these times. Violence, bullying, hurtful teasing and rude language are not acceptable behaviours for our centre and will not be tolerated by children or adults. Parents will be advised of any such behaviour, and we will work together to find a positive solution. We understand that children are learning the differences between acceptable behaviour, and behaviour that is socially undesirable or cruel. We are naturally a part of this learning curve. The key is to discern between mean-spiritedness, which is not acceptable, and awkward social skills, which require understanding, patience and supported education to allow all children to grow and succeed socially and emotionally.

**ILLNESS POLICY** Control of communicable illnesses amongst children in care is a primary health concern. For the health, safety and comfort of all children in care. **CHILDREN WHO ARE VISIBLY ILL MUST BE KEPT HOME.**

**KEEP YOUR CHILD HOME FROM CARE** if they have exhibited any of the following symptoms within the past 48 hours:

- Fever of over 37.8 degrees Celsius orally, or 37.2 degrees under the arm.
- Diarrhea, vomiting or upset stomach.
- Severe skin rashes.
- Pinworms: Keep children home 48hrs AFTER treatment.
- Any communicable disease as defined by the Ministry of Health Booklet.

**KEEP YOUR CHILD HOME FROM CARE** if he or she has exhibited any of the following symptoms within the past 24 hours:

- Severe coughing.
- Discharge from eyes, nose, ears or open sores. (including pink eye & cold sores)
- Signs of a newly developing cold.
- Extremely tired or fussy behaviour, indicating the possible onset of illness

Head Lice. \* We have a "Nit-Free" Policy! \* Children must be kept home until ALL live lice & eggs (nits) are completely gone. REFUNDS ARE NOT GIVEN FOR DAYS MISSED DUE TO ILLNESS. We are very firm on our illness policy! It is absolutely crucial to the health, wellbeing and daily functioning of the families and staff of our entire centre! If you have any questions about whether or not your child should attend care, please call before bringing your child to school for the day. If a Sandpiper staff assess upon entry that your child is too sick to attend, and should not be in care, you will be asked to take your child home again. Thank you for your patient understanding and cooperation. If your child should become ill while in care, we will make them as comfortable as possible while we phone a parent or emergency contact to pick

up the child so that they can recover peacefully at home with those they love best. It is the Parents' responsibility to ensure that alternate childcare is always available in case of such a situation.

Log on to [www.healthlinkbc.ca](http://www.healthlinkbc.ca) or call 811 for access to non-emergency health information.  
(24/7)

**If your child is ill or will be absent for any reason, PLEASE CALL SANDPIPER TO LET US KNOW if your child will be away by 7am for before care and 2:30 for after care, Beach Grove Elementary will not be responsible to let us know, you can email [sandpiperpreschool@hotmail.com](mailto:sandpiperpreschool@hotmail.com), call or text 236-883-1234 at your earliest convenience.**

**IMMUNIZATIONS** For Licensing purposes, it is mandatory to keep all immunization records current and up to date. Please inform Sandpiper staff when new immunizations are given so your file can be adjusted accordingly. Children do not need to be immunized to attend Sandpiper. If you are not following the BC immunization schedule for your child, please write this clearly on your Registration Form.

**MEDICATIONS AND SUNSCREEN** Parent-supplied medication, including skin creams, lozenges, over the counter products and SUNSCREEN, will be administered to your child ONLY upon the receipt of a completed permission form, and ONLY if the medication is in its original container with the instructions clearly stated by a physician, in the case of prescription medicine, or in the dosage indicated as appropriate on the container for non-prescription. Please provide sunscreen for your child labeled with their name. We will ensure that sunscreen is applied as needed during their time at Sandpiper.

### **TUITION PAYMENTS AND FEE SCHEDULES**

#### **Before and After School Care:**

Before Kindergarten 7:30am – 8:50am school bell \$13/day

After Kindergarten 2:50pm school bell – 5:30pm \$20/day

Before and After Kindergarten \$28/day

**REGISTRATION FEE:** A registration fee of \$30.00 is required at the time of registration for any child attending Preschool and or Before and After Care and will ensure your child has a placement in the program. The fee is non-refundable. FEES ARE PAYABLE IN ADVANCE OF CARE BEING PROVIDED. Dates of care for Before and After school are to be emailed to Sandpiper by the 25th of the previous month of care (Example August 25th will submit September dates of Before and After school care). Invoices will be emailed prior to the 1st of each month. We prefer tuition to be paid by E-Transfer; we also accept cheques & cash. E-transfers can be sent to [sandpiperpreschool@hotmail.com](mailto:sandpiperpreschool@hotmail.com). Please make cheques payable to Sandpiper Preschool. Please note we are unable to issue any change, so please ensure exact fee amounts only. It is the Parent's responsibility to ensure that tuition fees are paid in advance

of care, on the first day of each month. Please speak with staff if you have concerns or are needing to make payment arrangements. Fees received after the 5th of the month will be subject to a \$15 late payment fee. This fee will increase by \$10 if payment has not been received by the 15th plus an additional \$10 if not received by the 30th . Accounts remaining overdue will be reviewed by the directress. Parents should note that their child may not be able to return to Sandpiper until fees are paid in full.

If the account remains overdue, a termination notice will be sent to the parents. Late or neglected payments may result in Court Action.

There will be a \$40 (cash) charge for any NSF cheque, paid in advance of care. Tax receipts will be issued once a year with the yearly total before that last day of February of the following year. Families on the Affordable Childcare Benefit are asked to contact Sandpiper to determine the parent-portion of fees and are required to keep their application up to date. It is the parents' responsibility to ensure that completed renewals are submitted to the Ministry ON TIME, to prevent the interruption of tuition payments. If subsidy is not renewed, regular tuition fees will be charged, payable in CASH. Failure to pay tuition may result in the termination of your child's care space.