



**AFTER SCHOOL PROGRAM**

**Parent Guidelines**

# ACCESS AFTER SCHOOL PROGRAM PARENT GUIDELINES

## Methods of Operation:

1. Hours of Operation:  
Monday to Friday – 8:30am – 5pm
2. Ages for Program:  
Children & Youth – Grades 1-8  
\*\*Your child must be entering Grade 1 in September 2015\*\*
3. Late Pick-Up  
There will be a fee charged for any pick-ups that occur after 5:00pm. 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 5:00 and 5:15, \$10.00 for any pick-up that occurs from 5:15-5:30, etc.
4. Absenteeism  
If your child will not be attending on their scheduled day, we need to be informed by 9:30am. **Please call (519) 324-5005.**

## 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 Leamington 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.

## Children's Health:

1. If the child is ill, the attending staff will notify the parent/guardian. The staff would 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.
2. While waiting for the parent, ill children may be separated from the other children in order to stop the spread of infection
3. Under certain circumstances the Supervisor may request a doctor's note for re-admittance to the program.

## Safe Sun Practices:

During our Summer Camp we will be spending time outside. It is important that you provide your children with proper protective clothing and sunscreen.

### Guidelines for Using Sunscreen:

1. No sunscreen products containing insect repellent will be administered in the youth centre.
2. Staff will provide labels for parents who will be responsible for writing the child's name on the label and signing the label.
3. Children will be encouraged to apply their own sunscreen under adult supervision.

## Safe Practices for Use of Insect Repellent Lotion:

### Guidelines for Using Insect Repellent:

1. Parents or guardians may provide insect repellent lotion containing 10% or less DEET. No aerosol sprays, spray pumps or insect repellent containing sunscreen will be administered in the youth centre. Staff will provide labels for parents who will be responsible for writing the child's name on the label and signing the label.
2. Only insect repellents registered under the Canada's Pest Control Products Act will be applied to children. The application of insect repellent lotions will adhere to the manufacturer's directions.
3. Children will be encouraged to apply their own insect repellent lotion under adult supervision.

### General Nutrition Guidelines: Meals and Snacks:

Parents or guardians are responsible for providing their child(ren) with a lunch and snacks for the day. We will have two snack and one lunch break throughout the course of the day.

When packing your child(ren)'s lunch and snacks please keep in mind that we have participants with food allergies. Please refrain from sending peanut products.

### 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 EpiPen or other emergency allergy medication will be stored on site at the centre in an unlocked cupboard identified with the EpiPen Emergency Treatment Plan indicating; the child's name, picture of the child, expiry date of medication.

### Transporting Children:

Children may be walking together as a group to the park. Please make sure that your child is prepared with proper attire for various weather conditions (e.g. umbrellas, hats, etc.).

### Final Note:

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.