

# G. Theberge School

## Before and After School Program

### Procedures and guidelines

**2023-2024**

**38 Boucher Street**

**Temiscaming, QC**

**J0Z3R0**

**819-627-1212**



#### Polices and Procedures

**G. Theberge Before & After School Program** follows all rules, policies, and procedures of the school in which our program operates. Students will be provided a safe, caring, and welcoming environment. Each child will demonstrate respect to themselves, peers, and adults. Children will be redirected in a way that is respected and developmentally appropriate when they are not following program guidelines.

Providing students with a safe, caring, and welcoming environment is at the forefront of the **G. Theberge Before & After School Program**. We recognize the uniqueness and diversity of each child, and therefore, work to provide a positive environment conducive for all.

Sometimes children exhibit inappropriate behaviors during programming. These behaviors are dealt with using positive child guidance, safety intervention, and parent consultation as needed. Positive child guidance strategies and techniques not only engage the child as an active participant in a healthy program environment but encourage the use of constructive problem-solving processes. Essentially, positive child guidance works to prevent and respond to child behavior in constructive ways that focus on empowering choices.

Proactive measures taken by staff include:

- Building connections and relationships with students.
- Modelling respectful behaviour.
- Setting clear guidelines for appropriate behaviour.
- Reinforcing positive behaviours.
- Anticipating child's needs.
- Distracting and redirecting.
- Providing a calm down corner with tools to help the child reregulate.
- Removing the child from other students after exhausting all other measures. If the student cannot be removed safely without harm, we will relocate the other students to another classroom until the student has calmed down and we feel it is safe to return to the room.
- In extreme cases, parents will be called as soon as it is safe to do so and will be asked to come and pick up their child.

Behaviors deemed inappropriate in the **G. Theberge Before & After School Program** include, but are not limited to:

- Inappropriate communication (such as vulgarities, sexual comments, inappropriate drawings).
- Acts of aggression (such as biting, hitting, pinching, kicking, spitting, damaging, misusing, or destroying physical property).
- Bullying (including name-calling, teasing, intimidating, racial slurs).
- Unsafe or destructive behaviors (such as leaving program space unsupervised, throwing items towards people or property; misusing equipment).
- Refusal to follow the direction of staff to ensure quality, safe programming for all

When persistent behavior concerns arise that undermine the quality and/or safety of the program environment, program staff may move from positive to progressive guidance, incorporating some or all the following:

- Staff will discuss the behavior immediately and privately with the child and offer acceptable alternatives
- Staff will contact parent/guardian to discuss the behavior concern and its impact on the environment of the program to collaborate on solutions.
- Staff will engage school personnel, including administrators, teachers, etc. with a focus on identifying constructive solutions and fostering consistency for the student between school day and extended programming.

If positive and progressive guidance does not yield improved behavior, and the program quality and/or safety continue to be compromised, the daycare technician and principal may suggest an alternative before and after school care that will work best for your child needs.

## Expectation from Parents

- If, for whatever reason, there is a change to a child's schedule, the parent is responsible for communicating that change to the Daycare Technician.
- If no change has been confirmed, the child will stay at daycare as planned to ensure their safety.
- Always escort your child (students grade 4 -6 may walk unsupervised unless it becomes a challenge) to and from the daycare room and sign them in /out on the attendance sheet each day
- Please keep all schedules, contact information and calendars for joint custody current and provide written confirmation when possible.
- Parents are expected to encourage their children to respect their school and daycare.
- Parents are encouraged to maintain positive communication with the staff and are to bring any questions or concerns to the attention of the Daycare Technician.
- It is the parent's responsibility to always keep all Daycare payments up to date and in full.
- Parents should provide an email address where we can send forms, notices etc. Parents are required to complete the registration.

## Arrival and Pick Up Procedures

### Arrival Procedure

- Please enter through the main office doors between 7:15 am and 8:45 am
- The front door will unlock at 7:15 am
- Parents are required to walk their child down to the room (students grade 4 -6 may walk unsupervised unless it becomes a challenge)

- We require all parents to sign out each day.
- Please make sure your child is dressed for all weather.
- Students are required to head straight to the **G. Theberge Before & After School Program** after their teacher dismisses them, with all their things.
- Attendance will be taken as students arrive at the after-school program.
- If a student has not checked in, we will make an announcement for them to check in. A supervisor will also check with the office. If they still have not checked in, we will call parent contacts.
- Students will have their snack shortly after arriving, approximately between 3:45 – 4:00 Students may choose to eat what is remaining in their lunchboxes.
- Throughout the afternoon, students will participate in many activities such as homework, reading, student-led activities, crafts, physical activities and free play. If the weather is favorable, the students will enjoy some outside play.
- Please make sure your student has indoor shoes
- Students will be expected to clean up their activity before leaving. We encourage parents to help with this.
- When picking up your student, please make sure you are picking up no later than 5:30pm.
- Later Students will tidy up and begin to get ready to head upstairs at 5:25 to ensure the educator can leave at 5:30
- We require all parents to sign their student out at the end of the day.
- If someone new is picking up your student(s), please let the Program Supervisor know ahead of time by emailing [stephmonette@wqsb.qc.ca](mailto:stephmonette@wqsb.qc.ca) or posting on parent group chat on messenger

**\*\*\*In the event of a bus delay due to bad weather the daycare will only be open at 8am\*\*\***

**\*\*\*Please note that if you are late picking up your student, you will be charged a late pick up fee of \$3.00 per minute each time. We understand that things happen but please make sure you have an alternative plan for someone to pick up your child. Please understand the educators on duty have other commitments at the end of their shift. It is important to text or call the educator on duty at the time if you are going to be late\*\*\***

A list of the educator's schedule and contact information will be attached

## Finances/Payment

- Parents invoices are posted every month on the parent portal with an assigned reference number for each child
- Payments are done by electronic e-transfer (instructions attached)
- Payments are due on the 25th of each month
- There is no rebate of fees for temporary student absences (i.e., sickness, vacation, etc.)
- Monthly payments more than 2 weeks past due shall be considered in arrears. Written communication will be sent indicating the fee delinquency and requesting immediate payment.
- Accounts more than a month overdue, at the discretion of the G. Theberge Before & After School Program will result in a student being excluded from the program until the outstanding balance is paid.
- Parents need to send written communication to the Before & After School Program, if they are withdrawing from the program or changing their attendance and must give a week's notice