



SPORTS FOR KIDS

providing dynamic out of school care since 1995

Westmount

Parent Handbook

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www.sportsforkids.ca

Welcome to Sports For Kids!



We know that your child will enjoy their time with us at Sports For Kids, as we aim to create a positive environment for everyone. This handbook is designed to provide you with important information concerning our program. We operate to agreed policies and it is important that parents/guardians read and understand these and comment where they feel changes may be appropriate.

Childcare Philosophy:

Sports For Kids is a physically active childcare program that provides children with opportunities to experience a variety of different sport and recreational activities. The activities will be provided in a safe, open, and enjoyable atmosphere, where sportsmanship, participation and enjoyment will be encouraged at all times.

Sports For Kids aims to:

- Provide a variety of both active and passive games, as well as opportunity for children to choose their activities. These games are played both in indoor and outdoor environments.
- Program structured and open activity times, and a balance of small group, large group, and individual play. Children will also have the opportunity to participate in activities within their own age group and at times with younger or older children.
- Meet the physical, social, emotional, creative and intellectual needs of all children through daily planning and interactions.
- Promote physical education and health through daily sports programs and a minimum of one hour of activity each day.

Licensing:

The Government of Alberta regulates every childcare center under the Provincial Licensing Standards. Centers are visited on a regular basis by a Licensing Officer in order to ensure that the center is meeting the mandatory standards of child care. The reports that are completed during these visits are posted on the wall in our facility for parents to view. We use any suggestions from the reports to make changes and improve our program.

Registration:

Sports For Kids is licensed for children ages 5 - 12, who are enrolled in an elementary school program. Enrollment is inclusive and open to any child who meets the age requirements of the program. We only offer **full-time** care. We do accommodate for early dismissal on Thursdays, half-days, PD Days, and Spring Break if notified in advance by the school or parent(s). Applications are accepted on a first-come, first-serve basis (payment must be included). All participants must have a fully completed registration form and a deposit equal to one month's fees before acceptance into our program. **At least one calendar month of notice must be provided in writing prior to termination of participation, otherwise regular fees are incurred.**

Days of Operation:

Sports For Kids is open Monday to Friday, 7:00 am - 6:00 pm. If there are any changes to our hours of operation for any reason, we will be sure to let you know in advance. We are **closed on statutory holidays, and Easter Monday** but will be open on other non-stat holidays (eg. Christmas Eve) dependent on the number of children attending. We will be asking all parents if they will be needing care on these days and in the event that we have 3 or less children, we may ask you to find an alternative form of care for that day. All non-stat holidays and school breaks (eg. Spring Break, PD days, Teachers Convention etc.) that require full-day care are included in the monthly fees. A variety of fun activities and some field trips will be planned for these times. Please notify the staff of your child's PD day schedule or any changes to their schedule as soon as possible so that we can make accommodations. We do our best with communication between all of the schools, but your help is appreciated.

Drop off/Pick up of Children:

The safety of your child(ren) is our primary goal at Sports For Kids and we ask that all of the parents/guardians work with us to meet this goal. Please ensure the staff know that you are leaving or picking up your child so our attendance is accurate and up to date.

Arrival

Sports For Kids opens at 7:00 am. It is important that you do not send your child(ren) into the building before this time as they will not be supervised. Our responsibility begins as soon as your child arrives and **checks in** with the supervising staff within our hours of operation.

Departure

When you pick up your child please let a staff member know. This not only allows us to have open communication with parents, it is also important for us to record when each child has left our care. If you have made plans for your child(ren) to be picked up by someone else, please notify the staff in advance and make sure that person brings photo ID, As per licensing we are unable to release a child to anyone under 18, including siblings. A child will not be released to anyone who is not listed on the registration form or approved by the parent/guardian. In the instance that we are not notified, we will not release any child before directly speaking to you.

Our Program:

Sports For Kids aims to offer a wide variety of activities to aid children's social, emotional, and physical development. We ensure that our planning allows for both structured and spontaneous play, indoor and outdoor activities and a balance between active and passive games. Children also have the opportunity to experience activities with children of similar age and other age groups. All of the necessary equipment is supplied. We have a storage room attached to the small gym that allows us to store all of our equipment in an organized manner.

All of our staff are passionate about the childcare field and truly enjoy working with children. Our staff are chosen in order to create a program that includes a variety of backgrounds, experiences, training and skills. All staff are required to go through a Sports For Kids training and orientation program, where they become familiar with the standards of the program. Our staff hold valid and up to date First-Aid certificates, must obtain Child Care Staff Certification with the Government of Alberta and pass a Police Criminal Records Check/Child Welfare Check. Our full-time staff have completed a degree or certification in Education or a related field and our part-time staff are usually University or College students who are succeeding in a child related field of study. Certain staff have coaching certifications including National Coaching Certification Program (NCCP) designation for instructing our specialty sports.

Multipurpose Room

Our multipurpose room is equipped with tables and microwaves for lunch and snack times. The room is also used for our scheduled quiet activities such as board games, crafts, reading and homework. Each child will be given a place to store their indoor shoes and hang up their belongings. Washrooms are located next to the gym on the right hand side. Children are responsible for washing their hands after using the washroom, before all food, after sports programs and after coming in from the playground.

Registered Sports Programs:

We are lucky at Sports For Kids to have access to two gymnasiums where we can provide specialty sports programs. These programs are normally offered once a week for one hour over a 10 to 12-week period. We offer a variety of sports including: tennis, gymnastics, ball hockey, soccer, badminton, volleyball, football, skating, ice hockey, baseball, basketball, racquetball, track & field, indoor soccer, dance, yoga, ultimate frisbee, and an endless amount of fun, active games. We run these programs in four sessions a year - Fall Session (starting in September), Winter Session (starting in January), a Spring Session (starting in April), and a summer session (starting in June). The sports that are offered may change each session. These specialty sports vary from \$120.00 to \$180.00 and children attending after school may choose two programs for free and pay for any extra programs desired. All pre-school programs are included with the kindergarten registration.

Outdoor Area:

We have access to many outdoor play areas at Sports For Kids, We are steps away from a large park and two smaller play areas located across the field at Westglen School. Additionally we are located next to a large fenced in field that contains four soccer fields, a variety of outdoor play equipment is provided for the children to use to enhance the children's outdoor play.

Our Daily Routine:

Sports For Kids has a posted weekly/monthly schedule for both the Kindergarten and Out-of-School Care Programs that can be found on the Parent Bulletin Board.

Before School (7:30 am until school begins)

Morning Activities include: Quiet Activities (Board games, Arts & crafts, Reading) | Open Gym Time | Organized games (Hide and seek, Graveyard etc.)

Afternoon - Kindergarten Program

Kindergarten children eat lunch with the out-of-school care children and then participate in Circle Time. Circle Time helps to develop language and literacy skills through story read-a-longs, numeracy and literacy games. The kindergarten children then participate in a preschool sports class for one hour each day before having their healthy afternoon snack at 2:15 pm. After snack, they participate in programmed activities such as number games, arts & crafts, play-doh, puzzles/ games, songs/music and free play time. An outdoor activity is planned every day so long as weather permits it.

After School (End of school day until 6:00 pm)

Programming includes both structured activities and free play. Children are given time to eat a healthy snack when they arrive at Sports For Kids and free-time before active gym time and sports programs begin. Choice based activities include:

- Free Time (includes open gym time, board games, crafts, and homework)
- We have 1 hour of active time each day where the children are either participating in one of the registered sports programs or in Open Gym (active games, structured sports, or free time).
- Outdoor Activities (includes playground and spray park, weather permitting)

Food and Nutrition:

As Sports For Kids does not provide lunches, please send a nutritional lunch with your child(ren) each day. Sports For Kids provides appropriate amounts of snack according to the *Canada Food Guide* accepted by Health Canada.

As healthy food choices are promoted at Sports For Kids, we advise that children only bring snacks from home that follow the recommendations of the *Canada Food Guide*. On special days (ie. fieldtrips) money can be brought from home to purchase a snack or lunch (vending machines, cafeterias, stores etc.), parental consent is required.

Clothing and Items from Home:

Children should be dressed in comfortable attire, as they will be involved in active games and sports throughout the day. It is also important for children to have appropriate clothing for the weather so that they can participate in outdoor activities. We require that all children have a pair of appropriate indoor shoes to leave at Sports For Kids. To help keep everything organized and to minimize losses, please label all of your child's possessions.

Sports For Kids does not accept the responsibility for any toys or electronics that are brought from home. Electronics such as mp3 players, cell phones, video games etc. will not be allowed during the program unless specifically planned into the schedule. If they are brought to SFK, they must be kept in their backpacks. We recommend that these items are not brought to the program, in order to ensure that they will not be lost or damaged.

Summer Program:

Sports For Kids also runs a summer program during the months of July and August. We are very proud of this program as we have the reputation of being the "best summer program in Edmonton". We plan fun-filled weeks full of active games, field trips and more. During the summer Sports For Kids is a full day program, which provides recreation and sports based activities to school age (5-12 years) children. The program is open Monday to Friday from 7:00 am to 6:00 pm daily. Each day is a wonderful mixture of active and passive activities designed to provide your child with a fun filled day that will keep them smiling.

At Sports For Kids you can feel confident that your child will be kept safe, busy and happy by playing games, sports and partaking in our fantastic field trips. Our summer schedule is emailed or given out to parents at the end of May. Please note that children must have already been in school the previous year to be eligible for our Summer Program, and Kinders are categorized as such until they have started grade 1.

Field Trips:

A variety of field trips will be planned throughout the year during school breaks such as, PD Days, Teacher's Convention, and Spring Break. Many of these off-site activities are community based allowing us to walk to and from the location, but we will charter a bus for trips to locations outside of walking distance. Your Sports For Kids fees cover all entrance fees and transportation for all of our field trips. Parents/guardians will be given a detailed schedule of events for all field trips, including departure and arrival times. We ask that children arrive at least 15 minutes prior to the departure time given. In the instance that we have already left upon arrival, parents are responsible for taking their children to the location. **Parents are welcome and encouraged to join us on any of our field trips!**

Sports For Kids staff will have the portable records at hand in the case of an activity off the program premise or in case of an emergency evacuation. Parents/guardians will be given prior notification of the activity, which includes the transportation and supervision arrangements needed with the activity. Parents/guardians must give written consent to allow the child's participation in the activity by signing the field trip permission form.

Child Guidance Policy:

Sports For Kids staff aim to promote:

Respect

To promote a safe and caring environment students are expected to respect themselves, others and property, be cooperative, be tolerant and be responsible. Staff will model these expectations, inform students daily through informal conversations and praising positive behaviour and post the Sports For Kids expectations for respect.

Personal Responsibility

Students are responsible and accountable for the choices they make. Behaviour that infringes on the well being of others is inappropriate and will not be tolerated. Our first strategy is preventative discipline whereby students are empowered with skills to make good decisions. Supportive discipline includes interventions intended to prevent an escalation of inappropriate choices. Corrective discipline will apply to those circumstances where consequences are required. If a child displays inappropriate behavior an incident report will be written up describing the particulars of the incident and the follow up that was done. These behaviour incident forms can be found in the office. Parents will be informed of incident(s) at time of pick up, please ensure sufficient time to talk to staff before leaving so staff have time to inform you of any problems, and/or notices you may require.

Logical Consequences

Consistent logical consequences will be utilized by the staff. Some examples of expectations and logical consequences are:

1. Children are asked to walk in the multipurpose room and in the hallways.
 - Children will be asked to start again and walk quietly.
2. Children are responsible for cleaning up after themselves.
 - Children will be asked to go back to their station and clean up before they go onto another activity.
3. Students are to use respectful language to other students and staff.
 - Children will be asked to sit down and reflect upon the inappropriateness of their action and discuss their thoughts with staff.
4. Students are to respect others personal space and are not to use aggressive behaviour towards another.
 - Staff and students use problem solving techniques to come to a compromising solution. All of the children involved will have a chance to share their experience with a staff member a solution will be discussed.

Child disciplinary issues will be communicated and discussed with the parent/guardian, staff make sure that children are aware their actions are choices and are encouraged to make appropriate choices throughout the day. A child may be asked to sit out of an activity or be moved away from the group under certain conditions (example: instructor is with a large group and cannot immediately talk with the child) and a follow-up discussion will occur with every child involved. Open communication is important in order for the children to have a chance to express their feelings and help to facilitate strong and trusting relationships with our staff. At Sports For Kids, physical and verbal abuse will not be tolerated; we promote the ideas of respect and personal responsibility. Physical abuse will result in a written warning provided to the parents. A second incident within a four-month period may result in expulsion from the program, but we do reserve the right to expel a child if the situation is seen as severe or of a bullying nature. Any child, who continually defies staff instructions, may also be expelled within a four-month period after one written warning has been given. Anyone who is caught stealing may be immediately removed from the program at the supervisor's discretion.

Policies and Procedures:

We will have copies of all of our policies in our policy binder, which is available to you in the office. It is the responsibility of every parent/guardian to read these policies and procedures. The staff are available to answer any questions about these policies and to provide any additional information.

Accident or Illness:

If your child becomes ill at Sports For Kids, you will be notified immediately. Precautions will be taken to ensure that the spread of illnesses is minimized. In instances where a staff member is not able to stay with the child, you will need to pick up your child immediately. Ill children need to be kept at home and not brought to Sports For Kids in order to protect the health of all of the children in the program. If the child is too ill to attend school or play outside, then they should not be at Sports For Kids. Any illnesses should be discussed with the staff as they will be recorded in our communication binder.

In case of an accident or serious illness involving a child, the parent/guardian or emergency contact will be notified immediately by phone and the Sports For Kids staff will take appropriate measures to ensure that a child receives immediate medical attention. A member of the Sports For Kids staff will call 911 Emergency if necessary. Parents will be billed for any ambulatory services that are required for their child.

Communicable Diseases:

Where a staff member knows or has reason to believe that a child may be suffering from a communicable disease the parent/guardian will be contacted and required to remove their child from the program premises immediately. Please call Sports For Kids when your child is absent due to illness and let us know the nature of the illness.

Emergency Evacuation Procedure:

In the event that we need to evacuate the Westmount Fitness Club due to unforeseen circumstances, we will re-locate to Westglen School. An afterhours number will be posted on the office window facing the front road. Sports For Kids staff will practice a drill each month to ensure that the children are familiar with these procedures. The Emergency Evacuation Procedure and map are posted on the bulletin board located in the main room.

Medication:

Parents must fill out and sign the "Administration of Medication" Form when registering their child. Medicine of any kind must be contained in its original container. The parent/guardian must give written permission for administering medicine to their child(ren) as prescribed on the container. Medicine is stored and locked away from access to other children. The name of medication, time administered, and amount given will be recorded and initialed by the person administering. All staff with First Aid Certification are able to administer the medication.

Distal Supervision (9 years or older):

Distal supervision allows a child to play outside of the direct supervision of a staff member. The use of distal supervision is an acceptable practice with Alberta Child Care Services. This allows children the opportunity to function responsibly and independent of direct adult supervision. A child who is permitted distal supervision must be no younger than nine years of age and a signed permission form must be on file at Sports For Kids. Any child allowed distal supervision, will be restricted to a maximum of ten minutes of time without any supervision. Children will not be permitted to leave the building at any time while permitted distal supervision. Distal supervision will not be permitted as a child's right but will be a privilege for well-behaved children who have earned the staff's trust. Parents will have the chance to sign for distal supervision when they fill out the registration forms during the site visit.

Daily Transportation:

Kindergarten children will be walked to Westglen by a staff member and escorted to the Kindergarten Room prior to the morning bell. A staff member will also pick them up from their classroom for lunch at 11:30am and walk them across the field to the center. Sports For Kids has built a strong relationship with Westglen School and are often notified of any school activities that may change our pick up times. Please let a staff member know if your child will not be attending.

Children will be walked to the school by a staff member prior to the morning bell at 8:45 am. For lunch and afterschool care, a staff member will meet the children in the division I hallway/ classroom entrance at the time of dismissal (11:30 and 3:20) or (1:58 on Thursday). The SFK staff will wait a maximum of 10 minutes at the pick-up location. If for any reason a child is detained in class or elsewhere in the school than the school staff will notify the SFK staff. The school staff will then take responsibility to ensure that the child arrives safely at Sports For Kids. **It is the parent's responsibility to notify SFK in advance of any absence of their child.** Parents will be contacted immediately if their child's whereabouts are unknown at the time of pick-up.

Sports For Kids does not provide transportation to other schools, but will accommodate for other bussing services. It is important for children who are bused from Sports For Kids to another school in the morning, arrive at least 10 minutes prior to the bus arrival time. Most bus drivers will not wait for absent children and the parents will be responsible for taking the child to school.

Kindergarten children are walked to the bus in the morning and picked up from the bus at lunch time. It is important for parents to notify the staff of any changes to the bussing schedule, or if their child will not be taking the bus that day. Sports For Kids will not be liable for bused children until the child arrives and staff have possession of the child 10 minutes prior to the buses arrival.

Parent Involvement:

Sports For Kids has an Open Door Policy. Parents are provided with feedback about their child's day when the parent picks up the child, please ensure sufficient time at pick up for our staff to talk to you about any incidents that may have occurred during

the day, this is an important time for communication between the staff and parents and our staff will do their best to speak with the parents at this time. Please feel free to come up to the staff during arrivals and departures with any questions or concerns. Parents are encouraged to talk to the staff and owner about any aspect of their lives or child's life that may be helpful in working with the child.

You are encouraged to visit and participate in our program whenever possible. This could be as simple as staying to read a story, or as exciting as joining us on a fieldtrip. We encourage participation at a level that you feel comfortable with. Families are encouraged to participate in special events throughout the year. Our centre host seasonal events, which include food and entertainment for the whole family. Schedules will be sent to keep you informed.

We ask our parents/guardians for feedback about how they like the program or how they feel it can be improved, please feel free to email us with feedback at anytime at info@sportsforkids.ca

Fees:

Monthly Fees (September to June) : \$ 550/month for Grade 1-6 | \$ 800/month for Kindergarten

Summer Program (July and August): \$ 750/month for Grade 1-6 | \$ 850/month for Kindergarten

These fees include all field trips and transportation costs.

Payment of Fees:

Fees are charged on a monthly basis and are due on the first day of the preceding month. Payments must be made within the **first three days** of that month, after the 3rd day there will be a **\$50.00 charge added** for late payment. We do not accept cheques, but will take other forms of payment (Debit, Visa, MasterCard and Cash).

All payments must be made in full. Parents with children who are away or on holidays are still responsible for paying their monthly fee. If you require subsidy please talk to your program supervisor for information about the application process. For more information about getting child care subsidy, you can call the Children and Youth Services toll-free Parent Information Line: 1 (866) 714 - 5437 or visit their website at www.child.alberta.ca.

Child Care fees are tax deductible. A tax receipt will be given annually prior to Federal Tax deadlines.

Late pick-up Fees:

Our program closes at 6:00pm, therefore we need to be out of the room at this time. If you are late, a fee of \$1.00 per minute will be charged per child. If something does come up, please call and let us know prior to 6:00 pm. By 6:30pm, all guardian and emergency contact numbers listed on your registration form will be used to try to arrange a pick-up for your child prior to contacting Social Services.

Negligent notice of child's absence fee:

If your child is going to be absent we need notice. If you are a parent who consistently neglects to give notice of absences then you will be charged a \$5.00 inconvenience fee. If the staff are having to track you and your child down and wasting time on the phone, it takes away from the other participants time and experience as well as the staff's.

Termination of Service

Sports for Kids reserves the right to terminate childcare services at any time without prior notice if the centre's policies and procedures are violated. A full Calendar month of written notice is required if your child will no longer be attending Sports for Kids. Failure to provide written notification will result in the loss of your deposit(s) equal to one month's fees. Deposits are used for the final month's fees.