

## **TABLE OF CONTENTS**

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Welcome.....	3
Mission Statement .....	4
Philosophy & Goals .....	5
Program Planning Policy.....	6
Homework Policy .....	8
Bullying Policy.....	9
Technology Policy.....	10
Staff Policy.....	11
Adult-Child Interaction Policy .....	12
Confidentiality Policy.....	14
Inclusion & Diversity Policy .....	15
Health Policy.....	16
Personal Hygiene .....	17
Helmet Policy.....	18
Playground Safety Policy .....	19
Washroom Policy.....	20
Personal Belongings Policy .....	21
Pick-Up Policy.....	22
Off-Site Excursion Policy .....	23
Child Guidance Policy.....	24
Medication Policy.....	26

## Richard Secord Out-of-School Care Society Parent Handbook

Medical Emergency Policy .....	27
Accident/Injury Reporting Policy .....	28
Transportation Policy .....	29
Walking Policy for Westbrook and St. Boniface .....	30
Parental Involvement Policy.....	31
Arrivals & Departure Policy .....	33
Parent Grievance Procedures Policy .....	34
Clothes & Shoes Policy.....	35
Children With Special Needs Policy .....	36
Separation & Custody Issues Policy .....	37
Rules & Guidelines Policy.....	38
Emergency Plan Policy .....	39
Illness Policy .....	40
Lice Policy .....	41
Payment Policy .....	42
Hours of Operation Policy .....	43
Closure Dates Policy.....	44
Withdrawing From the Centre Policy .....	45
Knowing if You Have Made The Right Choice Policy .....	46
Forms In Use .....	47

### WELCOME

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Welcome to Richard Secord Out-of-School Care Society (R.S.O.S.C.S.), also referred to as 'the Centre' for children in kindergarten to grade six. The Parent Handbook is designed to inform you of our philosophy, programs, and policies. We want to ensure that your experience at R.S.O.S.C.S. is a positive one. Please take the time to read your Parent Handbook and keep it for future reference.

R.S.O.S.C.S. was founded in September 1988 by parents in our community who recognized the need for quality child care in an out-of-school care setting. R.S.O.S.C.S. began accepting kindergarten children on November 1<sup>st</sup>, 1991. We are a not-for-profit centre licensed for a maximum of 67 children, which includes a maximum of 20 kindergarten children.

We have an open door policy, so feel free to stop in and speak to any one of our staff or call if you have any questions. Upon registration, a brief orientation will be given. Parents may visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the room routine. The Director is available to discuss and address your questions.



## MISSION STATEMENT

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Our mission is to provide safe, affordable, and high-quality child care.



## PHILOSOPHY & GOALS

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Our philosophy is to provide a safe, secure environment, which fosters the development of children, while recognizing and encouraging every child's individuality within a social setting. Through positive reinforcement in a supportive environment, we encourage children to work co-operatively with their peers and the staff in an environment filled with trust, respect, diversity, safety, and friendship.



Our goals and objectives are to help children:

- Develop a healthy self-confidence and positive self-concept
- Work and play safely and co-operatively
- Solve their own problems and learn to resolve conflicts with others
- Become responsible for their actions and property
- Improve their gross and fine motor skills
- Develop independence
- Respect others and their property

### PROGRAM PLANNING POLICY

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The daily programs of the R.S.O.S.C.S. reflect the developmental needs of the children. We strive to develop the social, emotional, physical, and intellectual growth of each child in a positive and sensitive learning environment. We maintain a close and co-operative relationship with other schools to effectively meet the developmental needs of the children in our care.

Our programs provide opportunities for child-directed activities that complement each child's educational experience. Programs are based on choices of free play and child/staff directed activities. During holidays, when the children are with us for a full day, we have many organized events and field trips.

Program planning occurs weekly, and is based on weekly themes and the children's interests. Staff are given adequate time for program planning, organizing rooms, and general maintenance.

R.S.O.S.C.S. combines traditional, national, cultural, and seasonal holidays with activities that are child-centered, educationally oriented, and developmentally appropriate. Every effort is made to ensure the programming is culturally sensitive. Please inform the staff of any celebration that is important to your family, so we can include the festivity in our classroom planning. Parents are encouraged to offer ideas and get involved in the daily programming.

Our staff is committed to providing a high-quality program that caters to the needs, interests, and abilities of all children. To accomplish this, our staff regularly observes children's skills and interests, and frequently meets with each child individually and in groups.

These observations, which are recorded, allow our staff to set:

- Individual goals
- Devise strategies to achieve goals
- Keep track of each child's progress
- Plan appropriate experiences to further their learning and development

The environment is carefully arranged around the program so that the children have access to a wide range of resources that challenge them to develop new skills and/or practice recently acquired ones.

The program is aimed at developing each child's confidence in his or her own ability and promoting the desire to take on new challenges.

A copy of the program is displayed each week on our parent board. It provides a wide range of individual and group experiences, which foster all areas of child development.

Observations, photographs, and children's work are recorded in each child's portfolio. The portfolios are available for parents and children to view at any time. Please ask a staff member to find your child's portfolio. You are also welcome to take your child's portfolio home if you wish. A staff member will ask you to sign the portfolio out from the Centre. It will be signed in when returned. Please note that there will be no entries made in your child's portfolio on days when you have the portfolio at home.



## **HOMEWORK POLICY**

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The Centre will provide a quiet area to enable children to do their homework, if they wish.

We do not take responsibility for signing off on work. Please be aware that we can only encourage children to do their homework.



## BULLYING POLICY

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Bullying in any form, whether it is emotional or physical, is not tolerated for staff and children at R.S.O.S.C.S. In the case of staff, disciplinary procedures will be taken. In the case of children, discussions with parents will take place and a strategy will be implemented to resolve any bullying problems which may arise.



## TECHNOLOGY POLICY

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R.S.O.S.C.S. uses technology to extend learning within the classroom, and to integrate and enrich the curriculum. The use of passive media (television and video) is limited to developmentally appropriate programming

