

# **Suzuki After School Care**

## **Handbook for Parents and Staff**

**In Accordance with the Child Care Licensing Act**

**2009/10**



# **Out of School Care Program Plan for Suzuki After School Care**

License Holder: Suzuki Charter School Society

**Program Name: Suzuki Charter School After School Care,  
Suzuki Out of School Care**

Program Address: 7211 96A Avenue, Edmonton Alberta T6B 1B5

Reference is made to the Province of Alberta Child Care Licensing Act “Child Care Licensing Regulation” 143/2008

## **Program Hours of Operation:**

Monday: 3:15 to: 5:30 p.m.  
Tuesday: 3:15 to: 5:30 p.m.  
Wednesday: 3:15 to: 5:30 p.m.  
Thursday: 3:15 to: 5:30 p.m.  
Friday: 3:15 to: 5:30 p.m.

## **A) Program Plan**

i) (s.2(a)(i) “Man is the son of his environment” Dr. Shinichi Suzuki best describes our child care philosophy. The Suzuki After School Care program believes children have physical, social, intellectual, creative and emotional needs that need to be met to be a happy, confident, sensitive and contributing person to our society. Positive role models creating a nurturing, respectful and safe environment are essential to promoting healthy children.

ii) (s.2(a)(ii) Our Suzuki After School Care program is a drop off service to parents whose children are register at Suzuki Charter School. After having the student’s teacher sign them in at 3:10 p.m. on a daily attendance sheet in the school gymnasium, the students are free to choose the many different centres that are set up for them before entering. The students are also signed in by an after care worker.

The gym is divided in half by a heavy curtain to separate quiet play and active play. There is also a craft room directly across from the gym that is available to the students whereby they sign out to go to as they do to go to the washroom down the hall.

At approximately four o’clock children put away their activities and help prepare for snack. The older students help set up tables and chairs, sanitize, and serve snack. Each day snack consists of two food groups and a fruit juice.

After snack, activities continue until 5:30 p.m. when After School Care closes. Each parent/authorized guardian can pick their child up at anytime. They must sign out their child and a staff member must cross their name off the daily attendance list. Following is a list of activities presented to give a general idea of how we meet the needs of the children attending our program:

**Physical:** active, large motor games for varying ages, building materials, choices of nourishing snacks

**Social:** large and small group activities, various centers, student staff interaction, mediating strategies, encouraging problem solving, serving others

**Intellectual:** homework help, mentally challenging activities for varying ages, books, puzzles, games, toys, paper folding

**Creative:** crafts and art activities, creative play, small motor activities

**Emotional:** nurturing environment, taking responsibilities for actions, respect for others and property, choices in activities, empathizing

Our After School Care program will be cognizant of the strengths and needs of the children as individuals and community members and plan with opportunities for them to voice their concerns as well.

iii) (s.2(a) (iii) Suzuki After School Care premises

**Indoor:**

A gymnasium (49 x 50 ft.) our main space can be equally divided by heavy curtains allowing for physically active play on one side and less active, creative play stations on the other side. (s.16 of Schedule 4)

There is storage room off the gym that houses all the play equipment that is set up and put away every day. Tables and chairs are set up for snack. There are carts in the hall before entering the gym where students can put their coats and knapsacks.

The Pre-school room (16 x 27 ft.), with a sink and washroom, is directly across the hall from the gym where art projects and homework happens. Washrooms are also located next to the gym on the left. (s.15(a) of Schedule 4)

A kitchen down the hall with a fridge, stove, and sink is available to prepare snacks. Our staff has access to the staff room that has tables, couches, work space and computers. (s.15(b) of Schedule 4).

**Outdoor:**

Our outdoor play space is within easy and safe walking distance from the program premise and situated behind the school. It is a fenced field with boundaries specific for After School Care containing some asphalted area, goal posts and a baseball diamond. A variety of outdoor play equipment is provided: soccer, football, croquet, skipping ropes parachute, chalk, and such). (s. 17 of Schedule 4)

iv) (s.2(a) (iv)) **Community Resources**

Donations of supplies and food for special events will be accepted from the community. Field trips are not planned in our program but any authorized person willing to share skills could be considered.

**v) (s. 2(a)(vi) Parental Involvement**

Parents pick up students, sign out, donate resources and fill out year-end surveys. Parents also have the opportunity at school council to give suggestions on improving the After School program.

**vi) (s. 2(a)(vii) Evaluation**

Government evaluations, parental evaluations through surveys and school administration assessment as well as constant reference to the Regulations help improve the program. Parents also have recourse to the director, Suzuki Charter School administration or School Council to voice any concerns.

**B) Staffing Plan**

**i) Staff Positions and Responsibilities (s. 2(b) (i))**

**Director:** School Administration: responsible for the overall program and financial (in consultation with the secretary-treasurer) viability of the program

**Child Development Supervisor:** A staff member who also works in the program and has the responsibility of supervising staff workers, purchasing and planning snack and play resources, setting up work schedules, providing for three staff meeting throughout the year, mentoring and training staff and keeps records.

**Child development worker:** be qualified, have training, be knowledgeable of policies and procedures, attend at least three meetings held throughout the year. Foster a creative, nurturing, respectful environment.

Shift 1: 2:45 to 4:30 p.m. makes snacks,

Shift 2: 3:00 to 5: 00 p.m. sets up equipment and stays till student numbers

warrant (6 or less)

Shift 3: 3:00 to 5:30 p.m. puts away equipment and remains till the last child is picked up. \* Parents are charged one dollar per minute per child after 5:30 p.m.

ii) (s. 2(b)(ii)) Before being hired each staff member will meet with the Director and Child Development Supervisor for an interview with a resume, references and criminal and vulnerable persons check. If accepted the Child Development Supervisor will go over the program policies and the program execution. They will sign a role responsibility statement and each will receive the program plan Staff handbook to read.

iii) (s.2(b)(ii)) Workers and volunteers who have unsupervised access to children must be 18 or over and provide a resume, be interviewed by the director and child development supervisor and have a criminal check and vulnerable sector search which is dated not earlier than 6 months prior to the date of commencement with the program before being hired. Each criminal check must be renewed every three years. A first aid certificate is also required of them.

A new staff member not able to get a criminal check must have within 8 weeks of commencement with the program and must not have unsupervised access to children until the criminal record check has been provided. (s. 22 of Schedule 4)

### **C) Administrative Policies and Procedures**

#### **Child Discipline** (s. 3 of Schedule 4)

a) To promote a safe and caring environment students are expected to respect themselves, others and property, be cooperative, be tolerant and be responsible. Staff will model these expectations, inform students daily through informal conversations and praising positive behaviour when needed and inform parents of the handbook that can be downloaded on the school's website. Posters of positive play expectations will be made visible on the premises as well.

b) Students are responsible and accountable for the choices they make. Behaviour that infringes on the well being of others is inappropriate and will not be accepted. Our first strategy is preventative discipline whereby students are empowered with skills to make good decisions. Supportive discipline includes interventions intended to prevent an escalation of inappropriate choices. Corrective discipline will apply to those circumstances where consequences are required. If a child displays inappropriate behavior an incident report will be written up describing the particulars of the incident and the follow up that was done. The parent and the school as well will be informed of the incident. After three infractions, or for bullying and seriously harmful behaviour a letter will be sent home requesting a meeting with parents to address the repetitive behaviour and to establish a plan of action to constructively resolve the situation. Any disciplinary action taken will be reasonable in the circumstances with the focus on reinforcing desired behaviour. No form of physical punishment, verbal or physical degradation or emotional deprivation will be inflicted or cause to be inflicted on a child. No student will be denied or threatened to be denied any basic necessity or have any form of physical restraint, confinement or any form of isolation used on them.

Consistent Consequences utilized by the staff on common decorum issues are as follows:

1. Students will walk quietly on the right side of the hallway.
  - Start again, walk quietly
2. Students are responsible to clean up their own toys
  - Go back to their station before they go onto another
3. Students are to use respectful language to other students and staff.
  - Time out to discuss and reflect orally or in writing the inappropriateness of their action and give appropriate language and using practice.
4. Students are to respect others personal space and are not to use aggressive behaviour towards another.
  - Staff and students use problem solving techniques to come to a compromising solution

**Off-site Activity and Emergency Evacuation** (s. 4 of Schedule 4)

Suzuki After School Care does not plan off-site activities. However in the event of an emergency evacuation the children will be evacuated to a neighboring school (Clara Tyner) and a staff member will take the portable records of each child in the program to contact each parent.

**Accident or Illness** (s. 6 of Schedule 4)

In case a child becomes ill or has an accident the parent will be notified by phone and the child will receive medical attention if necessary.

**Incident Reporting** (s. 7 of Schedule 4)

A serious illness or injury to a child while attending Suzuki After School Care program or any other incident such as emergency evacuation, program closure due to an emergency, an intruder on the program premises, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours that occurs while a child is attending our program that may seriously affect the health or safety of the child will be reported to the school administration and then to the licensing staff (or regional Office if unable to make contact) within 2 working days.

**Communicable Disease** (s. 8 of Schedule 4)

Where a staff member knows or has reason to believe that a child may be suffering from a communicable disease the parent /guardian will be contacted and required to remove their child from the program premises immediately.

**Supervised Care for Sick Children** (s. 9 of Schedule 4)

A sick child will be kept as far away as is practical from the other children.

**Administration of Medicine** (s. 10 of Schedule 4)

An after school care worker may administer or allow the administration of medication to a child only where the written consent of the child's parent has been obtained, the medication is in the original labeled container, and the medication is administered according to the labeled directions.

Where medication is administered to a child, the license holder must ensure that the following information is recorded:

- a) the name of the medication;
- b) the time of administration;
- c) the amount administered;
- d) the initials of the person who administered the medication.

All medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children. However children who need epi-pens due to anaphylactic reactions are to carry them in a container on them at all times.

No peanut or peanut products are allowed on the premises.

**Health Care** (s. 11 of Schedule 4)

Health care may be provided to a child only if a written consent from the parents has been obtained or the health care provided is in the nature of first aid.

**Smoking** (s. 12 of Schedule 4)

No person is to smoke on the program premises and no staff member shall smoke at any time or place where child care is being provided.

**Nutrition** (s. 13 of Schedule 4)

After School Care provides a daily nutritious snack to the children. However, students can bring their own healthy snack if they wish. Snacks will be given at around 4:00 p.m. Two food groups in accordance with the Health Canada Food Guide will be available along with a fruit juice drink.

**Children's Records** (s. 19 of Schedule 4)

ASC keeps up to date records of each student on their premise in accordance with FOIP. Each parent is asked to keep the following information relevant:

- a) name, date of birth and home address
- b) a complete enrolment form
- c) the parent's name, home address and telephone number
- d) the name, address and telephone number of a person who can be contacted in case of an emergency
- e) if mediation is administered
  - a. the written consent of the parent
  - b. the information required to be recorded
- f) the particulars of any health care provided to the child, including the written consent of the child's parent.
- g) Any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any

**Administrative Records** (s. 20 of Schedule 4)

1) Suzu,ki After School Care maintains on the program premises up-to-date administrative records containing the following information:

- a) particulars of the daily attendance of each child, including arrival and departure times;
- b) particulars of the daily attendance of each primary staff member, including
  - i) arrival and departure times, and
  - ii) hours spent providing child care;
- c) with respect to each primary staff member,
  - i) evidence of the member's child care certification, and
  - ii) a current first aid certificate, where applicable;
- e) with respect to each staff member and each volunteer referred to in section 22(1)(a) of the Child Care Licensing Act Schedule, verification that a current criminal record check required under that section has been provided to the license holder.

- 2) The records referred to in subsection (1) are to be available for inspection by the director at all times, and that the information referred to in subsection (1)(a) is available for inspection by the child's parent at reasonable times and that the information referred to in subsection (1)(a) and (b) is retained for a minimum period of 2 years.

**Portable Records** (s. 21 of Schedule 4)

Portable records of emergency information includes a) in respect of each child, the information referred to in section 19(1)(a), (c), (d) and (g) of Schedule 4; and b) the telephone numbers of the local emergency response service and poison control centre.

**Emergency Procedures** (s. 2(a)(v)) (s. 5 of Schedule 4)

The following telephone numbers are posted near the gym storage doors

- a) emergency medical service
  - Health Link 780- 408-5465
  - Health First Strathcona 780-499-5380
  - Urgent Care Centre
- b) ambulance service 911
- c) fire department 780-496-3800
- d) police service 780-496-8516
- e) poison control centre 780-496-8516
- f) nearest hospital
  - Royal Alex 780-735-4444
  - Grey Nuns 780-735-7181
  - or emergency medical facility
  - Capilano Medicentre 780-468-2911
- g) child abuse 1-800-387-5437

The following after-hours emergency program contact (780-430-6852 or 780- 554-2723) are to be posted at the front door visible from the outside of the program premises.

**Evacuation Procedures** (s.5(3) of Schedule 4)

Students will be prepared for fire drills, lock downs, and evacuation procedures as prescribed by the school.

If ever we were in a situation to evacuate, the school has made arrangements with Clara Tyner School, 9420 Ottewell Road, to house our students until parents are notified and able to pick up their children.

