

Before- and After-School in Manor Park

2017 - 2018

PARENT HANDBOOK

1. Program

- 1.1 'Before- and After-School in Manor Park' is operated by the Manor Park Community Council (MPCC), as a 3rd Party Provider on behalf of the Ottawa Carleton District School Board (OCDSB). The MPCC is a community-based, not-for-profit organization.
- 1.2 Programs will provide children in Junior Kindergarten (JK), Senior Kindergarten (SK) and grades 1-6 with a safe, fun and friendly environment in which to enjoy quality recreational activities which complement their regular school day. Children will be encouraged to develop friendships and new skills. Programs will balance sports with crafts, quiet time with active play, and individual- with group- activities. Both structured and unstructured activities are included.
- 1.3 A bilingual and inclusive atmosphere will be provided whenever possible.
- 1.4 Before- and after-school programs are part of the Extended Day Program. Additional programming (on PA Days, during March Break and Christmas Break) may be added to the Extended Day Program where sufficient interest exists.
- 1.5 Program Statement:

'Before- and After-School in Manor Park', operated by Manor Park Community Council (MPCC), provides licensed child care programming which views children, educators and families as competent, capable of complex thinking, and rich in potential. In order to ensure high quality experiences that result in positive outcomes for a child related to learning, development, health and well-being, our program is guided by 'How does Learning Happen? Ontario's Pedagogy for the Early Years (2014)' (HDLH), and the associated regulations. The programs goals and expectations integrate the six guiding principles of 'Early Learning for Every Child Today' (ELECT) with a focus on child-centred, exploratory and play-based learning.

OUR PROGRAM

With the belief that each child is a unique individual who brings their own abilities and interests to the program, educators provide the encouragement and space to explore new materials, hypotheses, foster the expansion of children's creativity and furthering their interests. The program builds on the interests of the children, supported by educators, in order to provide a stimulating and engaging environment that enhances children's natural sense of curiosity. Implemented into the daily program is a balance of opportunities for gross motor play, quiet time, indoor/outdoor play, structured group activities and free exploration of materials, which provide a variety of activities and experiences to meet the various needs of the children as individuals and as a group.

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CHILDREN ARE COMPETENT, CAPABLE, CURIOUS AND RICH IN POTENTIAL

Our goals for children, consistent with the Ministry of Education's pedagogy, include the following:

- Every child has a sense of belonging when he or she is connected to others and contributes to their world
- Every child is developing a senses of self, health, and well-being
- Every child is an active and engaged learner who explores the world with body, mind, and senses, and
- Every child is a capable communicator who expresses himself or herself in many ways.

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Our program is designed to:

- Encourage children to interact and communication in a positive way and support their ability to self-regulate
- Foster the children's exploration, play and inquiry
- Provide child-initiated and adult-supported experiences, and
- Offer opportunities to create authentic lasting relationships with others in the program

HEALTH, SAFETY, NUTRITION AND WELL-BEING

Health and safety -- As a licensed child care operator, 'Before- and After-School in Manor Park' meets all health and safety requirements of the Ministry of Education and local government by-laws. Information is posted outside our office and provided in the 'Parent Handbook'.

Nutrition -- Our child care license permits children to bring bagged snacks to the program each day. Nutritious foods are available to those children without snacks or for those who require a healthy snack option. Included in our parent handbook is a sample menu of nutritious snacks, safe food storage, as well as guidelines for labeling all lunch bags, food and drink containers to ensure the safety of those children with allergies and dietary restrictions.

Well-being -- Each group within our program is comprised of children developmentally at the same age where each child feels valued within the group and is given individual attention when needed. Our educators are consistent, gentle and understand the children's well-being as being paramount to a quality program.

RELATIONSHIPS AMONG CHILDREN, FAMILIES, STAFF AND COMMUNITY PARTNERS

'Before- and After-School in Manor Park' acknowledges that children function in many interrelated systems; family, child care, school, and within their community. Our program strives to promote a sense of belonging for children and their families by fostering positive interactions and encouraging collaboration while maintaining MPCC's vision to provide activities that develop healthy minds, bodies and spirit within a diverse community.

Educators will ensure that parents are well-informed about their children learning, by using pedagogical documentation to make learning visible. Rich conversation occurs when families are offered the opportunity to share their views and perception of learning, therefore educators will invite parents and caregivers to contribute by posting pedagogical documentation and questions for inquiry. In addition, encouraging the involvement of family's views on learning speaks to the MPCC's vision for fostering 'Community Spirit'.

We are committed to working collaboratively with community partners in the best interest of the children and their families. Our third party agreement is located within Manor Park Public School where it is essential to maintain a positive relationship with teachers and school administrators. This will be accomplished by establishing on-going communication.

OUR COMMITMENT TO QUALITY CARE

Educators refer to the early learning documents, 'How Does Learning Happen?' (HDLH) along with *Early Learning for Every Child Today* (ELECT) as a guide to shape their program's pedagogical approach. These documents, along with other resources and professional development opportunities, will encourage educators to be reflective and aid them along their path of continuous professional learning. With an emphasis on responsive, positive communication and interactions as a means to develop meaningful relationships with children, educators will guide behaviours aiding in self-regulation. The following practices are not supported by MPCC:

- corporal punishment of the child
- deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect
- depriving the child of basic needs including food, shelter, clothing or bedding
- locking the exits of the child care centre premises for the purpose of confining the child
- using a locked or lockable room or structure to confine the child if he or she has been separated from other children
- Abusing a child physically, verbally or emotionally

An annual review of the program statement will be conducted by the Program Supervisor. The Program Supervisor will review the implementation and impact of all components of the statement in the Program. Any updates or modifications to the statement will be sent to the MPCC Board of Directors for review and approval. In addition, the Program Supervisor will be responsible for reviewing the program statement with all staff, students and volunteers *prior to interacting with children and at any time when the program statement is modified.*

References

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1. <http://www.ymcanorthbay.com/childrens-services/program-statement/>
2. <http://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/ProgramforChildren/index.htm>
3. https://www.plasp.com/files/documents/PLASPProgramStatement2015_16.v3.pdf
4. <http://eden-daycare.com/wp-content/uploads/resources/Eden-Daycare-Program-Statement-2016.pdf>

2. Hours and Days of Operation

- 2.1 'Before- and After-School in Manor Park' takes place in the Manor Park Public School located at 100 Braemar Street, Ottawa.
- 2.2 Before-school program – from 7:15 a.m. until the start of the school day (approx 8:30 a.m.), on days regularly scheduled as part of the academic year by the OCDSB, also known as 'instructional days'.
- 2.3 After-school program -- from the end of the school day (approx. 3:00 p.m.) until 6:00 p.m. on days regularly scheduled as part of the academic year by the OCDSB, also known as 'instructional days'.
- 2.4 Parents may register their child in the before- school portion, the after-school portion, or both.
- 2.5 Extended Day programs following the academic calendar of the OCDSB.
- 2.6 Additional programming on PA Days, during March Break, or for six days during the Winter Break may be offered at an additional charge, should sufficient interest exist.
- 2.7 In the event of emergency closure of the Manor Park Public School, the programs will not operate. No refunds, credits or substitutions will be provided for Before- or After-School program fees.

3. Pick-up and drop-off times:

- 3.1 Arrival time for Before-School program is 7:15 a.m. or later. Children must be accompanied by parent/guardian into their classroom and an instructor must be made aware of his/her presence.
- 3.2 In the unlikely event that the Before-School program instructor is not on-site upon arrival, the custodian will let you into the school but parents must remain with their child until the program instructor arrives.
- 3.3 Parents are expected to pick up children in the After-School program no later than 6:00 p.m. Late pick-ups will be penalized at the rate of \$1.00 per minute thereafter. Penalties must be paid on or before the last day of the month in which they were issued. If late penalties are not paid on time, the child will not be allowed to attend the program. After three (3) instances of late pick-up, the MPCC reserves the right to discharge the registrant from the Extended Day program.
- 3.4 When picking up their children, parents, or their designates will be required to sign them out on the appropriate form.
- 3.5 Children will only be released to those adults identified on the registration form. Should it be necessary for another adult to pick up the child, parents must notify the MPCC in writing.

4. Registration

- 4.1 All children must be **PRE-REGISTERED**. One (1) registration form per child is required.

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- 4.2 Registration will be accepted beginning in March for the following September, and on an on-going basis throughout the school year provided there is sufficient space and staff to accommodate the registrant.
- 4.3 The program can accept a limited number of participants.
- 4.4 Registration is considered complete when a completed registration form is received by the MPCC and accompanied by full payment. A signed and completed Pre-Authorized Debit agreement or post-dated cheques for the full balance of the academic year are required as outlined in section 8.6.

5. Absenteeism

- 5.1 Fees cannot be refunded, credited or reduced due to a child's absence. No substitution can be made as a result of absenteeism.
- 5.2 Parents will notify the MPCC office when an absence is likely and the possible date of return by calling 613.741.4776 or emailing mpcc@manorpark.ca.

6. Code of Conduct

- 6.1 The MPCC expects the participants in the Before- and After-School programs, of any other Extended Day program, to respect the Educators, the facilities, and one another. Participants are expected to behave in a cooperative and peaceful manner.
- 6.2 If Educators become aware that a child has engaged in an unsafe activity, the principal of their school will be notified, and action may be taken pursuant to the 'Safe Schools Act'.
- 6.3 Should a child present a behavioral problem that disturbs the program's operation, staff will consult with the child's parents to find a solution. The MPCC reserves the right to review the situation, and may consider a child ineligible for participation in the program. No refund will be made.
- 6.4 Methods for promoting positive behaviour shall be age appropriate.

7. Parental Participation

- 7.1 Parents are viewed as partners in learning, providing valuable perspective of children's home life and their child's development.
- 7.2 Parents are welcome to drop in and observe our programs. Comments and suggestions are always welcomed.

8. Fees

- 8.1 Fees will be paid **in advance**, on a monthly basis or a lump sum payment. No child will be admitted to the program unless fees are paid.
- 8.2 **Fee Structure:**
Monthly fees reflect annual fees that have been distributed evenly over the entire 10 (ten) month school year.

Before-school program: 5 days per week: **\$133.00 per month**

After-school program: 5 days per week - Monday to Friday: **\$276 per month**

3 days per week - Days must be consistent each week: **\$174 per month**

2 days per week - Days must be consistent each week: **\$123 per month**

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- 8.3 These fees are in effect from September 2017 to June 2018 for OCDSB instructional days only. Monthly fees **DO NOT** include public holidays, PA Days, March Break, or Winter Break.
- 8.4 Receipts to parents for income tax purposes will be issued in February for the preceding calendar year. For example, receipts will be issued in February 2017 for January-December 2016.
- 8.5 A \$25 charge will apply to cheques returned by the bank (ie NSF, non-sufficient funds, etc.). Should cheques be returned on more than one occasion, a different method of payment must be used and the MPCC reserves the right to terminate registration.
- 8.6 Post-dated cheques are to be made payable to the MPCC and dated the 15th of the previous month (September's payment would be dated August 15th, October's payment, dated September 15th, and so on). A signed and completed Pre-Authorized Debit agreement or post-dated cheques for the full academic year, must be provided at time of registration in order to complete registration. A spot for your child is secured only once the MPCC has received the completed registration form and either a signed and completed Pre-Authorized Debit agreement or post-dated cheques the full balance of the academic year.
- 8.7 The MPCC is moving from cheque payments to pre-authorized debits (PAD) for recurring monthly fees associated with 'Before- and After-School in Manor Park'. The PAD system means that fees will be automatically withdrawn from your bank account. The automated withdrawal system will be in effect for January 2017 fees. Recurring monthly fees will be debited on the fifteenth of each month (or next business day). For any one-time fees (ie. late fees, additional days or PA Day fees), parents will receive ten day's written notice detailing the debit. To institute the automatic withdrawal, parents will be provided with a PAD agreement form which must be completed and returned. Any post-dated cheques provided upon registration, but over-riden by automatic withdrawals, will be returned.

9. Field Trips:

- 9.1 Activities will take place in Manor Park School's classrooms, library, gyms as well as outdoors on OCDSB property.
- 9.2 Whereas some of the green space adjoining the Manor Park School and Manor Park Community Centre is designated as City of Ottawa, excursions to this non-OCDSB property (ie. tennis courts, skating rink, Fire Engine playground structure, splash pad, washrooms in the community centre) are considered 'Field Trips'.
- 9.3 Registration in 'Before- and After-School in Manor Park' automatically includes parental approval to 'Field Trips' as described in 9.2.
- 9.4 'Field Trips' to any locations beyond those described in 9.2 will require written permission from parents.

10. Consent and Assumption of Risks *(Please read carefully):*

- 10.1 Registration in 'Before-and After-School in Manor Park' automatically gives consent to the following assumption of risks:
- 10.2 I am aware there may be inherent risk to participating in the program. I have full knowledge of the nature and extent of the risks involved in participating in the program and I am voluntarily assuming the risks involved. I fully understand that I will be solely responsible for any injury, loss, or damage my child / my ward causes or sustains.

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- 10.3 I am unaware of any health related problems that my child / my ward may have that could cause injury while engaging in the program.
- 10.4 I release the Manor Park Community Council, the City of Ottawa, and their respective employees, volunteers, or Educators from any claims, damages, actions or causes of actions arising out of or in consequence of any loss, injury, or damage to any person or property incurred while engaged in the program.

11. Serious Occurrences:

- 11.1 MPCC supports the safety and well-being of the program participants by providing a greater transparency for families about serious occurrences that occur in the program, as well as remain accountable to the Ministry of Education. In the event of a serious occurrence, the Program Supervisor will post a Serious Occurrence Notification Form to inform families of the situation and any follow-up actions will be taken to avoid similar situations in the future.

12. Withdrawal:

- 12.1 Withdrawal notice must be provided to the MPCC in writing.
- 12.2 Withdrawal notice must be received no later than the 1st of the month to entitle a refund for the subsequent month's fees. For example, February 1 notice in writing to receive refund for March fees. This provides one (1) months' notice.
- 12.3 An administration fee of \$50 will be applied to all withdrawal requests and requests to reduce the number of days per week attended.
- 12.4 Refunds will not be pro-rated.
- 12.5 Written requests for a withdrawal submitted after April 1, 2017 will be required to pay fees through to the end of June 2017.

13. Subsidy:

- 13.1 Limited financial assistance, also known as 'Child Care Subsidy', is available to families living in Ottawa and where parents are working, going to school and also meet other financial requirements.
- 13.2 The City of Ottawa administers the 'Child Care Subsidy'.
- 13.3 To apply for 'Child Care Subsidy', please register online through the Child Care Registry and Waitlist (<https://onehsn.com/Ottawa>).

14. Snacks:

- 14.1 Providing children with nutritious snacks at an early age helps to develop healthy eating patterns later in life, and stimulates positive growth and development of the mind, body and spirit.
- 14.2 Children are required to bring a nutritious snack containing two food groups and a drink each day. All food must be prepared, stored and served to maintain maximum nutritional value. Ice packs are an easy way to keep cold foods at the appropriate temperature.
- 14.3 All food and drink provided by parents must be labelled with the child's name to ensure that the correct child is consuming the appropriate snack.
- 14.4 For the safety of those with allergies, snacks must be peanut- and nut-free.

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14.5 Sample snack menu (based on Canada's Food Guide):

Monday	Tuesday	Wednesday	Thursday	Friday
Pita, green beans & hummus	Kale chips & orange slices	Yogurt & strawberries	Banana & wheat germ	Trail mix
Apple slices & Wow Butter	Rice cakes with jam and cream cheese	Cheese & whole wheat crackers	Tzatziki & bread sticks	Bran muffin & honey
Salsa/ guacamole & salt-free nachos	Ham/cheese mini pita pockets	Home-made granola bars with cranberries	Fruit salad & yogurt	Biscuits & jam
Dried fruit & crackers	Raw veggie sticks & dip	Fruit kabobs & oatmeal raisin cookie	Apple sauce & graham crackers	Mini pizzas

15. Other:

- 15.1 The MPCC is unable to accommodate children who require the administration of medication during the program period. Exceptions include asthma puffers and epi-pens. Accommodations can be made for the administration of over-the-counter medication on full-days of programming (i.e. PA day programs), given a doctor's note is provided.
- 15.2 The MPCC values the diverse needs of children, recognizing individual abilities and nurturing development in an environment that promotes the growth of self-esteem and mutual respect. The MPCC aims to provide an inclusive environment to the best of our abilities. To best serve children in the program, we ask parents to indicate whether children receive community supports, such as, Child Integrated Support Services (CISS), Children's Aid Society (CAS), CHEO, Ottawa Children's Treatment Centre (OCTC). Please also indicate whether your child receives educational supports in school (IEP, Learning support teacher resources, behavior consultant).
- 15.3 Photographs: On occasion, photographs may be taken of children at play while attending the programs. These photographs will be used for pedagogical documentation, in printed materials, and/or for promotional purposes. Should you wish that your child not be photographed, please advise the staff in writing.
- 15.4 Illness: Parents are requested not to send ill children to the program. Should a child become ill, Educators will contact the parents to arrange for the child to be taken home.
- 15.5 All children are required to have a pair of indoor shoes for the program. Shoe storage will be provided.
- 15.6 Fees are transferrable between siblings only.

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