



ESQUIMALT  
PARKS + RECREATION

# Out of School Care

## 2016/2017 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 2016: \_\_\_\_\_

Enrolling Parent: \_\_\_\_\_  
(GIVEN) (MIDDLE INITIAL) (SURNAME)

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

List any siblings also applying for childcare: \_\_\_\_\_

Start Date: \_\_\_\_\_ Grade in 2016/2017: \_\_\_\_\_

✓ **Please check off care requested:**

- |   |         |             |                     |
|---|---------|-------------|---------------------|
| <input type="checkbox"/> Before School Care | Mon-Fri | 6:30-8:48am | \$1176.50/10 months |
| <input type="checkbox"/> After School Care  | Mon-Fri | 2:46-6:00pm | \$2443.50/10 months |

Pro-D Days, Early Dismissal, and Winter Breaks are separate registrations which can be done through the Front Desk as of June 1, 2016. Spring Break registration will open January 2017. **NEW** - Early Dismissal days are now a separate registration and are not included in regular After School Care fees. Please see the Parent Handbook (page 2) for more information.

**Applications for September 2016 will be accepted as of April 11, 2016 and must be received by April 24, 2016 to be processed in priority order:**

- 1<sup>st</sup> Priority: Current participants
- 2<sup>nd</sup> Priority: Siblings of current participants
- 3<sup>rd</sup> Priority: New registrants

*After April 24, 2016 we will continue accepting applications for available care and the waitlist.*

### **Incomplete Applications Will Not Be Accepted**

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:

Shelann Kowalewsky, OSC Supervisor

[shelann.kowalewsky@esquimalt.ca](mailto:shelann.kowalewsky@esquimalt.ca)

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Registered in Barcode # _____ | <input type="checkbox"/> Payments Scheduled | <input type="checkbox"/> \$25 Reg Processing Fee |
| <input type="checkbox"/> Registered in Barcode # _____ | <input type="checkbox"/> Payments Scheduled |  |

I, \_\_\_\_\_, authorize the Corporation of the Township of Esquimalt to process all OSC Fees (*\$25 Registration Processing Fee at the time of registration and on the 1<sup>st</sup> 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:

**Credit Card Information:**

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

VISA       MasterCard       AMEX

Expiry Date on Card: \_\_\_\_\_

OR

**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.

**Child Care Subsidy**

Yes, I am applying and/or qualify for Child Care Subsidy.

**Please note:** Child Care Subsidy 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 1<sup>st</sup> 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: \_\_\_\_\_

Grade: \_\_\_\_\_  
2016/2017 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 2016/2017**

**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



# OUT OF SCHOOL CARE PROGRAM PARENT HANDBOOK

## School Year Program 2016/2017

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 58 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 four 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. A healthy afternoon snack is provided each day.

### Esquimalt Recreation Centre OSC Contact Information

OSC Manager/Supervisor: Shelann Kowalewsky  
Office: 250-412-8512 Email: shelann.kowalewsky@esquimalt.ca

Recreation Programmer: Regan Pemberton  
Office: 250-412-8506 Email: regan.pemberton@esquimalt.ca

Child Care Subsidy Inquiries: Eileen Abbott  
Office: 250-412-8513 Email: eileen.abbott@esquimalt.ca

OSC Room: 250-412-8514  
Voyageurs 250-883-9106    Buccaneers 250-818-6025    Rangers 250-883-0103

Last Updated: March 2016

CCLR – Child Care Licensing Regulations

Parent/Guardian Initial: \_\_\_\_\_

## PROGRAM HOURS

Before School Care	Monday to Friday	6:30am – Morning Bell
<i>Children must arrive at the Esquimalt Recreation Centre by 8:20am to be transported (walk) to Macaulay School</i>		
After School Care	Monday to Friday	Dismissal – 6:00pm
<i>Children must check-in within 15minutes 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

Dates for District Wide Pro-D Days 2016/2017 will be announced as soon as information is made available from the School Board. Pro-D Day camps are provided and parents may register for these days, starting June 1 for September through June. Please note that space is limited and early registration is recommended. Please call reception at 250-412-8500 to register. 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 spaces are limited and early registration is recommended. Please call reception at 250-412-8500 to register.

### **NEW! Early Dismissal**

**NEW** - Early Dismissal days are now 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 can be done through the Front Desk at a cost of \$25 per afternoon. 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.

On early dismissal days, OSC staff will be at the school at the time of early dismissal to pick up your child. For Parent/Teacher Interviews or Student Lead Conferences, you may pick up your child from OSC, then sign them back in if you must return to work.

### 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 2016/2017

School Opens, first day of care (Gr1-5)	Tuesday, September 6, 2015
First Day of Care (Kindergarten)	Friday, September 9, 2016
STAT – Thanksgiving	Monday, October 10, 2016
STAT – Remembrance Day	Friday, November 11, 2016
Winter Break	December 19, 2016-January 2, 2017
STAT – BC Family Day	Monday, February 13, 2017
Spring Break	TBA
STAT – Good Friday	Friday, April 14, 2017
STAT – Easter Monday	Monday, April 17, 2017
STAT – Victoria Day	Monday, May 22, 2017
Last day of Care	Thursday, June 29, 2017

### **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, snacks, 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.

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 Supervisor to discuss possible arrangements.

#### Food & Drink Policy:

1. Afternoon snack will be provided on a daily basis, for the school year program, and will be posted on the monthly calendar (CCLR 48.6). All participants will be offered a healthy snack in accordance with Canada's Food Guide and in sufficient quantity and quality to meet their developmental needs (CCLR 48.1 and 48.3).
2. Junk food and candy will only be provided on special occasions, such as birthdays and holidays (CCLR 56.e). **Parents/guardians are not to send candy, chocolate bars, soft drinks, gum, etc.,** for their child to eat during the program. 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 3 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
- Doctor's Note stating mentally and physically capable of working with children
- 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. If your child is sick or displays the following symptoms, we ask that you make alternate arrangements: a persistent fever (38.3c or higher), unexplainable rashes, vomiting, diarrhea, cough/sore throat/runny nose (with listlessness), or is too ill to enjoy Before/After School Care activities.

*Program staff reserve 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.

### Missing Children Policy

Child abduction is a serious problem that concerns everyone. If your child does not check-in with OSC staff within 15 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.**

### Absence Notification

If your child will be absent from the After School Care Program, please notify OSC staff by one of the following methods:

1. Write the absence on the Parent Calendar in the OSC room if known ahead of time, i.e. family vacations, medical appointments, school sport teams, etc.
2. Call the OSC room at 250-412-8514 by 1:00pm if your child will not be attending program that day. If calling between 1:00-2:50pm please call the Out of School Care cell phones.
3. Speak with OSC staff directly at the school when you pick up your child (no later than 3:00pm)
4. **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.**

### 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.

### 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 service 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 believe 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).

### 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, reduce hours in program, early pick-up, 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. Write the absence on the Parent Calendar in the OSC room if known ahead of time, i.e. family vacations, medical appointments, school sport teams, etc.
2. Call the OSC room at 250-412-8514 by 1:00pm if your child will not be attending program that day. If calling between 1:00-2:50pm please call the Out of School Care cell phones.
3. Speak with OSC staff directly at the school when you pick up your child (no later than 3:00pm)

If staff does not receive notification that your child is going to be absent, staff will start the Missing Child Procedures (see page 5)

**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.**

### 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. A 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 Oct 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 (stuffedies, 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	\$2443.50 (\$13.50/day)
Before School Care Program – Sept to June Fee	\$1176.50 (\$6.50/day)
Professional Development Days & Winter Break	\$38/day
Spring/Summer Break Camps	\$170/week
<b>NEW</b> Early Dismissals	\$25/day
Late Pick Up	\$5 for every 5 minutes
Failure to Notify of Absence	\$25
NSF Payments	\$20
Registration Processing Fee (School Year Program)	\$25

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 \$25 per child per is required upon registration. Subsidy: The Registration Processing Fee is required from those applying for subsidy.

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 2 weeks prior to camp start date, are required upon registration.

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 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 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; email is preferred. Verbal notification to staff is not sufficient notice.

### Waitlist Policy

If a space becomes available for your child you will be emailed the information and you will have 72 hours to respond before we remove your child's name from the waitlist.

### 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 Subsidy

#### Obtaining & Maintaining Subsidy

It is the parent's/guardian's responsibility to apply and re-apply for subsidy 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 subsidy they still pay a parent portion. The amount of subsidy coverage will vary per month, depending on the amount of schools days.



Late Pick-up Fee

Pick up time for program participants is 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.

**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.

Attach your child's immunization record, and any other paperwork required. **Return completed application package to the Esquimalt Recreation Centre front desk.** A copy of the handbook can be found on the website for future reference.