

BEFORE & AFTER CARE HANDBOOK FOR PARENTS

CFIS VISION

Calgary French & International School graduates will be active global citizens with a foundation for life-long success, and our school will be the leader in French immersion and international education.

CFIS MISSION

Calgary French & International School develops each student's individual and academic potential through full French immersion, an international focus, and the development of the whole student in a rich and dynamic learning environment.

ABOUT BAS

The CFIS BAS program is a licensed program under the Alberta Child Care Licensing act. We believe that the program is an extension of the school day and will maintain the same standards, expectations, and values of the CFIS school day.

The CFIS BAS program is proud to follow the best practices in health and safety, as recommended by licensing and health authorities.

During program hours, the CFIS BAS program is coordinated by Coordinator of Before and After school programs Susan Ammeter (sammeter@cfis.com). Our Coordinator of Licensing and Accreditation is Nancy Lachance (nlachance@cfis.com). Coordinators report directly to our Principal of Early Childhood Education, Amy Murray (amurray@cfis.com).

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EDUCATIONAL GOALS

The CFIS BAS programs reinforce the following CFIS goals and objectives:

Intellectual Goals

The programs will:

- Nurture the love of learning;
- Stimulate intellectual curiosity;
- Promote independence;
- Promote critical, analytical and creative thinking in both French and English; and
- Foster the acquisition of basic skills, knowledge and effective work habits.

Social/Emotional Goals

The programs will:

- Encourage appreciation, respect and acceptance of individuals;
- Promote a sense of social responsibility to and cooperation with others; and
- Promote an awareness of and respect for the school environment.

Individual Goals

The programs will:

- Instill a sense of self-worth;
- Promote self-discipline;
- Encourage the development of personal initiative and perseverance;
- Promote a regard for work and a sense of responsibility for achievement;
- Provide opportunities to develop leadership skills; and
- Promote an appreciation of the traditions, cultures and values of others.

Physical Goals

The programs will:

- Promote and encourage fitness, good hygiene, physical and mental well-being and sportsmanship;

Principles

- CFIS staff and faculty subscribe to the following philosophies:
- Play is essential to learning.
- Each child is unique and may have abilities that are different from those of other children.
- Each child has dignity and worth, and is a valued member of our community.
- At any given time, each child is developing physically, emotionally, intellectually, socially, and creatively. All of these areas are related to and dependent on one another and are of equal importance in the child's development.
- Children have a natural curiosity that, in an appropriate environment, results in an eagerness to learn. Providing opportunities that stimulate this curiosity is important.
- Children learn through interaction with their environment.
- Effective programs require the commitment of parents, educators, and others in the school that possess the knowledge, attitudes and skills necessary to meet the needs of the children and the parents.
- Frequent communication between parents and educators about each child's overall development is a critical contributor to each child's academic and social success.

Staff

CFIS BAS programs are staff by CFIS employees. The Principal of Elementary, Director of Early Childhood Education, Coordinator of Licensing and Accreditation, and Coordinator of Before and After school programs ensure that all CFIS program staff are screened through an interview process, have references checked, and police and vulnerable sector searches completed.

All staff are required to be certified in the Province of Alberta, in Early Childhood Education, either Level 1 (Childcare Assistant), Level 2 (Childcare Worker), or Level 2 (Childcare Supervisor), and to have First Aid certification.

Policies and procedures

Absences

To ensure the safety and supervision of the students in our care, it is important that the BAS program be informed of any absences from the program.

- If your child will be absent for the entire school day, including the BAS program, please include Susan Ammeter on the email (sammeter@cfis.com) when you inform the school of the absence.
- If your child will be absent only from the BAS program, please email Susan to inform her of the absence. This includes situations where a student is going on a playdate or to another activity (E.g. sports, dance, etc.) after school instead of attending BAS.

Due to the variability of families' schedule, absences from the before school program are not reported immediately. If the child is still absent when the school day begins, the school will contact parents following the same procedures as for all student absences.

If a student has not arrived at their after-school program by 3:45 p.m., we will follow these steps until the child is found:

1. Check school attendance to see if the child was present at school that day. If the child is marked absent for the day or the afternoon, no further steps will be taken;
2. Check the student sign-out book at the main office. If the child has been signed out earlier in the day, and not signed back in, no further steps will be taken;
3. Call the child on the school's announcement system;
4. Call the child's parents;
5. Inform school administration;
6. Call emergency contacts; and then
7. Call the Calgary Police Service.

Please note that communication in regards to an absence from BAS must be received from an adult (parent or teacher) and not from the child, or the child's classmates. For example, if a

student is invited on a playdate during the school day, the BAS program must receive confirmation of permission from parents of the invited student; it is not adequate for the student to inform the BAS staff.

Attendance

It is a legal requirement that your child's attendance be recorded daily, therefore, please accompany your child into the building each day to sign your child in and out of the program.

Parents must also provide a signature on the sign-in sheet at the end of each week, as per licensing regulations, to verify all information provided during the previous five-day period.

Program staff will be responsible for signing your child out before school and when they arrive at the program after school. Children in early childhood and Grade 1 will be escorted between their classrooms and the BAS program.

Administrative records

- The following information is maintained and kept up to date at the CFIS BAS office for each child in the program:
- Completed enrolment form, including child's name, date of birth and home address;
- Parents' names, home address(es), and telephone number(s);
- Parent agreement form;
- A written consent of the child's parent/guardian for any medication to be administered, along with the name of the medication, time and amount to be administered, notations by staff of when the medication was administered, and the initials of the person who administered the medication;

It is very important that you notify Mme Susan Ammeter at the CFIS BAS Office at (403) 240-1500 ext. 233 or sammeter@cfis.com if any of the following changes to the child's regular schedule occur:

- A new nanny or caregiver
- A party other than the child's parents or usual caregiver is bringing in or picking up the child (including occasions when your child is being picked up by another CFIS parent)
- Changes to your child's medical file (for example, allergies are noticed, or medication is required)
- Changes to your child's personal file (including but not limited to a change of address or phone number)

- Particulars of any health care provided to the child, including medication administered with the prior written consent of the child's parent(s) and incident/accident forms;
- Any other health information relevant to the child, including immunizations and allergies; and
- At least one emergency contact's name, address and phone number.
- List of authorized pick up persons

late for pickup, there will be a late fee indicated (6-15 minutes late: \$20 fee; 16-30 minutes late: \$50 fee) on the monthly invoice from the school. To maintain accuracy for the accounting department, parents are required to sign a document recording the late departure. Repeated late arrivals of less than 5 minutes may also be documented, at staff's discretion. Frequent late pickups may result in a written warning from the Director of Early Childhood Education and/or the Coordinator of Licensing and Accreditation. Continued late pickups may jeopardize a child's ongoing enrolment.

When a parent is late and cannot be contacted, the staff member will call the listed emergency contacts and/or other parties listed on your child's alternate pick-up list. If the child is not picked up and contact has not been made with the parents, guardian or other parties as stated above, Alberta Child & Youth Services will be notified.

* Please note that while calling to indicate you will be late is appreciated, it does not exempt you from the late fee policy.

Ratios

Children in CFIS BAS programs are placed into groups, the size of which is based on staff/child ratios determined by the Government of Alberta's Child Care Licensing Regulation.

BAS Program Educator/Child Ratio

Grade of Child	Educator/Child Ratio
Kindergarten	1:10
Grade 1-6	1:15

Program fees

BAS fees must be paid to the Calgary French & International School (CFIS) under the Full Payment Plan, Semi-Annual Payment Plan or Installment Payment Plan. It is understood that enrolment may be canceled or changed by the parent or guardian of a current student without penalty if CFIS is advised in writing by October 1st.

Late fees

In order to maintain commitment to staff contracts and ensure appropriate coverage for all the children, CFIS BAS program closes at 5:30 pm.

Parents are requested to be punctual when collecting their children. In the rare situations when a parent is unavoidably

Emergency contact information

A parent or guardian is contacted directly in the case of a minor emergency. In the case of a serious emergency (including but not limited to unconsciousness, difficulty breathing, and incidents requiring the use of an epi-pen), 911 is immediately contacted before contacting the child's parent or guardian. The school's portable records accompany the groups at all times.

Emergency evacuation procedure

In case of an emergency evacuation all children will be taken to Waldorf School, located at 515 Cougar Ridge Drive SW. Parents will be contacted and asked to pick up their child from that location. A fire exit map showing first and alternate route of evacuation is posted in each room at all times.

Guidance

CFIS BAS programs encourage the development of positive self-discipline within each child. Behavioural standards are based upon respect for self, peers, adults and property.

Any disciplinary action taken by program staff must be reasonable under the circumstances. The emphasis is on the behaviour, and not the child. Actions may include:

- Setting limits
- Setting standards of behaviour
- Providing explanations that are fair, objective, consistent and reasonable
- Providing various choices to aid in the continuation of positive play
- Being firm but flexible
- Anticipating the child's needs
- Recognizing and allowing for differences in children's ages, temperaments, and experiences
- Distracting and removing the child from the situation
- Providing the child with "alone time" and/or quiet activities, thus allowing the child to refocus and then re-enter group play

Listed below are some of the tools that CFIS staff may use to help teach appropriate behavioural and social skills:

- Modelling: Teachers strive to model manners, tone of voice, language and actions that set a positive example for children.
- Speaking respectfully: When addressing children, teachers strive to use eye contact, physical proximity, tone of voice, language, and volume to demonstrate respect of children's emotions, needs, and dignity.
- Setting classroom rules: With input from the children,

CFIS Staff will not:

- Deny or threaten to deny any basic necessity
- Use or permit the use of any form of physical restraint, confinement, or isolation
- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.

teachers set a few necessary, clear, and reasonable rules to guide classroom interactions and protect the health and safety of all classroom community members.

- Noticing positive behaviour: Teachers strive to recognize and celebrate children's success and progress, in ways consistent with each child's needs and personality.
- Making an investment: Teachers recognize the importance of building connections with children through one-on-one interactions throughout the day.
- Asking for appropriate behaviour: Teachers strive to communicate expectations and reminders using positive language, such as "Walk, please" rather than "No running."

Proper behavior and age appropriate expectations will be communicated to the children. Persistent inappropriate/unacceptable behaviours will be documented by program staff. In cases of recurring or severe misbehavior, parents will be notified of the situation and of all ongoing developments by the Director and/or Coordinator and/or Assistant coordinator of the program. The program, in its sole discretion reserves the right to terminate care when it is determined that the program is unable to meet the needs of the child, or it is not in the best interest of the other children to have the child continue in attendance.

Health care

CFIS staff stay current with research and emerging best practices in health and safety as recommended by licensing and health authorities. Children will be asked to wash their hands upon arrival in the program to reduce potential transfer of germs & contact with allergens.

For the benefit of your child and the other children in the program, please do not send your child when he or she is sick. If your child becomes ill at the program, he or she will be assessed by the staff, for signs illness including:

- Vomiting
- Fever (a temperature greater than 38 degrees Celsius/100.4 degrees Fahrenheit using a digital thermometer on the forehead)
- A new and unexplained rash
- Severe coughing and/or sneezing

- Difficult or rapid breathing
- Pinkeye (conjunctivitis)
- Yellowish skin or eyes
- Severe itching of the body or scalp
- Head lice/nits
- Impetigo
- A constant, thick coloured nasal discharge
- Discharge from ears/ ear infection

CFIS staff responsible for a child who requires health care (in addition to the administration of medication) are trained in the proper administration of the health care required by the child. This is documented in the files of both the child and the staff members administering the health care.

The staff member will then contact the Coordinator of Before and After school programs to verify the child's condition. If it is assessed that the child needs to leave the program, the child will be moved to an isolated supervised area (for example, the Coordinator's office, or in the classroom away from other children) where a staff member will monitor the child's condition until the parent or guardian arrives.

The supervising teacher or the Coordinator of Before and After school programs will ensure that the child's parent arranges for the immediate removal of the child from the school. The staff member will fill out an Illness Report including the name of the child, the date of birth of the child, date & time of illness, date & time parents are contacted, notification of program director including date and time, description of illness, signature of: staff, director and parents, child's returned date and parent's

Parents are asked to notify both the school and the Public Health Region if their child contracts a communicable disease. Parents should also notify the school about any other health issue their child has or develops that may affect the well-being of the teachers and other children

initials, which the parent will sign upon picking up the child. This document will be kept in the child's file.

If none of the child's parents or guardians can be reached, then the emergency contact will be called. If the emergency contact

cannot be reached, then Alberta Child and Family Services will be contacted as well as the school's contact at Alberta Health Services if it is a communicable disease.

A child who has been sent home from the program with any of the symptoms described above may not return to the program until the symptoms are no longer present.

An exception to the above may occur if the child's parent presents a note from a physician attesting that the symptoms are not from a contagious disease. (An example of this would be when the symptoms were due to an allergic reaction.)

If a staff member knows or has reason to believe that your child has contracted a communicable disease, you will be contacted and must make arrangements to remove your child from the facility as soon as possible, for the period of time the child is contagious. If you know or suspect that your child has a communicable disease, please do not bring the child to the school for the course of the disease. A list of communicable diseases can be found in Schedule 1 of the Alberta Government's Public Health Act Communicable Diseases Regulation (AR238/85). Refer to this document's General Health section for information about other occasions when a child should be kept at home.

Accidents/Injuries

If a minor accident occurs, the CFIS staff member who observed the incident will:

1. Apply first aid as required (may also be done by the Director, Acting Director, Coordinator or Assistant Coordinator).
2. Call the child's parent or guardian by phone immediately if above shoulders and for any other injury that is evaluated by the staff/supervisor in charge as needing attention from a doctor.
3. Complete an accident/incident form to the greatest extent possible.
4. Inform the Director or Acting Director of the accident and provide him or her with the accident form for signature.
5. Have the child's parent sign a copy of the accident form for the CFIS files.
6. Photocopy the accident form for the child's parent if requested.

The Coordinator of Licensing and Accreditation or Coordinator of Before and After school programs is required to report

serious illness of or injury to a child that occurs while the child is attending the program that may seriously affect the health or safety of the child. Incidents that require reporting include, but

The child's parents or guardians are responsible for any medical and transportation costs incurred by CFIS.

are not limited to: death of a child, allegation of abuse, missing or lost child, a young person involved in a crime, child removed from the program without permission, emergency evacuation or unexpected program closure, intruder on premises, illness or injury requiring emergency medical services and hospitalization, error in the administration of medication and a child left on premises after hours.

If a child should become ill or have an accident while attending the program, the primary staff shall in the first instance attempt to contact the child's parent(s)/guardian(s) at home. In the event they cannot be reached, the staff is to then telephone the cell phone number, followed by work number. If all attempts prove unsuccessful, a message is to be left to contact program. The designated emergency contact will then be notified. In the case of an accident or serious illness, the license holder MUST forthwith ensure that the child will be secured medical attention as necessary. An accident/incident form will then be filled in. The parent must read and sign the acknowledgment slip. A copy will be issued, and the original kept in the child's file.

The Coordinator also ensures that the program tracks and analyzes accidents/illness by using tracking logs. Annual reports are then submitted to the regional childcare office for tracking purposes.

CFIS staff may provide or allow the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

The names of children with allergies and of children who may require emergency medications are posted in every classroom, in an area identified with a red cross. Medications for emergencies, such as Auto-injectors and asthma medications are not kept locked up but are inaccessible to children. All staff members are trained in their use, to ensure that a child receives the required medical attention when necessary. Staff keep all emergency medications in their possession when going outside or on excursions with the children.

If CFIS staff are asked to administer medication or herbal remedies to a child, the following regulations apply:

- Have the parent fill out the Medication Form, indicating whether the medicine is a prescription or herbal remedy, and review the form with the parent to ensure it is filled out properly and fully, ensuring that the dosage noted on the bottle or container corresponds with the amount written by the parent on the medication form. Staff must ensure that the medication is in its original container.
- All prescription and herbal medicines must be in the original container; clearly labeled with the child's name and required dosage; and must show the physician's name, date of issue, and time period between doses.
- All medications and herbal remedies must be turned over to a CFIS staff member for safekeeping at the time of the child's arrival at the school. Medications are not to be stored in backpacks or lunch boxes.
- No medication (including Tylenol and cough syrup) or herbal remedies (including vitamins and Echinacea) will be administered to a child without the parent's written consent. Verbal consent is not adequate.

As per our policy, the staff are allowed to apply/supervise children to apply sun screen, bug repellent, diabetes testing, leg braces etc., only if the written consent of the child's parent had been obtained or the health care provided is in the nature of first aid.

Off-site activities

Alberta Child and Youth Services require that parents give written consent for each out-of-school activity. Verbal consent cannot be accepted.

Portable records

Our facility maintains a portable record of emergency information regarding each child, including the child's name, date of birth, and home address; parents' names, home addresses, and phone numbers; the name, address, and telephone number of each child's emergency contacts; and any other relevant health information about the child, including the child's immunization and allergies, if any.

A permission form will be sent home with the following information a few days before each field trip:

Name of the child, Name of the program, Name of the staff in charge, Names of the assistants, Name of the activity, the address where the activity will be, the date and time of the activity, Mode of transportation. The form also mentions that volunteers will be taking part of the field trip to respect a ratio of one adult and 15 children, and a minimum of two adults if there are more than seven children. parent's signature/date for the off site activity are included on the OFF-SITE ACTIVITY(IES) CONSENT OF PARENT/GUARDIAN AND ACKNOWLEDGMENT OF RISK form.

Please read these forms over carefully as they arrive, and send them back to your child's staff before each field trip. Children who do not return a signed permission form must remain at the school.

CFIS staff members ensure that a proper first aid kit and portable child records are on hand for each field trip. Safety rules are reviewed with the children and their chaperones prior to each field trip. Staff will have a discussion with the children about where they are going, how they are going to get there, who the group leaders are, what will happen, and who they need to watch and listen to. Staff members enforce vehicle safety rules that follow Transport Canada guidelines.

Each field trip will require a certain number of volunteers to children, based on the number of children participating.

Parental involvement

CFIS staff members strongly encourage parent involvement. A solid partnership between school and home is the key to each child's success. Communication between all parties will ensure that your child's needs are being met. Staff will communicate with you on a regular basis, and parents are strongly encouraged to discuss any issues or concerns directly with the staff, either in person or by phone or e-mail.

E-mail is the primary means of communication for program news. It is important that parents read their e-mail daily, and ensure that the school has the correct e-mail address on file.

Program location

Please check the white board in the main lobby area to see where to find your child(ren)'s age group. At the end of the day all children will be in the SEED cafeteria from 5:25 p.m. onwards.

Safety/supervision

The building, play areas, toys, materials and furnishings are regularly inspected (and noted on a checklist) to ensure they are in good repair and hygienically maintained.

Staff observe children's play and behaviour both indoors and outdoors. Through supervision, all children are accounted for both on and off program premises. Staff count and recount the number of children during transitions (when they are arriving or leaving the play areas, or entering and leaving a school bus). Staff expectations during supervision are in accordance with children's developmental needs. Staff must carry their emergency backpacks and attendance sheets with them at all times. Staff members position themselves throughout the play area (i.e. indoors or outdoors) so they have a clear view of the entire play area, and provide gentle reminders to the children when needed.

BAS staff are expected to be vigilant, consistent and thorough in their attention to the indoor/outdoor equipment, school grounds and establishment, so that unsafe equipment is not used and that unsafe conditions are immediately reported to CFIS administration.

CFIS cooperates with residents of neighboring communities to ensure that the safety of residents is respected. CFIS also cooperates with the Calgary Police Service to ensure that safety is emphasized.

Parents submit student pick-up and drop-off information at the beginning of each school year. Car-pool alternatives must also be listed on the 'Alternate Pick-Up List' which is kept in the child's file in the administrative office. Alternate pick-ups for a child must provide identification at time of pick-up. For the child's safety, CFIS reserves the right to keep a child at school if the pick-up, drop-off, and/or car-pool information is inaccurate or until the parent/guardian is contacted to make confirmation. Any changes to pick-up, drop-off, and/or car-pool personnel must be reported to the CFIS BAS office immediately

Shoes

For safety reasons, students are required to wear shoes while at the program. Students will wear their black school shoes to the BAS program and carry their outdoor shoes/boots with them.

Note that this means BAS students will bring their black uniform shoes home with them after attending BAS, and the shoes will need to return to school the following day.

Smoking

No one (staff or parents) is allowed to smoke on the program premises, and no staff member shall smoke at any time or place where children are present.

Snacks

Children may enjoy or require a nutritious snack during the program. Please provide an extra snack and send any utensils that your child may need.

Snacks are required to be NUT FREE due to the risk of allergies. This includes snack labelled “may contain traces of peanuts or tree nuts.” Due to food allergies and sensitivities children are not permitted to share snacks.

Toys & electronics

Books and stuffed animals may be brought from home daily. Your child may bring other types of toys only on Pizza Days. All electronics with screens must be left at home or kept in back packs at all times.