

PARENT HANDBOOK

Welcome

Welcome to the Landing Pad! This handbook is designed to familiarize you with our philosophy, services, policies and procedures and should answer any questions you may have.

Thank you for choosing The Landing Pad Before and After School Care for your child care needs and we look forward to spending time with your child.

If you require any additional information please contact:

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Philosophy

The Landing Pad program believes that an out of school program should meet and enhance each child's social, cognitive, emotional and physical needs. The program is designed in a way to provide a variety of experiences that complement and balance their day. With the mentorship of qualified staff, they will be provided with opportunities for leadership, personal growth and empowerment.

Objectives

The Landing Pad endeavors to provide a program:

Where children:

- ★ Gain self-esteem and learn to choose and make decisions;
- ★ Can be curious, ask questions and learn to solve problems;
- ★ Express themselves and improve their communication skills;
- ★ Learn to share and respect each other
- ★ Are involved in a balance of structured and unstructured indoor/outdoor activities;
- ★ Have both staff-directed and child-initiated opportunities for play;

With Staff who:

- ★ Are qualified and committed to treating children with respect and dignity;
- ★ Offer planning that focuses on character development, leadership and team building;
- ★ Understand that the values, traditions and beliefs of each family are acknowledged and respected



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Program Goals

The Landing Pad program believes that a program should meet and enhance each child’s social, cognitive, emotional, physical and creative needs. We want children to be confident, independent and eager to learn. Our programming goals are:

- ★ **SOCIAL** – to encourage children to be comfortable at The Landing Pad, to build relationships and feel part of the group.
- ★ **COGNITIVE** – to encourage children to ask questions, make decisions and solve problems. To encourage trying out new ideas, to help children become excited about learning, to provide cooperative team experiences where children learn group dynamics and working with others.
- ★ **EMOTIONAL** – to encourage children to feel pride and self-confidence, to develop independence, self-control and a positive attitude.
- ★ **PHYSICAL** – to help children enjoy indoor and outdoor play, to develop large and small muscle skills, to provide equipment and experiences for children to challenge themselves and other.
- ★ **CREATIVE** – to provide opportunities for children to express themselves and their feelings through art, music and drama, to encourage and support imaginative thinking, to provide a variety of “projects” for children to explore and create.

The Out of School Care Program is designed to meet the developmental needs of each individual child and to provide him/her with a variety of experiences to enhance learning. Play has an important role in the learning process and is a major component of the program. Learning centers for each age group provide focus for play. These centers include blocks, gross motor, creative arts, quiet activities, books, games, puzzles and more. Children learn to make decisions and take upon themselves some responsibility by choosing the learning centers.

Staff will provide children with assistance in choosing and playing at a learning center. Experiences in cooking, large muscle activity (gym), in-class room visitors and field trips complement the learning centers. A balance of child-directed and staff-initiated activities will be attempted.

Age Requirement

The Landing Pad cares for children between the ages of 5 and 12 years.

Hours/Days of Operation

The Landing Pad will follow the Sturgeon School Division calendar. The program will be closed Spring, Summer and Christmas break.

Regular School Day Hours:

Monday – Friday (closed all *statutory holidays and civic holidays)
6:30 am to start of school and end of school day to 6:00 p.m.



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*The following are the statutory/civic holidays The Landing Pad will observe. Please note- should any of the holidays fall on a Saturday or Sunday, The Landing Pad will be closed on the day that the Sturgeon School Division has designated.

New Year’s Day	January 1
Family Day	3 rd Monday in February – Provincial Holiday
Good Friday	Friday before Easter
Easter Monday	Monday after Easter
Victoria Day	3 rd Monday in May
Labor Day	1 st Monday in September
Thanksgiving	2 nd Monday in October
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26

Professional Development Days

6:00 a.m. – 6:00 p.m. *NOTE* Afternoon snack will be provided, however, children will be required to provide their own lunch.

Early Out Days

6:30 a.m. – 8:30 a.m. and 12:00 Noon – 6:00 p.m.

*NOTE*afternoon snack will be provided, however, children will be required to provide their own lunch.

Arrival/Departure

All children in care must be signed in upon arrival and signed out upon departure. Children will only be released to authorized persons, as identified in writing by the parent/guardian on the child’s registration form. Staff may request identification before releasing a child to an authorized pick-up person.

Registration Forms

All registrations must be completed and returned to the Town of Gibbons office along with the signed Terms of Agreement prior to the child entering the program. Forms are available on the Town of Gibbons website, www.gibbons.ca.

These forms provide us with important background information on your child/ren as well as necessary medical information and emergency contact people in the event parents are unavailable. Parents are to report any change of name, work or home phone number, addresses, etc. immediately to the program staff.



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Fees

Non-refundable registration fee	\$10.00
Before & After School (PD Days and Early Outs included)	\$300/month
Before School only (PD Days included)	\$200/month
After School only (PD Days and Early Outs included)	\$250/month
Kindergarten (Before and After School- 2 days per week)	\$180/month
Part Time rates- Before School	\$12/day
After School	\$15/day

****Note- participants MUST register for part time days no later than one week prior to the date care is required****

Fees Policy

- A non- refundable fee of \$10.00 is payable upon registration to ensure placement in The Landing Pad program.
- All payments must be made to the Town of Gibbons on the first working day of each month.
***NOTE* The Out of School Care Staff will not under any circumstances accept payments.**
- If your account is outstanding, you will be given a reminder call on the 15th of the month by the Community Services Director or designate. Payment arrangement must be made with the Community Services Director. Should your account be outstanding for **one month**, a \$50.00 administration fee will be charged to your account. In addition, your child **will not** be allowed to participate in the program until all fees are paid.
- Methods of payment accepted are cash, Vidsa/Mastercard, cheques or debit. Cheques are to be made payable to the Town of Gibbons. Post-dated cheques are accepted and will be held on file and deposited on the date indicated on each cheque. Please give 1 – 3 business days for clearance.
- After two NSF (non-sufficient funds) cheques; only cash, certified cheque or debit will be accepted. An additional \$25.00 fee will be charged to cover charges for each NSF cheque.
- A late fee of \$10.00 per 15 minutes or portion thereof will be charged to parents picking children up later than 6:00 p.m. **Fees must be paid no later than three days after the incident occurs.**



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- g. There will be no reduction of fees for children absent from the program for any length of time (this includes holidays or sick time). Parents are required to pay the full month fee whether their child is in the program the full month or not.
- h. Fees are subject to change at the discretion of the Town of Gibbons. Parents will be provided with a minimum of thirty (30) days written notice prior to this change.

Child Guidance Policy

Developing self-control and learning appropriate social behaviors are essential to children’s social development. By encouraging children’s self-respect and respect for others, staff members can help children develop self-control and sensitivity in their interactions with others. All staff will model honesty, fair play, positive attitude, cooperation and respect for self and others. Behavior management is the process by which children are guided and encouraged to act in appropriate ways. At no time, under any circumstances will staff inflict any form of physical punishment, verbal or physical degradation or emotional deprivation. No staff will deny or threaten the withdrawal of any basic necessity. No child/youth will be subject to physical restraint, confinement or isolation.

Two methods will be used in order to guide the children’s behaviour-

- Preventative strategies are used to increase the chances that wanted behaviours will occur.
- Intervention strategies are used to stop or redirect undesirable behaviours when they occur.

Examples of preventative strategies:

- Modeling appropriate behaviours; as staff are polite and considerate of other staff and children, they are able to set the tone for everyone
- Encouraging appropriate behaviour with words or gestures
- Establishing clear limits

Examples of intervention strategies:

- Stay calm, use child’s name when addressing concern. Establish eye contact and bend down to child’s level to explain and discuss expectations
- Acknowledge the child’s feelings and remind them of the limits in simple language so they can understand
- Redirect or distract
- If discussion of rules and feelings is not effective, the child is removed to a “calming down place” (a place still visible to staff at all times). When child is ready to talk, a staff member would then again discuss rules and feelings and non-disruptive resolutions



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Contagious Illnesses

Parents are to contact Program staff when their child is absent due to illness and state the nature of the illness. Communicable diseases (or signs of) that the child has contracted should be verified by a doctor and the child kept at home. Your cooperation in keeping a child who is sick at home will assist us in reducing the amount of communicable disease exposure to other children in care. If a child is suspected or displays symptoms of a communicable disease, parents will be contacted and requested to pick up their child immediately.

Administration of Medication

Medication will not be administered by staff without written instructions and permission from parents. An Individual Medication Record must be completed and submitted to the staff. Please see staff for this form. Prescribed medication must be in their original container and labeled showing the name of the physician, patient’s name, and date of issue, instructions and time period.

Non-prescription drugs (Tempura, cough syrup, etc) must be in the original container and labeled with the child’s name and dosage. Staff will administer non-prescription drugs, with a completed medication form, provided by staff. Non-prescription medication will be administered for a maximum of 5 days. On the 6th day a doctor’s note will be required confirming that the child is well enough to be attending the program and providing written confirmation that the use of the non-prescribed drug should be continued.

Staff will engage medical assistance; which may include transportation and/or medical treatment, for any child left in its care when staff, at their discretion, deems it necessary. The expense, if any, of such medical assistance; shall be paid by the parents.

Sick Policy

Parents shall not deliver children who are ill to The Landing Pad program. Parents will be contacted and requested to immediately pick-up their children who become sick with vomiting, diarrhea and/or a fever of 38C or higher. Children must be free of symptoms of illness for 24 hours before returning to the Program. Parents are required to contact the staff immediately if their child has had a contagious disease and other children have been exposed to it during the contagious period.

Food Allergies

It is important that any food or environmental allergies be mentioned to the staff. If your child is on a special diet or has specific allergies, we recommend that you provide a snack appropriate to your child’s needs. We ask parents to be aware that we have children who have **SEVERE ALLERGIC** reactions to **ALL PEANUT AND NUT PRODUCTS**. If you are sending snacks with your child, please ensure that they are **PEANUT/NUT FREE**.



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Snacks and Lunch

We are happy to provide one snack each day, at approximately 3:30 pm. Our snack menu will be posted each week for you to review. All snacks are planned to provide at least two food groups from the Canada Food Guide.

Parents are required to send bagged lunches on PD days and Early Out days. Please prepare a balanced, nutritious lunch. We are required to ensure that each child’s nutritional needs are met during the day. Children will be encouraged to eat sufficient quantities at appropriate times. Staff members will monitor your child’s appetite and keep you informed of any concerns.

Allergies/Diet restrictions

It is the responsibility of the parent to advise us of any allergies or dietary restrictions that apply. Weekly snacks are posted. Parents that are uncomfortable with the snack options may be asked to provide an acceptable alternative for their child.

Emergency Evacuation Procedures

Fire drills are practiced once a month to prepare in case of an emergency.

Weather Policy

If school is cancelled due to weather, Out of School Care will not operate. Please refer to your school handbook to learn where to find out if busses are running.

Proper Attire

All children shall be fully and properly clothed upon arrival to the Program. Children are to have suitable outside attire at all times. Children must wear shoes at all times.

Absence

Parents shall contact the appropriate program staff to advise if their child will be away from the program.

Restrictions

Children are **NOT** permitted to bring any sort of Toy Weaponry (guns, swords, etc) with them to The Landing Pad.