



Balgonie Early Learning Centre Inc.

Box 940
131 Main Street
Balgonie, Sask
S0G 0E0



Balgonie Early Learning Centre Inc. Before and After School Program

Client Manual





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Welcome to the Balgonie Early Learning Centre Before and After School Program

Philosophy

Our dedicated team is here to strengthen the foundations for overall holistic development in all children. Our focus on the spiritual, emotional, intellectual and physical development of children, will instill the confidence a child needs to be competent capable learners. Our program will offer students a safe place to have fun and unwind before and after school. We aim to provide an inclusive setting that supports cultural diversity and community involvement.

Structure of the Program

Our hours of operation will be: (depending on the accessibility available with the school)

Program starts at 6:45am

Light breakfast will be offered at 8:15am

Children will be dismissed for morning recess at 8:45am.

Afternoon Program starts at 3:25pm after student dismissal.

Light snack will be offered at 3:30pm

Program closes at 6:00pm.

Board of Directors

The Board of Directors will oversee the finances, operations and is responsible for approving policy for the program. Members of the Board of Directors are elected by the membership. The Board is made up of a minimum of 3 and a maximum of 13 members, including a President, Vice-President, Secretary, Treasurer and Members at Large. The same Board that governs the Early Learning Centre also governs the Before and After School Program.

Executive Director

The Executive Director is responsible for the direct day-to-day operations of the Before and After School Program and oversees all staff. Any changes within the program must be approved by the Executive Director who will work in consultation with the Board of Directors. The Executive Director is part of the Management Team.

Assistant Director

The Assistant Director is responsible for the general supervision and management of staff and children. The Assistant Director works with the Executive Director and staff in developing and implementing quality programming for children. The Assistant Director also evaluates staff, assists with hiring, and ensures the program is running effectively. The Assistant Director is also part of the Management Team.



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Early Childhood Educators/Staff

The Child Care Staff are responsible for ensuring that the highest quality childcare is provided to all children. All staff members take direction from the Executive Director and Assistant Director of the Balgonie Early Learning Centre Inc. The program will operate with two staff members, one of which will be over the age of 18 years and is able to produce a Criminal Record Check including Vulnerable Sector. The second staff member will be a local high school student 16 years of age or older. Both staff members will have current First Aid and CPR C certification.

Policy

1.1 Before & After School Program

The Balgonie Early Learning Centre Inc. (BELCI) will provide a Before and After School Program located in Balgonie Elementary School to meet the needs for safe, affordable, and reliable Before and After-school childcare for residents of Balgonie and area. All attendees of the Before and After School Program must attend Balgonie Elementary School.

Procedures

The Before and After School Program is open to all children in Kindergarten to Grade 6 who are attending Balgonie Elementary School. The program has limited spaces and applications will be accepted on a first-come, first-serve basis according to our waitlist.

Once the Before and After School Program has reached capacity, the BELCI Management Team will maintain the waitlist of interested parties and fill vacancies as they arise in a fair and equitable manner. Priority will be given to returning full-time participants and siblings of current participants.

Policy

1. Safety & Well-Being

The Before and After School Program will be a safe space for all program participants.

Procedures

The Before and After School Program Staff will make certain that accurate attendance records are kept for all program participants, and ensure that parents/guardians are following the daily sign-in & out procedures.

Program participants must be accompanied into the program and signed in and out by a parent/guardian, and signed out again at the end of the day by their parent/guardian. Under no circumstances are Before and After School Staff permitted to send a program participant out of the building alone.

Before and After School Staff will not release a program participant to any person other than those listed on the registration forms. In the event that an adult other than those listed on the registration forms will be picking up a program participant, notice must be given to Before and After School Staff in advance. The Before and After School Staff



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will document the request and the designated adult will be required to present photo identification to the staff upon pick-up of the participant.

For the health of all program participants, if a child is ill they will not be permitted to remain at the Before and After School Program. Their parent/guardian will be contacted immediately for pick-up. If the child has a communicable disease, the Before and After School Staff will follow current RQHR Public Health Recommendations regarding the disease, and a doctor's note will be required before the child will be permitted to return to the program. Notice of the communicable disease will also be sent to all other participant families, as well as Balgonie Elementary School officials.

All children and staff must fill out an Emergency Information sheet.

Policy

2. Program Structure

The Before and After Program will be a fun, supportive, and inclusive environment that is free from bullying and shall be a safe place for all program participants.

Procedures

Before and After School Staff will provide a fun, structured environment for children by offering a range of planned and free-play activities. A monthly activity calendar will be provided to parents and/or posted in the Before and After School Program space in advance of every month.

Before and After School Program staff will establish a set of rules that promote safety, tolerance, and inclusivity, by which all program participants are expected to abide.

All program participants must sign and return a copy of the Participant Contract, and likewise their parents must sign the Parent Contract, so that all parties are fully aware of the expectations related to their participation in the Before and After School Program.

Bullying of any kind will not be tolerated in the Before and After School Program. Before and After School Program staff will deal with cases of bullying on an individual basis, and may remove a participant from the program in severe or repeated incidents.

Policy

3. Waitlist

The Before and After School Program will have a waitlist registration form. The information provided will then be organized in an Excel spreadsheet. The BELCI Management Team will be responsible for keeping the Before and After School Program waitlist organized and the program full.

Procedures

Prospective clients are to fill out an application and submit it to attendance@belci.ca. A child on the waitlist will only become eligible for care when a spot opens. Preference will be given to returning clients, siblings of enrolled participants



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and then to the child who has been on the waitlist the longest. Preference will also be given to those returning from a leave of absence such as summer break.

Policy

4. Items from Home

The Before and After School Program does not allow personal items from home into the program space unless otherwise stated due to a special event or spirit day.

Procedures

The Before and After School Program is not responsible for broken or lost items at the Before and After School Program. Electronics are not permitted or to be used during the time Program Participants are present during the Before and After School Program hours of operation.

Policy

5. Nutritious Food

Before and After School Program staff will provide a healthy, nutritious, light breakfast to morning participants. There will also be a light snack available to all afternoon program participants.

Procedures

The BELCI Management Team will create the daily breakfast and snack schedule. The Management Team will be responsible for the purchase of all food items.

The Before and After School Staff will be responsible for preparation and serving of all breakfast and snacks.

Before and After Program staff will follow the recommendations of the Canada's Food Guide for healthy eating when planning snacks.

The Before and After School Program Staff will be required to obtain a Food Safe Level 1 certificate as soon as it is reasonable after commencing employment; costs associated with this course will be covered by BELCI.

The Nutrition Specialist at the Balgonie Early Learning Centre will prepare homemade items such as muffins, granola bars, nutritious cookies and other items that will be then served at the Before and After School Program. Breakfast and snack will also have fruit or vegetable to accompany it.

Policy

6. Communication

Before and After School Program staff will maintain open communication with parents, school officials, the BELCI management team, and the BELCI Board.

Procedures



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Before and After School Staff will send written notice to parents one-week prior of any changes to the program.

Before and After School Staff will maintain an “open door” policy with parents, and encourage daily discussion regarding their child’s behaviour and activities. When necessary, the Before and After School Staff will phone parents regarding urgent or sensitive issues.

Before and After School Staff will communicate with the Balgonie Elementary School officials as necessary regarding school closures, special events, incidents, or any other happenings as relevant to the Program.

Before and After School Staff will notify the BELCI Management Team of any serious issues pertaining to the Program, or any conflicts with parents or school officials that cannot be easily resolved. If there are other occurrences that the BELCI Management Team are not able to resolve, they will notify the BELCI Board.

All staff are required to sign an Oath of Confidentiality Agreement upon hiring.

Policy

7. Fees

The Before and After School Program will charge a fee for each program participant to cover the costs associated with the operation of the Before & After School Program.

Procedures

The fees for the 2020/2021 school year will be \$250.00 a month per child. A \$100.00 deposit must be given to secure your spot. This deposit will be reimbursed when you terminate your spot with proper notice.

Fees are due on the First of each month. Fees will be paid by Direct Deposit to fees@belci.ca.

Fees must be paid in full every month, regardless of a participant’s daily attendance.

Late pick-up fees of \$15.00 per participant will be applicable for any program participant not picked up by 6:05pm. Any participants who are left at the Before and After School program for more than 20 minutes will have their emergency contact called to pick them up if parents are unavailable. Any child left more than 30 minutes with no contact from parents or response from their emergency contact will be reported to Child and Youth Services.

Should a parent wish to withdraw a participant from the Program, one month written notice must be given to the Before and After School Staff.

Policy

8. Health and Medication

Before and After School Program provides a safe and hazardless space to all program participants.

Procedures

All medication must come in the original containers, labeled with the child’s name, dosage, and expiry date.



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Before and After School Staff will not administer non-prescription medication unless accompanied by permission of the guardian of the program participants (ei. Tylenol, Benadryl, Advil).

If your child requires an inhaler or an EpiPen please speak to the Before and After School Staff about the location of these items. This is important if needed during their time at the program (ei. If they are kept in their book bags).

Due to fire safety precautions children are to wear indoor shoes at all times in the program.

Policy

9. Expulsion

The BELCI Management Team reserve the right to expel a program participant from the Before and After School Program for the following circumstances.

Procedures

Program participants may be expelled from the Before and After Program under any of the following circumstances:

- Failure to pay fees on time
- Failure to sign participant(s) in and out
- Consistent lateness in picking up a program participant
- Abusive, threatening, or bullying actions towards other program participants or BELCI Staff
- Challenges due to undisclosed special needs
- Failure to comply with the Parent & Participant Contracts

Before and After School Staff will notify the BELCI Management about these circumstances to discuss corrective actions. All instances must be documented

Expulsion notices will be final and immediate; no refunds will be issued for fees paid. Notice is not needed.

Policy

10. Duty of Care

Staff have a legal and moral duty of care towards all participants of the Before & After School Program.

Procedures

Before and After School Staff will not release a program participant into the care of any person suspected to be intoxicated, under the influence of illegal or legal drugs, or when immediate harm to the participant has been indicated. Staff will attempt to contact the participant's secondary and/or emergency contacts to pick up the participant. In the event that an alternate contact cannot be reached, Staff will call Social Services for assistance.

Saskatchewan law requires that any person who has a reasonable suspicion that a child is being abused or is in need of protection to report this suspicion to Social Services or a law enforcement officer. These laws supersede any



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confidentiality agreements within the Program, as Before and After School Staff will always act according to the law and in the best interest of the child.

Policy

11. Discipline

Unacceptable behaviour from children attending the program will result in staff using a variety of behavioural management techniques.

Procedures

When a child is exhibiting undesirable behaviour such as, but not limited too; bullying, teasing, swearing, physical aggression, damage to supplies or property, deliberately not listening or disrespecting staff the following discipline techniques might be used.

- **Time Out/Time Away** this is used when children need time away to think about what they have done and what we expect from them going forward. It can also be used if a child is over stimulated and needs some alone time.
- **Communication** is always used by staff to verbally discuss the situation to the child. The staff member will ensure the child is aware of what they did wrong and a plan is made to ensure it doesn't happen again.
- **Behaviour Report** will be filled out if a child exhibits the same unacceptable behaviour more than twice after being spoken too. Staff will ensure the report is explained to the parent/guardian at pick up time. The parent must sign the document and the staff member must ensure it is returned to the Management Team at the main centre that evening.
- **Isolation, verbal abuse and physical restraints are unacceptable forms of discipline.**
- **Spanking, hitting or slapping the children is strictly forbidden.**
- **Physical restraint of a child to protect himself, other children or staff members from being injured may be necessary and is not considered a form of physical punishment.**
- **No child will be isolated without supervision.**
- **No holding so tight they bruise.**
- **No using tape, rope, or other devices to restrain a child.**
- **Threatening/sarcasm/intimidation/yelling/humiliation/belittling are not acceptable forms of discipline.**

If a client or another staff member witness employees treating children in any of the listed unacceptable forms of discipline must contact the Management Team immediately.

Policy

12. Privacy & Collection of Information

The BELCI BES Before and After School program will protect the private information of its program participants.



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Procedures

Before and After School Staff are required to use safe procedures to protect the private information of its program participants and their families. Names, addresses, phone numbers, and any other contact information will be used for communication purposes only and will not be shared with other parties. All documents with personal information will be kept in a locked cabinet.

Before and After School Staff will maintain confidentiality regarding all program participants, incidents within the program, or any issues sensitive in nature. Staff will use discretion when talking about the program or its participants outside of their work setting, and will never disclose information that is sensitive, private, or identifying in nature.

Staff will never disclose the name of a child who may have caused an incident to another participant.

Policy

13. Expenses

All food, cleaning supplies and programming expenses will be purchased by the BELCI Management Team.

Procedures

Before and After School Staff are responsible for careful management of the monthly supplies.

The monthly supply budget for the 2020/2021 will be managed by the BELCI Management Team.

Staff are responsible for making sure a list of needed items is kept and handed in to the BELCI Management Team in time to have supplies ready and available in a timely manner.