



Out of School Care  
Handbook for Parents  
2024-2025

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Located in Village Square Mall

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## FOOTHILLS CREATIVE BEGINNINGS PRESCHOOL AND E.C.S ASSOCIATION

FCB was established in 1983 as a private school. Our organization was incorporated as non-profit society 1994 and is governed by a board of directors. We offer preschool classes, a kindergarten program, early intervention services, and out of school care.

### VISION

All children and their families have the opportunity to embrace early education and develop the foundation for life-long learning.

### MISSION STATEMENT

Foothills Creative Beginnings in partnership with families, works to support and encourage children to reach their full potential in an inclusive, holistic, and child-centered learning environments.

### VALUES



#### **RESPECT**

We respect the individuality and unique talents of each child and staff.



#### **HOLISTIC**

We encourage and support children to reach their full potential through inclusive and holistic environments.



#### **PURPOSEFUL PLAY**

We believe that learning through purposeful play is the basis for child development and early learning.



#### **PARTNERSHIP**

We value partnerships with families and early learning centers to meet challenges and build support for the children we serve.



#### **PROFESSIONALISM**

We are dedicated to professionalism by seeking out and adopting best practices that demonstrate integrity and honesty in all that we do.



## OUT OF SCHOOL CARE (OSC) PROGRAM

Out of school care is a division of Foothills Creative Beginnings Preschool and ECS Association which operates as a non-profit society. OSC is licensed by Calgary and Area Child and Family Services. We offer an integrated program following a developmental and creative approach to educating young children.

## POSITION STATEMENT

We recognize each child as unique and capable. We strive to provide a program which fosters creativity and love of learning through play.

## PAYMENT

TUITION- To be paid the 15<sup>th</sup> of September and 1st<sup>h</sup> of every month there after

- Full-time -100+ hours- \$850.00/month (parent fees \$224/month with affordability grant)

Direct Debit: Please fill out the direct debit form available on our website. Payment is due the 1st day of each month from October to June (exception will be September) and will be withdrawn from your account on this schedule. Any questions about fee payment can be directed to our controller, Donnelle Watson at [donnelle.watson@foothillscreeative.org](mailto:donnelle.watson@foothillscreeative.org)  
Affordability Grant

\$450.00 fee reduction for all families registered for 100+ hours/month

- Effective January 2022
- This is a flat rate fee reduction for all families registered in a licenced facility.
- There is no application process. Each family is eligible automatically with confirmed registration at a licensed facility. The grant is received directly by the licenced facility and passed on to families through fee reduction

## Child Care Subsidy for eligible families

- Families with a household income up to \$90,000 can be eligible to qualify
- Families must apply for this subsidy on their own, and the licenced facility will then be notified of eligibility.
- The subsidy is received directly by the licenced facility and passed on to families through additional fee reduction
- *Review your eligibility and apply here:* <https://www.alberta.ca/child-care-subsidy.aspx>
- WITHDRAW POLICY
  - One month's notice is required if a child is to be withdrawn. A one month's tuition will be charged when notice is less than one month.

## RECEIPTS

- Receipts will be issued at the end of each year

## QUESTIONS AND CONCERNS

- If you have any questions or concerns, please contact Michele Steier, Director [michele.steier@foothillscreeative.org](mailto:michele.steier@foothillscreeative.org) or 403-300-5534



## ADMINISTRATIVE RECORDS

### STUDENT INFORMATION AND HEALTH FORM

**No child may attend without a completed form, all areas completed including addresses of home, places of work, business phone number, caregivers and an emergency contact are required.**

Should there be a change in any information such as address, phone number or caregiver during the year, please notify us. Should an emergency arise we will need to reach you or the emergency contact to pick up your child. You will be requested to update this information in the new year. This form is audited by the Childcare Licensing.

- **EMERGENCY CONTACT:** This must be a person who would be able to pick-up your child in the case of illness or an emergency if the parent is unavailable. A phone number and physical address (not a mailbox address) are required.
- **IMMUNIZATIONS:** You are encouraged to have your child immunized before he/she attends preschool. In the event of an outbreak of a communicable disease, the public health officials will order that children without proof of immunization be excluded from school for a period of 14--21days after the last case has occurred. There would be no refund of tuition in such a case.
- **ALBERTA HEALTH NUMBERS:** Alberta Health numbers are optional (FOIP) but would be helpful to the hospital should your child need emergency transport and treatment.
- **MEDICAL CONDITIONS:** If your child has a medical condition such as asthma, allergies, diabetes, etc. that could require medication such as inhalers, epi-pens, insulin, sugar etc., a special permission form is required to allow the preschool staff treat your child.

Please phone Michele Steier - 403-300-5543 to obtain a form.

### DROPPING OFF AND PICKING UP CHILDREN

Each day the child attends OSC, the educator will enter the time of arrival and initial the record. There is a space to add other important information for the day. When the child is picked up the educator will enter the time of departure and initial. The person picking up the child must be listed on the child's student information form as a person to whom the child can be released from OSC. These records are available for inspection by Childcare Licensing at any time and will be retained for a minimum of 2 years. *The Attendance book is a legal document, these records are kept for two years and are audited by Alberta Early Childhood Services and may be requested by the Canada Revenue Agency.*

### ARRIVAL- OSC opens at **7:00 AM**

*Please respect OSC hours and educator preparation time.*



Please ring the doorbell upon your arrival. When the door opens, they will record your child's arrival in the attendance book. Please stay with your child until a staff member has come to retrieve them.

Please phone the school if your child is going to be absent.

#### MEDICATION REGISTRATION

The adult delivering your child to preschool is required to list, daily, any medication the child has taken (antibiotics, inhalers etc.) and the condition being treated. Please pass any such information on to the person bringing your child to preschool. The attendance book has a space for such information.

#### DEPARTURE - OSC closes at 6:00pm

The educator will sign the attendance book indicating that you have taken your child. Signing the attendance book releases the child to your care, responsibility and supervision.

#### CHILD RELEASE POLICY

**No child will be released to a person other than a parent without authorization.**

Parents must list on the registration for the names of all **adult** persons who are permitted to pick up their child on a regular basis (e.g. friend, neighbour, nanny). If the person picking up the child is not known to the educator or is not listed on the registration form, information about the person must be provided to the educator and recorded in the sign-in book at the time of arrival. Should an emergency arise where a person not listed needs to pick up your child, please call the school **403-300-5534** with the name and physical description of this person. This person may be asked to show picture ID.

#### LATE PICK UP

If you or an authorized person has not picked up your child within 15 minutes of the end of class, we will call:

1. home phone
2. parents' cells
3. work number(s)
4. emergency contact

After one hour we call social services child protection department.

#### EMERGENCY EVACUATION

Should there be a situation where the school must be evacuated, the children would be taken to the Village Square Library and parents would be contacted to pick up their children. Full details of the procedure are posted. Fire drills are held monthly.

#### INSURANCE



FCB carries general liability insurance. Parents waive all claim against FCB in excess of the liability coverage. You may purchase individual or family accident insurance.

## SUPERVISION POLICIES

### OSC SUPERVISION

At all times supervision of the OSC children will be provided by the primary staff educator.

### OUTDOOR AND OFF-SITE ACTIVITY SUPERVISION POLICY

For routine outdoor activities such as use of the outdoor space, walks in the neighborhood, or visits to the nearby community playground, parents will provide written approval in advance for the school year. Each group of children (not more than 12) will be supervised by a minimum of 2 adults. When off-site the educator will take a portable records file, cell phone and mini first aid kit. The educator will prepare the children for the outing by discussing where they will be going, safety rules and to whom they will need to listen. In the event of an accident the educator will ensure that the child receives first aid/medical treatment as necessary, and that the child's parent is notified.

## HEALTH POLICIES

### ILLNESS POLICY

#### WHEN SHOULD A CHILD BE KEPT HOME FROM OUT OF SCHOOL CARE?

Parents are advised to keep a child at home if they have any of the following:

- a fever of 38 degrees or more
- green or yellow discharge from the nose
- vomiting within the past 24 hours
- diarrhea within the past 24 hours
- An infection that requires antibiotics (if a child has been on antibiotics for 24 hours and feels well he/she can come to preschool). Pink eye and strep throat are two such infections.
- Any communicable disease.

When in doubt, it is best to error on the side of caution, both for the child's comfort and for the health of classmates and teachers.

#### WHAT IF A CHILD BECOMES ILL IN OSC?

If a child exhibits signs or symptoms of illness while at Foothills Creative Beginnings the parent/guardian or emergency contact will be called to pick up the child immediately (ie. within 2 hours).



Signs or symptoms of illness can include:

- Vomiting, fever (38 degrees or more), diarrhea,
- a new unexplained rash or new or unexplained cough
- unexplained pain
- Requiring greater care and attention than can be provided without compromising the care of the other children
- Displaying any other sign or symptom the teacher believes may indicate that the child poses a health risk to persons on the program premises.

To ensure the childcare environment remains healthy, a sick child will be made comfortable in a separate area and will be supervised by a primary staff member until the parent/guardian is able to take the child.

Our normal order of calls, until we make contact, will be:

- home phone,
- primary contact cell phone
- secondary contact cell phone
- primary contact's work
- secondary contact's work
- emergency contact.
- If another plan is in place it must be discussed with the director (Michele Steier) and outlined on the registration form.

If the parent or designated alternative cannot be contacted or fails to pick up the child and does not contact the preschool within the 2 hours, the preschool staff will continue to monitor the child until the end of the class time and for one hour after. After this time the child will be considered abandoned or neglected and under the provincial protocols for handling child abuse and neglect, the program director or coordinator will call Alberta Children and Family Services (403-297-6100) or the Child Abuse Hotline (1-800-387-5437). FCB staff will not transport the child.

**If the condition of the child (seizure, altered level of consciousness, breathing distress, etc) is considered serious enough to require immediate medical intervention, the first aid person in attendance will summon an ambulance and contact the parent. If emergency health care (ambulance) is requested and/or if the child is required to remain in hospital overnight the director or program coordinator will contact the licensing officer. If an ambulance is called the cost is the responsibility of the parent.**





### ILLNESS REPORT

Whenever a parent is summoned to pick up a child the educator who notices the symptoms of possible illness will complete an "Illness Report".

The child may return to the program when the child no longer poses a health risk, as determined by the program director. The parent may provide a physician note or a parent can report to the teacher that the child has been symptom free for a period of not less than 24 hours.

### COMMUNICABLE DISEASE POLICY

If a staff member has reason to believe that a child may be suffering from a communicable disease listed on the notifiable disease list, the educator or the program director would contact the parent of the child to take the child from the preschool premises as soon as possible (within 2 hours). In the meantime, the child would be isolated, made comfortable and supervised by a primary staff member until the parent/guardian is able to take the child. The child may return to the program when the child no longer poses a health risk, as determined by the program director. The parent may provide a physician note or a parent can report to the educator that the child has been symptom free for a period of not less than 24 hours. Some diseases such as Chicken Pox or Fifth's Disease are contagious before the appearance of symptoms and the child may return to school as soon as he/she feels well enough, even if the rash is still visible. We follow the recommendations of Calgary Public Health.

### REPORTING TO ALBERTA HEALTH SERVICES

To identify outbreaks and epidemics, provide preventive treatment and education, and protect children and staff in childcare settings, the preschool must report:

- communicable diseases
- All diarrhea and vomiting "outbreaks" (2 or more children within 48 hours of each other).

### REPORTING TO LICENSING

FCB will immediately report to the licensing officer if a child's illness/accident requires FCB to request emergency health care (ambulance) and/or requires the child to remain in hospital overnight. 403-297-6100, Alberta Children's Services.

### ACCIDENT POLICY

Should a child be involved in an accident while in OSC a primary staff member will assess the situation; for minor injuries such as scrapes or minor bumps the primary staff member will see that necessary first aid and comfort are provided and the parent will be informed at dismissal time.

Should an accident of a more serious nature occur a primary staff member with current first aid qualification will attend to the child providing emergency first aid, have the parent called and if deemed necessary have EMS summoned to give medical attention.

**If emergency health care (ambulance) is requested and/or if the child is required to remain in hospital overnight the director or program coordinator will contact the**



**licensing officer. If the first aid person calls for the ambulance (emergency health care) parents must assume the cost of this service. FCB staff will not transport sick or injured children.**

#### ACCIDENT REPORT

Whenever an injury requires first aid an accident report will be completed by the primary staff member and will be signed by the person who picks up the child. If the person picking up the child is not the parent, a copy of the report will be sent home with the child.

#### PROVISION OF HEALTH CARE

Foothills Creative Beginnings will provide or allow for the provision of health care to a child only if:

- The written consent and direction has been received from the child's parent.
- The health care provided is in the nature of first aid.

#### ADMINISTRATION OF EMERGENCY MEDICINE

Foothills Creative Beginnings will administer emergency medications such as inhalers or epi-pens if we have the medication and the permission forms. If a child requires emergency medication, we have a special permission and instruction form for the parent to complete.

When medication is administered to a child the attending staff member will record on the back of the permission to give emergency medication form: a) the name of the medication b) the time of administration c) the amount administered d) follow-up procedures followed e) sign and date the form.

Emergency medication is stored in a cupboard that is unlocked but inaccessible to the children.

#### ADMINISTRATION OF NON-EMERGENCY MEDICATION

FCB may administer or allow the administration of a medication (such as inhalers, insulin) to a child only where:

- Written consent, of the child's parent has been obtained, and direction and/or training are provided to the comfort level of the primary staff member with first-aid certification responsible for administering the medication.
- 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 program director/coordinator will ensure that the medication is stored in a locked container that is inaccessible to children and that the following information is recorded each time the medication is administered.

- Name of the medication



- Time of administration
- Amount administered
- Initialed by the person who administered the medication

**If your child requires such medication, we have a special permission and direction form for you to complete. Please call Michele Steier 403-300-5534 or 403-851-5534**

## GENERAL INFORMATION AND POLICIES

### PHOTO POLICY

The educators may take photos of the children as a form of documentation of each child's achievements and discoveries. Sometimes we post these photos within the classroom. The pictures are given to the parents at the end of a project. If this is not acceptable to you, please indicate on the registration form and talk to your child's teacher. Children's art work is also displayed within the classroom

### TOILET TRAINING

It is expected that children who come to OSC are toilet trained; special needs children accompanied by an assistant are the exception. Our educators accept 'accidents' casually without embarrassing or scolding, however, you will be called to come and change or take home a child who has not made it to the washroom for a bowel movement.

### CLOTHING

It is recommended that the children come dressed in play clothes as they will be involved in messy projects using glue, paint and play dough. Pants and short or easily rolled sleeves are suggested for both boys and girls. Dresses are very awkward and even dangerous in the gym and when actively participating in music.

We have changes of clothes for those who get wet at the water table or have toileting accidents. If OSC clothes come home on your child, please wash the clothes and return them to OSC.

### FOOTWEAR

*Non-slip shoes such as runners are a necessity at school for safety reasons.* Children will not be allowed to participate in gym activities without appropriate shoes for the same reason. No sandals, flip-flops or fancy dress shoes, please. If you leave home without your child's shoes we have a box of extras to lend.

### BRINGING THINGS TO OSC

We request that the children do not bring toys to OSC as these tend to get lost and/or broken.

### PARENT CONCERNS

The classroom educator invites you to discuss any concerns you might have about your child's classroom experience. Casual chats can occur when you bring or pick up your child. Serious concerns should have a private space—just mention it to your child's



teacher. If an issue cannot be resolved easily, you are encouraged to speak to our Director, Michele Steier (403-300-5534).

### EDUCATOR CONCERNS

If the educator has any concerns about your child's adjustment or progress at out of school care she will arrange a time for a mini-conference with you.

### GUIDANCE POLICY

We realize that children are learning and practicing skills in cooperation, sharing and assertiveness as well as respectfulness. We believe our code of discipline is reflective of this.

Our first concern is that all the children in the center are safe, comfortable and feeling free to develop their imagination and explore with a sense of confidence.

Guidance/ discipline is not punishment. The most important aspect of this definition is that behavior is not changed by punishment, but by helping children discover that it feels good to act in a way that brings approval and a sense of confidence.

*Guidance for us is a four step approach:*

- **Anticipate.** We prevent problems by having enough equipment and activities and by setting the ground rules before the problem arises.
- **Hesitate.** We stand back for a moment and watch. If neither child is coming to harm, we allow the children to work out the problem with their own solutions.
- **Investigate.** We are careful not to blame either child, especially when we have not seen what has happened from start to finish. We allow each child the opportunity to talk so we can understand the situation.
- **Communicate.** We encourage the children to generate their own solutions. If this is unsuccessful the educator will explain the problem and offer the child(ren) some positive choices to redirect them and give them control over their decisions. Communicate with the parents. The parent would be informed so that together, with the child, we can work towards a solution. If the child poses a threat to the comfort of the group then a conferences with the parents would be initiated to form a 'behavioral support plan' to help guide the child to success.

*In accordance with Alberta Licensing regulations staff, volunteers, parents will not discipline a child by using any form of contact intended to ridicule, humiliate, degrade or undermine the self-worth of a child. This includes physical or emotional abuse, neglect or permitting any of the above from happening to a child in our care*

### SNACK AND MEAL TIME

**Families will be required to provide snack and lunch for their own child daily. Please remember we are a NO NUT facility.**

- Children will need a filled water bottle, snack, and lunch.
- Your child's snack will be stored with their belongings in their back pack.



- A fridge will not be available; if there is dairy products packed please include an icepack.

### SAFETY PRECAUTIONS

The Calgary Health Region has some guidelines for serving these foods.

- Vegetables and fruit may be peeled and cut at home, using good sanitary procedures. Please take care not to use a knife that has just been used to spread peanut butter.
- Cantaloupe is known to carry Salmonella. Please wash it before peeling and keep cantaloupe refrigerated at all times.
- **To prevent an incident of choking, please cut carrots and celery into sticks and grapes in half, length ways.**

### ALLERGIES:

Children bring their own safe snack from home but for children with severe allergies this is not enough to keep them safe. If an allergic child should play with a toy that has been handled by a child with one of these products on his/her hands an allergic reaction could be triggered in the allergic child. If a non-allergic child has immediately eaten peanut butter and breathes on an allergic child it could trigger an allergic reaction.

If an anaphylactic reaction is triggered in one of these children it means that the educators will have to administer a painful shot to the allergic child and call the ambulance. Such an event would be terrifying to the children and the educators. We have never had such an occurrence but it is one of our greatest concerns.

\*Nut products can appear in surprising places such as in chocolate, granola bars, cereals, frostings, candy, fried foods, flavorings, even lip gloss and shaving cream.

*For the safety of all we have the following rules:*

- Please have your child wash hands and brush teeth after eating / before coming to OSC, particularly if they have had peanut butter for breakfast.
- Please do not include peanuts, nuts or seeds in the food you send to school for your child's class.
- Please take care when cutting food that you do not use a knife that has just been used to spread peanut butter.
- Please send the original container or at least the label which lists the ingredients from any commercial product so that the teacher will be aware of the ingredients in a snack.

