

School-Linked Parent Handbook



Hours/Days of operation

7:00am-8:21 am

3:00 pm-6:00 pm

Monday-Friday. Unless it is a PD/Flex Friday. Please read that section. We will also be open for Teachers Convention week which is February 17-20 2026

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 on being late.

PLEASE DO NOT PARK IN THE BUS RUN TO PICK UP OR DROP OFF YOUR CHILD BETWEEN 7:30 AM-8:21AM & 3:00 PM-4:00 PM. If this happens a reminder will be given. If it happens a second time a meeting will be held. If it happened a third time you will be asked to leave the program. We cannot prevent or hinder the bus drivers from picking up and dropping off children safely.



History

School-Linked first opened in 2019. Miss. Becca who is the Owner & Director had a passion for Early Childhood Education, and knew she wanted to be the change in her community and set the standard of what she envisioned childcare should be. A place that was linked together. Linked between the school, the program, and the families. To be a program that stood for quality vs quantity. A Place that is a convenient and safe place for families to feel confident in leaving their children. A program that creates a culture of positivity, respect, and kindness for all. A program that she herself would feel 100% confident in leaving her own children at or telling others to come to. Throughout the last six years, the program has grown in many different areas, and it is a thriving business in our community. Our mission from day one was to provide quality childcare in our community, and foster a culture of kindness, positivity, and nurturing for all. To this day that is still our mission.

Our Educators

At school-Linked you will see a few different Educators that are apart of your child's day. In Alberta the Childcare ratio for Before and After school is 1:15, but at School-Linked we like to be 1:10 to allow for more support when needed. Every staff member has at least five years of experience, as well as some post secondary education, a criminal record check, and first aid. At school-Linked we pride our selves on having quality staff that carry out our mission and provide childcare to all our families.

Philosophy



At school-Linked we believe in Learning through play. This allows children to learn and development different skills through playing with different activities and centers available. Some of the many benefits of learning through play include problem solving, empathy, creativity, teamwork, self expression, communication, self confidence, social interaction, and language skills. At school-Linked we believe in a consistent routine that allows children to know what to expect. We believe in providing different opportunities for children express themselves and explore a variety of activities of there choosing

Curriculum

Each week our Educators plan a topic based on observations and children's interests. Within each topic we focus on the following domains. Gross motor, Loose Parts, STEM Sensory, Dramatic Center. Each domain will have a variety of different activities that children will get to explore through play. Throughout the week different activities will be brought out that keep with the Topic and each domain. Through the morning and afternoon children will be given time to explore these areas and activities (free play). Each afternoon children will get 45 minutes for some gross motor to move their bodies. This happens either outside or in the gym. At carpet time we take this opportunity to share what the day will entail with the children and learn a bit about our topic. Children are encouraged to share, and help brainstorm thoughts, questions, and ideas. Every day we also have Quiet Reading time. Each child will be given time to read independadntely or work on any Homework they have have from school. If children cannot read than staff will help work with them on letter recongnition and letter sounds.

Celebrations

When it is a child's birthday, we always make them a special card and provide a small special treat to take home and enjoy. If you would like to provide a treat for your child and the rest of the children at the program. We kindly ask that it please be NUT FREE.



We also have a Kindness Jar. This is where we reinforce positive behaviour and children doing kind things for others and to themselves. If an Educator sees it, they are asked to put a star in our jar. When the Jar is full, a popsicle stick is drawn which indicates a special party. These can include a cookie Party, Sundae Party, Pizza party, Movie party, extra park time, etc.....

Schedule

Morning Schedule

Free Play

Bathroom Break

Line up for school/ Dismissal

Afterschool Schedule

Sign in

Snack

Free Play

Carpet

Quiet Reading

Fitness

Centers

Home Time

Sickness/Illness policy

If your children start to exhibit the following symptoms, fever, consistent diarrhea (2 times in an hour), vomiting, severe cough, communicable disease, pink eye, lice, to lethargic to participate in the program activities. A staff member will contact you and arrangements will need to be made for your child to be picked up. If you choose not to pick up your child or plan for your child to be picked up, an ambulance may be called. Parents are required to pay Ambulance fees. If Parents do not pick up or plan other arrangements a written and verbal warning will be given. If this happens a second time you will be asked to leave the program. This is due to us wanting to stop anything from spreading and prioritizing everyone's safety and health. The child must be symptom free for 24 hours before returning to 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.

Medication

If your child is required to take medication or has 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 must follow. Please note if you child has medication in their belongings, we cannot let them have it or administer it. It must be documented, and all the correct paperwork **MUST** be filled out. If your child had emergency medication like a inhaler or Epi-Pen we require one to be at the program at all time. It cannot be shared in there backpack.

Emergencies

If your child falls or gets hurt, we have an above the neck policy. Where if anything happens above the neck, we automatically contact the Parents to share what happened and how the child is going. If any other injuries or incidents happen, we will let you know either as soon as possible or at pickup depending on the severity of the situation. An Injury/Incident form will be filled out and the Parent must sign it. In a serious case, pictures will be taken for documentation purposes and Alberta Childcare licensing may contact Parents to check on the child or get Parents point of view. If an Ambulance needs to be called, parents are responsible to pay the fees associated with it. Please note sometimes the weather can be unpredictable and cause different Emergencies, where we may have to close our program early or not operate for a small period. This includes fire, flood, loss of water or power for more than 20 minutes, natural disaster, as well as severe Weather. Please read the Weather Policy section



Late Policy/Absent/Vacation

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 once, 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. If this happens more than 3 times you will receive written and verbal notice that you are no longer allowed to bring your child to the program effective immediately. **If your child is going to be absent from the program or away on Vacation. We require that you reach out via text, phone, or email to let us know. Otherwise, we will go into our missing child protocol. Which included phone calls being made to you, and every person on the Registration form, and potentially the Police being called. We will give one warning if this happens. After one warning, a \$50 fee will be required to pay to continue to receive care. If this happens a third time school-linked will no longer be providing care and said family will be asked to leave the program. Parents are responsible for any fees associated with the police being called. Please note we do not provide Refunds of fees if your child sick or absent from the program.**



Program Closures

We will be CLOSED on all statutory holidays. As well as Christmas break (December 20-January 4), Easter break (April 3-April 12), National Truth and Reconciliation Day (September 30), and two days for staff to partake in Professional Development. May 15 & January 16. We will also be closing early on Halloween October 31 @ 5:00 pm.

Weather Policy

SAFETY IS PRIORITY.

At school-Linked we understand that our decision to open, close or delay the program opening during inclement weather often disrupts family schedules. But, as always, our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one. The process is complex and involves many people.

HOW DO WE MAKE OUR DECISION?

Please understand that we make the decision to open or close the center in bad weather based on a careful analysis of all relevant factors, including:

- Information on road conditions from Environment Canada and from local law

- enforcement and road crews
- Amount of snow and/or ice accumulated.
- Whether precipitation will continue throughout the day
- Temperature and wind chill
- Weather predictions (including those from a weather alert service)
- Storm timing, trajectory, and projection
- Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- Rules and Guidelines set out by Alberta Health & Alberta Childcare Licensing



NOTE

AS A FACILITY BASED CHILDCARE LICENSING HOLDER WE HAVE SET OUT RULES WE HAVE TO FOLLOW AND ABIDE BY, AS WELL AS RULES SET OUT BY ALBERTA HEALTH SERVICES.

WHEN IS THE DECISION MADE?

We strive to make decisions on delays and closings as many hours in advance as possible, in consideration of families who require time to plan. The decision will be made the night before by 5 pm, or in uncertain conditions, not later than 5:00 a.m. on the morning of the closing. Please remember that communications will be sent as quickly possible following a decision, via email as well as being posted to our social media. Please make sure your contact information is up to date. Please always check your email when you notice weather/and or road conditions are changing. Please also be prepared that things happen that are out of our control and if we are unable to provide safe care or we are not able to follow the guidelines outlined in our Alberta Childcare Licensing

WILL SCHOOL-LINKED CLOSE IF CONDITIONS WORSEN?

If conditions worsen throughout the day, we may need to have an early dismissal, but we will give as much notice as possible through the previously mentioned methods of communication. However, it is very important for parents to have plans in place in case the decision needs to be made later.

Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, use your best judgment whether he or she should attend. We prefer to exercise flexibility in these situations as opposed to an inflexible policy.



CLOSING THE PROGRAM

Our program will close for the following reasons. Please note as always, the safety of our staff, Children, and families is always our top priority. We also must follow the Guidelines set out by Alberta Health & Alberta Childcare Licensing.

- Golden Hills announces a school closer
- If all school buses are cancelled
- Environment Canada has indicated a warning for extreme weather conditions
- The Road conditions are unsafe to travel. (issued by Environment Canada)
- We are unable to open the program safely due to ice, snow, Rain
- Building conditions such as water, Electricity, and Heat services not working or having problems
- We lose power, or access to water, or a Flood happens
- A Natural Disaster (Tornado, Lightning, Flood, Earthquake, Hurricane)
- Not being able to meet proper Child to Educator ratio due to health, personal, or Safety reasons 1:15 is the Ratio



Parent Events

Twice throughout the year. There will be two Parent events. These are where we invite our families to come to the program and hang out and see what we are doing and participate in some fun activities. One of our priorities is to have an open-door policy. We strongly believe in building a relationship with our families and to make them feel as welcome and included and supported as possible. We take the privilege of you choosing to send your child to our program very serious. If families participate and come to the Parent events. Each family will be entered into to a draw to receive a \$100 gift card for groceries The dates for the Parent Events are as follows:

January 16 5:00-5:00 pm Talent Show

May 8 5:00-6:00 pm Mothers Day Tea Party

Outdoor Gross Motor Policy



We understand the importance of outdoor play and all the benefits it can have on a child and their development. Alberta Health and Alberta Childcare services states that we cannot take the children outside in -20 with the windchill and +25 in the warmer temperatures. Air quality is also an important factor and if the air quality is at a level 6 or higher, we must stay inside. If the UV index is greater than 8, we will also be inside. If there is lightning outside, and if it is unsafe to see outdoors. We do have an alternative solution for the children to still get gross motor and move their bodies. Our strategies include being able to use the school gym, as well as our classroom, and doing some fun activities that get our body moving.

Alberta Health states that sunscreen must be applied at plus 15 degrees. Please note children cannot share sunscreen due to health and safety guidelines. At School-Linked Parents are

responsible for providing sunscreen for their child. Please label it. We are happy to assist children if needed in applying for it. Siblings are allowed to share as they are from the same household.

Please note Alberta Health does not allow us to have expired sunscreen.

Appropriate outdoor clothing

At school-Linked we will have extra basic outdoor gear for the season we are in and if the children need to borrow it. But it is the parent's responsibility to provide the appropriate outdoor clothing based on the weather. **Please note if we do not have the staff, we cannot keep children inside if they do not have the proper outdoor clothing and they will be coming outside.** Of course, we will maintain Alberta health and safety guidelines and make the safest decision for all the children and their wellbeing. Which is something we value greatly. School-Linked is not liable for any injuries or health issues that may arise because of the children not having the appropriate clothing. We always encourage children to put on and wear the appropriate clothing and drink water. But if the child refuses, we cannot force a child to do it.



Meals

We will provide an afternoon Snack only. We have the Menu posted each week for those that wish to view it. We chose items that follow The Canada Food Guide. Children are welcome to have any leftovers out of there lunch kit from school. Snack time is from 3:00-3:30 pm every day. Due to several severe nut allergies in the program, **we will be a NUT FREE program.** If your child has any allergies, we ask that you pack a separate snack each day for your child to safely enjoy.

Leaving the program/Termination

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.

School-Linked has the right to ask you to leave the program and stop providing care to your child if the following conditions aren't being followed.

This included.....

Not paying fees by the 10th of the month.

Not following the Child Behaviour Plan

Not following the Parent Handbook

Using Foul Language

Harassment of any child or staff member

Physical, mental, emotional, and verbal abuse of any staff member or child



Smoking Vaping, use of Alcohol, or drugs on school premises (includes outside the building)

Being late more than 3 times to pickup your child and not communicating about it

Failing to pickup your child if he/she is sick, and it has already happened once.

Showing up intoxicated

Deformation of Character against School-Linked or any of the staff members

Not communicating about your child's absence after 2 reminders

PD/Flex Friday

School-Linked offers 8 hours of care for all PD/Flex Fridays. See calendar on Golden Hills website for this. We will send an email out 10 days before to provide a reminder to use the sign-up sheet. If you do not use the sign-up sheet or not communicate with us. We cannot guarantee a spot. Please note we staff, and plan accordingly based on the numbers provided via the sign-up sheet. **We will provide Care from 8 am-4 pm. Parents must provide** a lunch and snacks for each child. Please note the cost or fee for PD/Flex Friday is \$25 per child.

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. An invoice will be emailed to you on the 18th of every month. If you do not pay a written reminder/email

will be sent on the 2nd. If payment is not sent by the 5th, your child cannot attend until payment is received. If no payment has been sent by the 10th, then we will have to ask you to leave the program. A \$50 late fee will be required if your late in paying your fees and have not communicated about it by the 5th.



Full-time Care \$475/month (Before & After School)

Part-time \$375/month (Before or After School care only)

PD/FLEX Friday \$25 per child

Drop In \$35/day (for when you need care only 2-3 days per week, can be before, after or both)

Supply Fee: \$100/child/year

Please note if you have a specific schedule with School-Linked, please follow it, as we cannot guarantee care for other days if you should need them.

Refunds

If your child is absent, 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 per month. These do not include Holidays.

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.



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 review the rules/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 not do and why it is not safe, respectful, or kind. Children will be included in finding 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 feelings 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 those options have been tried, staff may ask the child to take a break and calm their body or miss out on an activity for 5- 10 minutes A incident form may need to be filled out. At pick up a staff member will explain the situation to the parents and show them the form. The parents and staff who completed the form must sign it. If the behavior or problem continues a parent meeting will be called to find a solution with the parents. If a child becomes a danger to others, or him/herself, a phone call will be made to pick the child up.

We at school-Linked have a **zero-tolerance** policy for verbal (fowl-language), physical, mental, or emotional abuse to any child and staff members. As well as threats, and harassment of any child or staff member. If this happened said person/persons will be asked to leave the premises immediately.



Child Behaviour Plan

Child Behaviour plan is a plan that the program and the Parents agree upon for the said child. It goes over how to best support the child and all his/her needs and developmental abilities. As well as an agreed upon plan for when or if the child is having extreme behaviours and becomes unsafe to others or him/herself. Parents and the program will have 3 meeting per year to evaluate how things are going and what changes need to be made if any. Parents and program director must sign it.

1:1 Support

If a child needs 1:1 support in the program and FSCD OR OTHER AGENCIES cannot provide payment for the aid. The Parents will be responsible to pay for the aid. School-Linked will be responsible for hiring an aid. Please note if your child is away or absent, we require 3 hours notice. If the aid is away, we will not be able to provide support or care for your child.

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. If any grievances or concerns arise, we ask that you reach out and let us know. As we cannot help or support if we are not made aware. WE are available in person, phone, text, or email. PLEASE NOTE WE ARE IN RATIO DURING PROGRAM HOURS. PLEASE CALL IF YOU NEED TO GET AHOLD OF US. Each week Parents will be sent a weekly email provinf inforamtion such as. Weekly Menu, weekly planning, and important updates or announcements.

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 Childcare licensing 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.

Please note your child cannot arrive or leave our program by themselves at any point and time. An Adult over the age of 18 must drop off or pick up the child at all times. This is a Licensing requirement.



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 Childcare Licensing indicates these are rules as a license holder we must follow. So, we kindly ask that you follow these rules as well.

Technology

We prohibit the use of any personal electronic device at our program. If you need to get a hold of your child or would like to talk to them. You are more than welcome to contact them on our program phone. In our program we incorporate technology into our learning in a positive way. For example, a body break, a read aloud book, educational video about our topic, and sometimes an educational show on a PD Day.

Animals

No Animals are allowed in our program or in the school. If you chose to show up with your pet or animal. We will kindly ask you to wait outside with it, and we will

send your child out to you. Please note you are responsible for your pet, and we ask that you please be respectful of others. Please note Alberta Health services and our insurance policy dictates this policy.



Belongings

At our program we ask that children keep their personal belongings in their backpack or at home. A water bottle, extra cloths, proper outdoor gear, and sunscreen are welcome and encouraged. Please label your child belongings, to avoid and misplacement.

I, _____ agree that I have read and understand the Parent Handbook and I acknowledge all the polices and procedures and I will obey them all.

Date:

X
