

## Emmanuel After School Care (E.A.S.C.) Policies 2021-22

2121 Cedar Hill X Rd. Victoria, BC V8P 2R6  
250 598 0573 / [afterschool@emmanuelvictoria.ca](mailto:afterschool@emmanuelvictoria.ca)

### REGISTRATION AND FEES

- The annual registration fee will go toward your first Month's Fee if you do not withdraw before September. It is non-refundable unless we cannot offer a space.
- The Monthly Fees can be paid by the following: Cheque, eTransfer, or DEFT (Direct Electronic Funds Transfer) and are due on the first of the Month.
- Cheques must be made-out to Emmanuel Baptist Church with After School Care written on the Memo Line.
- The DEFT Form will be distributed at the beginning of September to those who choose this option. DEFT will be dated for the first of the Month, October to June, for the specified amount.
- The September Fee can be paid by can be paid by eTransfer of cheque. The DEFT Form will be processed to be used for the remaining months (October to June).
- eTransfer directions:
  1. *Log onto your banking site.*
  2. *Click on the "Interac eTransfer" tab (usually on the left-hand side) of the bank's website.*
  3. *Click on "send money to". If Emmanuel Baptist Church has not already been entered as a Contact, add Emmanuel Baptist Church as a Contact using email address: [preschool@emmanuelvictoria.ca](mailto:preschool@emmanuelvictoria.ca)*
  4. *Enter the amount.*
  5. *In the "Message" window, indicate who the funds are going to, "After School", and **what the funds are for** (eg. Monthly Fee, Pro D Day, Early Dismissal, Late Pickup Fee, Late Payment Charge, No Notice for Absent Child, NSF Cheque, or Spring Camp).*
  6. *There is no Password required and the funds are deposited immediately into the Church's bank account for a nominal Interac Fee.*
  7. *Click "send".*

Please note that the name of the Contact (Emmanuel Baptist Church) should be spelled exactly for the transfer to work.
- **Registration forms must be completed in full before a child may attend.**
- When your child is enrolled after the beginning of the September, the first month's fee will depend on which day your child begins. If there is less than half a month remaining, a daily rate of \$20 per day will be applied. If there is more than half a month remaining, half of the fee will be applied, plus a daily rate of \$20 per day for any additional days.
- There is a service charge of \$25 for NSF (Not Sufficient Funds).
- Extra days (Professional Development Days, Early Dismissals, and Spring Camp) will be invoiced by email each month and are due within the month (30 days).
- There is a \$20 Late Payment Charge for the Monthly Fee and/or Monthly Program Fees if not paid within 30 days.
- There will be a probationary period of 4-8 weeks for all newly registered children within the program.

### **AFFORDABLE CHILD CARE BENEFIT (Subsidy)**

- The Affordable Child Care Benefit is available from the BC government to help families with the cost of Child Care.
- Their website: [gov.bc.ca/affordablechildcarebenefit](http://gov.bc.ca/affordablechildcarebenefit)  
Or call the Service Centre at 1 888 338 6622 to see if you are eligible. Please have this done by October if at all possible. This process can take a while.
- If you are eligible or not, the parent is responsible for all amounts payable to Emmanuel After Care.

### **NOTICE OF WITHDRAWAL/REPAYMENT**

- E.A.S.C. requires that parents notify the Manager by email before the first day of their child's last month of attendance, or pay an additional month's instalment in lieu of notice.
- Payment may be waived if we can fill the space.

The notice must be given to the Manager by submitting an email to the Manager before the first day of your child's last month. **It must be dated and indicate the last day your child will attend.**

- Verbal notice given to after school staff is not considered to be notice. DEFT payments will be processed until notice has been given to the Manager.
- Parents who withdraw their child in September are exempt from providing one month's notice if we can fill the space.
- If your child is unable to continue attending the After School program for medical reasons, the one month's notice is waived. If applicable, a refund will be issued for the remainder of the days in the month your child is unable to attend.
- Any other appeals for refunds must be made in writing to the Manager/Emmanuel Baptist Church Child Care Committee and may be granted only under special circumstances, after the next meeting of the Committee.
- If your child is unable to attend due to an extended family vacation or other reason, your child's space in the class will be guaranteed for one month and the fee must continue to be paid. If your child will be away longer than a month, your child may need to be withdrawn from the program depending on whether there is a waitlist. If this situation arises, it will be evaluated at that time by the Manager. Any possible arrangements to accommodate extended absences will be made at the discretion of the Manager.
- In the unlikely event that E.A.S.C. is no longer able to provide care, we will provide all attending families with two month's notice of our closure.

### **SNACKS & ALLERGIES**

- Please provide a nutritious snack for your child every day.
- Due to the frequency of nut allergies among children, please do not send your child with nuts or any products containing nuts. However, parents of allergic children should be aware that we cannot guarantee the After School environment will be completely free of nuts or traces of nuts, as it is impossible to enforce the cooperation of everyone who may use this After School facility.
- **If your child has severe allergies and/or uses an epi-pen, you must provide the staff with instructions regarding what to do in the event of an allergic reaction. Please request an Allergy Information Form from the Manager.**

## ILLNESS

- Please be considerate to other children and their families and evaluate your child's health before attending E.A.S.C.
  - If your child exhibits the following symptoms, please call or text the Staff at 250 213 5363 that your child will be absent: diarrhea and/or vomiting within 24 hours of After School time; high fever (38.8 C), or any communicable illness (i.e. pink eye, strep throat, hand foot & mouth disease, measles, etc. . Please do not call the Child Care Manager.
  - If your child develops an infectious disease (i.e. chicken pox, whooping cough, impetigo, etc.) or lice, we ask that you inform the staff (as above).
  - If a staff person feels your child is not well enough to attend, you will be asked to take them home.

## IMMUNIZATIONS

- For everyone's protection, E.A.S.C. strongly recommends that all children receive immunizations (as recommended by Island Health) before attending E.A.S.C., unless your child's doctor has deemed it to be contra-indicated (i.e. a likelihood of allergic reaction). By law, dates of all immunizations must be indicated on the Registration Form.
- When a child's immunizations are not up to date, or parents have chosen not to have their child immunized, in the event of a communicable or infectious disease outbreak in the community, E.A.S.C. may request the child not attend during the period such a risk exists.

## MEDICATIONS

- Before staff can administer medication, **the parents must complete a Medical Consent Form**. Please obtain the form from the Manager. This form is to be signed by the doctor and parents and must indicate the full name of the medication, dosage and frequency, situation for administering, any contraindications or possible side effects.
- If your child requires medication, bring the necessary medication to E.A.S.C. and discuss with staff how and when to administer.
- All medication must be in its original container with the child's name, doctor's name, date, expiration date, and dosage information.

## GUIDANCE AND DISCIPLINE POLICY

- Children require and seek guidance and discipline as they grow and mature. To help children develop confidence and self-control necessary to move toward self-discipline, E.A.S.C. will:
  - Make every effort to understand and appreciate the uniqueness of each child.
  - Encourage desired behaviour, and structure time and space to assist children to behave appropriately.
  - Set clear and simple limits in a positive manner.
  - Allow appropriate time for children to adjust to the routines and to respond to stated expectations.
  - Constantly circulate and scan the children, anticipating potential difficulties. If necessary, guide the child toward an appropriate, resolution, while acknowledging the child's feelings and need for acceptance.

- When the behaviour exceeds the limits, move closer to the child and establish eye contact. When simple reminders are ignored, natural or logical consequences are to be used.
- Redirect to another activity if necessary, and only under endangering circumstances should a child be removed for a “time-out”.
- If a child’s behaviour requires ongoing intervention, it may be recommended to the parent to have the child assessed for behavioural issues in order that appropriate supports can be put in place.

### **AGGRESSIVE BEHAVIOUR**

- If aggressive or destructive behaviour is a recurrent problem, parents will be asked to meet privately with the staff to discuss how the child’s behaviour will be addressed.
- If aggressive or destructive behaviour continues to occur, parents may be asked to withdraw the child until a plan acceptable to both parents and staff can be put in place, in order that a safe and non-threatening environment can be maintained for all concerned.
- If a child intentionally hits/strikes another child, the parents will be given a warning; if it occurs a second time the parent will be advised that their child cannot attend the next available program day.

### **HOLIDAYS AND PRO-D DAYS**

- Parents will be asked in advance to sign-up their child if their child will be attending E.A.S.C. Program for Professional Development days and early dismissals as well as the one-week camp for Spring Break. There is a sign-up Sheet posted on the bulletin board. If you book this and do not attend, payment will be required, as we staff according to number of children attending. We require a minimum of 10 children signed-up for holiday camps and Pro-Ds in order to provide the additional care.
- When a Pro D Day applies to one school, we require a minimum of 7 children signed-up.

### **PHOTOS OF YOUR CHILD**

- Please be made aware that in registering your child in the Emmanuel After School program the staff may take photos of your child and digitally transmit them to your phone/email.
- If there is more than just your child in the photo, we ask that you do not further digitally transmit the photos due to privacy of other’s children.
- Parents /Guardians do have the option on the Registration Form to deny photos to be taken of your child.

### **CLASSROOM VISITORS**

- Before E.A.S.C. accepts volunteers, the volunteers are required to submit to a criminal record check, two references, a work history related to child care and an Immunization Status Record (these are a requirement of government licensing).

## ADDRESSING PARENT CONCERNS

- Staff will be pleased to meet with parents at a mutually agreed time but are not free to discuss issues during hours of operation.
- Parents who have concerns about their child's experience at E.A.S.C. are requested to follow the following protocol:
  - 1) Call E.A.S.C. and request a meeting with staff.
  - 2) If the issue is not satisfactorily resolved, write a letter explaining your concerns to the Manager, and leave it at the church office.  
The Manager will contact you to discuss your concerns.
  - 3) If you are still not satisfied, write a letter to the E.A.S.C. Committee, directed to the attention of the Committee Chair, or Pastoral Liaison.

## E.A.S.C. vs. PARENT SUPERVISION

- When a parent is present during E.A.S.C. hours, each child will remain under the direct supervision of the staff.
- If the parent wishes to take their child home or out of the room before closing time, that parent must advise a staff person first. At this point, the child falls under the supervision of the parent. For example, if the parent takes the child into the hallway for a time, staff must be notified and staff are no longer responsible for supervision of that child. If the parent and child return, it is the parent's responsibility to inform staff that their child is back again.

## ARRIVAL AND PICKUP

- Children will be checked in by the After School staff at the school when they are picked up. The parent or authorized person(s) must sign-out their child upon pickup.

## ABSENCE

- If your child will be away, please **alert Staff by noontime** by texting or phoning **250 213 5363** or emailing [afterschoolleader@emmanuelvictoria.ca](mailto:afterschoolleader@emmanuelvictoria.ca) There is a fee for not alerting the Staff.
- Please state why your child is absent (eg. sickness, appointment, vacation) as this is a Government requirement on their Attendance records.

## LATE PICKUP

- If a parent or guardian has not picked up a child or called E.A.S.C. by 5:30 pm, staff will try to contact the family first, then alternative persons from the authorized pickup list.
- If that person is unavailable and the parent has not contacted the caregiver by 6:00 pm, we are required to notify the Ministry for Children and Families.
- If late pickup is an ongoing problem and reasonable effort has not been made to solve it, notice of termination of services may be given.
- A late pick up fee will be charged for every 15 minutes over the 5:30 regular pick up time.

## UNAUTHORIZED PICKUP

- Parents/guardians are required to notify E.A.S.C. staff if someone else will be picking up your child. Please **alert Staff by noontime** by texting or phoning **250 213 5363** or emailing [afterschoolleader@emmanuelvictoria.ca](mailto:afterschoolleader@emmanuelvictoria.ca). If the person picking up the child is not known to the staff, information about the person will need to be provided by you (name, phone number,

physical description). The person will be asked to show photo identification. (They should be listed on the “Persons Authorized to Pick-up Child” on the application form).

- If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the staff. A staff member will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian.
- If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, police will be called for assistance.

#### **ALLEGED IMPAIRED PICKUP**

- To the extent that it is possible, it is the staff’s responsibility not to release a child to an authorized person who is unable, due to suspected impairment, to adequately care for that child. If the staff believes that a child may be at risk, they will offer to call the authorized persons indicated on your Registration Form to pick up the person and the child, or offer to call a cab to pick them up.
- If the person is driving a vehicle, staff will explain that driving a vehicle while under the influence of drugs or alcohol is against the law and that staff 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, staff will immediately notify the police and provide a description of the car and geographic vicinity.
- If the staff believes that a child may be in need of protection, they will call the Ministry for Children and Families.

#### **CUSTODY and RELATED COURT ORDERS**

- If any court orders exist with defined custody, guardianship, or other parenting terms, a copy of any such order must be placed in the child’s file. The parent or guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without an order on file, staff cannot deny access to the non-enrolling parent.
- If the non-enrolling parent is not listed on the authorized pickup list, the policy on unauthorized persons will be implemented. The enrolling parent must provide all consents.

#### **SCREEN TIME**

- In order to promote socialization and physical activity, all electronic devices (phones, ipads, nintendos, etc.) must be left in the children’s backpack while at E.A.S.C.
- The children will not watch TV during usual After School hours with the exception of DVDS only on some Pro D Days (Professional Development Days).

#### **EMMERGENCY AFTER SCHOOL CLOSURE**

- After School Care may experience extreme weather conditions, power outages, natural disasters or other emergencies. During these events we may not be able to open or we may need to close during After School hours. Some examples of these types of emergencies include power outages sustained beyond 30 minutes, fire, earthquake, disease outbreaks, blizzards, and ice storms. If an emergency of this magnitude occurs within operating hours, we will attempt to contact all parents and make arrangements for the early pick-up of their children. If a widespread emergency occurs and there is a communications failure, it is the parent’s responsibility to come to After School Care as soon as possible.

- If an extreme emergency occurs outside of normal operating hours, E.A.S.C. will not open until the situation returns to normal. Please listen to CFX 1070 to ascertain if schools and therefore E.A.S.C. are open.
- There will be no fee reduction or repayment for closures lasting less than one week.

### **INCLUSION**

- E.A.S.C. is inclusive. We promote and celebrate diversity among children. Every effort will be made to integrate children with diverse abilities into day to day activities.

### **SMOKING/Vaping**

- E.A.S.C. is a smoke-free environment. Smoking or Vaping are not permitted anywhere in or on the property.

### **ACTIVE PLAY POLICY**

- The Staff at E.A.S.C. acknowledge the importance of active play and physical activity that contribute to good health and overall wellbeing. It is also a part of Licensing requirements.

### **What is Active Play?**

Active Play is about moving and doing with the inclusion of vigorous movement that increases the heart rate. Active Play promotes healthy growth and development in children. It helps build self-esteem and confidence and improves balance, coordination, and motor skills.

### **PROCEDURES**

Active play Staff will ensure...

- Children will participate in a minimum of one hour of active play daily using outdoor parks and/or indoor gym.
- Play equipment is adaptable and moveable, to encourage change and challenge children.
- Play experiences are inclusive of the diversity and abilities of all children.
- Staff will engage with children in active play and physical activity.
- The importance of active play and physical activity is part of the educational program through discussion and group games.
- Staff will routinely identify opportunities to engage children, educate and promote appropriate physical activity skills and active play.