

School-Linked Parent Handbook

Hours of operation

7:00 am-8:21 am

2:45 pm-6:00 pm



PD/FLEX Friday Hours

7:00 am-6:00 pm

We will NOT answer the door before 7:00 am. If you are going to be past 6:00 pm to pickup your child, please read the section of being late.

Morning Schedule

BREAKFAST

YOGA

QUIET TABLE ACTIVITIES

BATHROOM

LINE UP FOR SCHOOL

Afterschool Schedule

WELCOME/SIGN IN

CARPET

BATHROOM

SNACK

HOMEWORK HELP

FITNESS

BUCKETS/ART

HOME TIME

Sickness/Illness policy

If your children start to exhibit the following symptom, fever, consistent diarrhea, vomiting, severe cough, communicable disease, pink eye, lice. A staff member will contact you and arrangements will need to be made for your child to be picked up. If you do not make arrangements for your child to be picked up, a written and verbal warning will be given. If this happens a third time you will be asked to leave the program. This is due to us wanted to keep the staff as healthy as we can and hopefully stop anything from spreading. The child must be symptom free for 24 hours before returning into the program or have a doctors note.

If your child has lice, pink eye, or a communicable disease you are required to let School-Linked know, and your child must be free of Symptoms or lice, and or on the proper medication for 24 hours before coming back to the program.

If your child is required to take medication or had an epi-pen or puffer. You will need to fill out a medication form. The medication/epi-pen/puffer MUST be in the original labelled container. This is a licensing/health requirement we have to follow.

Late Policy

We understand that sometimes things happen that are beyond our control and you may be past 6:00 pm picking up your child. If this happens, we kindly ask that you contact us and let us know. If this happens more than 3 times and you do not let us know you are going to be late, we will charge \$1.00 per minute that you are past 6:00 pm.

Program Closures/Open

We will be CLOSED all STAT holidays. As well as April 15-April 18, 2022 for Easter & during the Christmas break which will be December 18 2021-January 2 2022. We will also be CLOSED for staff to participate in professional development workshops and courses. This days will be Friday May 20th .

We will be OPEN for PD/FLEX Fridays. See school calendar on Golden Hills website. We will also be open February 22-25 2022 for teacher's convention week and April 19-22 2022 during Easter Break.

NUT FREE PROGRAM

Due to several severe nut allergies in the program, we will be a NUT FREE program.

Leaving the program

If you decide to leave the school-Linked Before & After School Care Program. **30 days written and verbal notice is required.** If you fail to do so you will be charged the full amount of the next month. For example, if you plan to not attend School-Linked after oct 30. You will need to give written and verbal notice on October 1. If you do not you will be charged the Full amount for November.

Payment

Payment is due on the 1st of every month. We accept e-transfer, cheque, or cash. Please make cheques out to School-Linked Strathmore. If you do not pay a written reminder/email will be sent. **If payment is not sent by the 7th, your child cannot attend until payment is received.**

Full-time Care \$450/month (Before & After School) please note if your full-time PD/Flex Fridays are FREE

Part-time \$350/month (After School care only)

PD/FLEX Friday (when school is closed on these days, we offer full day care) FREE to full-time families otherwise \$50/day

Drop In \$25/day (for when you need care only 2-3 days per week, can be before, after or both) Payment for this is due at the end of each week.

Refunds

If you child is away, sick, or the program has a planned closure we will NOT refund money for these days. Parents will only receive a refund if the program must close for more than 5 business days. If it is 5 or less days no refund will be given. **The maximum amount parents can get refunded is \$100.00.**

Child Guidance Policy

SCHOOL LINKED will not, with respect to a child in the program,

- a) indicate or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,
- b) deny or threaten to deny any necessity, or
- c) use or permit the use of any form of physical restraint, confinement, or isolation.

At SCHOOL LINKED we believe in teaching our children to be responsible for their own actions and behaviors. They learn to treat others the way they want to be treated. They have the right to always feel safe, respected, and heard. To respect others, themselves, the materials, and the school. At the beginning of the year the children and staff will sign a pledge of the expectations. School-Linked always believes in encouraging children to make smart, safe choices. If they are not staff will respectfully talk to them one on one about what they are choosing to do and why it is not safe or smart. Children will be included in find a solution to make a better choice. Staff will always praise children often with their efforts and behavior.

We will talk to the child at their level about what is happening and get their perspective. We will review the 4 expectations at the carpet area (Walking Feet, Gentle Hands/Feet, Inside Voices, and Listening Ears.) We will have a feelings chart on the board to help them communicate his/her feels to a staff member. We will have a designated area for children to have quiet time to calm down and take a break with a book. If after all these have not worked a refocus conversation form will be filled out (child will be involved in the process and finding a resolution). At pick up a staff member will explain the situation to the parent and show them the form. The parent and staff who completed the form with child will need to sign. If the behavior or problem continues a parent meeting will be called to find a solution with the parents.

We at school-Linked have a **zero-tolerance** policy for verbal, physical, or mental abuse to any child and staff members. As well as harassment of any child or staff member.

Volunteer

If anyone would like to volunteer for a day, they are more than welcome. It is not required. If you do wish to Volunteer, you need a criminal record check that includes a vulnerable sector search. This can be done at our local police station in Strathmore.

Communication

At School-Linked we have an open-door policy. If you ever have questions or concerns or need clarification on anything. Please reach out and we would be happy to talk to you about it. Staff will always communicate with you about your child daily. If there should be any issues that arise, we will also be chatting with you. We also ask that if your child will be away or sick from the program that you contact us and let us know. That way we can plan accordingly and are not worrying.

Authorized pickup/Emergency contacts

At School-Linked we only allow people, you as parents/guardians have indicated on your registration form as authorized pickup to pickup or drop off your child. If they are not on the form, we cannot give your child to them. This is a safety and Alberta Child Care rule. If someone is not on the form and you wish to add them. Please contact us and we would be happy to add them to the list. Our safety policy states that for anyone picking up for the first time that is on the authorized pickup list, and we have not met them before. We will ask for their ID to make sure it is them.

Smoking/vaping/Use of alcohol/ Drugs

School-Linked does not allow the use of Alcohol, Drugs, smoking/vaping on school premise. This included the door you pickup/drop off your child at. Alberta Health services and Alberta Child Care indicate these are rules as a license holder we must follow. So, we kindly ask that you follow these rules as well.

Date:

Signature: