

Parent Handbook

320 Flying Cloud Dr. location-School Age

2990 Oxford St. location-Toddler/Pre-school age



Web: afterthebell.ca

Facebook: School age: After The Bell Guardian Information Group

Toddler & Preschool: After The Bell Families

Contact: afterthebell2021@gmail.com

TABLE OF CONTENTS

Introduction	1
Philosophy	1
Mission Statement	1
Goals and Objectives	1
Program Times	2
Registration, Fees, Subsidies &Withdrawal	2
Closure	3
Arrival, Departure, and Release of Children	4
Attendance Records	4
Nutrition	4
Cubbies/Bedding	5
Clothing	5
Fire Drills and Emergency Evacuations	5
Transportation Policy	5
Unexpected Absenteeism	5
Medication Policy	6
Illness Policy	6
Breastfeeding Policy	6
Child Behaviour Guidance Policy	7
Teachers Responsibilities	7
Parent Committee	7
Documents for Parental Review	8
Child Abuse	9
Family Communication Plan	10
Feedback	10
Parent/Guardian Resources	11
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 Handbook 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 ages of 18 months – 5 years (Oxford St.) and 4-12 years (Flying Cloud Dr). The teams are led by the Program Owner.

Philosophy

After The Bell Inc. believes that all children deserve to be cared for, respected, and 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 teachers 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 healthy and happy adults 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 relationships with children, parents or guardians, and community partners
- To offer children nutritionally balanced options

Programs

- School age (Ages 4-12 years): 320 Flying Cloud Dr
Before school program 7:00 am to 9:00 am
After-school program 2:00 pm to 6:00 pm
Non-school days 7:00 am to 5:00 pm(drop off time is 9:00 am)
- PD days, March/Christmas Breaks, and Summer Program
- Toddler/Pre-school age (Ages 18months – 5 years): 2990 Oxford St
7:00 am to 5:30 pm(drop off time is 9:30 am)
- Our program is a play-based emergent curriculum balanced between indoor and outdoor play activities as well as individual, small, and large group activities.

Registration, Fees, Subsidies & Withdrawal

Registration

Please contact the program owner to provide you with the enrollment package.

A \$100.00 refundable registration fee is required to proceed with the registration and it applies to the first month's fee.

Fees

All fees are due and payable by **E-transfer** to afterthebell2021@gmail.com on the first day of each month. There is a late charge of \$1.00 per day per child, and weekends are included. If you are having difficulty making your monthly payments, please speak to the Program Owner, every effort will be made to set up a payment plan that works best for you and the center. The Program Owner has the right to refuse care to families neglecting to pay their fees.

Average Parent Fees by Region and Age			
	Infant	Toddler	Preschooler
Central	45	39	39
Eastern	42	33	33
Northern	38	34	34
Western	35	32	32

Fee reduction rates (effective December 31, 2022)

Toddler	\$18.25
Preschooler full day	\$18.25
School-age full day	\$10.0
School-age before and after school	\$6.00

Regardless of whether your children attend After The Bell Inc. for the summer program or not, you still are responsible for the monthly fee as they are still enrolled.

Subsidy

If parents require a subsidy, you will need to apply to Provincial authorities. The center has no influence or authority in determining your eligibility for subsidy. Please speak to the Program Owner for the appropriate application forms should you require this financial assistance.

Withdrawal

If parents, choose to withdraw their child from After The Bell Inc. a one-month written notice is required. It must be given one month in advance on the 1st. Without this notice or withdrawal in the middle of a month After The Bell Inc. has the right to collect fees owing for the month.

Closure

After The Bell Inc. is closed

- All holidays
- If the public schools are closed due to a storm/weather
- The last week of August
- Between Christmas and NewYear

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, Late Pick Up, and Release of Children

The Family Information Agreement Form has a list of personnel authorized to remove your child from the centre. The teachers 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.

Late fees will be charged at \$1/minute/child.

Please remember centre's close time. Our teachers are considered off duty at that time, therefore, we ask that you arrive at the centre before the closing time giving you the opportunity to discuss your child's day with the teachers and exit the building by closing time.

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. records the times each child is in attendance to the nearest 5 minutes. In addition, each teacher a list that is updated as children come and go to ensure that all children are accounted for at all times.

Nutrition

Every day the children are provided with nutritious food which is identified by Health Canada and includes. The four-week rotational menu is posted on the parent information board.

Teachers will provide a relaxing and enjoyable snack environment to ensure smooth play-to-meal transitions. Teachers 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. (school age, Flying Cloud)

Cubbies/Bedding

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.

Children's bedding should take home to laundry on Friday and bring back to the centre on Monday. (toddler and preschool age, Oxford)

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.

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

Transportation Policy - school age, Flying Cloud

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 and a transportation fee is charged.

Unexpected Absenteeism

It is imperative that the teachers 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. (school age, Flying Cloud)

Medication Policy

All teachers are trained in First Aid Certification and may administer or supervise the self-administration of medication. In order for the teachers 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 the time to be given, the 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 teachers.

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/cough
- 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 teachers are trained on After The Bell Inc.'s child guidance policy and annual reviews occur with each teacher member.

Teachers 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.

Parent Committee

Each site has one parent committee. That consists of one parent and one teacher from each classroom. The committee meets two times per year to discuss:

- Safety, care, and well-being of the children
- Status of the facilities license
- Program
- Equipment and materials
- Staff and qualifications, professional development
- Quality Matters

If parents would like to participate in our parent committee, please contact each classroom's teacher.

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, menu, program plan, and routine, current members of the parent committee, most recent parent minutes, and notification of funding provided by the minister.

Child abuse

Regulation 30

When there is a reasonable belief that a child enrolled in a child-care program has been abused within the meaning of the Children and Family Services Act, the licensee and each staff member, care provider, and volunteer of the licensee must in addition to the requirements of that Act, follow the Department's child abuse protocol for regulated child care.

To ensure licensees follow the standardized practice for reporting allegations of abuse established by the Department of Education and Early Childhood Development.

If a serious incident involves suspected abuse of a child by a staff or care provider, the licensee or designate follows the protocol and not the procedure described in Regulation 30B (2) & (3).

Licensees ensure that a copy of the [*Reporting and Investigating Allegations of Abuse and Neglect in Regulated Child Care Settings: A Protocol and Handbook for Licensees, Child Care Staff, and Care Providers \(2017\)*](#) is onsite at the facility and approved family home.

Facilities and agencies review the protocol for reporting allegations or suspicions of abuse and neglect with all staff and care providers as part of their orientation and on a regular basis thereafter.

Policies outlining the obligation to report allegations or suspicions of child abuse and neglect are included in the Parent Handbook, Employee Handbook, and Care Provider Handbook.

Licensees seek opportunities for their staff and care providers to engage in training and professional development related to preventing and reporting of suspected child abuse. This includes Child Abuse Protocol training delivered by the Department. Regional Early Childhood Development Consultants will provide information regarding training opportunities.

All staff and care providers attend Child Abuse Protocol training provided by the Department on [*Reporting and Investigating Allegations of Abuse and Neglect in Regulated Child Care Settings: A Protocol and Handbook for Licensees, Child Care Staff and Care Providers*](#).

Family Communication Plan

Daily Communication, Facebook and Hi-Mama:

1. Our Facebook page is a private group. Please search for After The Bell Guardian Information Group. Once you find the group, add the group. You will be required to answer several questions to prove you are a guardian of a child at ATB.
2. You will be invited to Hi Mama. Please download the Hi mama app and connect with ATB.

We value communication and the relationships that we build with families. We want to share your child's day with you, whether it is through face-to-face conversations (our favorite), emails, video chats, or by phone.

Hi-Mama is an easy-to-use private online service for educators and families to work together to capture the child's development through photos, videos, stories (digital portfolio), moments, and responses. It gives families the opportunity to know what their child is interested in and to extend on those interests. It is a record of your child's learning and development.

3. Emails can be sent to afterthebell2021@gmail.com
4. Phone calls can be made to the landline at
Flying Cloud: 902-404-5437
Oxford: 902-333-5437

Feedback

Please direct any questions, comments, or concerns to the Program Teachers. If your feedback is not adequately addressed, please contact the program Owner by email 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 – 4th 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.ca/>

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

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/>