

Harrow Youth Centre Parent Handbook

After School Program



HARROW AFTER SCHOOL PROGRAM

PARENT HANDBOOK

Program Information:

The Harrow Youth Centre After School Program's goal is to help today's youth understand the importance of a healthy lifestyle and how to succeed in living one. Our focus for the program will be on increasing the amount of physical activity your child receives, teaching them how to live a healthy lifestyle, and how to have fun while doing it.

Our daily activities include nutritious snacks, healthy eating and nutrition tips, personal health and wellness tips, physical activities, homework assistance, social skills and so much more! We also offer a weekly arts and crafts day on Thursday's during our program.

Method of Operation:

Hours of Operation

- Monday through Friday – After School until 6pm

Ages of Program

- Children & Youth – Grades 1 to 8

Discharge Policy

- Parents are free to withdraw their children from the program at any time. Parents must notify staff, in person.

Late Pick-Up

- There will be a fee charged for any pick-ups that occur after 6 pm. A fee of \$5.00 will be applied in 15 minute increments.
 - Examples:
 - A fee of \$5.00 for any pick-up that occurs between 6:00 and 6:15pm.
 - \$10.00 for any pick-up that occurs from 6:15 – 6:30pm.

Absenteeism

- If your child will not be attending on their scheduled day, the Youth Centre needs to be informed by 1:30pm. Failure to report your child's absence from the program three times will result in termination from the After School Program.

Program Cancellations

- If school buses are not running for any reason, there is NO After School Program. If the buses are only cancelled for the morning due to fog, the After School Program will still be cancelled. If you choose to bring your child(ren) to school on these days, you are responsible for arranging pick-up and child care for your children after school. The After School Program Staff are NOT responsible for picking up your child on these days. After School Program will also NOT be running on Holidays or P.A. Days.

Confidentiality and Release of Information:

All information pertaining to the child and the child's situation is to be kept confidential in the children's file. Only the authorities, in response to a court order or warrant may have access to this information without parental permission.

A signed "Release of Information" form will allow the exchange of information with outside agencies.

Notification of Injuries/Incidents to Parents:

Whenever a child sustains any emotional or physical injury they will be comforted and given first aid as appropriate.

The incident/injury will be reported to the parent/guardian by the Program Coordinator or Assistant on the same day. An injury report will be completed and signed by the parent, employee providing the First Aid, as well as the Harrow Site Coordinator. If the parent does not pick the participant up from programming, a copy of the Injury Report will go home with the child explaining how the accident happened and how the child and staff responded to it.

Release of Children from the Centre:

Children are only released from the After School Program to the individuals that are identified on the "Authorization for Participant Pick-Up" form. In circumstances where an individual is on the list, however is unknown to program staff, the individual must provide identification to pick up the child(ren).

In circumstances where an additional individual not identified on the "Authorization for Participant Pick-Up" form is picking up a child the following procedure must take place:

- The parent/guardian must call the Program Coordinator or Assistant to indicate that someone not identified as a regular release person will be picking up the child.
- The parent/guardian must provide the name of the new person as well as a description of the individual.
- The parent/guardian is reminded that the new individual **MUST** have identification to pick up their child(ren).
- When the new individual arrives to pick-up the child, staff must check the identification to ensure that the name and description matches the information that the parent/guardian provided.

Release of Children Walking Home:

Children 10 years of age or older are allowed to leave the centre on their own at the end of program with the completion of the "Authorization to Walk Home" form.

Children under the age of 10 are allowed to leave the centre with older children only with the completion of the "Authorization to Walk Home" form. The older child must be 12 years of age or older.

Release of Children to Non-Custodial Parents:

If the non-custodial parent is prohibited from picking up their child, this will be determined by a copy of the Court Order which will be placed in the child's file and noted on the authorized pick up sheet. Access cannot be denied without a Court Order. The Court Order must be followed specifically. No verbal exchanges will be accepted.

Severe Weather:

In the event of poor weather conditions occurring, staff is instructed to ensure the safety of participants by implementing one of the following:

- a) Cancelling the programs as per the approval of the Executive Director or designate when possible
- b) Ending the program early to ensure the children's safe return home
- c) Contacting the parent of guardian to pick their child up to ensure safe return home

When severe weather such as winter storms or tornadoes are threatening, the Executive Director will make a determination as to whether the children should be released to walk home. The Supervisor will be contacted and should keep the children at the centre until further advised by the Executive Director.

Children's Health:

If the child is ill, staff will notify the parent/guardian. The staff will also make a decision and follow through with the appropriate action (isolation, discharge, or re-entry), ensuring that the parent receives accurate re-entry information for any contagious disease. While waiting for the parent, ill children may be separated from the other children in order to stop the spread of infection. Under certain circumstances the Supervisor may request a Doctor's note for re-admittance to the program.

Pediculosis (Head Lice):

Harrow Youth Centre follows a "no nits" policy in regards to pediculosis. Re-entry to the Youth Centre after a child has had head lice will be dependent upon treatment and complete removal of lice and nits.

Snacks for Children:

Children will be given healthy, nutritious snacks on a daily basis. They are encouraged to try the snack that is offered, however an alternative snack will be provided in the event that they do not like the original snack.

Children "At Risk" of Physical Injury:

It is the parent's responsibility to identify the child's condition on the medical form which is completed at the time of registration. If a new condition develops, the parent must inform the Program Coordinator of the change.

Drug Administration:

If your child requires medication, you will be asked to complete a “Consent for Drug Administration Form”. Medication will be kept locked on site and must be in the original container, with the Child’s name, Drug name and administration instructions.

There are two exceptions where medication will not be locked – a child may carry his or her own asthma medication or emergency allergy medication (including Epi-Pens).

An Epi-Pen or other emergency allergy medication will be stored on site at the centre in an unlocked cupboard identified with the Epi-Pen Emergency Treatment Plan indicating the child’s name, picture of the child, and expiry date of medication.

Transporting Children:

Children will be walking together as a group with staff members and volunteers from their school to the youth centre. Please make sure that your child is prepared with proper attire for various weather conditions (e.g. umbrellas, mittens, hats, etc.).

In the case of inclement weather, children will be transported by the agency van or staff vehicles. In the event that children are transported by vehicle, the proper seat belt legislation shall be applied as per the Ministry of Transportation.

Children under the age of 8, weighing more than 18kg but less than 36 kg (40-80 lbs) and who stand less than 145 cm (4’9”) are required to use a booster seat.

A child can start using a seatbelt alone once any of the following criteria is met:

- Child is eight years of age
- Child weighs 36 kg (80 lbs)
- Child is 145 cm (4’9”) tall

Children under the age of 12 are not permitted to sit in the front seat of the vehicle.

Final Note:

Please feel free to contact the supervisor if you have any questions or concerns about these guidelines, the program, or the registration process. We wish to work together to ensure that your child’s experience is a positive one.