



Boys and Girls Clubs of the Foothills

Great futures start here

Before and After School Program Parent Guide **High River, Nanton and Black Diamond**

Welcome to Boys and Girls Clubs of the Foothills Program. We are pleased to have your child/ren join our club. Children should expect to make friends, play games, do fun arts and crafts, and learn through exciting new experiences. This program like all Boys and Girls Clubs of the Foothills programs run on the four cornerstones of child development. Physical Activity, Health & Safety; Learning & Career Development; Leadership, Personal Growth & Empowerment; and Community service are the basis of all Boys and Girls Club Activities.

Mission Statement To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Website: www.bgcf.com Registration forms, club calendar and club information can be found on our website. Keep up to date on our activities on our Facebook page; Boys and Girls Clubs of the Foothills.

Hours of Operation

Monday through Friday **Before School/Breakfast Program for Youth at Oilfields High School in Black Diamond** runs from 7:45 am until school starts.

Monday through Friday all our clubs in High River, Nanton and Black Diamond will run from the time the bell rings until 6pm for **After School Program**.

Monday until Friday **Before School Program** from 7:30am until 9am in Nanton and 7am until school starts in Black Diamond. There will be a healthy breakfast served and then the staff will walk with the children to school.

PD Days and Holiday Weeks

PD days are not included in the registration fees. All PD days will run from 8:30am – 5 pm. The cost per child is \$30/ day **and must be paid in advance**. This fee is applicable to all families including those on subsidy. When parents sign up in advance it is required that at least one week notice of them cancelling, be given to staff. If we are not notified within this time frame then parents are responsible to pay the \$30.00 regardless of the attendance of the child.

In the event that club will be closed on these days, notification will be posted (at club and in the online calendar on our website) well in advance to these day/s.

Child/Staff Ratio

We have 2 staff members each day and maintain a 1-15 ratio of staff to children.

Adequate supervision to ensure a fun, safe and respectful experience is important to our

program. Our staff is trained to adapt supervision techniques to suit different environments, situations and group dynamics.

Child Pick Up

Only those people authorized on the registration form will be allowed to pick up a child from the program. In case of emergency a parent/guardian can give permission, verbally or written, for third party to pick up their child(ren). Staff will ask the person for photographic identification if they are unfamiliar with the pick-up person. Parents are expected to be punctual when picking children up from the program. Late fees may apply at the rate of \$5.00 for every 15 minutes after regularly scheduled closing of the program.

First Aid

All staff members are required to have a current first aid certificate.

What to bring to Club

Children must have indoor shoes or socks on at all times when in club. Also please note that Boys and Girls Club spends an enormous amount of time outdoors it is important that your child dress appropriately for the weather conditions. Our policy is the same as the schools in the Foothills District and children will go outside until it reaches temperatures below -15 C or above 27 degrees Celsius.

Enrolment Requirements

There is a \$25.00 Membership Fee for each child. Payable immediately upon registering. Children must be in grades 1 – 6. Registration forms must be filled out in full. The cost of the After School Program is \$150.00 per child. Fundraising is one way we can keep costs affordable for everyone. If you would like to help volunteer your time, please notify a staff member. Subsidy is available, please ask a staff member for more information and/or you can check online at: <http://www.child.alberta.ca/home/1166.cfm>.

NSF Cheques

NSF cheques will be charged an additional \$15 on top of the program fee to be paid in cash or a certified cheque.

Personal Informational Changes

It is the parent/guardian's responsibility to promptly notify the program in writing of any changes in address, telephone numbers, health information, and emergency contacts. For your child's sake we ask that all information in your file be kept current. Further, it is a licensing requirement that parents/guardians provide specific pertinent up-to-date information. It is important to the care of all children that that parents/guardians agree to discuss any information about their child that will be beneficial to the smooth and safe operation of the program. We hold any such information in strict confidence.

Snacks

BGCFs' program provides snacks daily. There is a weekly snack menu schedule posted for parents/guardians to review. These snacks will be nutritious and are from at least two food groups. **It is the parent/guardian's responsibility to keep staff updated on all food allergies and special diets.** If a child has an allergy or a restriction to any food or

our menu, a different snack will be provided. Parents are welcome to send healthy snacks for their children.

Medication

A staff member may administer or allow the administration of patent or prescribed medication to a child only where:

- The written consent of a parent/guardian has been obtained.
- The medication is in the original labeled container
- The medication is administered according to labeled directions.
- There is parental authorization on file that allows a child to self-medicate under the observation of staff.

Accident, Illness or Incident

We want to ensure open communication with all families. Parents will be promptly notified in the event that your child has a misadventure and appropriate Incident Intake Procedures will be taken.

In the event that a child requires medical attention, an ambulance may be called. Parents will be notified as to the hospital for which the ambulance is destined.

Discipline

This program will ensure a safe, happy and secure environment for all children through reasonable disciplinary practices which include:

- *Setting limits
- *Setting standards for behaviour
- *Providing explanations
- *Providing choices
- *Being firm but flexible
- *Anticipating the child's needs
- *Recognizing child differences in age, temperament and experience
- *Ignoring inappropriate behaviour where appropriate
- *Distracting and removing the child from the situation
- *As a last resort a short "Time Out" will be implemented
- *Behaviour contracts will be implemented for continuing problems

If we cannot resolve the conflict we will ask your advice and help in solving the problem. If your child is having difficulties with anyone or anything at the program, please let us know.

The Right to Refuse

The safety of all children in the program is our first priority. If we cannot cooperatively work out a solution for inappropriate behaviour that jeopardizes the safety of the children, or causes constant disruption of the class, that child may be asked to leave the program.

Confidentiality

This program is regulated under F.O.I.P. Legislation (Freedom of Information Plan). All staff and volunteers must treat student and family information as confidential.

Contact Information:

Shirley Puttock (Executive Director); Office: #403-933-4066, Cell: #403-470-0521

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