



View Royal Out of School Care



Parent Policies 2017/2018

OUR PHILOSOPHY

Our philosophy is simple - **Safe Fun!**

OUR MISSION STATEMENT

We believe in providing a safe and fun environment in which children may develop positive social skills such as responsibility, respect, and cooperation through communication. This environment should stimulate growth and provide opportunities for children to make choices that satisfy their individual needs. We believe that working as a team with parents and teachers is essential, in order to provide consistent care and guidance to each child. We welcome your involvement, suggestions, and support.

OUR RULES

BE SAFE

- Always be aware of your surroundings. Are you safe? Are those around you safe?

BE RESPECTFUL

- Always be respectful. Listen to your friends, parents and leaders. Take turns and share.

BE RESPONSIBLE

- Take care of possessions belonging to yourself and the Centre. Use problem-solving skills to resolve disputes with friends. Ask for help when needed.

CONTACT INFORMATION

Physical Address: 218 Helmcken Road, Victoria, BC V9B 1S6

Mailing Address: 105-1497 Admirals Road Box 601, Victoria, BC V9A 2PB

Phone: (250) 744-2718

Website: www.viewroyalosc.com

****Note: We no longer have a fax number**

THANK YOU FOR CHOOSING TO ENROLL YOUR CHILD IN VIEW ROYAL OUT OF SCHOOL CARE'S PROGRAMS! OUR STAFF ARE COMMITTED TO PROVIDING THE HIGHEST QUALITY OF CARE TO OUR CHILDREN AND FAMILIES. WE ARE EXCITED FOR ANOTHER MEMORABLE YEAR FILLED WITH FUN AND CREATIVE ACTIVITIES!

WHO WE ARE

The View Royal Out of School Care Society was established in 1993 and its members are composed of parents and/or guardians of children enrolled in the Out of School Care or Preschool programs. All parents/guardians of children participating in our programs are members of our Society.

The Society is governed by a Parent Board of Directors, comprising parents whose children are attending, or have attended, our programs. The Parent Board meets each month and all members are welcome and encouraged to attend. The Parent Board holds an Annual General Meeting each fall, notification of which will be emailed to families and posted on our Parent Information Board at least two weeks prior to the meeting date.

It is important that the Parent Board hear your comments, including, for example, requests for policy changes, suggestions for enhancing the program, ideas for fundraising, and comments regarding staff performance. If you cannot attend a Parent Board meeting, please voice your comments or concerns in a letter or email. Please see either the Manager for meeting dates and times.

CONFIDENTIALITY

All staff and Parent Board members are to ensure the protection and privacy of personal information received from parents/guardians and children. We will collect only that information necessary for the delivery of services, and information will be treated as confidential and securely stored to ensure privacy. No information will be released without first receiving permission from the parent/guardian, unless required by law (reporting abuse, legal investigations, etc.), during medical emergencies, or when necessary to collect debt.

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PROGRAM CALENDAR

We operate Monday to Friday throughout the school year, including most non-instructional days, with the following exceptions:

New Year's Day	Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
BC Day	Labour Day
Thanksgiving	Remembrance Day
Christmas Day	Boxing Day

We will be closed during the last week of August for annual maintenance as well as during the Winter Break from December 24th up to and including January 1st. Programs also may be closed on other days, if necessary (i.e., for repairs, cleaning, staff development, etc.).

PROGRAM INFORMATION

We offer both Before School Care and After School Care programs for children enrolled at View Royal Elementary School. Families may register for one or both of these programs, spaces permitting.

Part-time and drop-in care will only be available if space permits. Please see the Manager for more information.

HOURS OF OPERATION	
Before School:	7:15 am until school commencement
After School:	School dismissal until 5:45 pm
Professional Development days, Winter and Spring Break: 7:30 am to 5:30 pm	
<i>NOTE: For families with children attending Kindergarten, our understanding is that the school offers gradual entry for the first week of school and that children may not be required to attend each day the first week. Please note that we may not offer full day care throughout the day during the first week of school.</i>	

PROFESSIONAL DEVELOPMENT (PRO D) DAYS, SPRING AND WINTER BREAKS

We offer full day care during Pro D Days as well as Spring and Winter Breaks. Spring and Winter Break camps are also open to children not enrolled in our Before or After School Care programs. Sign-up sheets will be posted on the Parent Information Board in the Main Centre as well as emailed to families. Note that the Society may not operate if there are not enough registrants for a given day. Upon the closing of the sign-up period, you will be advised by email, printed note, or verbally as to whether or not we can offer care for that day.

Once you have been notified that your child is registered for the aforementioned full days of care, you will be billed accordingly. Should you wish to cancel your space, you will be responsible for fees unless another child registers and takes your child's space.

REGISTRATION

There will be a notice posted at the Centre and on our website, along with emails sent to currently-enrolled families, indicating when registration will open for the upcoming school year.

We give families whose children are currently enrolled in our programs as well as siblings of currently-enrolled children opportunities to

register prior to new children. It is your responsibility to register your child within this advanced window, if applicable.

In the event that all program spaces are filled, those families wishing to register will be placed on a wait list. In order to be considered registered for the upcoming school year, you must submit the following:

1. Completed registration form and supporting documents
2. Registration fee
3. Pre-Authorized Debit forms, if applicable
4. Subsidy authorization, if applicable

PROBATIONARY PERIOD

Each new child is accepted on a 60 day probationary period. We will make every effort to work with each family and child; however, if a child demonstrates an inability to participate in the regular daily program, we may be required to contact their family and request immediate pick-up. If we feel that our program is unable to meet the needs of your child at any time during this period, we may terminate your child's space in our program.

UPDATING OF PERSONAL INFORMATION

It is **IMPERATIVE** that the program be notified of any changes to your home or work phone number, address, allergies, custodial arrangements, authorized pick-up persons and emergency contacts, as well as any other changes that may affect your child. It would also be beneficial if you would notify the program of any situation that may affect your child's behaviour or wellbeing (i.e., separation/divorce, death, difficulties in school, etc.). The utmost confidentiality will be maintained.

CARE PLANS

As a licensing requirement, Care Plans must be created if your child requires extra support or has specific needs that may affect participation in the program. These needs or conditions may involve dietary restrictions, allergies, medications, behavioural considerations, physical or behavioural diagnoses, physical restrictions, etc.

Parents of a child with any of the needs or conditions listed above **must disclose and discuss** their child's needs with the Program Coordinator and/or Manager prior to enrolment. **Failure to do so may result in termination of services.**

Once your child's care needs are brought to the attention of staff and management, we will work with families to create a Care Plan. A printed draft of the Care Plan will be given to you, as parent/guardian. You will have one week to request any changes. The final document will be presented to you, to be signed and returned within a specified time period, usually one week. If the document has not been received within this period, either the Program Coordinator or Manager will contact you and advise you that your child will not be permitted to attend until the document is duly signed and returned.

PARENT INFORMATION BOARD

While we primarily use email to keep our families informed about Centre happenings, we also post information, notices, and sign-up sheets on the Parent Information Board. It is your responsibility to ensure that you read this information as it is posted. Should you have any questions or concerns, we invite you to contact the staff or management.



MONTHLY FEES

Monthly fees are due on or before the 1st day of each month. We offer three monthly payment options for your convenience.

Pre-Authorized Debit (PAD) - With your authorization, we will debit your account automatically on the 1st of each month. Should you wish to make a change regarding your PAD, we require notification prior to the 20th of the month. Requests received after the 20th may not be activated until the following month.

Interac (Debit card) - Payments are due on or before the first of each month, even if the first falls on a weekend, and may be made weekly, biweekly, or monthly, as long as your monthly fees are paid on or before the first day of the month.

e-Transfers – payments are due on or before the 1st of the month, even if the first falls on a weekend. Procedure for e-Transfer:

- Confirm with your bank, credit union etc., that they offer this service. There may be a service charge at your end. For example, Coast Capital charges approximately \$1.50 per transaction.
- When you set it up at your end, you'll be asked to set up a password, which you will need to advise the Manager so that they can complete the transaction at our end.
- If there is a memo or re: line, please type in your name and what the payment should go towards (i.e. monthly fees, pro d day, etc.)
- Use only the following email address for email transfers:
admin@viewroyalosc.com
- If you use a different email address, be advised that your email could become lost and your payment may not be reflected on your account with us.
- Once we've accepted the transfer, our understanding is that you will receive a confirmation email. Please keep this email - if your payment needs to be traced, this will speed up the process.

Monthly statements will be emailed only if there is a change from your usual monthly fees, reflecting, for example, Professional Development (Pro D) Days, late charges, camps, fines, etc.

Fees for extra hours of care on Pro D Days as well as during Winter and Spring Break will be billed to you at the end of each month and are due and payable by the 1st of the following month, unless otherwise indicated.

The Parent Board monitors all accounts on a monthly basis: failure to keep your account current could result in the loss of your space in the program.

Please note that we only accept payment by Pre-Authorized Debit, Interac, or money order. We do not accept credit cards, personal cheques, or cash payments.

CALCULATION OF FEES

Monthly fees are based on the average number of school days per month. Regardless of the number of school days in a given month, the monthly fee remains the same. Discounts and/or pro-rated fees are not applied during months in which there are a fewer number of school days.

Please note that Pro D Days as well as Spring and Winter Break camp days are not included in your monthly fee calculation.

REFUNDS

Should your child be absent from the program due to illness, holiday, withdrawal without a month's notice, etc., refunds or reimbursements will not be granted.

Should we discharge your child without notice, you will be reimbursed any balance of fees paid for that month, based on the date your child was discharged.

If, at the end of the school year, your account has a credit balance, you have the options of receiving a refund or of using the credit toward Summer Camp or the following year's Out of School Care registration.

In the event that you give notice to the Society for your space and your account has a credit, we will forward you a refund cheque.

TAX RECEIPTS

Receipts will be prepared no later than February 28th of each year. There is a \$25.00 charge for duplicate receipts.

GOVERNMENT SUBSIDIZED FEES

For families eligible for Provincial Subsidy funding, it is your responsibility to ensure that your forms have been forwarded to our office by the 20th of the month prior to date that your Subsidy is to begin. For example, if your authorization starts on January 1st, our office must receive all documentation by the 20th of December.

All families are responsible for payment of the first month's fees, unless you can supply us with your Subsidy Authorization indicating View Royal Out of School Care Society as the Caregiver. Once we receive your authorization, we will send in our claim and your account will show a credit, which will be used as your parent portion.

Parents receiving Subsidy must speak to the Manager regarding the parent portion, if applicable, and make arrangements regarding payment of these fees.

Please note that we do NOT send reminders, as renewals are the responsibility of parents/guardians.

BEFORE SCHOOL CARE SIGN IN AND DISMISSAL

Each child must be signed in by a parent/guardian. At approximately 8:40 am, children attending Kindergarten and Grade 1 are walked to school by a staff member and children in Grades 2-5 are dismissed and are responsible for arriving at school on their own.

AFTER SCHOOL CARE SIGN IN

Kindergarten and Grade 1 students are picked up from school by one of our staff and escorted to the Centre. Students in Grades 2- 5 are responsible for arriving at the Centre on their own.

All children are asked to be in their program rooms no later than 2:50 pm for sign in. If a child has not signed in by 2:50 pm, the following will occur:

- A staff member will contact the school to confirm with the office that the child was in attendance that day.



- Staff will speak with teachers and search the school and perimeter of the buildings, including the field, playground, and parking lot.
- If the child has not been located, staff will attempt to contact the child's parents/guardians. If parents/ guardians cannot be reached, we will call the persons listed on the Emergency Contact form.
- Should parents/guardians and Emergency Contact persons not be reachable or if they cannot verify the whereabouts of the child, we will contact the RCMP and a full search will be launched.

SIGN OUT PROCEDURES AND RELEASE OF A CHILD

Children will only be released from the Centre into the care of their parents/guardians or an adult at least 19 years of age specified on the Authorized Pick-Up list. An authorized adult (i.e., adult specified on the Authorized Pick-Up list) must sign the child out upon pick-up. At any time, should you wish to add/remove a person to/from the Authorized Pick-Up list, you must do so in writing (written note and/or letter, or email). No verbal requests will be accepted. Please be sure to advise those persons authorized to pick up your child that we will not release your child into their care unless they can produce photo identification.

LATE PICK-UP PROCEDURE

If we have not had contact with you by 5:45 pm regarding the pick-up of your child, our staff will attempt to call parents/guardians and other listed Emergency Contacts. In the event of an unexpected delay (e.g., flat tire), please call the Centre to notify staff as soon as possible.

If, 30 minutes after closing, we have not been able to contact someone on the Authorized Pick-Up/Emergency Contact list to pick up your child, we will call Emergency Day-Care Services, which will take the child into their custody until a parent/guardian is located. A note will be left at the Centre stating where the child may be picked up.

MISSING CHILD PROCEDURE

In the event that a child goes missing from the Centre, staff will act in accordance with the following procedure:

- Search the Centre
- Search the perimeter of the building, including the field and parking lot
- Search the school, talk with teachers, and check the office
- If the child has not been located, the child's parents/ guardians will be called. If parents/guardians cannot be reached, staff will attempt to contact a person on the Emergency Contact list.
- Should parents/guardians and Emergency Contact persons not be reached or cannot verify the whereabouts of the child, we will contact the RCMP and a full search will be launched.

CUSTODY AND SEPARATION AGREEMENTS

Information about custody arrangements provided by the enrolling parent/guardian is the advice followed by our staff. Our staff rely on this information to make sure that your child is released into the care of an authorized person. Staff cannot deny a parent access to his or her child unless we have a copy of the court order denying or limiting the parent's access. Should you have a court order, it is your responsibility to provide us with a copy upon registration.

FINES AND PENALTIES

DESCRIPTION	FINE OR PENALTY
Late Pick-Up	\$30.00 for each 15 min
Late Payment Fees	\$10.00 per day
Failure to give 1 months' notice to withdraw from program	1 month's fees

LATE PICK-UP FEES

In the event that you arrive after our closing time of 5:45 pm, you will be charged \$30.00 (per family) for every 15 minutes, or portion thereof, that your child remains at the Centre.

Late pick-ups are monitored and repeated incidents are reported to the Parent Board and could result in the loss of your space in the program. If payment has not been received in 10 business days, your account will be billed \$25.00 per child every 30 days thereafter.

LATE PAYMENT FEES

If we have not received your payment by the 2nd business day of the month, your account will be charged a \$10.00 per day late fee. This will be billed on your next statement and you will be required to pay the balance in full the following month. You will be emailed an invoice for the charge.

If we have not received your monthly fees by the end of the 5th business day, your space will be frozen as of the next day and your child may not attend our programs until payment has been received in full. The late fee of \$10.00 per day will continue to be charged until payment has been received.

Once we have received your payment, you will be required to complete the Pre-Authorized Debit (PAD) form and all future payments will be processed in this manner.

If payment has not been received by the 10th business day of the month, the Society will advise you in writing of the status of your space in the program. In this instance, the Society reserves the right to terminate your space in the program.

In the event that one parent/guardian fails to pay their monthly portion, the other parent/guardian listed on the registration documents will be responsible for payment of these fees. For further information, please contact the Manager.

CHILD ABSENCES

If your child is not attending any of our programs on any school day, it is your responsibility to notify us by **2:30 pm** by phone, email, or in person. Our voicemail (250-744-2718) enables you to call 24/7 and leave a message which we will get in the morning.

Should your child have a medical/dental appointment, is injured and/or is sick, etc. throughout the day (school hours) and is picked up at school that day, we require that you contact our Centre directly.

As our Society is not a part of School District 61, View Royal Elementary cannot share information they have received via Safe Arrival, phone call and/or emails. It is your responsibility to contact us directly.



Should your child be absent from the program due to illness, holidays, without a month's notice, etc., refunds or reimbursements will not be granted.

Failure to advise us that your child will be absent will result in the following fines:

Fine – Not Notifying of Child's Absence from Program

First offence	\$50.00 fine (per family) and a letter from the program.
Second offence	\$100.00 fine (per family) and a letter from the Parent Board.
Third offence	\$150.00 fine (per family), Parent Board will discuss and advise family as to their decision. (This is reviewed case by case)

**You have the right to appeal any fine. All appeals must be submitted to the Centre in writing. The Parent Board will review your appeal at their next scheduled meeting.

WITHDRAWING YOUR CHILD FROM THE PROGRAM

We require written notification of any request to withdraw your child from our programs. This notification must be received one full month prior to the date on which you would like to terminate care (for e.g., on or before February 1st if you would like to terminate care effective March 1st).

Should insufficient notice be given, you will be billed one month's fees.

Spring and Winter camps may require a non-refundable deposit, announced prior to registration. Should you wish to cancel your space after notification of registration, you will be reimbursed only if another family requests the space.

TERMINATION OF SERVICES

The Parent Board may revoke your child's program space due to:

- 3 or more late payments, absent fines, late pick-ups and/or returned payments;
- Non-payment of fees;
- Inability of the child or family to follow policies, procedures and expectations of the program; or
- Inability of the program to meet the needs of the child or family.

If a child or family is facing the possibility of termination due to an inability of the child or family to follow policies, procedures, or expectations of the program, or if the program is unable to meet the needs of the child or family, the Manager will notify the family of this possibility as soon as possible. The Parent Board will give one month's notice, in writing, when terminating services. However, if termination of services is due to non-payment of fees or the safety of children or staff, no notice is required. The Centre retains the right to terminate services immediately and without notice should the safety of the child, other children, or staff be jeopardized.

MEDICAL INFORMATION

We require immunization documents for each child, unless indicated on your child's registration forms. If your child is not immunized, you must remove your child from our programs if there is a suspected or confirmed outbreak of a communicable disease. Your child may return to our programs once we receive a written medical note stating that the child can return safely.

MEDICATION

Prescription or non-prescription medication required by your child may be administered by program staff. Medication must be in the original container, labelled with your child's name, and accompanied by a completed and signed Permission to Administer Medication or Permission to Self-Administer Medication form, available from the Centre. Staff are not permitted to give medications in dosages that exceed those on the physician's prescription or manufacturer's label, even if the parent/guardian indicates such on the permission form. Staff may refuse to accept the responsibility of administering medication if they do not feel capable of doing so safely.

All medications are to be stored in our medication box, which is kept out of the reach of children.

ILLNESS

Staff will contact you should your child arrive, or become, ill while at the program. If your child exhibits severe cold symptoms, fever, vomiting, suspicious rash, or diarrhea, you will be contacted and required to pick up your child immediately.

Parents/guardians are required to inform our Program Coordinator, Team Lead and/or Manager if their child has contracted a communicable disease (for example, chicken pox, impetigo, strep throat, scarlet fever, head lice). Children returning to the program after having a communicable disease must have met the criteria for treatment as prescribed in the Island Health Authority booklet 'Communicable Diseases'. A copy of this booklet is on file at the Centre. In some instances, a note from the child's doctor may be required before the child is permitted to return to the program.

ACCIDENTS OR INJURIES

In the event that a child is injured while at the program, staff and/or management will assess the severity and nature of the injury. Minor injuries, such as bumps, bruises, small scrapes, and surface cuts, can and will be tended to by staff and brought to the attention of the parent/guardian upon pick-up. If staff believe that an injury requires emergency medical attention, an ambulance may be called or the attention of a physician sought.

Any injury requiring emergency medical care will be reported to the child's parents/guardians immediately and to Island Health Authority within 24 hours.

DISCIPLINE POLICY

Techniques such as redirection, discussion, and taking time away from the group will be implemented to help children understand and follow Centre rules and expectations.

Staff are not permitted to subject children to any form of physical punishment (shaking, shoving, spanking, hitting, etc.), verbal or emotional abuse (belittling, degrading, humiliating comments, etc.), or to deny physical necessities as a form of punishment (food, toileting, etc.).

If a child displays behaviour that endangers the safety of other children, staff or themselves, the child may be asked to move to a safe area. Only as a last resort and when there is an imminent risk to the health and safety of children in care may any type of restraint be used. This restraint would only be used until the child has regained self-control.



The emergency use of a restraint will be reported to the child's parents/guardians immediately and to Island Health Authority within 24 hours.

We make every attempt to work with children and families to manage and resolve behavioural issues. Our staff will observe the following process:

1. Parents/guardians will be verbally notified of their child's inappropriate behaviour.
2. If problems persist, the child and parent/guardian will meet with program staff to discuss concerns and solutions.
3. If, after the aforementioned discussion, the child is still having difficulties functioning safely in the program, parents/guardians will be contacted in writing by the Program or Operations Manager, with a copy of the letter going to the Parent Board.
4. Should problems persist, the Parent Board may remove the child from the program.

Our staff will respect and adhere to the above process; however, immediate dismissal from the program may be required depending on the nature or severity of an incident.

CHILD ABUSE

Staff are not permitted to subject children to any form of physical punishment (shaking, shoving, spanking, hitting, etc.), verbal or emotional abuse (belittling, degrading, humiliating comments, etc.), or to deny physical necessities as a form of punishment (food, toileting, etc.).

Any staff member or volunteer suspected of abuse will be immediately removed from the facility and investigated accordingly.

Any incidence of suspected child abuse will be documented and reported to the managers and Ministry of Children and Family Development: Child Protection immediately and without reservation.

SMOKING AND SCENTS

By law, smoking is not permitted on the grounds of View Royal Elementary School or inside our Centre.

Due to health concerns arising from exposure to scented products, the View Royal Out of School Society has instituted a policy to provide a scent-free environment for all children and employees. Please refrain from wearing personal care products (e.g., perfumes or lotions) that are heavily-scented.

SUSPECTED IMPAIRMENT

The View Royal Out of School Care Society will take every reasonable precaution to prevent any person unable to provide care from gaining access to a child. If our staff believe that a child's safety may be at risk due to suspected impairment of a pick-up person, they will offer to call a taxi, or contact a relative or friend of the family to pick up both the person and child. As required by law, our staff may call Child Protection Services and/or the police in the event that a child is taken off premises by a person suspected of being impaired.

FOOD AND DRINKS

Our program promotes healthy eating and nutrition. Every afternoon, we provide children in the After School Care program with a healthy,

nutritious snack, composed of items from multiple food groups. Safe drinking water is available for all children at all times.

A calendar of our snacks will be emailed to families each month as well as posted on the website and near our Centre's kitchen area. If your child has specific nutritional requirements or allergies, we will ensure that all staff understand and comply with any restrictions. In some cases, due to the nature of the restrictions, the family may choose to bring in their own snacks for the child. Further, families are permitted to send additional snacks to complement those given by the program. Children are not permitted to share food at any time while at the Centre.

Please note that our Centre is Nut Aware, meaning that we will not provide children with snacks containing nuts or nut products and we encourage families to refrain from sending such snacks to be consumed by their children at the Centre.

PERSONAL TOYS AND ITEMS

We encourage children at Out of School Care to play with toys and items supplied by the program. We ask that all personal items, with the exception of books, remain at home or in children's backpacks – children will not be permitted to play with items or games from home while at Out of School Care. Any reading material that your child wishes to bring must be appropriate for children of all ages.

Upon request, program staff may store equipment, school projects, and other belongings transported from school to home until sign-out.

Please ensure that you leave an extra set of clothes as well as indoor footwear at the Centre. Please label these items.

Staff members are not responsible for lost, stolen, or damaged personal items.

SCREEN TIME

As per licensing policies, children who are in attendance for a program that is 2 hours or less in duration will not have access to computers, tablets, or movies. Children who are in attendance for a program that is 3 hours or longer may have access to computers, tablets or movies as per the leader's discretion. On average, we play around 4 movies per school year.

OUTDOOR PLAY

Part of our After School Care Program includes outdoor play. Weather permitting, we take the kids outside to play games and use equipment for around an hour per day.

HOMEWORK

Staff members are not responsible for ensuring that children do homework while at the program; however, should a child wish to do homework, an appropriate space will be provided.

STAFF-PARENT CONTACT OUTSIDE CENTRE HOURS

View Royal Out of School Care Society and its staff operate to provide a safe and fun environment to children attending our programs. Any contact, either business-related or personal, between families and staff members outside of our Centre is strictly between these parties and should remain outside of the Centre's operations.



SCHOOL CLOSURES

Weather Conditions – If School District 61 chooses to close View Royal Elementary School due to extreme weather conditions, the Centre will also be closed. If the District announces that the school will open later in the morning, we will also open at that time. Should schools be open in the morning but, during the course of the day, weather conditions deteriorate, the Centre shall reserve the right to close. Every attempt will be made to give families as much warning as possible. Please be aware that, should the decision to close the Centre be made, it is solely for the safety of children, families and staff.

In the event that extreme weather conditions develop before our Centre has opened for a scheduled full day of care (i.e., Pro D Days or Spring/Winter Camp) and road conditions are reported to be unsafe. In the event of a Centre closure, staff will attempt to contact affected families before 7:00 am. If possible, staff will also post the closure on our website's homepage.

Should the Centre open but, during the course of the day, weather conditions deteriorate, the Centre reserves the right to close. Parents/guardians will be contacted and advised to arrange pick-up for their children. If the decision to close the Centre is made, it is solely for the safety of children, families and staff.

Strike Closure - Should View Royal Elementary School be involved in strike action, the following will occur:

- If there is no picket line set up at 7:15 am, our Before School Care program will open and operate as usual. Once a picket line is established, children will no longer be permitted to sign into the Centre.
- Children in attendance (i.e., those children who arrived before a picket line was established) will be taken up to the school at the beginning of the school day and enter into the care of school administration.
- If the picket line comes down before the end of the school day (i.e., school dismissal), our After School Care program will operate as usual.
- If the picket line is still in effect by the end of the school day, our After School Care program will be closed for that day.
- Our staff will not be required to cross a picket line.

It is your responsibility to stay informed about the status of a picket line and to make arrangements for the care/pick-up of your children, should our Centre be closed.

We look forward to spending time with your child as well as getting to know our families.

We have an open door policy and welcome any questions or comments that you may have.

Welcome to View Royal Out of School Care Society!!!

To report your child will be away
Email: attendance@viewroyalosc.com

Manager
Email: admin@viewroyalosc.com