

MNA BMAADZIIG

THOSE WHO LIVE WELL

**PARENT
HANDBOOK**

**REVISED
NOVEMBER 2012**

LATCHKEY PROGRAM

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PHILOSOPHY

Di ZagidminBiinojjaak/ We love the children

We follow the guidelines set by the Ministry of Education and Beausoleil First Nation.

To provide a safe, caring, happy structured environment for children ages 4-12 years who are placed in our care.

To provide fun, age appropriate activities to enhance and encourage continued learning.

Be good role models

KakinimowaanaanikBinoojinhikWaazhiAnishnaabemowaat

Incorporate Native language into daily activities and conversation (ex. Numbers, colours, animals, objects, storytelling and songs, responses, etc.)

By using our seven grandfatherteachings:

To cherish knowledge is know WISDOM,

To know all of the creation is to know RESPECT,

To face the foe with integrity is BRAVERY,

To know yourself as sacred part of creation is HUMILITY,

And

TRUTH is to know all these things.

Our children will be proud of who they are, along with their heritage.

HOURS OF OPERATION

MONDAY - THURSDAY

MORNING PROGRAM	8:00am – 8:55am
JUNIOR KINDERGARTEN PROGRAM	12:00pm - 3:00pm
AFTER SCHOOL PROGRAM	3:00pm – 5:00pm

FRIDAY

MORNING PROGRAM	8:00am – 8:55am
JUNIOR KINDERGARTEN PROGRAM	12:00 pm – 3:00 pm

****THERE IS NO AFTER SCHOOL PROGRAM ON FRIDAYS**

Parents need to notify latchkey staff of absence for sickness or appointments or lateness due to extracurricular activities.

HOLIDAYS

The Latchkey Program will be closed on the following holidays or designated dates:

New Years Day	Civic Holidays	Labour Day
Good Friday	Thanksgiving Day	Victoria Day
Easter Monday	Family Day	Aboriginal Day
Canada Day	Christmas Day	Boxing Day
Remembrance Day		

Note: Beausoleil First Nation may provide a two week holiday over the Christmas and New Year during which time the Latchkey Program will be closed.

The Latchkey Program will be closed for one week after school is out to get ready for the Summer Program. The Summer Program will end the third week in August to provide time for staff to prepare for the Fall Registration, and cleaning the building.

STAFF AT LATCHKEY

The Ministry of Education regulates the qualifications of staff in the Latchkey Program. The Latchkey program consists of a Supervisor that is R.E.C.E (registered with the College of Early Childhood Educators), and an Early Childhood Assistant. All staff (including Relief workers) is required to have Criminal Record Checks and Vulnerable Sector Search , First Aid and C.P.R. training.

ADMISSION (During the school year)

Before your child will be admitted an application package must be completed. Updated immunization , and status card are required. All of the information in the package is necessary for the safety and well being of your child while in our care. Any changes to the registration during the year must be submitted in writing **immediately**. Registrations are reviewed with the parents at the start of the school year should they wish to continue with the program.

The Latchkey Program offers service to children ages 4-12 (limit of 6 JK/ SK's) for morning and after school program only. Ages 6-12 for the lunch program. Professional Development days, and March break, ages 4-12.

LATCHKEY PROGRAMS:

We offer three Programs at Latchkey: the Morning Program, the Lunch Program, and the After School Program. Parents have the option to choose which ever Programs they want their child to attend by circling it on the Registration Form.

MORNING PROGRAM (ages 4-12)

The Morning Program starts at 8:00 a.m. until 8:55 a.m. The Latchkey staff will sign the children in up arrival. The children enjoy the use of computers, art, science, books, manipulative toys, etc. Staff are also available to assist children with homework. At 8:40 the children clean up and get ready for school. A staff member will walk the children over to the school at 8:50. If a child wishes to play outdoors he/she can be dismissed at 8:40 where they will be supervised by school staff. In the event of severe weather conditions the Latchkey Supervisor, in consultation with the school Principal will have the children remain indoors until 8:55 and one member of the Latchkey staff will walk the children inside when school begins.

LUNCH PROGRAM (age 6-12 only)

The Lunch Program starts at 1:00 p.m. to 1:35 p.m. At 1:00 a Latchkey staff will wait outside at the bottom of the ramp for the children. They will up line and wait for all children to arrive then walk to the Latchkey building. Parents are responsible for packing their child's lunch or delivering to Latchkey. **A healthy lunch needs to be packed in a lunch bag with a cold pack and child's name on it.** If parents forget to pack their child's lunch Latchkey Staff will call parents to bring lunch in. If we cannot get a hold of the parents Latchkey staff will serve the child a light lunch that reflects the Canada Food Guide. The children follow a hand washing procedure before they eat their lunch. They are required to clean up their spot before they engaging in activities. These activities include computer use, art, books, etc. At 1:35 the Latchkey staff will walk children to C.I.E.S teacher in the playground and initial on the attendance that the children are present. If the teacher on duty is not on site, then the children will go into the school. In the event of severe weather conditions the Latchkey Supervisor, in consultation with the school Principal have the children remain indoors until 1:55 and one member of the Latchkey staff will walk the children inside the school.

AFTER SCHOOL PROGRAM (ages 4-12)

The After School Program starts at 3:00. A Staff will walk over to the school and get all registered Junior and Senior Kindergarten students. At 3:30 a staff will walk over to the school and wait at the back entrance for the students. They will bring the children will bring their bags inside the Latchkey building. The children will play outside until 4:00. They will then come inside wash their hands and be encouraged to have a healthy snack. They will then make the choice of participating in planned activities or an activity of their own which involves science, art, computers, building, cultural activities, etc. At 4:30 children that take the bus will tidy up and get ready to leave. A Latchkey staff member will walk the children to the bus.

PARKING

For safety reasons we ask parents to park outside the fence when picking up their child from Latchkey.

ELECTRONICS/TOYS

We ask that children registered with Latchkey leave all electronics and toys home.

LATE PICK UP POLICY

Latchkey is open until 5:00. Please be on time to pick up your child. Late pick up affects staff personal time. As a courtesy, please call staff to let them know you will be late. A late fee of \$1.00 per child for every minute late. We allow a five minute grace period. The late payment must be paid before your child can return back to Latchkey.

TERMINATION POLICY

A process will be followed. Latchkey reserves the right to terminate services to families that do not adhere to policies and procedures, or pay late fees.

EMERGENCY CLOSURE POLICY

Upon approval or direction from the Director Of Education and/or Chief and Council, Latchkey will be closed at any time due to power, water, heat outages, natural disasters and weather conditions for the safety and well being of the children and staff. Parents or the emergency contacts will be notified to pick up their child.

ANAPHYLAXIS

POSITION

Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, exercise, etc. The anaphylaxis policy is intended to help support the needs of child with severe allergy and provide information on anaphylaxis and awareness to parents, staff, students, and visitors at the Latchkey Program.

POLICY

The Latchkey Program will strive to ensure that the child care environment reduces any known risks of exposure to anaphylactic causative agents that commonly produce allergic reactions. Upon enrolment, all families are required to identify any known anaphylaxis risks their children may have developed and provide instructions as to any causative agents that need to be avoided.

The Latchkey Program is a nut free facility. Parents need to be informed of this to make sure their child does not bring in any food containing nuts. From time to time and upon the identification of specific risks for individual children, the staff may need to restrict the use of certain items (e.g. latex, chemicals, fabrics, sensory materials, etc.)

This policy will be reviewed with all staff, students, and volunteers upon commencement of employment/ placement and annually thereafter.

PROCEDURE

1. RISK OF EXPOSURE

- (A) Upon enrolment, all families complete the “allergy” section of the registration form to identify any known life threatening allergies and potential causative agents. The Supervisor will ensure that this information is reviewed with staff to ensure appropriate precautions are put in place to minimize any risk for the child.
- (B) When a life threatening allergy is identified, the parents and Latchkey staff will develop an individual emergency plan for the child. This information will be reviewed with the family on a regular basis and updated to reflect any change to the child’s individual plan or treatment or if their child has out grown an allergy and no longer requires medication.

2. COMMUNICATION

The Latchkey staff will post above the sink in the kitchen area an anaphylactic list of child (with a picture of children), potential risks for life threatening allergies and the foods and causative agents to be avoided.

3. TRAINING

The Supervisor, staff, students and volunteers are provided with training from the child’s parent on the procedures to be followed in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication.

CHILD GUIDANCE

1. Guide children in a positive manner to encourage self-discipline, ensure health and safety and respect the right of others.
2. Encourage problem solving and decision making
3. Redirect child before behaviour gets out of hand.
4. When a child's behaviour jeopardizes the health and safety of others the parent will be notified for pick up.

NO CORPORAL PUNISHMENT IS PERMITTED

BEHAVIOUR MANAGEMENT POLICY

- A. VERBAL DISCUSSION OF INCIDENT
- B. A WRITTEN NOTIFICATION OF INCIDENT
- C. DISMISSAL

Any of the below infractions (to another CHILD or STAFF) will result in the following:

- If one child strikes another- directly or with any physical object
- If one child injures another-directly or with any physical object
- If one child continually uses profanity
- If one child is humiliating or belittling another with harsh or degrading responses including verbal, emotional or physical remarks

*****SPECIAL CIRCUMSTANCES:**

- We endeavour to work with children and their families we service that the program is a positive experience.
- There may be times when a child's behaviour is indicative that the program does not meet the child's needs.
- Latchkey Supervisor will discuss the issues with the parents in order to work toward a plan of action to support their child's participation in the Latchkey Program.
- Depending on the severity of the issues, regular meetings will take place with the Latchkey staff, the parents, and if needed the school staff will monitor the progress of the child, and whether the Latchkey Program meets their needs.

BEHAVIOUR MANAGEMENT PROHIBITED PRACTICES

- **Be considerate to others**
- **Share**
- **Use our manners (please and thank you)**
- **Running is for outdoors**
- **Always keep your hands and feet to yourself**
- **Take turns**
- **Please notify staff before leaving the room**
- **All C.I.E.S rules are to be practiced during Latchkey hours of operation**
- **Respect Latchkey/School Property**
- **Respect others and their property**

ATTENDANCE POLICY

The health and safety of children registered with Latchkey are of the utmost importance. Regular attendance is expected and recorded daily. Parents/Guardians must inform the Latchkey staff of their child's absence in writing or by phone. Parents/Guardians are encouraged to let the Latchkey staff know if their child has an appointment and will be picking their child up during program time. By doing this staff will adjust the daily schedule of activities, and that the child is ready to leave for their appointment.

In the case of communicable disease, such as chicken pox and pink eye, it is important that parents notify the Latchkey staff immediately so proper notification can be given to all families participating in the Program. Parents also need to inform Latchkey staff of whether their child is contagious and/or is receiving medical treatment in writing.

Failure to report their child's absence will result in a review of their registration and could lead to dismissal.

Process that will follow for unexplained absences (no phone calls or notes from parents):

-**Phone call** to the parents/guardians to verify their child's absence and reminder to call ahead for future absences.

-**A letter** will be sent to the parents/guardians after a number of phone calls are placed and no improvements are made to inform latchkey staff of their child's attendance.

- **A meeting** will be set up with the parents/guardian and Latchkey staff to review the child's enrolment in the program with possible dismissal from the program.

BAGGED LUNCH POLICY

The Latchkey Program is dedicated to working in partnership with parents to ensure that children attending the Lunch Program are receiving nutritious and healthy foods. The Latchkey Program recommends lunches are to be packed based on the Canada's Food Guide.

Recommended Number of Food Guide Servings per Day

AGES IN YEARS	CHILDREN	
	4-8 YRS	9-13YRS
Vegetables and Fruit	5	6
Grain Products	4	6
Milk and Alternatives	2	3-4
Meat and Alternatives	1	1-2

In order to support effective learning throughout the day and to promote a well balanced lifestyle we believe it is important for the students to have healthy snacks and lunches.

Foods that are high in preservatives, salt, sugar and saturated fats can potentially contribute to heart disease, obesity and other health issues later in life. Such foods do not support concentration and learning therefore encourage parents to minimize use.

The Latchkey Program strives to be nut free. Lunches are **NOT** to contain peanuts or nut products that have been produced in a facility that may have come in contact with nuts. Parents/Guardians will be contacted if other food allergies are an issue with children registered in the Latchkey Program.

Your child's lunch bag and containers **MUST BE LABELLED WITH YOUR CHILD'S NAME**. If your child's lunch is not labelled we would need to send them to the school for lunch for that day.

RECOMMENDED FOODS	ACCEPTABLE FOODS	UNACCEPTABLE FOODS
<ul style="list-style-type: none"> • Fresh fruit • Sandwiches, bagels, pitas • Homemade pizza and burritos • Salad with fresh fruit and grilled chicken or tuna • Pasta, potato, or noodle salads • Homemade soup • Yogurt • Raw vegetables, small container of dressing • Raisins/dried apricots, dates • Cheese and crackers 	<ul style="list-style-type: none"> • Muesli/cereal bars (nut free) • Muffins • Banana bread • Carrot cake • 100% fruit juice (no sugar added) • Small bag of pretzels • Small bag of plain popcorn • Healthy Choice frozen meals. • Left-over dinners from the night before 	<ul style="list-style-type: none"> • Energy drinks • Pop • Lollipops • Chocolate bars • Chips • Nuts • instant noodles (Mr.Noodle) • canned food <p>*please keep in mind pre-packaged treats have little nutritional value.</p>

Staff will be monitoring the bagged lunches and will inform parents when there are concerns regarding the nutritional adequacy of the lunches.

*****NOTE: Parents please ensure that a cold pack or frozen bottle of water is in your child's lunch bag for proper food storage.**

ADMINISTRATION OF MEDICATION

As a parent of a child who is enrolled in the Latchkey Program, the staff want to work with you as a team to assure medication that your child may require are dispensed in a proper manner.

To do this, we need parents to do the following:

PARENT/ GUARDIAN RESPONSIBILITIES

1. Inform staff of your child's medication needs
2. Sign necessary authorization forms
3. Assist staff by providing adequate instructions and orientation for your child's specific needs and update as necessary.
4. Provide the staff with the medication on which is clearly marked:
 - Child's name
 - Pharmacy name and address
 - Doctor's name and address
 - Name of medication
 - Dosage and times to administer the medication

Thank you for your support,
The Latchkey Team