

# Parent Handbook

**After The Bell**



**Inc.**

# TABLE OF CONTENTS

|  |   |
|--|---|
| Introduction   | 1 |
| Philosophy   | 1 |
| Mission Statement  | 1 |
| Goals and objectives   | 1 |
| How after the bell Inc. Operates                               | 2 |
| Non-School Days  | 2 |
| Summer Program   | 2 |
| Closure Dates  | 2 |
| Arrival, Departure, and Release of Children                    | 3 |
| Attendance Records   | 3 |
| Snacks   | 3 |
| Cubbies  | 4 |
| Clothing   | 4 |
| Fire Drills and Emergency Evacuations                          | 4 |
| Transportation Policy  | 5 |
| Unexpected Absenteeism   | 5 |
| Medication Policy  | 5 |
| Illness Policy   | 5 |
| Breastfeeding Policy   | 6 |
| Child Behaviour Guidance Policy                                | 6 |
| Staff Responsibilities   | 6 |
| Fees, Subsidies & Withdrawal                                   | 7 |
| Subsidy  | 7 |
| Documents for Parental Review                                  | 7 |
| Registration Process   | 7 |
| Feedback   | 8 |
| Parent/Guardian Resources                                      | 8 |
| Nova Scotia Early Childhood Development Services - Head Office |   |
| Children's Aid Society of Halifax                              |   |
| Halifax Regional School Board                                  |   |
| Nova Scotia Child Safety and Injury Prevention Program         |   |

## **Introduction**

Welcome to After The Bell Inc. This parent book was developed to provide parents with an understanding of how the centre operates. If you have any questions, comments, or concerns please feel free to speak to any of the After The Bell Inc. employees.

After The Bell Inc. is dedicated to providing high-quality childcare for children between the age of 4-12 years. The team is led by the Program Owner.

## **Philosophy**

After The Bell Inc. believes that all children deserved to be cared for, and respected and are entitled to a safe and healthy environment. After The Bell Inc. also believes in open communication with parents and community partners to create a better place for children.

Positive activities and interactions between the staff and children will encourage and educate the children about responsibility, honesty, fairness, compassion, and respect.

## **Mission and Statement**

Building key assets in children today so that they turn into a healthy and happy adult of tomorrow.

## **Goals and Objectives**

- To provide a safe and accepting environment for all children
- To recognize each child as an individual
- To provide care to any child regardless of sex, religion, or race
- To demonstrate appropriate behaviours
- To present fun and interesting activities for children
- To develop positive relationship with children, parents or guardians, and community partners
- To offer children nutritionally balanced options

## How After The Bell Inc. Operates

Typical after school care daily schedule (Ages 4-12 years)

| Time of Day       | Activity                          |
|-------------------|-----------------------------------|
| 7:00 am - 7:45 am | Free time                         |
| 7:45 am - 8:00 am | Clean up and get ready for school |
| 8:00 am - 8:50 am | Walk or bus to school             |
| 3:00 pm - 4:00 pm | Wash hands and afternoon snack    |
| 4:00 pm - 5:00 pm | Planned activities or homework    |
| 5:00 pm - 6:00 pm | Free time and clean-up            |

## Non-School Days

After The Bell Inc. provides care on non-school days. The staff will plan workshops, and field trips, or arrange to have a special guest visit the centre on these days.

## Summer Program

An all-day program is offered during the summer months.

## Closure Dates

After The Bell Inc. is closed on the following statutory holidays:

- New Year's Day
- Family day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day

- Christmas Day
- Boxing Day

Please note that the centre is closed in lieu of any statutory holidays that fall on weekends. The program Owner will decide on all other closure dates.

### **Arrival, Departure, and Release of Children**

Centre hours are 7:00 am to 6:00 pm for before and after school and 7:00 am to 5:00 pm for in-service days during regular school months and 7:00 am to 5:00 pm during the summer program.

The family information Agreement Form has a list of personnel authorized to remove your child from the centre. The staff are not permitted to release your child into the custody of any person who is not on this list. This policy is for the protection of your children.

Parents who permit their child to walk home alone from school must provide the staff with written consent. After The Bell Inc. does not allow any child to walk home alone from the centre under any circumstances.

### **Attendance Record**

The employee at After The Bell Inc. record the times each child is in attendance to the nearest 5 minutes. In addition, each staff a list that is updated as children come and go to ensure that all children are accounted for at all times.

### **Snacks**

Every day the children are provided with a nutritious afternoon snack which consists of two of the four food groups identified by Health Canada and includes at least 1 serving of fruit or vegetables. The two-week rotational menu is posted on the parent information board.

Staff will provide a relaxing and enjoyable snack environment to ensure smooth play-to-meal transitions. Staff will encourage children to eat when they are hungry and stop when they are full by being aware of the children's hunger cues. No child will be forced to eat.

After The Bell Inc. only purchases and accepts donations of food or beverages from an establishment permitted by the Department of Agriculture.

Lunches brought from home must be healthy and contain food from the four food groups.

### **Cubbies**

All children are given a personal cubby and hook to place their belongings. Please ensure you go through your child's cubby every Friday to keep it clean and organized.

### **Clothing**

All children must have a pair of indoor and outdoor shoes for safety reasons. Keeping an additional set of clothes on premises is also recommended.

### **Fire Drills and Emergency Evacuations**

Every month an unannounced fire drill is conducted to prepare children for emergency evacuations. The children are guided to the nearest emergency exits and follow the planned procedures.

In the rare event that evacuation of the premises takes place our three relocation sites are as follows:

- Cole Harbour: Joseph Giles Elementary
- Cole Harbour: Cole Harbour Place
- Cole Harbour: Cole Harbour High School

Parents or guardians will be contacted as soon as possible in the event of relocation.

## **Transportation Policy**

Children within walking distance to the centre will be escorted to and from school. All other children will be transported in a 15-passenger van by a fully qualified transport provider.

## **Unexpected Absenteeism**

It is imperative that the staff are notified when children will be absent from the centre. If your child does not show up after school we will contact you immediately. Failure to contact the centre three times may result in immediate termination of care.

## **Medication Policy**

All staff are trained in First Aid Certification and may administer or supervise the self-administration of medication. In order for the staff to legally administer medication to your child, you must have the medication in its original container and have a medication form filled out. We only administer medication that is prescribed by a doctor.

The medication form must include specific directions such as time to be given, dosage to be given, and the parent's signature. Parents must update this form a minimum of once per month for ongoing medications.

## **Illness Policy**

If your child becomes ill, you will have to find alternate childcare. This policy aims to reduce the spread of illness to other children and staff.

Alternate childcare arrangements must be made if your child has or experiences any of the following:

- Temperature over 38 Celsius
- Vomiting or diarrhea
- Lethargy
- An undiagnosed rash or discoloration of the eyes
- Persistent pain

- Is not well enough to attend school
- A communicable disease

### **Breastfeeding Policy**

After The Bell Inc. welcomes all mothers to comfortably breastfeed their children in our facility.

### **Children Behaviour Guidance Policy**

Children are encouraged to make appropriate choices while at After The Bell Inc. Please read and sign the Child Behaviour Guidance Form included in the registration package. In addition to this policy, all staff are trained on After The Bell Inc.'s child guidance policy and annual reviews occur with each staff member.

### **Staff Responsibilities**

After The Bell Inc. employees must behave in a manner that does not harm any child who is attending After The Bell Inc. and in particular, must not do or permit any of the following:

- Corporal Punishment (striking a child directly or with a physical object; shaking; shoving; spanking; or any other form of aggressive physical contact
- Requiring a child to repeat physical movements
- Using harsh, humiliating, belittling, or degrading responses in verbal, emotional, physical, or any other form.
- Confining or isolating a child
- Depriving a child of basic needs, including food, shelter clothing or bedding.



## **Fees, Subsidies & Withdrawal**

All fees are due and payable by E-transfer to After The Bell Inc. on the first day of each month and a late charge of \$1/day applies. A \$100.00 deposit is required at the time of your child's registration which will count toward your first month's fees. If your children are not attending at After The Bell in. for the summer program, but continue to attend in the next school year \$50.00 security deposit is required for each month.

Parents must provide one month's written notice if terminating care. It must be given one month in advance on the 1<sup>st</sup>. Without this notice or withdrawal in the middle of a month After The Bell Inc. reserves the right to collect fees owing for the month.

## **Subsidy**

After The Bell Inc. does not influence in determining your eligibility for subsidy. You must apply to the Provincial authorities if you need this financial assistance. Please speak to the program Owner for the appropriate application forms.

## **Documents for Parental Review**

A parent information board is found in the main lobby of your centre which includes the list of documents that are to be posted for all parents to review as per the Nova Scotia Day Care Act & Regulations. They include but are not limited to, a copy of The Day Care Act & Regulations, Parents Handbook, License to Operate, most recent inspection report, behaviour policy, snack menu, program plan, and routine, current members of the parent committee, most recent parent minutes, and notification of funding provided by the minister.

## **Registration Process**

All parents who wish to register their child must complete a Registration Package.

## **Feedback**

Please direct any questions, comments, or concerns to the Program Staff. If your feedback is not adequately addressed, please contact the program Owner by phone 902-404-5437 or email [afterthebell2021@gmail.com](mailto:afterthebell2021@gmail.com)

## **Parent / Guardian Resources**

### ***Nova Scotia Early Childhood Development Services – Head Office***

NS Department of Community Services  
Nelson Place – 5675 Spring Garden Road  
Halifax, Nova Scotia B3J 1H1

#### Mailing Address

NS Department of Community Services  
P. O. Box 696  
Halifax, Nova Scotia B3J 2T7

### ***Children's Aid Society of Halifax***

6009 Quinpool Road – 4<sup>th</sup> Floor Willow Tree Tower  
Halifax, Nova Scotia, B3K 5J7  
Phone : 902-425-5420  
Fax : 902-422-9424

### ***Halifax Regional School Board***

90 Alderney Drive  
Dartmouth, Nova Scotia, B2Y 4S8  
Tel : 902-464-2000  
Website : <http://www.hrsb.ns.cs/>

### ***Nova Scotia Child Safety and Injury Prevention Program***

IWK Grace Health Centre – 5850 University Ave, PO Box 3070  
Halifax, Nova Scotia B3J 3G9  
Telephone : 902-420-6492  
Fax : 902-420-6774  
Email : [bbruce@iwkgrace.ns.ca](mailto:bbruce@iwkgrace.ns.ca)

### ***Nova Scotia Department of Education***

Nova Scotia Department of Education and Early Childhood development  
2021 Brunswick Street, P.O. Box 578  
Halifax, Nova Scotia B3J 2S9  
Toll Free : 1-888-825-7770  
Fax : 902-424-0511  
Website : <https://www.ednet.ns.ca/>