



ESQUIMALT
PARKS + RECREATION

Macaulay School Only

Out of School Care

2021/2022 Before/After School Program Application

Note: One Application per child required

NAME OF CHILD: _____
(GIVEN) (MIDDLE INITIAL) (SURNAME)

Date of Birth: _____ Child's age September 2021: _____

Enrolling Parent: _____
(GIVEN) (MIDDLE INITIAL) (SURNAME)

Address: _____ Home Phone: _____

List any siblings also applying for childcare: _____

Start Date: _____ Grade in 2021/2022: _____

✓ Please check off care requested:

- Before School Care Mon-Fri 6:30-8:48am \$8.50/day for 10 months
- After School Care Mon-Fri 2:46-6:00pm \$15.50/day for 10 months

Pro-D Days, Early Dismissal, and Winter Breaks will be the same process: a separate application form accepted as of June 16, 2021 (processed in the order they are received) – available for existing OSC participants only. Spring Break registration will open January 2022. Pro-D Days, Early Dismissal, and Winter/Spring Breaks are all separate registrations and are not included in regular Out of School Care fees. Please see the Parent Handbook (page 2) for more information.

Applications for September 2021 will be accepted as of 7:00am PST on April 20, 2021 via email to osc@esquimalt.ca and must be received by May 4, 2021 to be processed in priority order. Please check off the highest priority that applies to the applicant below:

1. Current participants applying for exactly what they're registered in as of April '21
2. Current Before Care participants wanting After Care
3. Siblings of current participants entering OSC
4. 2020/2021 Preschool participants
5. New registrants

After April 20, 2021 we will continue accepting applications for the waitlist.

Incomplete Applications Will Not Be Processed

All applicants will be notified by email of their status within 4 weeks of application submission. Please see the Parent Handbook for more information. **Print clearly in all sections.**

For further program information please contact:

Seth Jerome, OSC Supervisor

seth.jerome@esquimalt.ca

OFFICE USE ONLY

Date Received: _____ Time Received: _____ Staff Initial: _____

Registered in Barcode # _____ Payments Scheduled \$30 Reg Processing Fee

Registered in Barcode # _____ Payments Scheduled

PRE-AUTHORIZATION DEBIT PLAN AGREEMENT FORM

The following must be completed for this registration to be processed.

PRE-AUTHORIZATION DEBIT PLAN AGREEMENT FORM

I, _____, authorize the Corporation of the Township of Esquimalt to process all OSC Fees (\$30 Registration Processing Fee at the time of registration, and on the 1st of each month Monthly Program Fees, and any Late Pick-up Fees or Failure to Notify Absence Fees) incurred throughout the year by the following payment method:

If you already have payment info on file please specify which payment method to use (ex last 4 digits of Credit card or EFT) as multiple payment methods are often stored on client's profile.

Credit Card Information:

Name on Credit Card: _____

Credit Card Number: _____

VISA MasterCard AMEX

Expiry Date on card: _____ CVV Number on back of card: _____

Bank Account Information:

Please attach a cheque marked "VOID" or stamped document from your bank with account information.

Please Note: NSF Payments or declined Credit Cards will be charged a \$20 fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. For additional information regarding delinquent accounts please refer to the Parent Handbook.

Affordable Child Care Benefit (ACCB)

Yes, I am applying and/or qualify for ACCB.

Please note: ACCB does not normally cover the full costs of care. A method of payment for your parent portion must be indicated above. A copy of your Authorization must be received 1 week prior to the first day of program in order to adjust your parent portion. If authorization is not received, the full amount will be charged on the 1st business day of the month.

Third Party Billing:

Yes, I require third party billing.

The second party splitting the cost of care is: _____

The second party MUST complete a separate Pre-Authorization Debit Plan Agreement Form.

Email Address for all receipts and communication: _____

Signature: _____

**ESQUIMALT PARKS AND RECREATION
OUT OF SCHOOL CARE REGISTRATION FORMS**

CHILD'S NAME: _____

Birth Date: _____

Gender: _____

Grade: _____

2021/2022 SCHOOL YEAR

FAMILY INFORMATION

Guardian's Name: _____

Home Phone: _____

Relationship to Child: _____

Cell Phone: _____

Street Address: _____

Work Phone: _____

Guardian's Name: _____

Home Phone: _____

Relationship to Child: _____

Cell Phone: _____

Street Address: _____

Work Phone: _____

CUSTODY RESTRICTIONS

Are there custody arrangements?

No Yes. A copy of the custodial order must be attached to the application.

Please state general conditions: _____

* List persons not permitted access to the child: _____

HEALTH CARE INFORMATION

BC Care Card Number: _____

Family Doctor or Clinic used: _____ Office Phone: _____

IMMUNIZATION STATUS

My child is up to date on all immunizations and **a record is attached.**

My child is up to date on all immunizations and has not had any new immunizations since a record was last provided to the OSC school year program.

I choose not to immunize my child and agree to temporarily withdraw my child from the program should the community be facing an epidemic.

GENERAL HEALTH INFORMATION:

Does your child have any health problems that we need to be aware of? Yes No

Allergies (food/drug): Yes No

If yes, explain: _____

Are there any dietary needs/restrictions? _____

Does your child have any special needs and/or require extra support (behavioural, emotional, physical, intellectual, language, etc.)?

Yes No

If yes, explain: _____

Does your child have an Educational Assistant at school? Yes No

If yes, and your child is not currently registered in Esquimalt OSC, please contact the OSC Supervisor before submitting this application.

Does your child take any regular medications? Yes No

If yes, explain: _____

If your child takes medication during program hours you must also complete an “**Authorization to Administer Medication Form**” available at Esquimalt Recreation Centre or online.

ACKNOWLEDGEMENT & CONSENT

By signing this document I hereby acknowledge that I have read and consent to the following:

- I hereby give permission for my child to go on out trips arranged by Esquimalt OSC Programs.
- I understand that in the case of an accident or illness, Esquimalt staff will phone an ambulance and a staff person will accompany my child to the hospital. I give authorization for emergency health care.
- I understand that by enrolling my child, I am responsible for the total cost of care. I understand that if I wish to withdraw my child’s enrollment I must provide 30 days notice. I accept all responsibility for payment of all accounts rendered to my family.
- I have read and accept the policies and procedures outlined in the Parent Handbook.
- I certify that the information given in this form is complete and true in every aspect, and that I am the legal guardian.

Parent/Guardian of: _____

PRINT PARENT/GUARDIAN NAME

SIGNATURE

DATE

*Sign if you **do not wish** to have pictures taken of your child in the program setting for Esquimalt Recreation publicity purposes. Parent/Guardian Signature: _____*

EMERGENCY CONTACT CARD 2021/2022

CHILD'S NAME: _____ **BIRTHDATE:** _____
Given Surname Month/Day/Year

GUARDIAN'S NAME: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

ADDRESS: _____ **WORK PHONE:** _____

GUARDIAN'S NAME: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

ADDRESS: _____ **WORK PHONE:** _____

EMERGENCY CONTACT: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

EMERGENCY CONTACT: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

Child's Family Doctor/Clinic: _____ **OFFICE PHONE:** _____

ALLERGIES: _____ **MEDICATIONS:** _____

CARE CARD #: _____

Emergency contacts must be different than parents/guardians

ALTERNATE PICK-UP LIST

Name & Relationship to Child

1. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

2. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

3. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

4. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

5. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

6. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

7. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

PHOTO

*OSC Program Staff
will take a current
digital photo of your
child in case of
emergency*

I, _____, give permission for the above Emergency Contacts and Alternate Pick-ups to pick-up my child from the Esquimalt OSC Program.

Parent/Guardian Signature: _____

Back of Emergency Contact Card – Please leave blank



ESQUIMALT
PARKS + RECREATION

OUT OF SCHOOL CARE PROGRAM

PARENT HANDBOOK

School Year Program 2021/2022

Welcome to Esquimalt Recreation Centre Out of School Care! We are pleased you are joining us, and have many opportunities available for your child(ren). We are an Island Health Licensed Group Child Care (School-Age) program with 78 spaces for Grades K-5 attending Macaulay Elementary School.

Our Philosophy

We believe that OSC is a place where caring staff provide child-directed opportunities for families to make community connections for a lifetime.

Our Goals

- To provide a safe and nurturing environment for children ages of five to twelve years
- To provide a healthy learning atmosphere where each child can feel safe, respected and valued while meeting their social and emotional developmental needs
- To work with each child's parents/guardians and with child & family related professionals to provide a holistic approach in meeting the child's needs
- To encourage each child to develop to his or her full potential

School Year Program

Before School Care

Staff will provide a safe and calm space for your child to start their day. Children are welcome to bring their own breakfast if they choose. Children have the opportunity to participate in crafts, gym games, board games, and creative play. Each group will walk to school, rain or shine, for the start of the school day.

After School Care

Staff will greet the children at Macaulay School at the conclusion of the school day for check-in and playground time. Each group will walk, rain or shine, back to the Esquimalt Recreation Centre for the afternoon's activities. Children will have opportunities to enjoy swimming, skating, gym games, crafts, science, out trips to local parks and other special events. We ask that parents pack a healthy snack for children to eat as they will be given a snack time.

Esquimalt Recreation Centre OSC Contact Information

OSC Manager/Supervisor: Seth Jerome

Office: 250-412-8512

email: seth.jerome@esquimalt.ca

Recreation Programmer: Meghan Nicklin

Office: 250-412-8506

email: meghan.nicklin@esquimalt.ca

OSC Room and Group Cell Phones

Voyageurs 250-883-9106

Rangers 250-883-0103

Buccaneers 250-818-6025

Explorers 250-812-8337

PROGRAM HOURS

Before School Care	Monday to Friday	6:30am – Morning Bell
<i>Children must arrive at the Esquimalt Recreation Centre by 8:30am to be transported (walk) to Macaulay School</i>		
After School Care	Monday to Friday	Dismissal – 6:00pm
<i>Children must check-in within 10minutes of the dismissal bell</i>		
Pro-D Days/Camps	Varies	6:30am – 6:00pm
<i>Children must arrive at the Esquimalt Recreation Centre by 9:00am</i>		

TRANSPORTATION

School Year Program

Children will walk to/from the Esquimalt Recreation Centre accompanied by staff. Please ensure your child is dressed for the weather. Jackets are **mandatory** October to April.

Camps

Children will be transported by BC Transit or a rented 24 passenger bus, driven by a staff member with a valid Class 4 driver's license.

SCHOOL CLOSURES

Statutory Holidays

Before and After School Care Programs do not run on statutory holidays.

Pro-D Days

Pro-D Days will have priority registration for current 2021/2022 school year OSC participants – first come, first served. Applications will be accepted starting June 16, 2021, and processed in the order of which they are received. Application forms will be made available on June 1st, or as soon as the information is announced by the school. You will be notified of your registration status for requested Pro-D Days by June 16, 2021. Withdrawals will be permitted up to 1 week prior to the start of a program to receive a full refund or credit.

Holidays

Esquimalt Parks & Recreation offers a variety of camps during Winter, Spring, & Summer Breaks, including Licensed OSC Camps. Please note that space is limited and early registration is recommended. Winter Break Camp will be available on the same application form as Pro-D Days (please see above for dates.) Spring Break Camp will be available for registration in January 2022 – date TBD. Summer Break is separate from all school year OSC and dates will be advertised early 2022.

Early Dismissal

Early Dismissal days are a separate registration and are **not included** in regular After School Care fees. Children must be registered in order to attend the After Care portion of Early Dismissal Days. Registration will only be available for those registered in the After Care program. Before Care is not affected by this, and will run as normal on Early Dismissal days. Applications will be accepted starting June 16, 2021, and processed in the order of which they are received. You will be notified of your registration status for requested Early Dismissal days by June 24, 2021.

Other School Closures

In the event of school closures due to strikes, weather or other imposed causes outside the control of Esquimalt Parks & Recreation, reimbursement of fees will apply if the program does not operate.

School Year Program Calendar Dates for 2021/2022

School Opens, first day of care (Gr1-5)	Tuesday, September 7, 2021
First Day of Care (Kindergarten)	Friday, September 10, 2021
Professional Development Day	Monday, September 27, 2021
STAT – Thanksgiving	Monday, October 11, 2021
Professional Development Day	Friday, October 22, 2021
Remembrance Day	Thursday November 11, 2021
Professional Development Day	Friday, November 12, 2021
Winter Break	Monday, December 20 - Monday January 3
Professional Development Day	Friday, February 18, 2022
STAT – BC Family Day	Monday, February 21, 2022
Spring Break	Monday March 21-Friday April 1, 2022
STAT – Good Friday	Friday, April 15, 2022
STAT – Easter Monday	Monday, April 18, 2022
Professional Development Day	Friday, May 20, 2022
STAT – Victoria Day	Monday, May 23, 2022
Last day of Care	Thursday, June 23, 2022

One additional professional development day with date to be chosen by Macaulay

The above dates are based on SD 61 proposed calendar for the school year in 2021-2022. A final calendar (which will include Pro D days & Early Dismissal days) will be available September 2021

ACTIVITY CALENDAR/NEWSLETTER

A monthly activity calendar and newsletter will be emailed to parents at the beginning of each month. This handout will outline the month’s daily activities and reminders to parents. One email address per child will be used for the OSC account; ensure the Front Desk has your preferred email address on file.

Swimming Days: All groups have scheduled swim days on Thursdays each month. Please send your child with a bathing suit, towel and 25¢ for a locker. Children will be in the pool until 4:30pm and out of the change rooms and ready for pick-up by 5:00pm. Please note: children 5-6yrs MUST wear a lifejacket regardless of swimming ability. Children 7yrs+ must pass a swim test to swim without a lifejacket.

Skating Days: All groups have scheduled skating days on Thursdays each month, Sept to March. Please send your child with a helmet, gloves and warm clothes. Children will be on the ice until 4:30pm at the Archie Browning Sports Centre and will return to the OSC room by 5:00pm.

Play Late Days: All groups have 1 scheduled play late day at Macaulay School per week. Please send your child with a hat, gloves, sweater & jacket during the winter months and sunscreen during the spring and early fall. Children can be picked up at Macaulay School until 4:10pm or once they return to the Centre by 4:30pm. Please do not pick up along the roadway during the walk back to the Centre.

Swimming, Skating and Play Late days are subjected to change as COVID has restricted our access to the pool, skating rink, and school playground. As soon as the spaces become available to us again, we will start to make use of them and parents will be notified.

Lessons: If your child would like to participate in a program (swimming, art, dance, music, sport) which takes place in the Esquimalt Recreation Centre during program time, please speak with the OSC leaders to discuss possible arrangements.

Active Play: Participants will spend an average of 60 minutes per day involved in Active Play, including walking to and from school, playground time, gym time, and various games and activities that promote physical literacy.

Screen Time: Participants will only have screen time allotted during the one monthly Movie and Stuff Day. There will be no other screen time provided during the program.

Food & Drink Policy (How COVID changes program):

1. Due to our COVID-19 policies, we are no longer serving snack to OSC participants. However, all staff will provide the OSC groups with a snack time. We ask that all parents pack their children a healthy snack that can be eaten during this snack time.
2. Junk food, candy, and/or pizza may be provided on special occasions, such as birthdays and holidays (CCLR 56.e). Proper food safety guidelines will be followed. Children are not permitted to purchase food or merchandise during program time.
3. Children will never be forced to consume any food or drink (CCLR 48.4).
4. Safe drinking water will be available to children at all times. It is important for children to come with water bottles for out trips to local parks (CCLR 48.5).
5. On Early Dismissals, Pro-D Days, OSC Winter/Spring Break/Summer Camps, the child must bring his/her own healthy lunch, morning and afternoon snack, and water bottle.

PROVIDING A SAFE ENVIRONMENT

Staffing Levels

There is an OSC Supervisor for the 4 rooms. The staff to child ratio is 1:12 for Grades K/1 and 1:15 for Grades 2-5; however we aim for a 1:10 ratio. All Esquimalt Recreation Centre staff must meet the following criteria:

- First Aid & CPR C certification
- Criminal Record Check
- Minimum 20hrs of relevant training

Licenses & Inspections

Esquimalt Parks & Recreation Staff is committed to providing quality leadership and care for all children involved in licensed care programs. All rooms are licensed by Island Health and are regularly inspected by licensing officers. The Esquimalt Fire Department has inspected and approved all sites and there are monthly fire drills.

Illness

Esquimalt Parks & Recreation is committed to providing a safe and healthy environment. Due to COVID-19 we ask that parents perform daily health checks on their child to ensure that they are not presenting any new symptoms of illness. If your child appears to be ill, please consult the Esquimalt OSC & Preschool - Health Check below

Esquimalt OSC & Preschool Health Check	
Symptoms	What to Do
<ul style="list-style-type: none"> • Fever (above 38 C) • Cough • Loss of sense of smell or taste • Chills • Difficulty Breathing 	<p>If 1 or more of these symptoms present, get child tested and stay home</p>
<ul style="list-style-type: none"> • Sore Throat • Loss of appetite • Headache • Body Aches • Extreme fatigue or tiredness • Nausea or vomiting • Diarrhea 	<p>If 1 of these symptoms present, keep child home until they feel better</p> <p>If 2 or more of these symptoms present, keep child home and wait 24 hours to see if they feel better. Get child tested if they aren't better after 24 hours</p>
<p>If your child is a close contact of someone who has COVID-19 or is getting tested for COVID-19 Get your child tested and stay home</p>	
<p>If you are ever unsure about whether or not to send your child to OSC, call 811 and tell them what is going on</p>	

If a COVID-19 test is recommended but not done, self-isolate for 10 days after the onset of symptoms and return when the child is well enough to participate.

If there is a member of a child's household that is recommended to take a COVID-19 test but doesn't then that child must also self-isolate for 10 days after the onset of symptoms.

If a COVID-19 test is not recommended, children may return when well enough to participate (see "Returning to OSC/Preschool" below).

Staying Home When Sick and When New Symptoms Develop

Staying home when sick is one of the most important ways to reduce the spread of communicable diseases, including COVID-19. This is why it is important for anyone who is sick to stay home. Children who are experiencing symptoms of a previously diagnosed health condition do not need to stay home and are not required to provide a doctor's note to attend, but we do ask that guardians communicate these conditions to staff before sending the child. Asymptomatic children may still attend OSC/Preschool if a member of their household develops new symptoms of illness.

If Children Become Sick at OSC/Preschool

Staff will go through the **Esquimalt OSC & Preschool – Health Check** with the sick child. If it is found that the child has any of the symptoms on this table, then staff will be in touch with the child's parents. Parents will be asked if the symptoms present have already been addressed by

the parents or a primary care provider. If these are new symptoms or symptoms that have worsened, then parents will be asked to pick their child up. If these are symptoms that are improving or have been cleared by a primary care provider, the child will be allowed to stay at OSC/Preschool. If it is determined that the child will need to be sent home. The sick child will be separated from the rest of the group in a quiet and supervised location for them to rest until they can be picked up.

Returning to OSC/Preschool

Children may return to OSC and Preschool once they are well enough to participate. Children are permitted to return to OSC/Preschool with mild symptoms of illness remaining (ie Runny nose, nagging cough, sore throat, etc), in line with the guidance in this document. This is to ensure children are not kept out of OSC/Preschool for longer than necessary. A doctor's note to confirm the health status of any individual is not required unless needed to support medical accommodation as per usual practices.

Lice

If your child has lice, they are not permitted back into the program until treatment has taken place. Notify the OSC Supervisor every time your child has lice so information can be sent home to the rest of the families to be able to check their children.

Program staff reserves the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition.

During the program, if your child becomes ill, our staff will follow these procedures:

1. Contact a parent/guardian to come pick-up the child. If you cannot be located, a staff will contact an alternate pick-up person to take the child home (CCLR 55).
2. A record of any notification of illness or injury will be maintained by OSC staff (CCLR 57 f).
3. The child will be provided with a quiet and clean resting place, under the supervision of program staff, while waiting for pick up (CCLR 54).

Accidents

In case of an emergency, the staff will contact parents/guardians. If the parents/guardian cannot be located, the staff will attempt to locate an alternate contact to take the child to the doctor/hospital/home. If the incident is serious and requires calling Police/Fire/Ambulance they will be called first as the child's health and safety will be the priority. We will then notify parents/alternates as soon as reasonably possible.

Emergency Situations

OSC Staff are trained to follow Esquimalt Parks & Recreation Emergency Procedures during emergency situations such as fire and earthquake. Emergency Evacuation Procedures are posted in the Centre. Fire drills are conducted monthly at each location. Please note that programs are equipped with cell phones and staff will attempt to contact parents/guardians during/after an emergency situation by way of text so that phone lines can be kept clear for emergency personnel and emergency situations only.

Missing Children Policy

Child abduction is a serious problem that concerns everyone. If your child does not check in with OSC staff within 10 minutes of the school bell we will immediately follow the procedures listed below:

1. Check for written and phone messages at the Centre before leaving to pick up from school
2. Check absentee list at school

3. Ask teacher (if available) of child's whereabouts
4. Have the child paged through the school intercom system
5. Call your place of employment, cell phone, and home
6. Call emergency contacts and all authorized pick-up persons on file

If, at this point, your child has still not been located:

7. **WE WILL CALL THE POLICE TO REPORT YOUR CHILD AS MISSING.**

We will continue to attempt to establish contact with parents/guardians/alternate contacts to ensure they are aware of the situation.

Please reinforce with your child the importance of coming directly to the program after school.

Pick Up Procedure

When a child is picked up the parent/guardian/alternate is responsible for signing out and ensuring a staff member is made aware that the child is being picked-up from the program. Staff will require **photo identification** from anyone picking up a child whom they have not previously met. This includes parents, siblings, babysitters or anyone else on the authorized pick up list. Children are not permitted to sign themselves in/out; this includes walking to or from program without a parent/guardian/alternate.

Parents or Siblings ages 12 and up doing pick up must wear a mask while inside the rec centre as per our OSC and rec centre's COVID-19 policies.

Late Pick Up

If the parent/guardian has not picked up the child by 6:00pm, OSC staff will try to contact the parent/guardian. If unable to make contact, staff will make all attempts to contact an alternative contact person to pick-up the child. If all authorized adults are unavailable and the parent/guardian has not contacted the OSC program by 6:30pm, OSC staff will notify the Ministry for Children and Family Development. A late fee of \$5 for every 5 minutes late will be charged. If late pick-up is an ongoing problem, childcare services may be terminated.

Unauthorized Pick Up

Children will not be permitted to leave the Centre with anyone who is not named as a responsible alternate person on the pick-up list unless OSC staff have **expressed permission in writing from the legal guardian** to release the child into their custody. If an unauthorized person arrives to pick up a child, the child will not be released. OSC staff will speak to the individual and explain the policy that children will not be released without written authorization from the parent/guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children (CCLR 50). If necessary, the police will be called for assistance.

Alleged Impaired Pick Up

It is OSC staff responsibility, to the extent it is possible, **not to release a child to an authorized person who is unable to adequately care for a child.** If OSC staff believe a child to be at risk and feel comfortable in approaching the individual, they will offer to call an authorized alternate to pick up the person and child, or offer to call a taxi to pick them both up. If the person is driving a vehicle, OSC staff will explain that they are obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child, OSC staff will immediately notify the police and provide a description of the car and geographic vicinity. If OSC staff believes the child is in need of protection, they will call the Ministry for Children and Family Development.

Custody And Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent/guardian is responsible for providing accurate and up to date information concerning legal guardianship of the child. Without a custody or court order on file, OSC staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented.

OSC Expectations

Please find below the "OSC Expectations." These are guidelines for expected behaviour while participating in the Out of School Care Program. We would like parents to take the time to read the rules and discuss them with their child. We also value that children need to take responsibility and be held accountable for their behaviour

At Esquimalt Recreation Centre OSC we expect participants, staff, and families will:

1. **Stay Safe:** be aware of your surroundings and how your actions impact those around you and yourself (e.g. use walking feet, have a calm body, keep hands to ourselves, wear weather appropriate clothing, eat healthy snacks).
2. **Be Respectful:** to your friends, leaders, the environment and yourselves (e.g. listen to others, problem solve with words, talk calmly, take turns, share, look at nature, take a break from the group when you need to).
3. **Have Fun:** have a positive attitude and enjoy the activities available to you (e.g. play safe, include your friends, suggest activities to the leaders, be creative).
4. **Try Our Best:** try new activities and problem solving before asking a leader for help (e.g. ask friends for help, be patient, encourage friends in a new activity, keep your body calm with 3 deep breaths, use your WITS).

For OSC to be successful, it has to be the right fit for everyone. The Esquimalt Out of School Care Program and parents/guardians will use the first 30 days of each school year (or first 30 days of being registered, if registering part way through the year) as a trial run to see if the program is suitable for everyone. Either party may decide at that time that program is not the right fit and may withdraw without penalty.

Behavioural Guidance Policy

The Esquimalt Out of School Care Program follows the recommended discipline guidelines as set out by Island Health (CCLR 51). The purpose of guidance and discipline in this Centre is to provide a safe and healthy environment in which each child can feel safe, respected and valued.

1. Discipline and guidance is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques to help the child control or change his/her behaviour.
2. The techniques we use include verbal reminders such as "walking feet" or "inside voices"; separating two or more peers; removal from the activity or room; practice expected behaviour such as walking quietly in the hall; time with a different adult in another room; loss of an item, activity, or privilege; time out from the activity; physical guidance such as leading a child to their chair to clean up after

snack; and physical holding which is used only when a child's safety is in immediate danger, such as stepping into the road.

3. Children will never be subjected to harsh treatment of any kind such as shaking, striking or spanking. There will be no harsh or belittling language used at any time. Physical punishment or withholding food will never be used as a means of discipline.
4. The following behaviours are not acceptable in the Out of School Care Program and all incidents will be documented with a Behaviour Incident Report: bullying, physical aggression, self injury, disruption/tantrums, inappropriate language, verbal aggression, non-compliance, social withdrawal/isolation, running away, property damage, unsafe behaviours. Parents will be notified by phone or at pick up time.
5. If a child/parent/guardian/alternate does not respect the OSC Expectations, an incident report will be written and the procedure will be as follows: talk with child, contact family, parent meeting, arrange behavioural consultation, early pick-up, reduce hours in program, and termination of care.
6. The OSC program reserves the right to suspend or terminate childcare service at any time, including when:
 1. an incident is considered severe, such as threatening to injure another person, purposefully injuring another peer or adult, bullying, and running away from the program site or boundaries and refusing to return.
 2. the OSC program has implemented all reasonable program modifications and strategies to support the child, and the frequency and level of challenging behaviour continues to escalate.

Children Requiring Extra Support

We are a facility that would like to adapt our program for children with special needs** (including physical, mental, emotional, behavioural, developmental, or health needs). Parents/Guardians of children with known special needs **must** disclose and discuss their child's needs with the OSC Supervisor prior to enrollment. **Failure to do so may result in termination of services.**

If a child has special needs, or subsequently develops special needs, Esquimalt Recreation Centre OSC, in consultation with the parents, will develop an Individual Care Plan ("ICP") (CCLR 58) for the child that ensures the health, safety and well-being of the child, other children, and staff.

If Esquimalt Recreation Centre OSC, in consulting with the parents in making the ICP or after implementing the ICP, determines that the child's needs cannot be met in light of the Centre's obligations to all children in the program and its staff, Esquimalt Recreation Centre OSC may decline to enroll or continue the enrolment of the child.

** Special needs includes children with a diagnosed disability and children without a diagnosed disability but who are experiencing difficulty with emotional, behavioural, developmental, or health needs.

PARENTAL RESPONSIBILITIES

Attendance

To prevent any "lost child" concerns it is imperative that parents communicate all absences from program. If your child will be absent from the After School Care Program, please notify OSC staff by one of the following methods:

1. Text the OSC group cell phones by 2:30pm if your child will not be attending program that day. Please be sure to identify yourself. The text must come from an approved parent phone number

on the child's contact list. Group cell phone numbers will be emailed out to parents before the first day of OSC.

2. Email OSC@esquimalt.ca, identifying yourself, who your child is, and the dates they will be absent
3. Speak with OSC staff directly at the school when you pick up your child (no later than 3:00pm)

Failure to notify staff of your child's absence will result in a \$25 fee. Failure to notify staff 3 times may result in termination of childcare services. If staff does not receive notification that your child is going to be absent, staff will start the Missing Child Procedures (see page 5)

Registration Forms & Immunization Records

Child Care Licensing requires a current registration form be on file for every child registered in the care programs. Parents/Guardians are required to fill out a new registration form each year and immunization records must be attached. All sections of the form MUST be completed in full. As this information is extremely important, please keep us informed regarding any updates throughout the school year.

Medication

If your child requires the administration of medication during program time, it is the parent/guardian responsibility to deliver any medication and administration instructions directly to the program staff. Permission to Administer Medication Form must be completed.

Epi-Pens & Inhalers

A completed Emergency Medication Care Plan must be submitted with this application. The child is responsible for carrying the epi-pen/inhaler at all times. Children will not be accepted into the program with an expired epi-pen/inhaler.

Clothing Requirements and Lost/Found

Children will be outdoors every day for a minimum of 45 minutes for playground time and the walk back to the Centre. Ensure your child is appropriately dressed or supplied with indoor/outdoor clothing; a jacket is required from October to April. Umbrellas must be in safe working order with no sharp or metal ends. The Lost & Found table is located at the entrance to the OSC room, please check for your child's belongings regularly.

Items from Home

We request that children DO NOT bring special items from home except for special events related to programming. All items MUST fit in the child's backpack. Children may not carry items (stuffed animals, balls, skates, etc.) in their hands during the walk to and from the Centre.

The Out of School Care Program is not responsible for lost, stolen, or broken toys and articles that are brought to program.

Please keep scooters, bikes, skateboards, etc. at home as children are not permitted to use them during program time and all belongings MUST fit in their backpacks for the walk to/from school.

Children are not permitted to use personal cell phones (calling or texting) during the program. Cell phones must be turned off and stored in their bags.

PAYMENT & FEE INFORMATION

Fee Schedule

After School Care Program – Sept to June Fee	\$15.50/day for 10 months
Before School Care Program – Sept to June Fee	\$8.50/day for 10 months
Professional Development Days & Winter Break	\$42/day
Spring/Summer Break Camps	\$190/week
Early Dismissals	\$32/day
Late Pick Up	\$5 for every 5 minutes
Failure to Notify of Absence	\$25
NSF Payments	\$20
Registration Processing Fee (School Year Program)	\$30

Please keep all receipts for income tax purposes and for proof of payment in case problems occur (i.e. computer/human error, etc.). Space is limited for Pro-D Days, Winter/Spring/Summer Break Camps, so be sure to register with the front desk in advance to ensure a space for your child. Registration is done on a first come, first served basis.

Registration Processing Fee

A NON-REFUNDABLE Registration Processing Fee of \$30 per family is required upon registration.

Affordable Child Care Benefit (ACCB): The Registration Processing Fee is required from those applying for ACCB.

Monthly Payments

School Year Program

Post-dated payments for each month of the school year are required upon registration, by completing the Pre-Authorized Debit Plan Agreement Form.

Pro-D Days, Winter/Spring/Summer Camps

Post-dated payments, due 4 weeks prior to camp start date, are required upon registration. Payments for Summer Camps starting in July must be made during initial registration. Registration for Camps with August start dates can be scheduled for July 15, with payment of the first week of camp required in full at time of registration.

Affordable Child Care Benefit (subsidy)

Post-dated payments (EFT or Credit Card) are required at time of registration. Once authorization has been received from Child Care Subsidy, you will be notified with the new amounts owing as your parent portion.

Dishonored Payment

Payments returned NSF will be subject to a \$20 NSF fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. No more than two NSF payments will be allowed. If two payments have been returned NSF, all subsequent payments must be made by an alternative payment method.

Delinquent Account

If an account is more than two months or \$400 in arrears, you will be notified by letter or email and the following process will take place:

- 50% of the total balance is due within two weeks from the date of the letter. Failure to do so will result in refusal of childcare service.
- A payment plan for the remaining balance will need to be discussed with Regan Pemberton, Recreation Programmer, 250-412-8506 immediately. Failure to do so will result in refusal of childcare service.
- If payment is not received, no future payment plan made, or there is no response from the parent/guardian acknowledging the debt, childcare service will stop immediately. The account will be forwarded to the finance department of the Township of Esquimalt for further collection proceedings.
- All outstanding fees must be paid in full before the child(ren)/siblings may be placed on the waitlist or permitted to re-join the program.

Withdrawal

To withdraw from the program, 30 days notice must be provided in **writing** to the OSC Supervisor through email. Verbal notification to staff is not sufficient notice.

Refunds

Once a request to withdraw from an OSC Program has been received, the next months fees will be prorated based on the 30 days notice and future post-dated payments will be cancelled. Refunds for Pro-D Days and Camps will be processed within 2 weeks for cash/debit and 48hrs for credit cards.

No refunds or credits are given for days absent due to illness, appointments, extra curricular activities, visiting friends, vacations, etc. In the case of extended illness, a medical note must be provided and refunds or credits will be considered on an individual basis.

Parents Receiving Affordable Child Care Benefit

Obtaining & Maintaining ACCB

It is the parent's/guardian's responsibility to apply and re-apply for ACCB before the current claim expires. The Ministry for Children and Family Development (MCFD) childcare section recommends submitting your forms by mail one month before the claim expires. We have 'Caregiver Information' forms already filled out for your convenience and available at the front desk.

Parent Portions

There is always a parent portion. Even when a family has maximum ACCB they still pay a parent portion. The amount of ACCB coverage will vary per month, depending on the amount of school days.

Late Pick-up Fee

Pick up time for program participants is by 6:00pm. Please note that a late fee charge applies to parents who pick up their child after 6:00pm. The late fee is \$5 for every 5 minutes. Late fee payment will be processed using the payment method indicated on the Pre-Authorized Debit Plan portion of your registration form.

Failure to Notify of Absence Fee

If your child is not attending the program on a particular day, it is the parent's responsibility to notify OSC staff. Failure to do so will result in a \$25 fee. Missing children involve many people and a great deal of effort as well as a disruption to our programs. Failure to notify absence fee payments will be processed using the payment method indicated on the Pre-Authorized Debit Plan portion of your registration form.

COVID-19 Operating Plan

Conduct Daily Self-Assessments

As stated earlier in the **Illness** section of the handbook, Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease using the "Esquimalt OSC & Preschool Health Check".

Handwashing

- Children will wash their hands upon arrival (hand sanitizer).
- Children will have access to handwashing frequently through out the day.
- Handwashing will be expected (soap & water or hand sanitizer) prior to eating, after eating, after coughing or sneezing, or when visibly dirty.

Physical Contact & Physical Distancing

- Children will be encouraged to maintain physical distancing, with more emphasis on no physical contact (as recommended by Island Health Child Licensing standards and the Provincial Health Officer)
- OSC staff will minimize indoor intergroup interactions as much as possible
- Adults dropping off/picking children outside are encouraged to wear masks. Adults dropping off/picking up children indoors **MUST** wear a mask.

Cleaning Protocols

- High touch areas will be cleaned at least 3 times per day All equipment will be disinfected after use
- Before commencing a game with a shared piece of equipment, children will wash their hands before and after use, and all equipment will be disinfected

Supplies & Equipment

- All "soft" items including rugs, dress up clothing, stuffies, etc. have been removed from program areas.
- Hard books that are easily cleaned will be permitted
- Clean and dirty bins for equipment will be available to ensure toys are frequently sanitized
- All shared equipment will be sanitized after use and all children will be required to sanitize hands before and after using equipment

Items from Home

- Please do not send toys, stuffies, electronics, Pokémon cards, and personal items of value

Assumption of Risk

We at the Township of Esquimalt respond to the direction from our public health officials to first close our facilities and cease offering services. We are now responding to the direction of our public health officials and Child Licensing to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused community transmission of a serious communicable and potentially fatal disease known as COVID-19 amongst the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person comes into contact with; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our COVID-19 Safety Plan. We have also developed COVID-19 policies and procedures, shared through this correspondence, and are available for your review on our website. We have implemented our COVID-19 Safety Plan and will be applying our policies and procedures, but the risk remains that a COVID-19 outbreak could occur despite our best efforts.

It is vital that no person who feels sick in any way visit any of our facilities and/or utilize any of our services. We do not employ health professionals and do not screen for potential illness. It is also vital that no person bring a child to any of our facilities if the child is feeling unwell or showing any symptoms of illness. Again, we do not screen for same.

For OSC and our other programs for children, we will not be enforcing physical distancing amongst the children. We will emphasize hygiene and provide for handwashing as children begin and end their days in our programs. However, it is vital that children be permitted to play and this includes games where there will be touching (such as tag) and use of playground equipment. Most or all activities will take place outdoors.

It is vital that any person who believes that they may have become ill or their child may have become ill within 14 days of visiting one of our facilities and/or while taking part in one of our programs report this immediately to us by contacting Seth Jerome at seth.jerome@esquimalt.ca or 250.412.8512 and seek appropriate medical attention by first calling 8-1-1. We will share personal information for the purposes of contact tracing if the need arises. To attend our facilities and/or take part in our programs and/or send a child to same, you must consent to the same. Please do not allow your child to participate in any of our activities or programs if your child is

displaying symptoms for which they should be staying home for according to our “Esquimalt OSC & Preschool Health Check”.

Please note: If your child is displaying symptoms of illness, they will be asked not to participate.

Lastly, it is vital that we all be calm and compassionate throughout this pandemic. Any person who exhibits any aggression towards our staff or any other person in one of our facilities and/or programs will be asked to leave and not return.

Acknowledgment:

1. I/we have read, understand and agree to the Assumption of Risk and above policies.
2. I/we have reviewed the Assumption of Risk with my/our child and have instructed our child to listen to and follow the instructions provided.

Parent Name: _____

Parent Signature: _____

Thank-you for choosing Esquimalt Recreation Centre OSC!

Please ensure this application form is completed in full and all pages of the Parent Handbook are initialed and attached. Attach your child’s immunization record, and any other paperwork required. **Email completed application packages to osc@esquimalt.ca.** A copy of the handbook can be found on the website for future reference.