

Before and After School Care Program

Parent Handbook

Mouse Mountain School

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Fraser Lake BC

V0J 1S0

250-699-6627



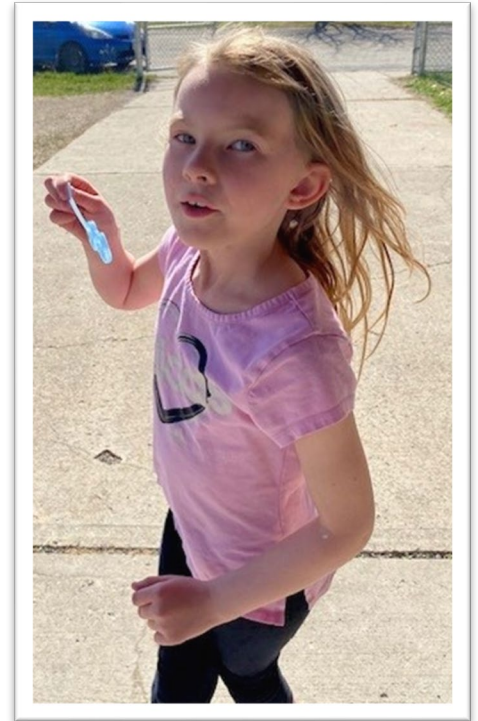
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Before & After School Care Program Overview

Mouse Mountain Elementary Before and After school program is situated in the town of Fraser Lake. We acknowledge that Mouse Mountain School is located on the traditional lands of the Stellat'en and the Nadleh Whut'en First Nations where we are grateful to learn, work and play. Mouse Mountain School is part of a unique program in BC called the Seamless Day Program, allowing students needing childcare outside of school hours to stay in the same caring, play-based environment throughout the day. Students in grades K-6 up to the age of 12 years old are eligible to register. The program runs from 7:30 – 5:30 daily. We have two staff: a morning care provider, and an afterschool care provider who also spend time in the Kindergarten classrooms, supporting all students, during the school day. Older students in grades 4-6 will be transported back and forth between Mouse Mountain Elementary School and Fraser Lake Elementary Secondary School by a school district bus.



WHAT OUR PROGRAM OFFERS

Children in our program enjoy a safe, happy, and fun environment in which to grow and learn! Children are encouraged to express themselves through art, storytelling, skits, and plays, as well as having every opportunity enjoy the weather outside with physical activity. Our program provides nutritious food for breakfast and snacks and even lunch on pro-d-days.

Our program also aims to help children build skills using play-based learning. Children build social and emotional skills, behavior skills, cognitive development, self-regulation skills, friendship skills, and communication skills.

Hours of Operation

Before school care begins at 7:30 am. Afterschool care begins directly after the last bell at 2:55 pm and runs until 5:30 pm. Children are provided with a healthy breakfast and afternoon snack.

The program runs Monday – Friday on days when school is in session, including most pro-d days. The Before & After School Care Program will be closed for the following dates: a district planning day, two professional development days, all statutory holidays and SD91 Winter, Spring and Summer Breaks (see full schedule below).

Daily Schedule

7:30 – 8:25 am	Welcome, open table centers, open exploration carpet activity. Breakfast items are available for children.
8:25 – 8:30 am	Clean up and get ready to go outside.
8:25 – 8:55 am	Pack up back packs, outside play. Children may also visit the breakfast program. FLESS students will board a bus at 8:30 am. After the bus picks up, the group will move to the playground. Play until bell then dismissed to regular classes.
2:55 – 3:30 pm	Welcome, outside play and free exploration (playground area). Students from FLESS will arrive by bus at 3:20 pm and will be greeted by bus monitor. The bus monitor will walk students to the playground to meet with group.
3:30 – 4:00 pm	Clean hands, healthy snack time.
4:05 – 4:30 pm	Gym time
4:35 – 5:30 pm	Art exploration, table activities, carpet exploration, open book time. Prepare to go home.

Bus Transportation for FLESS Students

Students in grades four to six who attend FLESS are welcome to register for the Before and Afterschool care program. They will be transported by bus to FLESS in the morning at 8:30 am. Afterschool, they will line up for the bus after the dismissal bell, and will be transported to Mouse Mountain School, arriving at 3:20pm.

When registering for the Before and afterschool care program, parents/guardians must call the bus garage at **250-699-6995** and register their child for the **FLESS-MOUSE transfer bus**.

Closures: Statutory Holidays and SD91 Breaks

The Before and Afterschool Care Program **will not** be open on the following dates. There is also no school on these dates, with the exception of the first day of school.

**** Please note that the program will be closed on two professional development days (dates to be announced).***

- Sept 3 – First Day of School (Short day with early dismissal - No care provided this day)
- Sept 20 – District Planning Day
- Sept 30— National Day of Truth & Reconciliation
- Oct 14—Thanksgiving Day
- Nov 11—Remembrance Day
- Dec 23 to Jan 3—Winter Break
- Feb 17 – Family Day
- Mar 24 to Apr 4– Spring Break
- April 18 – Good Friday
- April 21 – Easter Monday
- May 19 – Victoria Day
- June 26 – Last Day of School (Morning Care only; pick up at 12:00 noon)
- June 27 to Sept 1, 2025— Summer Holidays

Unscheduled Closures

In the event of severe weather conditions where the school is closed, the before and afterschool care program will also be closed and parents will be notified. In the event of a power failure or water main break, our program may be unable to open or may be required to close early. When possible, parents will be notified in advance of a potential closure and parents will be called if the program has to close early than the scheduled time.

Pick Up and Drop Off

Parents/guardians will enter through the main front door of the school and drop-off/ pick-up at the classroom which is directly to the right of the front entrance. If children are in either the gym or the playground area, a sign will be posted to the classroom door to inform parents/guardians.

Arrival Procedure

- Children may not be dropped off before the program opens.

- Parents/guardians must sign their child in. Always ensure that the staff member is aware that you are dropping off your child.
- Please notify the program (or the school) at **250-699-2479** if your child will be absent.
- Please also notify the program if your child will be picked up by another adult (written authorization is required).

Departure Procedure

- Your child must be picked up by closing/ending time.
- Children will **NOT** be released to travel home without an adult or be picked up in another location.
- Parent guardians must sign their child out and check for any messages.
- Always ensure that a staff member is aware that you are signing out your child
- **A CHILD WILL NOT BE RELEASED TO ANY PERSON OTHER THAN PARENTS/GUARDIANS OR AUTHORIZED PERSONS LISTED ON THE REGISTRATION FORM, UNLESS STAFF IS NOTIFIED IN WRITING.**

Late Pick-up/ Failure to Pick-Up

- There is a **late pick-up of fee** of \$1.00 per minute or part thereof that a child is still in attendance after 5:30 pm.
- **If a child has not been picked up by 6:00 pm** (30 minutes past the program closing time) and no authorized contacts can be reached by staff, then staff will phone the Ministry for Children and Families to come pick-up the child.

Safe Release of Children Policy

- Children will only be released to individuals who have been authorized for pick-up as per the Program Application Form and the program emergency card.
- At the time of pick-up, the parent/guardian or authorized individual will be required to sign out their child.
- Staff are responsible for ensuring that the individual at pick-up has signed out and that the individual is an authorized person to pick-up the child. All persons picking-up should be prepared to show photo ID.
- Children will not be released to travel home without an adult or to be picked-up in another location.
- Children will not be released to a person who is not listed an authorized individual on the registration form, unless staff have received written consent from the parent/guardian. Staff will check identification.
- **Staff will not release children to any individual who appears to be under the influence of drugs or alcohol** when picking up a child. Staff will offer to phone a taxi or find a designated driver to get the child and adult home safely. If the adult insists on driving, **staff are legally responsible to phone the local police department** and report the

license plate number direction of travel. **Staff are also responsible for phone the Ministry for Children and Families and reporting the incident.** If an authorized person who is not the parent/guardian is under the influence of drugs or alcohol when picking up a child, staff will contact the parent/guardian and ask that the parent/guardian come in to pick-up the child.

Fees & Payments

Payment of Fees

All parents/guardians must sign a Parent Contact and Repayment Agreement upon registering their child.

The monthly fees are below:

	Monthly Fee (after reductions*)
Kindergarten Child	\$ 220
Grade 1 – Age 12	\$ 235

**Please note that the monthly fee is \$270/ month but the BC government contributes a child care reduction amount of \$50/month for Kindergarten students and \$35/month for grade 1 - aged 12 students, resulting in reduced fees for families.*

- The monthly fee is due on the first of each month.
- Cheques are payable to Mouse Mountain Elementary School.
- A receipt will be issued monthly for tax purposes.
- The monthly fee covers the ten-month school year and are pro-rated based on school days. The fee includes all early dismissal days and pro-d days (except days that are listed as program closures in this handbook where there is no care provided; see page 5).
- If your child is absent due to sickness, vacation, or personal reasons, it is necessary to pay the full fee to maintain your child's space. There are no reimbursements or discounts.
- Parents/guardians will not be reimbursed for any days that their child did not attend the program when the program was in operation.
- In the event that the school is closed or the program cannot be open due to unforeseen circumstances, staff sickness (substitute staff will be utilized when possible), unexpected facility closure, parents will be reimbursed or credited for those days only.

Affordable Child Care Benefit (ACCB)

Parents/guardians may be eligible for the government Affordable Child Care Benefit to assist in the payment of fees. Our staff will help direct you to the website for information on eligibility and on how to apply. If you are applying, we will complete the Child Care Arrangement form together with you and then you are responsible for submitting the application. The amount of benefit you may receive will vary depending on your circumstances.

If you are successful in receiving the benefit, we will also be informed and we will claim the benefit amount each month for your child. You will be responsible for paying any remaining fees after the benefit has been applied. You must renew on a yearly basis to receive the ACCB.

Late Payment Fees

- If payment is not received by the 10th of the month, parents/guardians will be assessed a 10% late fee.

Late Pick-Up Fees

- Parents/Guardians who pick up their child late after 5:30 pm will be charged \$1.00 for every minute or part thereof that the child is still at the after-school care program after 5:30 pm.

Cancellation/ Termination of Care

- The first four (4) weeks is considered a trial period and no notice is required to terminate care.
- After the trial period, parents/guardians are **required to give two (2) week's notice** to terminate the service.
- The before and afterschool care program follows the same procedures as above to terminate care.

Health

Immunization

The Ministry of Health Services (www.gov.bc.ca/health/) recommends that children's immunizations are current before starting school. Parents/guardians will be required to provide updated information on immunization status for their child upon application to the B&AS Care Program, including if their child is not immunized. The program will require the following documentation from parents/guardians before children enter the program:

- Written record of each child's immunizations; or
- A letter stating that the child is not immunized if this is the case.

In the event of an outbreak of a communicable disease, families and Community Care Facilities Licensing and/or Center of Disease control will be notified.

Sick Children

A child is considered too sick to attend the program if he/she experiences any of the following symptoms:

- Difficulty breathing: wheezing or a persistent cough
- Any signs of COVID-19 (see the most current Daily Health Check)
- Fever or 100°F (38.3°C) or higher
- Sore throat or trouble swallowing
- Infected skin or eyes/ undiagnosed rash
- Severe headache or stiff neck (should see a physician)
- Diarrhea
- Nausea/ vomiting
- Conjunctivitis (pink eye)
- Severe itching

In addition to following the general guidelines for the program, parents will be asked to follow guidance from the Province's Health Officer with respect to K-12 COVID 19 Guidelines.

Children who are ill may not return to the program until their symptoms have subsided and are no longer infectious. Children should be feeling well enough to participate in all areas of the program, including outdoor play.

If a child arrives at the program ill, parents/guardians will be asked to find alternate care for the day. If a child becomes ill while attending the B&AS Care program, the parent/guardian will be immediately notified to pick-up the child. While waiting, the child will remain supervised in a quiet, separate space in the classroom. If another staff member is available in the school, the child can be supervised in the school health room until the parent/guardian arrives.

Parents/guardians are required to inform Mouse Mountain Elementary School B&AS Care Program within 24 hours if their child has been diagnosed with a communicable disease or has been exposed to a serious illness/communicable disease. If it comes to the attention of the staff that a child has been diagnosed with communicable disease, the B&AS Care program manager will notify Community Care Facilities Licensing.

Injuries

If a child is injured while attending the B&AS Care program, the parent/guardian will be immediately notified.

In a non-emergency situation where the staff believes that the child requires medical attention:

- the staff will contact the parent/guardian to arrange for the child to seek medical attention.
- If the parent/guardian cannot be reached, the staff will contact the emergency contacts provided by the parent/guardian.
- If no contacts can be reached, the staff will call an ambulance.

In an emergency where a child has sustained a very serious/life-threatening injury or is very seriously ill:

- staff will immediately call an ambulance, and then notify the parent/guardian.

Medication & Allergies

Medication

Parents/Guardians are required to provide information to the school regarding the administration of medication at the time of registration or as required. Our school should already have this information on file so we will confirm with you that information about medication is accurate and up to date. The Before and After School Care program will follow school district policy and procedures on administering medication.

Medication stored on site will either be placed in lockbox out of child's reach or, as in the case of an epi-pen, will be kept on the child in a fanny pack.

Allergies

Parents/guardians will be required to indicate any food allergies (or other allergies) at the time of registration. Based on information provided by parents/guardians, caregivers will put into practice:

- Preventing exposure to specific food(s) that trigger an allergic reaction.
- Recognizing the symptoms of an allergic reaction.
- Treating an allergic reaction.

Parents and staff will:

- Ensure the childcare setting has the appropriate medication on site (if necessary).
- Ensure proper storage of medication.
- Ensure the proper equipment and training is in place to use while the child is in care.

Our program staff will:

- Promptly take steps outlined by parents/guardians if a reaction occurs.
- Notify emergency medical personnel if warranted, or if epinephrine has been administered.
- Notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.

An individual child's food allergies will be posted prominently in the classroom. (care will be given to confidentiality issues). A child's medical alert plan and medication will be taken on field trips, including neighbourhood walks.

Food and Clothing

Clothing

- Part of each day is spent outdoors except in very inclement weather, when our gym will be used.
- Please dress your child with appropriate outside clothing. Please let our school know if we can help provide gear.
- Your child can use their inside school shoes at the Before and Afterschool Care program.
- Please send an extra change of clothing to school for your child including socks and underwear.
- Labelling your child's shoes, clothing and belongings is very helpful.

Food

- Please provide your child with a re-usable water bottle. Your child will be expected to bring it home daily and back to school.
- Our Before and After School Care program promotes healthy eating and follows the Guidelines for Food and Beverage in BC Schools document, below.
- https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015_food_guidelines.pdf
- A healthy breakfast will be provided in the morning
- A health afternoon snack will be provided in the afternoon
- As much as possible, students will be given choice by offering a healthy selection of snacks.
- On full days of care, such as Pro-D days, students will be provided with breakfast, morning snack, lunch, and afternoon snack.

Emergencies

Staff and students in the Before and After School Care program will practice monthly fire drills; some of which are practiced during school hours as a whole school. Additionally, two (2) lockdown drills and an Earthquake drill are practiced by the whole school on a yearly basis.

Fire and/or Site Evacuation

In the event that we need to evacuate the building, you will be notified of where to pick up your child. Our school's main off-site muster station is FLESS but we will confirm the location with you.

Earthquake

In the case of an earthquake, if possible, we will remain onsite. If the center is badly damaged, emergency crews will relocate us to the nearest emergency center. Parents/guardians will be contacted for reunification with children as soon as it is safe to do so.

Accidents

In case of an emergency/disaster situation, we will attempt to contact parents/guardians as soon as possible. Please ensure that you keep us informed of any changes to your contact information.

Program & Excursions

Our two Before and After School Care providers will work with the two kindergarten teachers to plan and implement activities that are developmentally appropriate for kindergarten and primary students. The team planning will facilitate the seamless day for kindergarten students as the care and activities provided will ensure students are successful in kindergarten and school and that it is appropriate for early learners in the school setting.

The toys that are available for the use of the Before and After School Care program are age appropriate and varied. There are adequate toys that ensure rotation to prevent overuse and boredom. School equipment both indoors and out are regularly maintained by school district maintenance staff and ensure all equipment, including playground equipment is up to code and is inspected regularly.

Our program will ensure a minimum of 30 minutes per day (on days that we are open 3 hours or less) or 60 minutes per day (on days when we are open more than 3 hours) of outdoor active play. In inclement weather, indoor active play will be available in our school gym.

Generally, there is a 'no screen time' policy at our Before and After School Care Program. The exceptions will be:

- Occasional use of the smart board/ipads/computers for educational purposes
- Occasional movie times (children/family G-rated) when weather is extremely poor

We may, on occasions such as Pro-D days, take excursions such as a nature walk in the vicinity of the school or a walk to the park. A sign will be posted on the classroom door, in the event of an excursion, with a contact number for the care provider.

If other outings are planned, such as field trips, a consent form will be provided to parents/guardians in advance of the scheduled outing.

Behavioral Guidance Policy

All children in the Seamless Day Kindergarten B&AS Program are students at Mouse Mountain Elementary School and as such, will be expected to follow the school's code of conduct.

It is expected that students will:

- Be aware of and follow school rules.
- Respect the rights of all persons within the school including peers, adults and parents.
- Respect the school's physical facilities, equipment and the property of fellow students.
- Respect the diversity of our school community and the BC Human Rights Code which prohibits discrimination on the grounds of: race, national or ethnic origin, colour, religion, sex, age, mental or physical disability, gender identification/expression, sexual orientation or sexual orientation as perceived by others.
- Behave in a safe and responsible manner at all times.
- Not threaten, harass, bully, intimidate or assault, in any way, any person within the school community.

Rising Expectations:

- Consequences and reminders may be modified to suit age of students.
- Special considerations may apply to students with special needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.

Parents are notified for any serious behavior (hands-on etc.).

Proactive Measures to promote positive behavior will include:

- Teaching expected behaviors
- Use of common language throughout the school (WITS and 2nd Step Program, SNAP, Zones of regulation)