

**Jane Norman College  
After School Program  
Parent Handbook**

**Contact Information**

**Mailing Address:**

**60 Lorne St. Truro NS, B2N 3K3**

**Office Phone: 902-893-3342**

**Program Cell: 902-956-0660**

## **Jane Norman College After School Program (Truro Elementary School)**

### **Welcome and Introduction**

Welcome to the Jane Norman College After School Program located at Truro Elementary School. The Jane Norman College After School Program is a licensed child care program that adheres to the *Nova Scotia Day Care Act and Regulations*. Our program serves the children of Truro Elementary. The program follows staffing ratios established by the Department of Education and Early Childhood Development for school aged children. The ratio is one staff person for every fifteen children. The program, at this time, serves a maximum of sixty children.

This Parent Handbook is designed to provide information about our program and policies. Please read it and keep it for future reference. Open, two-way communication is important to our success in caring for your child. If you have any questions, concerns, ideas or comments regarding our program please feel free to contact us at 893-3342. All inquiries must be addressed to Jane Norman College not the Truro Elementary.

### **Administrative Structure and Personnel**

Formerly affiliated with the Nova Scotia Teachers College, Jane Norman College is now a board run, non-profit college that offers diploma and certificate programs in the field of human services education. Jane Norman College believes in better outcomes for children and families and has been providing services for over 30 years. The College is managed by Executive Director, Kim Elliott and Stacey Johnson is the Director of the after school program. The program will be delivered by four trained staff who meet all training qualifications of the Department of Education and Early Childhood development.

### **Contact Information:**

- Kim Elliott, Executive Director, Jane Norman College (893-3342)
- Stacey Johnson, Program Director, Jane Norman College After School Program Centre and Director of the Dr. Jane Norman Child Study Centre (893-3342)
- Nancy Chestnut, On-site coordinator, Jane Norman College After School Program and Assistant Director of the Dr. Jane Norman Child Study Centre (893-3342)
- June Cox, Administrative Assistant, Jane Norman College (893-3342)

## **Board of Governors Jane Norman College- 2017/2018**

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### **Philosophy**

Our program is based on the belief that all children should be cared for by responsive, educated caregivers in an environment that encourages play and active learning. We believe in the importance of a rich learning environment that fosters independence, critical thinking, exploration, and embraces diversity. We also believe that inclusion is a process and we believe in working collaboratively with families to best meet the needs of the children. Our program is very responsive to children's interests, needs and abilities.

### **Mission Statement**

Our mission is to provide the children of Truro Elementary a safe, stimulating, enjoyable and supervised after school program. This program will be offered on site (at the school), allowing the children to enjoy the benefits of a seamless day of learning and caring.

### **Program Goals**

- to provide a safe, caring, nurturing environment.
- to foster self-esteem.
- to enhance and promote decision-making and problem-solving skills.
- to recognize and value special talents, interests and needs of each child.
- to foster self-discipline and promote appropriate behaviour.
- to provide a variety of experiences which promote the social, emotional, physical and intellectual development of the child.
- to establish, maintain and encourage open communication between families and early childhood educators.

- to foster a feeling of connectedness to school community by attending a program located in the school.
- to provide a setting in which students of Jane Norman College can observe, interact and learn as part of their professional training.

### **Learning Environment**

The program is based on the emergent curriculum model. This requires the teachers to observe the children as well as interact with them to determine areas of interest. Planning is then based on those interests. The emergent approach is a collaborative approach that empowers all children. It is very responsive to all children's interests, needs and abilities. It allows unhurried time for all children to fully explore particular avenues of interest. As well, it encourages all children to be independent and divergent thinkers. The program provides a rich learning environment, in which children have a multitude of opportunities available to explore.

### **Admissions Statement**

We welcome all children to the After School Program and will provide meaningful adaptations for as many children as our capacity permits. The capacity to successfully and meaningfully meet the needs of all children is ever changing. Our current capacity allows us to enroll approximately 10-15 percent of children with diverse abilities ([http://www.specialinkcanada.org/home\\_en.html](http://www.specialinkcanada.org/home_en.html)).

### **Registration**

All registrations and inquiries are conducted through Jane Norman College. Prior to beginning the program, the following forms must be completed

- Registration Form
- Child's Health Questionnaire complete with immunization record
- Emergency Medical Consent Form
- Permission Form
- Sunscreen Form
- Policy Agreement Form

### **Hours of Operation & Program Closures**

The hours of operation are tailored to ensure that once the school day ends, the program begins. The school day ends at 2:00 and the program will run until 5:30.

The program does not operate when school is not in session. This includes the following circumstances;

- Vacation & Holidays, including:

Labour Day
Thanksgiving
Remembrance Day
Christmas Vacation
Heritage Day
March Break
Good Friday
Easter Monday
Victoria Day
Summer Vacation

- In-Service/Professional Development Days

The program will operate on in-service/professional development days. Parents must inform staff prior to the in-service/professional development day, if their child will be attending. There will be an additional cost of \$25.00 per day for each day. The cost will be reflected in the June bill. Two snacks will be served, but children will be expected to provide their own lunch for those days.

- Storm Days

There are 3 possibilities of cancellation on storm days.

1. If school is cancelled prior to the start of the regular school day, the program is also cancelled. These cancellations will be announced on the local radio station (99.5 and 100.9).
2. If school is cancelled after children are in attendance, the program is cancelled and it is the responsibility of the school to notify the parents.
3. If the weather becomes very bad after the program is running, the program staff will contact the parents or the emergency contacts, should the program be closing early due to inclement weather.

- Other

It is possible that school may be cancelled due to unforeseen circumstances. Should this happen the steps taken for storm days will apply.

### **Fee Structure**

There is a registration fee of \$25.00. The monthly fee is \$240.00. Fees will be reduced by \$25.00 for each additional child.

Monthly payments must be submitted by the first working day of each month in order for your child to attend the program.

## **Making Payments**

- All fees are made payable to "Jane Norman College".
- All cheques are to be sent to or dropped off at Jane Norman College office, 60 Lorne Street.
- A series of post dated cheques up to May 1 will be accepted. Other payment options are cash, debit, credit card and e-transfer.
- If you wish to take advantage of e-transfers please call the main office for more information 902-893-3342.
- Bills will be sent to families for the June fees. The June fee will reflect any reimbursement for snow days or unforeseen closures as well as in-service costs.

## **Fee and Payment Policies**

- The on-site program staff are not able to accept payment.
- Any accounts that have cheques returned NSF will be charged a \$20.00 administration fee. This fee is due at the beginning of the next month.
- Expenses for the program are incurred even if a child is absent for a day. For this reason refunds are only available for the following circumstances;
  - child withdraws from the program with appropriate 2 week notice
  - \$11.50 per day for snow days or unforeseen closures if exceeds more than 3 days throughout the school year.
- Children can not continue to attend the program if all fees are not paid in full.
- The program ends at 5:30 daily. We understand that occasionally there may be events beyond parents' control which may cause them to be late. There is, however, a late fee of \$5.00 for the first ten minutes of lateness and \$1.00 for each additional minute. We are not unsympathetic to the many demands facing parents; however, our program closes at 5:30. If you have any questions about this policy, please feel free to contact the Director. Chronic late pick-up may lead to a child being dismissed from the program.

## **General Expectations**

- We spend a lot of time outside so appropriate outdoor clothing must accompany children to the program.
- All children must have indoor sneakers or shoes. This is a fire regulation.
- During different season guardians may be asked to bring in other items such as sunscreen etc.

## **Communication Policy**

In order for our program to provide individualized quality care we want to encourage open communication between program staff and families. We respect and value input from parents and encourage parents to communicate openly with all staff regarding ways we can work collaboratively to meet the needs of all children. We believe that one of our strengths is developing strong relationships with families.

Parents can help to facilitate communication by;

- informing the school personnel that your child is enrolled in our program so they can facilitate a smooth transition from school to after school program.
- informing the program if your child is going to be absent. It is crucial that parents do this or it may be assumed that the child is missing and emergency procedures will be followed.
- informing the program in advance should persons other than those on the authorized pick up list come to pick up the child. Children will never be released to any unauthorized person for any reason. **Photo ID will be required if staff are unfamiliar with authorized person picking up.**
- ensuring a staff member is made aware that your child is leaving the program at the end of the day.
- notifying the program in writing, to indicate withdrawal from the program. Two week's notice is required.

The Jane Norman College After School Program can be contacted in the following ways:

- calling the Jane Norman College (893-3342) and speaking with staff to pass on a message. A message can be left on the answering machine if calling before opening hours.
- calling the Jane Norman College After School Program cell phone number (956-0660). This number will not be answered outside program hours. A voice can be left.
- texting a message to then Jane Norman College After School Program cell phone number (956-0660). Messages will not be read until the start of program hours
- e-mailing the Jane Norman After School Program at [afterschool@janenorman.ca](mailto:afterschool@janenorman.ca).

Staff will facilitate communication by;

- working to develop open lines of communication with families. Staff will communicate with families on an informal daily basis at pick up time.
- holding two parent committee meetings through the school year.

**Jane Norman College After School Program bulletin board will include the following information:**

- a copy of the Act and these regulations
- a copy of the parent handbook
- the license for the facility
- a copy of the report of the most recent inspection of the facility
- a copy of the licensee's behaviour guidance policy
- a copy of the current menu
- a copy of the daily program plan and routine
- a list of the names of the current members of the parent committee
- a copy of the most recent minutes of the parent committee
- notification of funding provided by the Minister
- any information required by the Minister

Any parental questions or concerns about your child or the program can be directed to the program staff or Stacey Johnson, Program Director.

### **Withdrawals**

The Director requests that parents give two weeks' notice prior to withdrawal of the child from the program. This enables us to offer our services to more children in the community.

### **Discontinuation of Services**

A child may be dismissed for various reasons. This is a sensitive issue and will be dealt with on an individual basis. Parents can be assured that staff will work diligently to develop a plan to best meet the needs of the child and the Program. Services may also be terminated due to consistent late payment of fees or non-payment of fees.



## **Health Policies**

### **Illness**

- If a child is too sick to attend regular school hours, they will not be able to attend the after school program.
- If a child has a contagious disease or condition, the program staff must be advised and the child must be kept home until they are no longer a risk to themselves or others.
- If a child requires prescription medication, the program staff will administer the medication in accordance with the medication and the school's regulations. Any necessary medication must be accompanied by a completed consent form and signed by the parent.
- If a child becomes ill during school hours, it is the responsibility of the school to notify the parents. Program staff will notify the parents should the child become ill during program time.

### **Accidents**

Though all program staff are trained in emergency first aid and CPR and will administer any necessary treatment as required, should a child have an accident during the program, the program staff will assess the situation and follow the procedures below;

- if the accident requires medical attention, the program staff will contact the parent immediately for instruction
- if the parent is unavailable the program staff will contact the alternate emergency contact for instruction
- if neither the parent nor the alternate emergency contact is available the program staff will call for emergency transport as program staff may not transport any child in their personal vehicle
- if the accident is identified as needing immediate assistance emergency transport will be called first and then the parent or alternate emergency contact will be called
- Program staff may not be able to ride with a child in the emergency vehicle but will travel to the hospital in the event that the parent or emergency contact cannot be reached

## **Nutritional Information**

- Our program will follow the Standard for Food and Nutrition in Regulated Child Care Settings as established by the Department of Community Services.
- Children will enjoy a relaxing calm snack time experience while at the program.
- Children are encouraged to read their own hunger cues and therefore eat accordingly.
- Children are encouraged to try new foods but are never forced to eat.
- Child care settings that do not hold a Food Establishment Permit, such as the After School Program, can only purchase or receive donations of food or beverages from an establishment permitted by the Department of Agriculture and regulations regarding a nutritional snack as established by the Department of Community Services.
- We will provide a light afternoon snack everyday. Should you have any questions or concerns regarding the snacks provided, you are urged to discuss them with the program staff or the Director. We will provide a "peanut aware environment".
- The program also promotes and supports mothers who choose to breastfeed while visiting the program. The facility welcomes mothers to breastfeed and if a private area is needed staff will happily accommodate this request.

## **Behaviour Guidance Policy**

Children in the program will be treated with respect and will be encouraged to make choices and decisions to promote problem solving.

Natural and logical consequences will be used. Natural consequences, which are safe consequences of behaviour that occur naturally, are often an excellent way to reinforce self-discipline in children (ex. if Mary pushes her friend Susan, the natural consequence will be that Susan may not want to play with Mary). Logical consequences are consequences of behaviour that are implemented by the program staff (ex. in the example of Mary pushing Susan, the logical consequence for Mary may be redirection to another area of the room and brief discussion with a staff member).

Positive reinforcement will be used. This encourages children to model the desired behaviour and promotes positive self-esteem by acknowledging appropriate behaviour with praise and reassurance. This model includes the following:

- Using positive messages and directions
- Listening to a child during periods of upset behaviour
- Setting clear limits for the children
- Redirecting

Our model does not include the follow:

- Corporal punishment, harsh, humiliating, belittling or degrading acts shall not be used
- Food withheld as a consequence of inappropriate behaviour.
- Food used as a reward for completing a task.

### **Duty to Report Suspected Abuse Policy**

The Jane Norman College After School Program in accordance with the *Children and Family Services Act* has a legal responsibility to report suspected abuse.

Section 23 of the *Children and Family Services Act* states in part:

(1) Every person who has information, whether or not it is confidential or privileged, indicating that a child is in need of protective services shall forthwith report that information to an agency.

(2) No action lies against a person by reason of that person reporting information pursuant to subsection (1), unless the reporting of that information is done falsely and maliciously.

(3) Every person who contravenes subsection (1) commits an offense.

Section 24 of the same Act states in part:

(2) Notwithstanding any other Act, every person who performs professional or official duties with respect to a child, including (b) a teacher, school principal, social worker, family counsellor, member of the clergy, operator or employee of a day care facility; (d) operator or employee of a child-caring facility or child-care service; who in the course of that person's professional or official duties, has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall forthwith report the suspicion and the information upon which it is based to an agency.

Under this Act, any licensee, child care staff, or care provider who has reasonable grounds to suspect a child may be abused or neglected has to report the matter to the local child welfare agency.

For more information regarding the Reporting and Investigating Allegations of

Abuse and Neglect in Regulated Child Care Settings please visit the Nova Scotia Government website at  
file:///C:/Users/janel/Downloads/Reporting-Investigating-Abuse.pdf

### **Sample Daily Schedule**

2:00-2:30	<ul style="list-style-type: none"> <li>• Transition from School (children will be dismissed from their classrooms at 2:00 and proceed to the program’s home base located in the cafeteria)</li> <li>• Children are welcomed by program staff. All children are signed in and have stored their belongings.</li> <li>• A light mid afternoon snack will be served. It is an open snack and will be available throughout the afternoon.</li> </ul>
2:30-4:30	<p>The program is primarily an outdoor program. All children play outside in all types of weather (with the exception of extreme weather).</p> <p>While outside children can choose from a variety of options such as:</p> <ul style="list-style-type: none"> <li>• Fort building</li> <li>• Sports (ex: baseball, soccer, football, basketball)</li> <li>• Organized games (ex: 4-square, tag)</li> <li>• Playground equipment</li> <li>• Constructive play in the wooded areas</li> <li>• Water play</li> <li>• Art activities</li> <li>• Science experiments</li> <li>• Sledding</li> </ul> <p>When weather does not permit outdoor play all programming will take place in the gym, visual arts room and cafeteria.</p> <p>Children have a large range of opportunities available inside such as:</p> <ul style="list-style-type: none"> <li>• Sports</li> <li>• Art</li> <li>• Science</li> <li>• Board games</li> <li>• Manipulatives</li> <li>• Dramatic play</li> <li>• Puzzles</li> </ul>
4:30-5:30	<ul style="list-style-type: none"> <li>• Transition to End of Day</li> <li>• Activities will come to a close. Children will be expected to help with the tidy up towards the end of the day.</li> </ul>

