



After-School Care

INFORMATION & REGISTRATION

Open to Junior Kindergarten to Grade 3

Registration must be completed every year

After-School Care is available for students up to Grade 3 who are staying after 3:30pm. Please contact Michelle Ludwig at afterschoolcare@meadowridge.bc.ca if you want to register. Sign up should be as early as possible as enrollment is limited and there is a possibility that a late request may be denied.

We endeavour to provide as much information as possible so that as a family you are informed. The following guidelines are used for information purposes, you can refer to them as you wish throughout your time at Meadowridge. This information can also be found online.

- We have a multi-age program with a staff to child ratio of 1 to 8 and for school aged children on school grounds program with a staff to child ratio of 1 to 12 pursuant to licenses;
- We implement a secure check in and check out system where parents or authorized individuals sign children in and out;
- We maintain up to date emergency contact information for each child and have it kept in accessible and secure space;
- We use identification for staff, parents, and visitors;
- We have a strict guideline in place for health and wellness which is in the best interest of the staff and specifically the children;
- Our facilities here at Meadowridge were designed with safety in mind and we move throughout the spaces, outdoors, library, gymnasium etc. always keeping safety of the children our top priority;
- Our staff is trained on the importance of vigilance in supervision as well as designated meeting points for lost children;
- We have a clear protocol for a missing or lost child, including who to contact, what steps to take and requirements to document any incidents involving hurt, lost or missing children;
- We stress the importance of communication with parents/families with respect to any specific and/or special needs of each student.

Active Play

The goal is to promote active play inside the classroom and out. Playtime is to be an enjoyable experience to all children. Staff will strive to provide safe, active play opportunities for children.

Children will be encouraged and given the opportunity to play outside for at least half an hour a day, with some extreme weather conditions being ruled out. A variety of toys and activities will be available and promoted to the children for outside play. During extreme weather conditions as mentioned above, other opportunities will be

provided for indoor active play – bowling, paper airplane challenge, hopscotch etc. Supplying a Comfort Kit containing extra socks, mittens and an emergency snack is an option for families.

Children will be given the choice of playing on the field, large play structure, or small play area that is within their age range.

Children will be supervised as all times outside the building, staff will have a first aid bag with all student documentation with them while outside the building.



After-School Care

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Themes

We have built our programming to include a weekly theme, enriching the high-quality and well-balanced experience that includes unique activities only for the students who attend After-School care. The themes will be balanced with unstructured playtime. The themes run all week, with connections to learning, creative expression, building ideas and hands on activities.

Some examples of the weekly themes are; Baking Bliss Let's make yummy treats together by mixing, baking and tasting, Superhero training camp Creating obstacle courses that highlight teamwork and bravery, Let's learn about Community Workers Discover the important roles of our Meadowridge community.

Nutrition

The goal is to promote the development of healthy eating and nutritional habits which are essential for a child's growth and development. Mealtimes are to be an enjoyable experience for all children. The staff will strive to establish a pleasant atmosphere in which children can enjoy their snacks.

Food and drink are not used as a form of reward or punishment.

The children will be supervised anytime they consume food or drink. Safe municipal water is available for the children throughout the day.

Snacks and water bottles are provided by the parents. Please send enough food for your child to have in after school care. Parents are asked to keep in mind the importance of good nutrition when preparing all meals and snacks and to ensure freshness to have an ice pack in their student's lunch/afterschool kit. Please note that no food will be microwaved as we will be unsure if this food has already been microwaved during the day.

Hours & Fees

The After-School Care program is designed to support families and children. To keep the program running effectively, its operational costs must be covered through the program itself. The cost per day is \$24.00. Your child will be picked up from their homeroom class at dismissal and can stay in care until 5:30 pm. All children must be picked up by 5:30.

Late Fees

The late fee is an additional \$24.00, added onto of the regular \$24.00 fee. Late pick up is defined as any child picked up after 5:31. After 5:45 the late fee structure is raised to an additional \$5.00 per minute beyond the late fee.

Registration

Forms and sign-up should be completed as early as possible as enrollment is limited and there is a possibility that a late request may be denied.

Regular Attendance

Regular days are pre booked as arranged on the registration form.

Drop In

A completed registration form must be on file before a drop in registration can take place.

Daily registration for drop-in care should be made in advance and must be made before 2:00pm on the day required. Call the Front Office at 604.467.4444 or email afterschoolcare@meadowridge.bc.ca to inquire about available space. Registration forms must be completed every year.



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Cancellation

After your child has been registered for After-School Care, a notice of cancellation is required by 1 pm on the day you don't require the service. To cancel you will contact the Front Office at 604.467.4444 or email afterschoolcare@meadowridge.bc.ca. If we receive the notice of cancellation after 1 pm, the late fee of \$24.00/day fee will be charged. This excludes any absence due to illness, where the Front Office staff has been informed of the absence during the day.

Screen Use

We strongly discourage the use of any screens in our program – there are no screens for student use in our Early Learning Centre. If a device needs to be used for homework, this will be done at home. Teachers/Staff have their phones and the school phone for communication, but these are not used by the children for accessing the internet, homework or games.

Illness

Please do not sign your child up for After-School Care if they are sick. Conditions that prevent childcare are:

- Fever
- Infected skin, eyes or unidentified rashes
- Sore throat or trouble swallowing
- Headache and stiff neck
- Nausea and vomiting
- Diarrhea
- Children must not come to after-school care if they have vomited or had diarrhea within 24 hours prior to drop off
- All other conditions to be determined on a case-by-case basis and we reserve the right to refuse care if the child is ill and the illness will impact others significantly
- If a child becomes ill while at afterschool care, parents will be contacted and asked to come and pick up their child.

Please note that the only medication that will be administered while at After-School Care will be for a child who has a life-threatening allergy and may require the use of an Epi-pen. As such, a medical care plan must be completed through an interview with the Elementary School Principal. Any other medications will not be administered by school staff and must be administered by a parent(s).



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Supervision/Reportable Incident

Supervision protocols always follow licensing ratios, and we always ensure appropriate supervision. Our staff is trained and vigilant with supervision.

We practice strict sign-in and sign-out procedures for the children. If you have registered for After-School Care your child will be signed in to After-School care and a parent/guardian must sign a child out of After-School Care when they pick up.

We use very clear guidelines and a classroom checklist to ensure cleanliness and safety which includes:

- Scanning the floor
- Wiping down the tables with sanitizer
- Bathroom check for cleanliness and replenishing supplies
- Confirming that all equipment (including desks/chairs/all learning materials etc. are in good condition and safe for use)
- Confirming that the cubbie area is tidy with no hazards
- Ensure that the space is clean and inviting for the students

In addition to the classroom checklist, we include a Playground checklist as follows:

- Analyze the surroundings
- Check the ground surfaces and pick up any garbage or safety hazards
- Check for animal sightings
- Check all playground equipment

Please note that we regularly assess and update security measures to address potential vulnerabilities.

Included in our protocol we count the children/students when leaving our inside classroom and upon arrival at any other space including outdoor spaces. We would also do our count as we move throughout our school spaces and upon return to our classroom.

We have a clear protocol in the event of a missing or wandering child. Our communication plan includes informing the parent/guardians and ensuring that the children are clear about meeting points if ever lost.

Child Safety

Our program prioritizes the safety and well-being of all the children in our care. We have specific measures to prevent and address suspected child abuse including the following:

- Implementing thorough background checks for all staff members;
- Training on child protection and abuse prevention;
- Protocols for reporting and responding to suspected abuse;
- Regular monitoring and supervision of activities.



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Guidance & Discipline

Philosophy and Goals on Discipline

Discipline or guiding children's behaviour is done while appropriate behaviour is occurring as well as before, during and after socially unacceptable behaviour is displayed. The goal of guidance and discipline is to assist children in developing respect, self-control, self-confidence and sensitivity in their interaction with others.

Supervision Note - Family Responsibility

For Junior Kindergarten to Grade 3 students, if they are not enrolled in After-School or After-School Clubs, they must be supervised by their parents/guardians. This includes play time on the front field. When playing on the front field or on the playground, please do not send your child back into the school or classrooms expecting teachers to be there.

Grade 4 and 5 students who are in scheduled sports or clubs are supervised by their teachers/coaches until the activity ends. If an activity ends before the late bus or before parents arrive to pick up, students may stay in the library until 5:30pm. Grade 4 and 5 students may also sign up to work in the library after school.

After-School Care

REGISTRATION FORM



Full Name of Child

Preferred Name of Child (if different)

Child's grade in September: ☐ Junior Kindergarten ☐ Kindergarten ☐ Grade 1 ☐ Grade 2 ☐ Grade 3

☐ **Yes**, my child requires **full-time** after-school care every school day.

OR

☐ **Yes**, my child requires **part-time** after-school care on the following days: ☐ Mo ☐ Tu ☐ We ☐ Th ☐ Fr

OR

☐ **Yes**, my child requires **occasional** after-school care, I will contact afterschoolcare@meadowridge.bc.ca.

CHILD'S PERSONAL INFORMATION

Child's Date of Birth / / Gender Identity
 dd mm yyyy

Starting Date

Address

City

Postal Code

PARENT/GUARDIAN 1

☐ Mother ☐ Father ☐ Legal Guardian ☐ Step-Parent

Full Name

Address (if different from above)

Child lives here: ☐ full-time ☐ part-time ☐ does not

Telephone

Cellphone

Email

Work Address

Work Telephone

PARENT/GUARDIAN 2

☐ Mother ☐ Father ☐ Legal Guardian ☐ Step-Parent

Full Name

Address (if different from above)

Child lives here: ☐ full-time ☐ part-time ☐ does not

Telephone

Cellphone

Email

Work Address

Work Telephone

**CUSTODY INFORMATION**

Is there a legal custody agreement in place? ☐ Yes ☐ No

If yes, please supply a copy of the custody order to the Front Office or email to studentrecords@meadowridge.bc.ca and afterschoolcare@meadowridge.bc.ca.

PERSON(S) AUTHORIZED TO PICK UP CHILD

Name	Relationship to Child	Telephone

PERSON(S) NOT AUTHORIZED TO PICK UP CHILD

Name	Relationship to Child	Telephone

EMERGENCY HEALTH INFORMATION

Childs Care Card Number	
Family Doctor	Telephone
Address	

CHILD'S IMMUNIZATION HISTORY

Is your child up to date on immunizations? ☐ yes ☐ no ☐ NOT IMMUNIZED

☐ By completing and signing this form I confirm that I have read and understand the After-School Care Policies included in this document (page 2).

Signature of Parent or Guardian

Date

Emergency Consent Card Form



Child's Name _____ Date of Birth _____ / _____ / _____
Surname First Name dd mm yyyy

Address _____ Gender Identity _____

PARENT/GUARDIAN 1

☐ Mother ☐ Father ☐ Legal Guardian ☐ Step-Parent

Full Name _____

Work / Cell Phone # _____

Home Telephone _____

PARENT/GUARDIAN 2

☐ Mother ☐ Father ☐ Legal Guardian ☐ Step-Parent

Full Name _____

Work / Cell Phone # _____

Home Telephone _____

ADDITIONAL EMERGENCY CONTACT

Name	Relationship to Child	Telephone

EMERGENCY HEALTH INFORMATION

Allergies _____ Medications _____

Child's Care Card Number _____ Family Doctor _____

Telephone _____ Address _____

It is the policy of Meadowridge School to notify a parent when a child is ill or needs medical attention. In the event we cannot contact you and we need to get immediate help for your child, we require a signed consent to do so.

I, _____ **give consent** for my child to be taken to the nearest emergency medical centre when I cannot be contacted.

I, _____ **give consent** for my child to receive medical treatment.

 Signature of Parent or Guardian

 Witness

 Date

PLEASE PLACE PICTURE
OF CHILD HERE

Click to upload image