

GENUINE LEARNING ACADEMY

BEFORE/AFTER SCHOOL AND HOMEWORK CLUB
PARENT HANDBOOK

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WELCOME TO GENUINE LEARNING ACADEMY

Welcome!

I would like to welcome you to Genuine Learning Academy After School Programs. At Genuine Learning Academy, we have many exciting opportunities for your child to build and grow.

Our *Homework Club* and *Before and After School Programs* are designed to be completely child centered. The foundation being the provision of a safe, stimulating environment designed to meet the needs of each child. The Programs offered is a reflection of our philosophy.

At Genuine Learning Academy, we follow the path of God and we value:

We value each child as special and precious in God's eyes.

We value children as unique, competent individuals.

We value children's opinions.

We value children learning through play.

We value parent's feedback and participation.

MISSION STATEMENT

GLA's mission is to provide a safe, nurturing Christ-centered homework club and afterschool program for children to learn and grow. Our goal is to provide children with activities and opportunities that will enhance their spiritual, physical, intellectual, creative, emotional and social development.

Both programs are committed to nurturing and guiding children. We provide an environment that fosters trust, security and comfort. We strive to provide a balance of activities that help children to progress in spiritual, social, emotional, physical, and cognitive development. We respect and value differences; we recognize that children are individuals and that every child is unique.

We are committed to providing the best education and care as possible. The quality of this program is set from many years in the field and an educational background in educational that will allow us to meet the needs of each family and the community.

We look forward to having you at Genuine Learning Academy.

Respectfully,

Dr. Michelle Meadows
Director GLA





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GENERAL PHILOSOPHY

PROGRAMS

BEFORE AND AFTER SCHOOL PROGRAMS (Kindergarten to 5)

The After School Program is available every day after school. Staff will greet the children at the door each door or pick up from classrooms depending on the age.

Homework support is offered each day. It will still be the responsibility of parents and guardians to sign your child's agenda each day. Staff will not have the responsibility of signing students' agendas. Parents will be informed if difficulty arises in homework, a variety of activities are available each day. These activities will include cooperative games, literacy, science, outdoor play and a variety of creative and fun arts and crafts.

Your child will have the opportunity to interact with peers and participate in various activities. Some of those activities include crafts, puzzles, games, outdoor time (sports/playground), devotions plus much more. Our program maintains a 12:1 ratio.

HOMEWORK CLUB

Your child will be able to get one on one instruction from a certified teacher and either get the homework done from the day or help study for test. We have high expectations and will ensure that each child, not only finishes the work but understands the concepts and reasons behind the necessary learning. When homework is complete, children can join in the fun of the afterschool programming.

SUMMER PROGRAM(S)

Genuine Learning Academy offer different summer program for the interests of all students.

We will have a cooking class for those who love to cook! Interested in knitting, come gather with our talented teachers and learn either the beginning moves or expand the knowledge you already have. Explore the wilderness. Learn French, dance or a fine arts program!

Our summer programs will encourage children from Kindergarten to Grade 5 to overcome challenges, take on responsibilities, develop healthy lifestyles, and have FUN! There are field trips galore, indoor and outdoor sports activities, science experiments, baking days, arts, crafts, talent shows, and much more. Your child will have the opportunity to interact with peers and participate in an abundance of activities that will make the most of the summer months.

**Our summer program calendars will be available in May and registration will open at that time.

OUR STAFF

During the screening process, GLA thoroughly interviews potential staff, reviews at least 3 reference checks, and requires a current criminal record check. Once employed, all GLA staff participate in ongoing training and will be required to keep up with their own professional development each year to ensure their pedagogy is up to date and in tune with the upcoming trends.



HOURS OF OPERATION & HOLIDAYS

MONDAY	6:45 am - 9:00 am	2:30 PM - 6:00 PM
TUESDAY	6:45 am - 9:00 am	2:30 PM - 6:00 PM
WEDNESDAY	6:45 am - 9:00 am	2:30 PM - 6:00 PM
THURSDAY	6:45 am - 9:00 am	2:30 PM - 6:00 PM
FRIDAY	6:45 am - 9:00 am	2:30 PM - 6:00 PM

SUMMER SCHOOL

MONDAY TO FRIDAY 6:45 AM - 6:00 PM

GLA is open Monday to Friday with exception of all STATUTORY HOLIDAYS.

GLA is closed over the Christmas holiday.

For Professional Development days, GLA will provide a separate program for the day at an extra cost.

GLA is CLOSED on the following STATUTORY HOLIDAYS:

- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Eve
- Christmas Day
- New Years Eve (early closure @ 12pm)
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (August)



BEHAVIOURAL GUIDANCE POLICY

GLA will ensure that any child under supervision of the licensee is not subjected to any of the following:

- (a) shoving, hitting, or shaking by any person
- (b) confinement or physical restraint by an employee, except as authorized in a childcare's plan if the care plan includes instructions respecting behavioural guidance,
- (c) harsh belittling, or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self respect,
- (d) spanking or any other form of corporal punishment,
- (e) separation, without supervision by a responsible adult, from other children,
- (f) as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.

GLA will ensure that a child is not, while under the care or supervision of the licensee, subjected to any of the following types of abuse or neglect:

- (a) emotional abuse
- (b) financial abuse
- (c) neglect
- (d) physical abuse
- (e) sexual abuse

Children in our Programs are expected to:

- Speak honestly
- Avoid hurting others; treat others the way you want to be treated
- Take charge of themselves – they are responsible for themselves
- Show respect – every person is important
- Care for others and the centre
- If inappropriate behavior continues, you will be asked to discuss the matter with your child.

Practices for managing undesirable behaviour will be implemented:

- In a positive, consistent, and caring manner
- As soon as possible after the behaviour has occurred
- To assist the child to learn appropriate behaviours
- To ensure the safety of the children and teachers
- To protect the rights of others
- To protect building and equipment

Educators must consider:

- The developmental level of the child
- Matching behaviour and consequences
- Using natural and logical consequences when possible

Prevention Strategies:

- Establish clear, consistent, and simple limits and provides explanations for limits.
- State limits in a positive way and periodically remind children what is expected.
- Focus on the behaviour, not on the child.
- Model and encourage appropriate behavior.

Intervention Strategies:

- Assist children in solving the problem situation.
- Remind and redirect if necessary.
- Acknowledge feelings.



INCLUSION POLICY

The Canadian Charter of Human Rights and Freedoms states that all individuals must be treated equally, “without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.” GLA will adapt the environment and routines as necessary to meet the needs of the children enrolled.

Our program ensures that all children with special needs have access to quality inclusive early childhood education programs. Young children require meaningful opportunities to maximize their growth and development physically, intellectually, emotionally and socially. It is no different for children with special needs. Children who receive quality inclusive early childhood education have increased opportunities to develop their social and cognitive skills and are better prepared to attend elementary school.

They develop flexible programming that can be adapted as needed. All Staff are aware that they will receive and have access to confidential information about children and families and they agree to keep this information in strict confidence. GLA will work collaboratively with parents and outside service providers to ensure that the needs of the children are met. We will, with the consent of the parents, refer children to outside service providers when we feel, or the parents feel, that a child may require additional support. Children with special needs may require extra support when transitioning to a new school.

SAFE RELEASE OF CHILDREN

GLA will only release a child to an authorized individual as established by the parent. The authorization form is included in the registration package.

If an unauthorized person arrives to pick up a child, DO NOT enter the school. You must call your child so they can be ready at the door, or please call the school and one of the staff members will call the parents. The child will remain under the supervision of the daycare staff. The staff will explain the policy that written authorization from the parent/guardian is required to release a child. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, the staff may need to phone the police for assistance.

If any person attempts to remove a child from GLA while seemingly impaired, the staff will explain that driving while under the influence of drugs or alcohol is against the law and is obligated to ensure the safety and well-being of the children and adult. The staff will offer to call a friend or relative to pick up the child. If the presumed impaired person chooses to get in the car with or without the child, the staff will notify the police immediately.

The staff will call the Ministry for Children and Families if they feel that the child needs protection. If a custody or court order exists within a family, a copy of the order should be placed in the child’s file, and the instructions followed at all times. Families need to inform staff of all custody and court order changes. GLA holds legal responsibility to the extent it is possible, not to release a child to an authorized person who is unable to adequately care for a child.

If a staff member believes that a child will be at risk, the staff in charge will offer to call a relative or friend to pick up the person and the child and/or Contact the Ministry for Children and families.



REPORTABLE INCIDENTS, ACCIDENTS, LOGBOOKS AND INCIDENT REPORTS

For this regulation, any of the following is a reportable incident:

- "aggressive or unusual behaviour", means behaviour by a child towards other persons, including another child, which has not been appropriately assessed in the child's care plan,
- "attempted suicide", means an attempt by a child to take his or her own life,
- "choking" means a choking incident involving a person in care that requires
- (a) first aid,
 - (b) emergency care by a medical practitioner or nurse practitioner, or
 - (c) transfer to a hospital
- "death", which means any death of a child,
- "disease outbreak or occurrence", means of a disease above normally expected incident level
- "emergency restraint", means a restraint that is necessary to protect the child or others from imminent serious physical harm that is not approved and documented in a child's care plan,
- "emotional abuse", means any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement, perpetrated by a person not in care,
- "fall", means a fall of such seriousness, experienced by a child, as to require emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital
- "financial abuse", means
- (a) misuse of the funds and assets of a child by a person not in care, or
 - (b) obtaining of the property and funds of a child by a person not in care without knowledge and full consent of the child or the child's parent
- "food poisoning" or food borne illness involving a child that requires emergency intervention or transfer to hospital
- "medication error", or administration error of a medication which adversely affects a child, requires emergency intervention or transfer to a hospital,
- "missing or wandering person", means a child who is missing,
- "motor vehicle injury", means an injury to a child that occurs during transit by motor vehicle while the child is under the care or supervision of the licensee,
- "neglect", means failure of a care provider to meet the needs of a child, including food, shelter, care or supervision
- "other injury", means injury to a child that requires emergency care by a physician or transfer to a hospital,
- "physical abuse", any excessive physical force inappropriate to a situation involving a child and perpetrated by a person not in care,
- "poisoning", means the ingestion of a poison or toxic substance by a child,
- "service delivery problem", is any condition or event that could reasonably be expected to impair the ability of the licensee or employees to provide care, or which affects the health, safety, or well-being of children,
- "sexual abuse", means any sexual behaviour directed towards a child by an employee of the licensee, a volunteer, or any other person in a position of trust, power or authority, and includes
- (a) any sexual exploitation, whether consensual or not,
 - (b) sexual activity between children if difference in age or power between them is significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child
- "unexpected illness", any illness of seriousness that a child requires emergency intervention or transfer to a hospital.



MINOR INCIDENT BOOK

In case of any occurrence of a minor incident, a record of the incident must be documented into the Minor Incident Book. If the injured person is unable to complete the Minor Incident Book at the time of the incident, then it should be completed by the first aid person or another staff member who is present at the Center as soon as possible. It is important to complete as many details as possible. The Minor Incident Record must be signed by the persons in the incident at the time of happening.

The names, address, and telephone numbers of witnesses to the Incident should also be documented. The Manager will review the Minor Incident Record once completed.

Major Incident Reports should be completed by the General Manager. Major Incidents include:

- i. death of any persons
- ii. major injury to employees
- iii. injuries which prevent an employee from continuing with his/her normal work for more than 3 days, excluding the day of the accident.
- iv. children, contractors, parents, visitors and/or members of the public who are taken from the childcare centre or centre activity location directly to the hospital, because of an accident arising out of or in connection with work, e.g., attributable in some way to the work organisation, equipment, or condition of the premises.

MISSING CHILD POLICY

If a child becomes lost when in care at GLA, one staff member will ensure the safety of the remaining children while other present staff members search for the Child. If the search is unsuccessful, staff will contact the RCMP and the child's parents. The director will receive a clear evaluation of the event and may implement appropriate changes to reduce the likelihood of a similar situation occurring.

All staff will teach the children what to do if they become lost or are approached by an unfamiliar adult or child who asks them to leave the facility or the playground. All staff are trained and aware of their roles and responsibilities prior to a child becoming lost.

CHILD ABUSE POLICY

The management of GLA ensures that a person in care is not, while under the care or supervision of the daycare staff, subjected to emotional abuse, physical abuse, sexual abuse or neglect. As childcare providers, we have a legal responsibility to report child abuse or neglect to the Ministry of Children and Family Development.

If the abuse occurred in the facility, the director will inform the parents. If the abuse occurred outside of the facility, the director will not notify the parents unless directed by the child welfare worker.

If the abuse occurred in the facility, the offender will be informed of the implementation of the health and safety plan and how it will affect her/him pending the outcome of the investigation. If the abuse occurred outside the facility, the director will not inform the offender, as this would impair the investigation.

The management of GLA will conduct close documentation of the incident (if the incident occurred at the facility). All documentation will be signed and dated. The information will be written in objective manner.

If a staff member is suspected of child abuse, the following steps will be taken:

- An alternate care provider will be hired, and the alleged staff will be reassigned to a position that is not accessible to the children.
- The alleged staff will be suspended pending the outcome of the investigation.
- Staff who have committed child abuse will not be re-employed by the Centre.

If the Director is suspected of child abuse, there will be close documentation, and the board of directors will be informed. They will then inform MCFD.



OBLIGATION TO REPORT

As a citizen of British Columbia, we are required to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development. Our center will report any abuse we suspect, or that a child discloses to us or that a third party discloses.

EMERGENCY PLAN

GLA practices safe and well-being practices. Staff are trained and comfortable in providing First-Aid. Fire drills, earthquake drills and lockdown drills are practiced by staff. All GLA Staff are trained in proper fire extinguishers use, shut off valve locations and carrying out emergency drills.

The designated location for evacuation is at the back lot of the building parking lot. Fire Drills will be practised monthly and all persons who are present in the building at the time of a Drill will be required to participate. Earthquake Drills will be practised yearly and all persons who are present in the building at the time of a Drill will be required to participate.

In any case of an emergency evacuation, parents will be notified as soon as possible. The parents are expected to provide arrangements for the child to be picked up as soon as possible after being notified. GLA staff will stay with the children, maintaining staff to child ratio until all children have been picked up.

Staff are permitted to leave in this order:

- Staff with an ill or infirm family member leave first.
- Staff with children leave second.
- All volunteers, practicum or work experience people are not included in this order.

An emergency could result from a wide range of events including a fire, bomb threat, hazardous cargo incidents, or natural phenomena such as earthquake, or severe weather conditions.

There are emergency supplies that staff will bring out in case of any emergencies as we wait for families to pick up their children. Earthquake comfort kits are required on-site for each child in the program. The program provides an emergency kit (foil blanket, water, light stick) for each child.

Parents are responsible for providing a large zip-lock type bag with your child's name labeled clearly on the bag. Please make sure your child can carry their individual bag.

This will include:

- Name and contact information
- Name and contact number of an alternate pick-up person
- Family photo
- Long sleeve shirt and long pants, underwear, and pair of socks
- Nut-free snack

The Emergency Procedures information sheet must be signed by the student and their parents. This information will be communicated periodically via email and newsletter as reminders.

GLA staff will check all emergency materials and supplies monthly to make sure they are of adequate quality for use on children and staff and will work to provide a safe environment for all under care at GLA.

SUPERVISOR CELL: 778-872-9988



PROGRAM POLICIES

ATTENDANCE

Parents are asked to notify the center when a child will be absent. If your child has a communicable disease, is ill or has any COVID symptoms or that of the child's family, please report it to the center immediately and keep your child home. Visitors to the center are not allowed into the school, when picking/dropping your child off, please meet at the door and we will allow entry.

Please call the school before attempting to enter the building.

FULL DAY POLICY

GLA provides full day childcare for children who attend the Programs when school is cancelled or on a professional development day

- Full day care is also available on in-service days, storm days, and March break and over the summer months.
- If there is an early dismissal of school, the children may come directly to GLA.
- Please put GLA as an emergency contact for school in an early dismissal situation.
- Please make sure your child clearly understands your instructions or plan in the event of early closure.

DROP OFF AND PICK UP

When you arrive, it is important to sign in your child and whenever possible, take the opportunity to talk to the teachers about your child. Information that can be shared with the teacher includes unusual occurrences, stresses, bad days/nights etc. If there is any change in pick-up for the day, please notify the teacher upon arrival.

PARKING

A designated parking area for GLA parents is located in the front of the school building. Please ensure that you are parked in the designated area only. There are three spaces in front of the School for quick drop-offs and pick-ups only. Please drive slowly (10 km/h) on school grounds as there may be children entering and exiting the building throughout the day and be aware of all instructions on driving and parking posted around the school.

LOST AND FOUND

Please label all belongings with a permanent marker. This helps a great deal in items to matching owners. There are lost and found bins for each program. Please ensure that you check through the items for things you/your child might be missing. Any items not claimed for a period of time will be forwarded to the lost and found cupboard at GLA. Please Be aware that the school donates unclaimed items every few months.

COMMUNICATION

Staff will communicate with families weekly in regard to happenings at the school. A monthly newsletter will be updated on our GLA website so please be sure to check for updates in your child's program regularly.

UNEXPECTED CLOSURES

On snow days **and/or other unexpected emergencies** when GLA is closed, check our website for more calendar information and school closures, school newsletters: <http://www.GLASchool.com/>

EXTREME WEATHER OR POWER OUTAGE

On days of extreme weather or circumstances beyond our control the centre may not be able to open:

- Parents will be notified by email and then phone if the centre is not able to open on these days.
- If you do not receive a phone call, the program is open.



- Payment is still required even if centre must close.
- Due to liability, the centre will not open due to power outage. If there is a power outage after the centre is open, we will be contacted to see how long before power can be restored.
- If power is not expected to be restored within one hour, the centre will close. All families will be notified about a cancellation by phone.
- Please have alternative care arrangements for these emergency situations.

PANDEMIC POLICY

Childcare programs in BC are licensed and regulated through the Ministry of Health, childcare licensing. As a result, we may be directed by a childcare licensing officer to close operations during a pandemic or other communicable disease outbreak. Our school will follow all directives provided from the Ministry of Health.

The legal authority to close a childcare program for public health reasons falls under the purview of the local Medical Health Officer and the Provincial Health Officer and their decision overrules any decision to stay open that an individual daycare or parents may wish to make. Childcare ratios are required during operation, regardless of a pandemic or communicable disease outbreak. In the event that enough employees are unable to come into work or are in a quarantine and ratio is not able to be met, GLA may require to reduce operational hours or rotating days off between children. This decision would be made as required and would be communicated to our families through our website/FB Social Media chat groups.

SIGN IN / SIGN OUT

GLA requires that each registered parent signs the student in and out. GLA will not allow the child to go with anyone who is not on the approved pick-up list.

OUTDOOR PLAY POLICY

Genuine Learning Academy recognizes the importance of physical activity in young children. Outdoor play is very important as it helps develop gross motor and fundamental movement skills. Implementation of appropriate physical activity practices supports the health and development of all students in care, as well as aid in the establishment of positive lifestyle habits. **It is our expectation that children will go outside everyday!** Active play also helps develop a strong and healthy body; strengthen coordination, create feelings of well-being, and boost immune systems to fight off illness. GLA ensures daily opportunities for outdoor play in a safe, developmentally stimulating, and sufficient environment. Our programs aim to have children active for at least one hour per day if weather permitted.

The purpose of this policy is to ensure that children in our programs are supported and encouraged to engage in active play, develop fundamental skills while limiting daily screen time.

To promote physical activity GLA will:

- Provide designated safe area for play
- Increase indoor active play time so that the total amount of active play time remains the same if weather limits outdoor times
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity



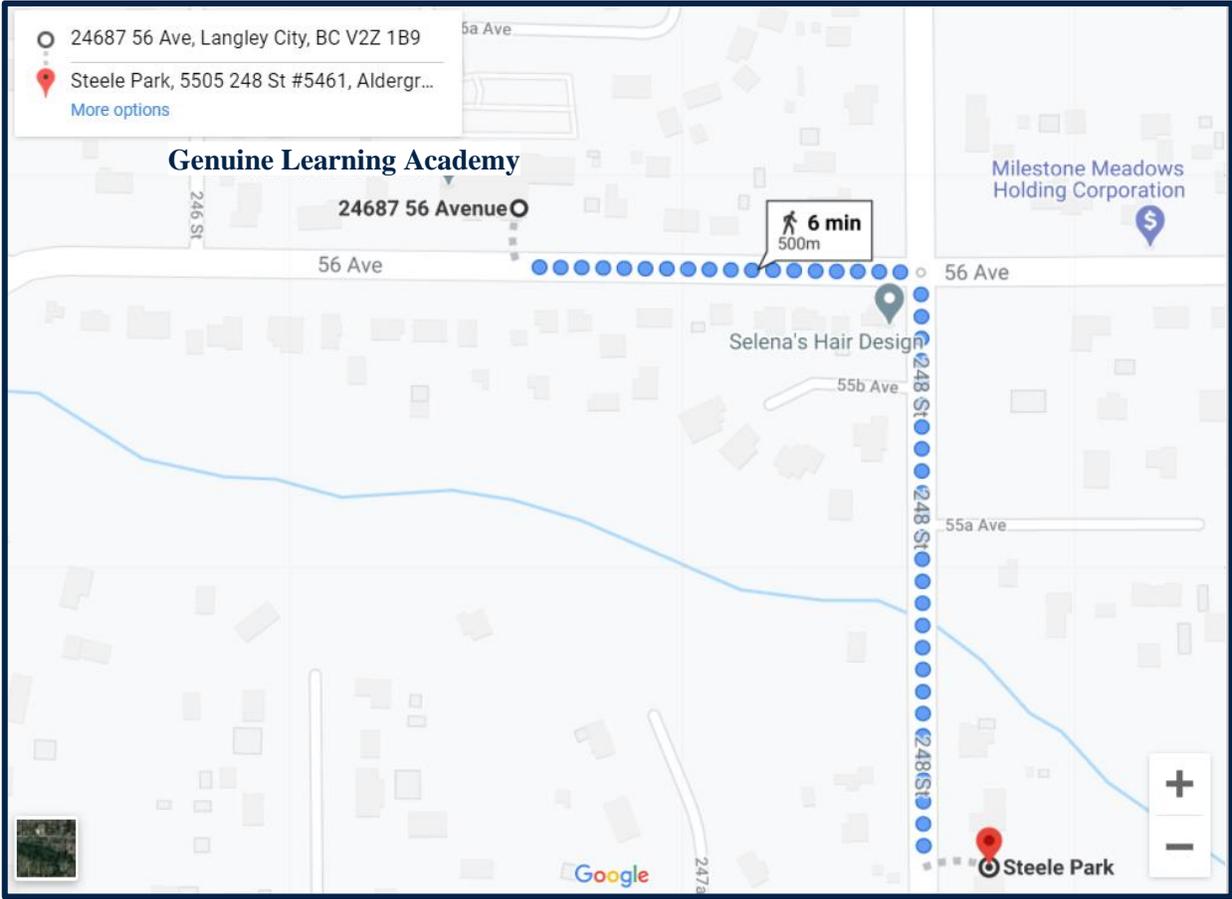
When weather is nice, students will enjoy a safe leisurely 10-minute walk to a near-by park located at Steele Park, 5505 248 St #5461, Aldergrove, BC V4W 1C5. GLA Staff will bring equipment such as a basketball, soccer ball and badminton supplies for students to play with. Staff will also do a safety check of park playground to ensure items look safe and ensure attendance count of all participating students.

Before leaving, all students will be asked to use the washroom as there are no washrooms at this park. If a student needs to use the bathroom while at the park, the staff member with the students will call the school and ask another staff member to come pick up child and return to the school. Student will also be encouraged to bring their water bottle when playing outdoors.

For all off-site activities, staff will carry a backpack with portable emergency records of all the children and a simple first aid kit. Staff also carry a personal cell phone in case of emergency.

Safety rules are reviewed with children prior to leaving as developmentally appropriate.

Map from Genuine Learning Academy to Steele Park:



TRANSPORTATION POLICY

GLA is proud to offer safe van pickup/drop-off services to certain schools and provide van transportation to enrich the programs with fieldtrips.

As required by BC Child Care Licensing Regulations, Section 39, GLA ensures children are always supervised by teams consisting of ECEs (supported by an assistant or a responsible adult as per requirements).

BC Child Care Licensing Regulations, section 39: <http://www.bclaws.ca/Recon/document/ID/freeside/3322007#section39>

All vehicles used for transportation are insured for transporting children, are government inspected, and are driven by qualified, licensed class four drivers (15 passenger vans) and Licensed class 5 drivers (5 passenger vans)

They are checked daily before driving as per the class 4 vehicle inspection check list. This includes brakes, fluids, tires, mechanical. Any van, not passing inspection with a mechanical issue will not driven until fixed.

Educators have been instructed on proper fastening of seat belts.

Drivers' requirements as per BC Child Care Licensing Regulation, Section 45:

- o Drive is 19 years old or older, and
- o Holds a driver's license that permits the driver to operate the type of vehicle being used
- o All drivers have their class 5 license, and the drivers of the 15 passenger vans have their class 4 unrestricted license.

If staff are driving, the ratio based on BC Child Care Licensing Regulations is 1 qualified staff to 10 children. If more children are being transported, additional staff required. (BC Child Care Licensing Regulation, SECTION 45)

Transportation of children is in accordance with British Columbia law:

- o This law requires that children be secured in a booster seat until they reach 40lbs AND 145cm (4'9) or reach nine years of age. (2020)
- o Over 145 cm (4'9"): A child can be secured in a lap/shoulder seat belt. The only time your child can be secured in a lap only seat belt is when: (2020)
- o There are no lap/shoulder seat belts in the vehicle
- o All lap/shoulder seat belts in the vehicle are being used by other children
- o All vans are serviced at least twice per year for safety.
- o The two 15 passenger vans are serviced twice per year by a commercial mechanic.
- o Drivers will ensure parking in legal spots to walk children into the school grounds.

Drivers are to never:

- o Leave any children in the van alone
- o Permit eating or drinking to minimize choking hazards
- o Re-fuel when children are in the van

Drivers/educators will report any minor accident to the MCFD and families immediately.

Drivers/educators take the following into the van each time:

- o A list of children being transported (attendance sheet)
- o A list of schools, phone numbers for the schools, childcare and emergency numbers
- o Each child's emergency card
- o Driving schedule containing a list of drop off and pick up times and locations
- o Cell phone
- o Emergency kit
- o Fire extinguisher
- o Permission forms for fieldtrips if attending a fieldtrip
- o Emergency prescription medication, epi pens, etc.



BEFORE & AFTER SCHOOL PROGRAM

ARRIVAL & PICK-UP PROCEDURE

GLA is proud to offer safe van pickup/drop-off services to certain schools in our Before & After School Care Program. To ensure meeting school bell times, the following procedure is followed.

Families are asked to ensure their children arrive to GLA before 8 am.

To report your child absent please call the centre before 8am or before 2pm before afternoon pick up.

- o Educators will note absence in the attendance logbook.
- Arrival at schools will be no more than 15 minutes before the school bell for grades 1-5 children.
- If the driver anticipates a late drop-off in the morning (more than 10 minutes after the school bell) they will call the school to notify them.
 - o Children will be instructed to sign in at the office

Grades 1-5 educator will watch children enter the school. They will be allowed to enter the school once it is open for the children no more than 10 minutes before the bell.

Afternoon Pick-Up:

Grade 1-5: each child will be instructed and clear on the pick-up spot which will be inside the school grounds to meet GLA staff.

If GLA anticipates a late pick-up at the end of the day, the school will be called to notify them and ask that the child wait at the office for safe pick-up.

MISSING CHILD

At afternoon pick-up, if driver/educator finds a child missing from meeting spot, they will go to the school office and check if the child attended school that day. If so, the school will immediately page the child over PA.

If the child does not respond to the page and come to the office, the driver/educator will call the parents.

If the child is still missing after contacting the family, the police will be called.

If the child is being held back by the teacher, the driver/educator will go to the child's classroom to pick them up.

If the teacher does not release them, the driver/educator will communicate that they will be back at approx. 3:30pm to collect them from the school office.

Follow Up: the family will be asked to speak to their schoolteacher to prevent this from happening again, as it disrupts the flow of other school pick ups and children spending time in the van.

Educators will remain at the School within site of the entry door. The older children sometimes do not like to be escorted into class, but the caregiver will be there if needed. After the driver has dropped off all the children the van will return for the teachers at the different schools. (This is done on reverse for pick up).

FOLLOW UP: Complete a missing child report, FHA

Note: Childcare staff do not leave the school grounds until the above steps are taken and/or the child is located.



SCREEN TIME POLICY

Screen time will only be used at Genuine Learning Academy on special occasions which are typically Halloween, Christmas, Easter, and pajama days. Children will have a choice to watch the movie on these occasions or engage in other available activities.

Screen time will be limited to 30 minutes per day for each student.

HEALTH, ILLNESS AND MEDICATION POLICY

HYGEINE

Hand washing procedures- children and staff wash hands regularly before handling food and after bathroom procedures. Hand washing is the most effective way to prevent colds and some communicable diseases. Tooth brushing is encouraged after lunch each day. Children should bring a labeled toothbrush. We are currently using 'gentle earth' cleaning products for disinfecting and washing tables/surfaces.

All staff clean play stations every hour and provide adequate time for children to wash their hands. All items are sanitized nightly to ensure no spread of germs and bacteria.

ILLNESS

GLA will ensure a safe and comfortable environment that will accommodate the abilities of all children. Our goal is to promote good health and safety by providing a clean, well-maintained, safe environment.

As stated in the Prevention of Spreading of Communicable Diseases Guidelines, children will be excluded from the centre if they have any of the following:

- Fever -38C or 101 F
- Diarrhea –defined as very loose bowel movement twice within one hour
- Vomiting
- Persistent cough
- Breathing difficulty
- Rash with fever
- Children must be well enough to participate fully in the After School Program, such as outdoor play.

FOR PARENTS:

Please keep your child home if the child is not well enough to take part in the regular program of the facility or is suffering from one or more of the above symptoms. The Department of Community Services and Public Health Department have issued very specific procedures on this matter.

Children must be symptom free for 24 hours



GLA requires that your child be free from any symptom or have a doctor or a medical health officer's written approval before returning to the facility. If your child is on antibiotics, please keep them at home if they have taken it for less than 72 hours. Our Programs are designed to meet the needs of all children who become ill while in our care but is unable to provide constant medical supervision in cases of predetermined illness. If your child is not well enough to participate in routine activities, or unable to go outside for activities, then your child should stay at home for the day.

Care of the child is ultimately the parent's responsibility

If your child becomes ill during one of our programs, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contacts. We will provide a quiet resting area, and close staff supervision until you, or one of your emergency contacts can pick up your child.

MEDICATION

A child must be given the medication at least 24 hours prior to attending GLA Centers in case of any negative reaction the child may experience. If a child requires medication prescribed by a doctor, it can be administered by the staff. The medication must be in the original container, clearly labeled with the child's name. It will not be given if old or expired. Please provide medication with instructions to a staff member.

Medicating instructions should include:

- Name of Child
- Name of Medication
- Dosage
- Medication schedule

GLA staff will take the medication and lock it up. You are required to fill out a medication form, provided by the staff, before any medication will be administered to your child.

NUTRITION, SNACK AND LUNCH POLICY

Parents must make staff aware of any food allergies. These allergies will be posted for all parents to see. Due to unique health concerns and preferences of each child, we ask that parents provide well-balanced meals, snacks and liquids that **do not need warming or refrigeration** for the time that your child is at the School. The School is able to provide drinking water from the kitchen tap if needed.

Refrain from providing sticky foods that may cause the child to lick their fingers. Send appropriate food items with your child for easy cleanup. Please ensure your child is equipped with proper hand sanitizing technique. Label all containers and bottles with the child's name written clearly. Hand sanitizer is located at every table and the center complies with the health regulations and protocols.

Also, if a child's record includes, or the child has a care plan that includes, instructions respecting food and drink for the child, the licensee must comply with those instructions.



REGISTRATION & RE-REGISTRATION FEE & DEPOSITS

There is a one-time (non-refundable) registration fee of \$100.00 per child, which is due at the time of registration and an annual (non-refundable) re-registration fee of \$25.00 per child, if submitted by deadline, \$100.00 if submitted after the deadline. A one-time deposit of \$250.00 (per family) is required to confirm the space. **This deposit is non-refundable and can only be applied towards the monthly fee of the student's last (notice) month of attendance.**

FEES PAYMENT

Monthly fees must be paid by monthly Pre-Authorized Electronic Fund Transfer (EFT), Cash or E-Transfers only. There is a charge of \$45.00 for any EFTs and/or cheques returned by the banks due to insufficient funds. Any additional surcharges for drop-in days, etc. must be paid on the day of attendance OR with your monthly EFTs.

Please email your authorization to withdraw the additional amounts. A late fee will be charged for payments not received by the fifteenth of each month. Any outstanding fees will be charged at \$50.00 late fee. Once an account is 15 days overdue, a notice will be given indicating that the account is overdue, the parent will be required to withdraw the child until the account is current.

There will be no refunds for vacation days taken, sick days, or any days that your child is away from the daycare. GLA issues an annual receipt for income tax purposes at the beginning of every year.

LATE PICK-UP FEE

A penalty fee of \$25.00 will be charged if a child is not picked up at the end of the day schedule at the School. There is a 5-minute grace period for a child to be picked up after the specified time. The penalty fee is required to be paid to the on-site closing staff at the time of the late pick-up occurrence

PANDEMIC & COMMUNICABLE DISEASE CLOSURE

In the event of a short-term closure of less than 30 days due to a pandemic or communicable disease outbreak, all School fees are charged and payable as during usual operations.

Fees payable during closures exceeding 30 days will be determined on case-by-case basis.

WITHDRAWALS

Every GLA family is required to provide a one-month written notice on the 1st of the month in the event that they decide to withdraw their child if they plan to discontinue their attendance **or** pay one-month's fees in lieu of the notice. GLA will not accept any withdrawal notice if provided in the last three months of the academic year from April 1st to June 30th.

GLA reserves the right to terminate any GLA contracts if any child is evaluated to be not suited for any GLA Programs, or if the terms of this agreement are not complied with. Then, parents will be required to withdraw their child from GLA. The parents of the child will be confided in regard to the suitability of their child to any GLA Program prior to being given not less than one week's notice to the formal date of withdrawal from GLA.

