

KELOWNA
CHRISTIAN
SCHOOL



CLUB JUDAH
BEFORE / AFTER SCHOOL CARE PROGRAM

PARENT HANDBOOK

TABLE OF CONTENTS

WELCOME + INTRODUCTION	2
OUR APPROACH.....	3
DAYS OF OPERATION.....	3
HOURS OF OPERATION.....	3
PROGRAM OPTIONS.....	3
PROGRAM ACTIVITIES.....	4
SNACKS.....	4
BEHAVIOURAL EXPECTATIONS.....	4
ENROLLMENT + PAYMENT POLICIES	5
ENROLLMENT / RE-ENROLLMENT.....	5
<i>REGISTRATION TIMELINE</i>	5
PROGRAM ATTENDANCE.....	5
<i>CHANGE OF SCHEDULED DAYS</i>	5
<i>WITHDRAWING OR REDUCING REGISTERED DAYS</i>	5
PAYMENT.....	6
<i>PROGRAM SUBSIDY</i>	6
SAFETY + POLICIES	6
EMERGENCY EVACUATION.....	6
INJURY.....	6
ILLNESS.....	6
PICK UP + POLICIES	7
RELEASE OF CHILDREN.....	7
LATE PICK-UP.....	7
FAILURE TO PICK-UP.....	7

WELCOME + INTRODUCTION

Thank you for your interest in the Club Judah Before/After School Care program at Kelowna Christian School. Please take the time to thoroughly read and understand this handbook. As we partner with Kelowna Christian School, please note that our program follows and shares the values taught by KCS. This Christian foundation is continued into the expanded day. We hope you and your child really enjoy your experience at Club Judah!

Our before/afterschool care program is licensed with the Ministry of Health. Due to licensing requirements, all required registration and information forms must be completed in full and approved before your child attends the first day. If any changes are made, please contact the school as soon as possible to ensure the emergency and medical information is current at all times. Please note that registration forms must be resubmitted every year.

If you have questions or concerns, please do not hesitate to contact us through the KCS Elementary Office at 250.861.5432. Voicemails can be left at this number. During Club Judah hours or for emergency purposes, please feel free to call us using the cell phone number listed below.

Sylvia Loewen
Club Judah Director
sylvia.loewen@kcschool.ca
C. 250.870.2401

OUR APPROACH

The mission and Christian values of Kelowna Christian School extend to our before/after school program. Club Judah staff are employees of Kelowna Christian School. We strive to provide a safe, positive environment that enhances students' spiritual, academic, social, and physical development while assisting working families.

DAYS OF OPERATION

Club Judah operates only during days that the KCS Elementary classes are in session - September to June. The program is not offered on professional days or holidays. Please consult the online KCS calendar (www.kcschool.ca) to confirm dates that elementary classes are in session. The school calendar is confirmed in April the previous year.

CLUB JUDAH STUDENT START DATES

- | | |
|---------------------|---|
| Kindergarten | Club Judah is available once students begin their regular, full day Kindergarten schedule. Club Judah is not offered during Kindergarten gradual entry / half days. |
| Grade 1 - 5 | Club Judah will begin for Elementary students on the first day of school. Please reference Club Judah Calendar for finalized date. |

HOURS OF OPERATION

Before School Care:	7:30am – 8:40am (<i>start time of classes</i>)
After School Care:	Dismissal – 5:30pm

PROGRAM OPTIONS

FULL-TIME

Families registering for full-time care will be given preference in the Club Judah Before/After School Care Program. Requests for full-time will be given preference to current KCS families. Full-time registration refers to students who attend before and/or after care for a full week that school is in session.

PART-TIME

Part-time registration refers to students who attend before and/or after school care of any arrangement of regular scheduled days in a week, on a monthly basis that school is in session. For example, three (3) days of before school and two (2) days of after school care in a week, or even two (2) full days of before and after school care in a week.

OCCASIONAL

Students must be registered with Club Judah Before/After School Care Program. The Ministry allows no drop-in students. Occasional care refers to unscheduled days of attendance and can be arranged for any day Club Judah is operating, but are subject to space availability (determined daily by the Club Judah Director).

PROGRAM ACTIVITIES

Each day, a variety of activities will be offered. These may include the following:

- Indoor and/or outdoor games and sports
- Quiet time for homework
- Assistance with homework
- Arts and crafts
- Dramatic play
- Board games and puzzles
- Videos
- Other fun!

SNACKS

After completing regular school hours, children are usually quite hungry. Please ensure that you send a nutritious snack and drink for your child's extended day. Fruit, vegetables, cheese and crackers, or an extra sandwich are ideal (see the Canada Food Guide). Junk food is discouraged. In accordance with KCS Elementary School policy, do not send food that contains nuts or peanuts.

BEHAVIOURAL EXPECTATIONS

Program participants and staff need to work together to create a welcoming, happy, and safe environment. Guidelines and behavioural expectations are reasonable and age appropriate, and are clearly introduced and reviewed. Expectations may be reinforced through verbal reminders, limiting activity choice, logical consequences, and taking a break. Club Judah staff do not label, yell, or use physical punishment. A child's behaviour may warrant a phone call to the parent to pick-up their child early.

Ongoing behavioural concerns will be documented and discussed with parents. If poor behaviour continues, a meeting with the parents and the program manager will be required. After this, continued poor behaviour will result in the child's enrollment in the program being revoked, with the loss of one month's fees.

ENROLLMENT + PAYMENT POLICIES

ENROLLMENT / RE-ENROLLMENT

All students registered in Club Judah must be enrolled at Kelowna Christian Elementary School for Kindergarten or Grade 1 – 5 classes. The number of students permitted to register for Club Judah is limited by licensing and financial factors. At this time, we are typically unable to accommodate students with special needs.

Students will be accepted into the program on the basis of several factors, including, but not limited to the following:

- Previous enrollment (priority will be given to families enrolled in Club Judah in the previous year)
- Full-time vs. part-time attendance (families desiring full-time enrollment will be given preference)
- Age balance of the group
- Gender balance of the group
- Date completed applications are received (although this is not a primary factor)

REGISTRATION TIMELINE

May 1, 2018	Registration deadline for priority placement in Club Judah Program.
June 2018	Accepted families to be contacted and provided with the 2018 – 2019 Club Judah Schedule Calendar to assist in determining your childcare needs.
August 20, 2018	Deadline for completed Registration Packages in order to secure your desired schedule for the 2018 – 2019 school year.

PROGRAM ATTENDANCE

If your child has attended school during regular hours, but will not be attending Club Judah, parents are responsible for advising the Club Judah Director (Sylvia Loewen) beforehand by contacting the KCS Elementary School Office (250.861.5432). **If the Club Judah Director is not contacted, it will be assumed that your child is missing and the school will attempt to contact parents and, if necessary, emergency contacts.**

If your child is away from school, the school office and/or Club Judah Director must be advised immediately that he/she will not be attending Club Judah, so no further notification is necessary.

CHANGE OF SCHEDULED DAYS

A request to change days (e.g. changing a Monday & Tuesday to a Monday & Friday) must be made in writing via email to the Club Judah Director (Sylvia.Loewen@kcschool.ca) at least one (1) week in advance. The Club Judah Director will grant requests only if space is available.

WITHDRAWING OR REDUCING REGISTERED DAYS

Notice must be provided in writing via email to the Club Judah Director (Sylvia.Loewen@kcschool.ca) at least one month (30 days) in advance of the departure or change date. If a month's notice cannot be provided, but the space can be filled by a waiting student, a full refund will be issued less a \$50 processing fee. If there is no waiting student to fill the spot, one (1) month's fees will be charged.

PAYMENT

Please refer to the Key Financial Guidelines in the Club Judah Before / After School Care Enrollment Contract. Program fees will not be discounted for late drop-off or early pick-up. Program fees will not be refunded if child does not attend on scheduled day, unless written notice by email is given one (1) week in advance of date. Parents are invoiced for childcare at the end of each month. Please make cheques out to "Kelowna Christian School".

PROGRAM SUBSIDY

Families may qualify for a subsidy for the Club Judah program. This is determined by the Ministry of Children and Family Development based on your financial need. Parents may apply for a subsidy by contacting the Child Care Subsidy Service Centre at 1.888.338.6622. Online information can be accessed through the Ministry's website at http://www.mcf.gov.bc.ca/for_parents.htm. Parents are responsible to ensure that their authorization is kept current.

SAFETY + POLICIES

EMERGENCY EVACUATION

If the building needs to be evacuated while Club Judah is in session, students will be moved to the school's field and attendance will be retaken. If the entire site must be evacuated, students will be moved to another location such as the Benvoulin campus or another school. Attempts will be made to contact parents and/or emergency contacts. In the event that you need to contact Club Judah staff, please call the mobile phone at 250.870.2401.

Anticipated evacuation sites are the following:

1. Okanagan College (1000 K.L.O. Road – at common area by Student Services)
2. KLO Middle School (3130 K.L.O. Road)
3. Immaculata High School (1493 K.L.O. Road)
4. Kelowna Christian School Benvoulin Campus (2870 Benvoulin Road)

INJURY

Club Judah staff hold valid first aid certification and are trained to deal with emergencies. Minor injuries such as scrapes, cuts, and bruises will be attended to on site and will be brought to the attention of the parent upon pick-up. A written accident report will be completed if it involves a more significant injury.

Major injuries will be dealt with in the following manner:

1. A worker will administer first aid.
2. Calls will be made to 911 and the child's doctor, if necessary.
3. The parent or guardian will be notified as soon as possible. If they are unavailable, the emergency contact will be notified. If a student requires ambulance transport, Club Judah staff will release him/her to the care of ambulance attendants as Club Judah staff must stay at the program site due to licensing requirements. Parents are responsible for the ambulance fee.
4. A written incident report will be completed and filed with school administration.

ILLNESS

If a child is ill, Club Judah staff will provide a quiet place for him/her to rest. If necessary, parents will be contacted to pick-up the child.

PICK UP + POLICIES

RELEASE OF CHILDREN

Club Judah staff will sign the children in at 3pm. Parents and/or authorized adults must sign out children when they are picked up.

If you need to pick-up your child earlier than 5:30pm, please call Club Judah's mobile phone (250.870.2401) to coordinate with the Club Judah Director. We will not release your child to anyone other than parents/guardians, those persons listed as authorized in your registration forms, or those given previous permission by a parent. In the event that your child is to be picked up by someone other than a parent, please notify the instructors by phone or in writing. We will confirm their identity by asking for picture identification (i.e. driver's license) before the child is released into their care.

If a parent or authorized adult arrives and staff suspect him/her to be under the influence of drugs or alcohol or believe there is a risk to the child's health and safety, a recommendation for alternate arrangements will be suggested. If the adult is uncooperative and staff feel there is a risk to the child, they will contact the Ministry of Children and Families and/or the RCMP.

LATE PICK-UP

If you are going to be late for pick-up, please call Club Judah's mobile phone (250.870.2401) to notify Club Judah staff. Habitual lateness, more than three (3) occurrences will result in a letter from the Club Judah Director advising that continued lateness will jeopardize enrollment in the program. More than five (5) occurrences will result in enrollment being rescinded.

FAILURE TO PICK-UP

If a child is not picked up by 5:45pm and there has been no contact with the parent, program staff will follow the following procedures:

1. Attempt to reach parents at home or at work.
2. Attempt to reach emergency contacts.
3. If by 6:00 p.m. a responsible adult has not been reached, school administration and/or the Ministry of Children and Families will be called to take your child into care until you can be located.