

# Manning Regional Child Care Association Out Of School Care Program



## Parent Handbook 2025-2026

### Program Description

The Manning Out of School Care Program is operated by a non-profit society, The Manning Regional Child Care Association, that is dedicated to providing quality childcare for children and is responsible for the daily operations and supervision of the program.

The program is licensed by Child & Family Services Authority Region 8, for 25 children.

Inspection reports will be posted on the parent board for your perusal.

### Philosophy

Manning Regional Child Care Association believes that each child is unique. The dignity and worth of each child and their families must be respected and supported. Families must have access to programs that provide rich and welcoming environments allowing children to develop to their fullest potential through age and personality appropriate play.

### Developmental Needs

We will offer a program for children 5 to 12 years of age. Program will focus on age-appropriate activities and learning centers based on observations and children's interests.

Staff working in the centre will be expected to attend professional development opportunities to ensure they have knowledge of current research in childcare and early childhood development.

The program will be supervised by the Supervisor of the Early Childhood Child Care Program.

## **Days and Hours of Operation**

The program operates Monday to Friday for the school year.

School Days → 7:00 a.m. to 9:00 a.m. (If demand is there)

→ 3:00 p.m. to 5:00 p.m.

School Closure Days - PD → 7:00 a.m. to 5:30 p.m.

## **Admission Procedure**

Parents are asked to complete child application forms.

Parents and their children are welcome to visit the Out of School Program before their first day of attendance to familiarize themselves with staff, routine and other children.

## **Escort to and from Schools**

Parents please confirm arrangements with staff for escort to and from school.

## **Fee Structure**

All fees are determined by the Board of Directors and are reviewed on a regular basis. The present fee structure for the Out of School Program is as follows:

- 7:00 a.m. to 8:50 a.m. with escort is \$10 per hour – minimum of \$10
- 3:00 p.m. to 5:30 p.m. is \$8 per hour
- Full PD days \$40/day for 9 hours
- Government Subsidy is available for this program. If your family income is \$90,000 or less you can qualify for full Subsidy or partial Subsidy if your family income is up to \$100,000. You may apply through the government website - <https://applychildcaresubsidy.alberta.ca/>
- If you would like some help in accessing and filling out the forms, please speak with Audrey and she will direct to the correct person.

Due to limited spaces, priority will be given to full time children.

- Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, deposit that will be refunded to Parents at the end of the school year if hour sheets have been handed in by the last Friday of each month. For each time a confirmed hour sheet is handed in late, \$20 would be deducted from the refundable fee.

## **Withdrawal**

The Staff must be informed at least (2) two weeks prior to withdrawal. Without adequate notice, parents will be responsible for the childcare fee during this two-week period.

04/21/2025

## **Parent Involvement**

This program will not rely on parent volunteers for the daily operations. Parents will be welcome to join their children with opportunities to explore cultural experiences such as; food, music, art...Please feel free to drop by at any time. Parents are encouraged to participate in offsite field trips.

## **Open Door Policy**

We encourage open communication between Parents and Staff with the goal of building an environment of trust and mutual respect. Parents are welcome to pop in at any time. Our goal is to create a solid foundation for collaboration between Parents and Staff which benefits all children in our care.

## **Belongings**

All children are required to bring the following supplies on a daily basis:

- Slippers/white soled shoes (can be left at the center) Necessary in case of emergency evacuation i.e. fire
- Change of clothes, (just in case)
- Appropriate outdoor clothing
- Water Bottle & Lunch on PD days

***Toys from home ONLY on specified days. Thank you.***

***Labelling of items is greatly appreciated and avoids confusion.***

## **Medication and Illness**

A child may not attend the program with an infectious disease or other serious illness. This may include but not be limited to: stomach flu, high temperature, heavy cold, pink eye, lice.

We will administer only prescribed medication that is clearly labelled in the original container with the name of the physician and child as well as the correct dosage instructions.

Parents will be required to sign a medication form giving us permission to administer any medications. Staff will then sign the form after medication is administered.

For everyone's safety please do not leave ANY type of medicine including cough candies or vitamins in your child's locker or backpack.

## **Accident and Incident**

In the event of an accident or incident, a documentation report will be completed by the Out of School Staff.

First aid procedures would be administered accordingly. The report form will be available for parent signature.

Centre staff is trained in First Aid & CPR.

## **Health and Nutrition**

Healthy snacks will be provided for the children by the program. A weekly snack menu will be posted on the Parent Information Board at the beginning of each week.

Parents will indicate on the child's registration form if there are any allergies or special nutritional needs. Every effort will be made to ensure the snack menu is inclusive of all children. When this is not possible the parent may be asked to provide an alternative snack.

Children will be required to bring their own lunch on school PD days. We encourage children and parents to bring healthy food choices for this mid-day meal with 3 food groups, following the Canada Food Guide. There will be a microwave and refrigerator on site to accommodate a wider variety of food choices.

Parents will have access to health and nutrition information.

## **Emergency Evacuation Procedure**

Monthly fire drills will be scheduled to orientate the children to the procedure.

Out of school staff:

Staff #1:

- Switch light on and off to get everyone's attention
- Do a visual sweep of the room
- Pick up attendance sheet, first aid kit, portable records, cell phone
- Lead the children to the closest exit of the building
- Group children in their designated area and take attendance

Staff #2:

- Direct children to leave their play and follow the lead teacher
- Count the children as they exit
- Check the bathrooms
- Exit the building and join the group

Staff #3:

- Do a sweep of the entire building to determine the cause of the alarm
- In case of fire accompany staff and children to relocation site
- Call 911 and report – remain with children
- If a false alarm turn off alarm and reset system
- Call everyone back into building

***The relocation site for the children in the program will be the Manning Aurora Composite School.***

## **Guiding Children's Behavior**

All children will be respected for their uniqueness, development stages, and cultural experiences. With that in mind, behaviors will be dealt with on an individual basis. The following methods of guidance may be used

- Redirection: Guiding a child into acceptable options when engaged in an unacceptable activity.
- Logical and Natural Consequences: Endeavoring to make the child aware of results of their actions.
- Limit Setting: Developing boundaries for the children.
- Modeling: Demonstrating appropriate ways of interacting.
- Positive Reinforcement: Emphasizing and focusing on positive behavior.
- Providing Choices: Outlining appropriate choices for children to make.
- Anticipating Trouble: Planning and preparing the environment.
- Reflection Time: Removing the child from a situation that is distressing them for a short period of time. This is a short cooling off period. This method is used only after other methods have been applied re-directing, offering choices, and stating our expectations at each child's level of understanding. This will
- Decrease inappropriate behaviour and encourage self control and self awareness

Under no circumstances will corporal punishment be used for behaviour management. Under no circumstances will the Manning Out of School Care Program:

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

- Our Staff, will role model appropriate behaviours, become active listening partners, and allow the children to express their feelings. Children will be encouraged to try and solve their own conflicts, staff will provide direction where needed.
- Parents or guardians will always be advised of any behaviour concerns regarding their child. Staff and families will work together to support the children in developing effective conflict resolution skills.
- Staff and parents will be made aware of the policy during their orientation to the program.

The Out of School Care program will ensure that:

- The child discipline methods utilized in the program are communicated to parents, staff and children where developmentally appropriate.
- Any child disciplinary action taken is reasonable in the circumstance.

## **BOOKING and CANCELLATION POLICY 2025-2026**

The cost of care fees for 2023/2024 school year:

- \$8/hour per child
  - \$40/9 hour day per child. Any time over 9 hours will be charged the hourly rate.
  - \$10/hour per child for mornings.
- Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, deposit that will be refunded to Parents at the end of the school year if hour sheets have been handed in by the last Friday of each month. For each time a confirmed hour sheet is handed in late, \$20 would be deducted from the refundable fee.
  - Parents will be required to pay for their childcare space at the time of booking.
  - Parents will be charged a minimum of one hour.
  - Families with Subsidy will be required to pay their parent portion at time of booking.
  - Every fall a registration day will be held before start-up for the year. Application forms can be accessed on the Manning Regional Child Care website: [www.mrcca.net](http://www.mrcca.net)
  - Parents will be required to fill out a Parent Confirmed Hour Sheet for the next month’s booking which must be handed in by the last Friday of the same month, along with payment for the days indicated on their Parent Confirmed Hour Sheet.

- It is imperative that staff know each day and specifically at the beginning of each month, the numbers of children for planning of activities, staffing, snacks and who they are picking up at the schools.
- Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, refundable fee that will be refunded to Parents at the end of the school year if hour sheets had been handed in by the last Friday of each month. For each time a confirmed hour sheet was handed in late, \$20 would be deducted from the refundable fee.
- No children will be picked up from the schools at the beginning of each month, until the staff has physically received the Confirmed Hour Sheet and payment.
- Last minute text messages or phone calls will not be accepted as confirmation.
- Changes during the month are acceptable as long as staff is contacted and arrangements agreed upon.
- All outstanding fees will have to be paid before acceptance of September confirmed hour sheets.
- If Parents exceed their paid timeslot without notification to staff, an additional \$5/15 minutes will apply, to be paid upon picking up child.
- There will be no refunds for cancellation, except in the event of extenuating circumstances. Examples of extenuating circumstances may include job loss, death in the family, etc. Those wishing to apply for a refund must submit a written request to the MRCCA Board for review.
- Extra days or hours, not included on Parent Confirmed Hour Sheet, could be available with notice and payment of those days or hours.

Short notice spaces will continue to be available with payment made when picking up the child.