

Calgary French & International School



Before & After School Care Program

HANDBOOK

2025-2026

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Introduction

Mission

Calgary French & International School develops each student's individual and academic potential through full French immersion, an international focus, and the development of the whole student in a rich and dynamic learning environment.

Vision

Calgary French & International School graduates will be active global citizens with a foundation for life-long success, and our school will be the leader in French immersion and international education.

Our EDIA Statement

CFIS is a respectful community, dedicated to fostering diversity, equity, inclusion, and accessibility. We deeply value the unique identities and well-being of every community member, striving to ensure everyone feels accepted, supported, and has a true sense of belonging. We embrace and share a variety of perspectives, experiences, and cultures. With kindness and empathy, we learn and grow together.

About the Before & After School Program

The CFIS Before & After School Care Program (BAS) is a licensed program under the Alberta Early Learning and Child Care Act. We believe that the program is an extension of the school day and will maintain the same standards, expectations, and values of the CFIS school day.

The CFIS BAS program is proud to follow the best practices in health and safety, as recommended by licensing and health authorities.

During program hours, the CFIS BAS program is coordinated by the Coordinator of Before and After School and Auxiliary Programs, in partnership with the Coordinator of Licensing.

Educational Goals

The CFIS BAS programs reinforce the following CFIS goals and objectives:

Intellectual Development

The program will:

- Nurture the love of learning;
- Stimulate intellectual curiosity;
- Promote independence;
- Promote critical, analytical and creative thinking in both French and English; and
- Foster the acquisition of basic skills, knowledge and effective work habits.

Social & Emotional Development

The program will:

- Encourage appreciation, respect and acceptance of individuals;
- Promote a sense of social responsibility to and cooperation with others; and
- Promote an awareness of and respect for the school environment.

Individual Goals

The program will:

- Instil a sense of self-worth;
- Promote self-discipline;
- Encourage the development of personal initiative and perseverance;
- Promote a regard for work and a sense of responsibility for achievement; and
- Promote an appreciation of the traditions, cultures and values of others.

Physical Goals

The program will:

- Promote and encourage fitness, good hygiene, physical and mental well-being and sportsmanship.

Principles

CFIS staff and faculty subscribe to the following philosophies:

- Play is essential to learning.
- Each child is unique and may have abilities that are different from those of other children.
- Each child has dignity and worth, and is a valued member of our community.
- At any given time, each child is developing physically, emotionally, intellectually, socially, and creatively. All of these areas are related to and dependent on one another and are of equal importance in the child's development.
- Children have a natural curiosity that, in an appropriate environment, results in an eagerness to learn. Providing opportunities that stimulate this curiosity is important.
- Children learn through interaction with their environment.
- Effective programs require the commitment of parents, educators, and others in the school that possess the knowledge, attitudes and skills necessary to meet the needs of the children and the parents.
- Frequent communication between parents and educators about each child's overall development is a critical contributor to each child's academic and social success.

Staff

CFIS BAS programs are staffed by CFIS employees. All CFIS program staff are screened through an interview process, have references checked, and criminal record with vulnerable sector searches completed.

All staff are required to be certified in the Province of Alberta, in Early Childhood Education, either Level 1, Level 2, or Level 3, and have a current First Aid certification.

Policies & Procedures

Absences

To ensure the safety and supervision of the students in our care, it is important that the BAS program be informed of any absences from the program.

- If your child will be absent from school, including the BAS program, please include: bas@cfis.com when you inform the school of the absence.
- If your child will be absent only from the BAS program, please send an email to report the absence. This includes situations where a student is going on a playdate or to another activity after school instead of attending BAS.

Absences from the before-school program should be reported by email to the BAS program by 7:30 am on the day of the absence to ensure staff are not expecting the child.

If a student has not arrived at their after-school program by 3:45 pm, we will follow these steps until the child is found:

1. Check school attendance to see if the child was present that day. If the child is marked absent for the day or the afternoon, no further steps will be taken;
2. Call the child on the school's announcement system;
3. Call the child's parents;
4. Inform school administration;
5. Call emergency contacts; and then
6. Call the Calgary Police Service.

Please note that communication in regards to an absence from BAS must be received from an adult (parent or teacher) and not from the child, or the child's classmates.

Children's time of arrival and departure from BAS must be recorded daily; therefore, please accompany your child to and from the program room when arriving for Before School program or picking up from After School to ensure that there has been a safe transfer of care between the parent and the program.

Children in Early Childhood and grade 1 will be escorted between their classrooms and the BAS program by BAS staff. Children in grades 2 to 6 will independently walk to their BAS room under the same supervision of CFIS employees as those children departing the school at dismissal.

BAS staff will be informed of any children expected for Occasional Use care.

If a parent cannot be contacted when needed for an ill child, late child pick up, etc., an attempt to contact the listed emergency contacts and/or other parties listed on the child's alternate pick-up list. If the child is not picked up and contact cannot be made with the parents, guardian or emergency contacts, Alberta Child and Youth Services will be notified.

Administrative Records

The following information is maintained and kept up to date at the CFIS BAS office for each child in the program:

- Completed enrolment form, including child's name, date of birth and home address;
- Parents' names, home address(es), and telephone number(s);
- Parent agreement form;
- A written consent of the child's parent/guardian for any medication to be administered, along with the name of the medication, time and amount to be administered, notations by staff of when the medication was administered, and the initials of the person who administered the medication;
- At least one emergency contact's name, address and phone number;
- Particulars of any health care provided to the child, including medication administered with the prior written consent of the child's parent(s) and incident/accident forms; and
- A list of authorized pick up persons. To add additional people to your child's authorized pick-up list, please email the BAS Coordinator. Any person picking up for the first time will be asked for ID. For the child's safety, CFIS reserves the right to keep a child in the program if the pick-up or car-pool information is inaccurate or until the parent/guardian is contacted to make confirmation.

It is important that the Coordinator of BAS is notified in writing of any changes to the child's records or regular schedule.

BAS Program Educator/Child Ratio

Children in CFIS BAS programs are placed into groups based on grade, the size of which is based on staff/child ratios, group capacity and room size as stated in the Early Learning and Child Care Act and pursuant regulation.

Grade of Child	Educator / Child Ratio
Junior Preschool	1:6
Preschool	1:8
Junior Kindergarten	1:10
Kindergarten to Grade 5	1:15

Program Fees

BAS fees must be paid to CFIS as described and signed in the BAS Contract.

Occasional Use

The BAS program welcomes requests for occasional use when space permits. Requests must be received at minimum 24 hours in advance for approval. Occasional use is only offered if space is available on the day/time requested. Fees are in addition to regular fees for families requesting to extend a child's day. Cancellations without fee are accepted when notice is provided by 9:00 am on the day of care booked after school, or by 5:30 pm the night prior when before school care is booked. Please email the BAS Coordinator to make a request.

*** Fees are subject to change without notice.**

Late Fees

The BAS program opens at 7:00 am and closes at 5:30 pm. Children are not to arrive prior to 7:00 am, and are to be picked up for 5:30 pm closure.

In the rare situation when a parent is unavoidably late for pickup, a conversation will be had with the Coordinator of BAS. If late pick up continues, a late fee (6-15 minutes late: \$20 fee; 16-30 minutes late: \$50 fee) will be charged by monthly invoice from the school.

To maintain accuracy for the accounting department, parents are required to sign a document recording the late departure. Repeated late arrivals of less than 5 minutes may also be documented, at staff's discretion.

Frequent late pickups may result in a written warning from the Principal of Early Childhood Education or the BAS Coordinator stating that continued late pickups may jeopardize a child's ongoing enrollment.

We understand that unexpected delays can happen. If you anticipate being late for pick-up, please notify the program as soon as possible by calling 587-572-1607 or emailing bas@cfis.com.

While we greatly appreciate being informed, please note that advance notice of a late arrival does not exempt families from the late fee policy.

Emergency Contact Information

A parent or guardian is contacted directly in the case of a minor emergency. In the case of a serious emergency 911 is immediately contacted before contacting the child's parent or guardian. Staff have immediate access to children's records at all times.

Emergency Evacuation Procedure

In case of an emergency evacuation all children will be taken to Waldorf School, located at 515 Cougar Ridge Drive SW. Parents will be contacted and asked to pick up their child from that location. A fire exit map showing first and alternate route of evacuation is posted in each room at all times.

Safety & Supervision

The building, play areas, toys, materials and furnishings are regularly inspected to ensure they are in good repair and hygienically maintained.

Staff observe children's play and behaviour both indoors and outdoors. Through supervision, all children are accounted for. Staff count and recount the number of children during transitions (when they are arriving or leaving the play areas, or entering and leaving a school bus). Staff expectations during supervision are in accordance with children's developmental needs. Staff members position themselves throughout the play area (i.e. indoors or outdoors) so they have a clear view of the entire play area, and provide gentle reminders to the children when needed.

Children in the BAS program are supervised with strategies that respect and encourage the children's need for independence, in a safe environment.

Guidance

CFIS BAS programs encourage the development of positive self discipline within each child. Behavioural standards are based upon respect for self, peers, adults and property. Any guidance for unwanted actions of a child must be reasonable under the circumstances, and the best interests of all children present. The emphasis is on the behaviour, and not the child.

ACTIONS MAY INCLUDE:

- Setting limits;
- Setting standards of behaviour;
- Providing explanations that are fair, objective, consistent and reasonable;
- Providing various choices to aid in the continuation of positive play;
- Being firm but flexible;
- Anticipating the child's needs;
- Recognizing and allowing for differences in children's ages, temperaments, and experiences;
- Distracting and removing the child from the situation;
- Providing the child with opportunities for self regulation in a safe space, while learning social skills and emotional awareness.

When children understand and participate in setting the expectations within a group, the need for guiding behaviours is mitigated. Listed below are some of the tools that CFIS staff may use to help children be successful participants in the program:

- **Modelling:** Teachers strive to model actions that set a positive example for children.
- **Environment:** Creating a safe, positive , respectful environment that responds to children's interests, and needs.
- **Activities:** Providing intentionally planned activities that engage the children and promotes positive play.

- **Setting classroom rules:** With input from the children, the necessary expectations are set out in a clear and reasonable manner to guide classroom interactions and protect the health and safety of all classroom community members.
- **Noticing positive behaviour:** Teachers strive to recognize and celebrate children's success and progress, in ways consistent with each child's needs and personality.
- **Making an investment:** Teachers recognize the importance of building connections with children through one-on-one interactions.
- **Acknowledgement:** All children are acknowledged as being important members of the group and recognized for their individualization.

CFIS STAFF WILL NOT:

- Deny or threaten to deny any basic necessity;
- Use or permit the use of any form of physical restraint, confinement, or isolation;
- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.

Proper behaviour and age appropriate expectations will be communicated to the children. Persistent inappropriate/ unacceptable behaviours will be documented by program staff. In cases of recurring or severe misbehaviour, parents will be notified of the situation and of all ongoing developments by the Principal and/or Coordinator of the program. A plan for moving the child towards successful participation may be developed with the parents, the program staff, and the Principal. The plan will set out goals and strategies that are monitored and revised as needed to allow a child to be successful in the program, which may include if the program is the best placement for a child's success. The standards and expectations outlined in the CFIS Student Code of Conduct apply during the BAS program.

Health Care

CFIS staff stay current with research and emerging best practices in health and safety as recommended by licensing and health authorities. To reduce potential transfer of germs and contact with allergens, Children and staff will follow a hand washing routine, toys and equipment will be disinfected regularly, and universal precautions used when staff are interacting with an ill child.

Symptoms		
Vomiting	Yellowish skin or eyes	Impetigo
A new and unexplained rash	Severe itching of the body or scalp	Discharge from ears/ ear infection
Severe coughing and/or sneezing	Head lice/nits	Communicable illness
Fever (a temperature greater than 38°C / 100.4°F using a digital thermometer on the forehead)	Difficult or rapid breathing	A constant, thick-coloured nasal discharge

Sickness

For the benefit of your child and the other children in the program, please do not send your child when he or she is sick. If a child becomes ill at the program, they will be assessed by the staff for signs of illness, including those listed below, and/or if the child's condition requires greater care and/or attention than can be provided by the BAS staff, and the parent will be notified. If it is assessed that the child needs to leave the program, the child will be moved to an isolated supervised area where a staff member will monitor the child's condition until the parent or guardian arrives to pick up the child.

Symptoms

A child who has been sent home from the program with any of the symptoms described below may not return to the program until the symptoms are no longer present.

Exceptions

An exception to the above may occur if the child's parent presents a note from a physician attesting that the symptoms are not from a contagious disease. (An example of this would be when the symptoms were due to an allergic reaction.)

Communicable Illness

Parents are asked to notify both the school and the Public Health Region if their child contracts a communicable disease. Parents should also notify the school about any other health issue their child has or develops that may affect the well-being of the teachers and other children.

Allergies

The names of children with allergies and of children who may require emergency medications are posted in every classroom, in an area identified with a red cross. Medications for emergencies, such as Auto-injectors and asthma medications are not kept locked up but are inaccessible to children. All staff members are trained in their use, to ensure that a child receives the required medical attention when necessary. Staff keep all emergency medications in their possession when going outside or on excursions with the children.

Medication

A medication form signed by the parent for authorizing staff to administer, or child to self-administer is required upon receiving the medication. The form is updated throughout the school year for changes. Please note the expiration date on the medication. If your child carries the medication between home, school and BAS, it is the responsibility of the parent to ensure that the child has the necessary medication from home.

If CFIS staff are asked to administer medication or herbal remedies to a child, the following procedures apply:

- **Parents are required to complete and sign the Medication Form, indicating whether the medicine is a prescription or herbal remedy. The staff receiving the form will review with the parent to ensure the form contains the necessary information including that the dosage noted on the container corresponds to the medication form, time to administer, storage instructions, any known side effects, and expiration date (if applicable).**

- All prescription and herbal medicines must be in the original container; clearly labelled with the child's name and required dosage; and must show the physician's name, date of issue, and time period between doses.
- All medications and herbal remedies must be turned over to a CFIS staff member for safekeeping at the time of the child's arrival at the school. Medications are not to be stored in backpacks or lunch boxes. The exception is emergency medication, whereby the container will be placed away from other children's access but readily available. For those who are carrying the medication on their person, the medication must be stored in an enclosed manner such as a fanny pack.

No medication (including Tylenol and cough syrup) or herbal remedies (including vitamins and Echinacea) will be administered to a child without the parent's written consent.

CFIS staff may provide or allow the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid. CFIS staff responsible for a child who requires health care (in addition to the administration of medication) are trained in the proper administration of the health care required by the child. This is documented in the files of both the child and the staff members administering the health care.

Accidents & Illnesses

If a minor accident occurs, the CFIS staff member who observed the incident will:

- Apply first aid as required;
- Obtain medical assistance is deemed necessary;
- Call the child's parent or guardian by phone immediately if above shoulders and for any other injury that is evaluated by the staff/supervisor in charge as needing attention from a doctor; and
- Complete an accident/incident form describing the incident/accident, and present the written report to the parent for review and signature.

Note: The child's parents or guardians are responsible for any medical and transportation costs incurred.

The Coordinator of Licensing or Coordinator of Before and After School Programs is required to report to Child Care Licensing any serious illness or injury to a child that occurs while the child is attending the program that may seriously affect the health or safety of the child. Incidents that require reporting include, but are not limited to: death of a child, allegation of abuse, missing or lost child, a young person involved in a crime, child removed from the program without permission, emergency evacuation or unexpected program closure, intruder on premises, illness or injury requiring emergency medical services and hospitalization, error in the administration of medication and a child left on premises after hours.

Off-Site Activities

Due to the various times of pick up for children in BAS, off-site activities (i.e. field trips), are not planned. The children will have full access to the wonderful outdoor area on school premises, the indoor areas such as the gym and stage.

CFIS staff members ensure that a proper first aid kit and portable child records are readily available wherever the children are located for play.

Parental Involvement

CFIS staff members strongly encourage parent involvement. A solid partnership between school and home is the key to each child's success. Communication between all parties will ensure that your child's needs are being met. Staff will communicate with you on a regular basis, and parents are strongly encouraged to discuss any issues or concerns directly with the staff, either in person or by phone or e-mail.

E-mail is the primary means of communication for program news. It is important that parents read their email daily, and ensure that the school has the correct email address on file.

Program Location

Please check the white board in front of the ECE entrance to see where to find your child(ren)'s age group. The BAS program operates out of multiple classrooms and spaces, and also has access to the elementary gym and stage and the outdoor play spaces.

Snacks

Children are often hungry after school, or in the morning if they haven't had breakfast. Therefore, we ask that you please provide a nutritious snack and send any utensils that your child may need. Snacks are required to be NUT FREE due to the risk of allergies. This includes snack labelled "may contain traces of peanuts or tree nuts." Due to food allergies and sensitivities children are not permitted to share snacks.

Shoes

For safety reasons, students are required to wear shoes while at the program. Students will wear their black inside school shoes to the BAS program and carry their outdoor shoes/boots with them. This means BAS students will bring their black inside shoes home with them after attending BAS, and the shoes will need to return to school the following day. Children may also bring an extra pair of inside shoes to leave at BAS.

Smoking

No one (staff or parents) is allowed to smoke on the program premises, and no staff member shall smoke at any time or place where children are present.

Pets

Pets are not permitted in the school, or in the playground areas.

Toys & Electronics

We discourage toys from home due to possible damage to the toy, and to avoid difficulties with social interactions regarding use of the toy. All electronics with screens must be left at home or kept in back packs at all times.

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