



Authorized Recreation After School Program



Parent Handbook

March 2021

wesley.ca

Welcome to Wesley

Wesley is pleased to provide an After School Program that provides children with an opportunity to develop and learn in a fun environment, regardless of their developmental, medical or other identified needs. Educational, social, and recreational programming will promote overall health and development. Through play experiences and guidance of specially trained staff, your child will be exposed to situations that will build:

- Self confidence
- Responsibility and Independence
- Gross and fine motor skills
- Interaction with, and respect for others
- Decision making and problem solving capabilities
- Life skills development
- Intellectual development

Our program content will include three elements that have been shown to improve health and wellness of the participants

- Physical Activity (i.e. recreation, dance, sport)
- Healthy food choices and nutrition education (i.e. label reading, snack and meal preparation, local food produce choices)
- Wellness and personal health education (i.e. bullying and violence prevention, tobacco and substance abuse prevention, building self-esteem)

The program follows the Ministry of Heritage, Sport, Tourism and Culture Industries Ontario's After School Program guidelines.

Wesley After School Program locations

Hess Street School, 107 Hess St. N., Hamilton ON, 289 439 8239

Lake Avenue School, 157 Lake Ave. N., Hamilton ON, 289 440 1072

Queen Victoria School, 166 Forest Ave., Hamilton, ON 289 440 0097

Dr. Davey School/Beasley, 145 Wilson St., Hamilton ON 905 546 4042

Hours: school dismissal to 5:15 p.m. The program is only offered on school days. The program is closed on Professional Activity days, Christmas break and March break.



Fees:

There is a fee of \$20.00 for each month per child. You will receive a monthly invoice in advance. Monthly fees are required by the 5th working day of each month. Fees can be paid by cheque or on-line banking through Interac e-transfers. No cash payments. There is no fee deduction due to absences/illness or inclement weather school closures.

Financial Assistance is available for families who provide Wesley with information about their financial limitations. Parents can contact the program Supervisor to inquire about this support.

If fees are not received within 30 days of the invoice date, your child's enrolment in the program will be terminated. Annual Fee payment confirmations will be emailed or mailed in February.

September 2020 – COVID-19 Plan

Wesley's MTCS After School Program will have a COVID-19 Plan that will outline all necessary health and safety procedures that have been identified by the Ministry of Tourism, Culture and Sport, the City of Hamilton, the Hamilton Wentworth District School Board and Public Health. Parents can ask for a copy of this plan. All staff are responsible to follow all requirements in the plan.



Program Development

Programs are evaluated regularly to reflect changes in the Ministry of Tourism, Culture and Sport After School Program guidelines. Mandatory training and opportunities for professional development provides staff the proper tools to implement the program.

All staff receive training on Duty to Report, Principles of Healthy Child Development and Tools for Life (child resiliency approaches).

Who can attend?

The Wesley After School Program is provided for children in Kindergarten to Grade 6.

Admission and Discharge Policy

Children will be accepted when there is a vacancy on a first come, first serve basis. No child or family will be discriminated against on the basis of race, language, culture, gender or sexual orientation or developmental, medical or other identified needs.



Program registration is limited. This is a full time program, and children are expected to attend 5 days per week. If your child does not regularly attend, we will be unable to maintain their enrolment in the program. If you wish to temporarily withdraw your child from the program a registration space cannot be guaranteed. Your child's name will be placed on a waiting list. Wesley's After School Program may terminate your child's enrolment if policies are not followed, or if the program is unsuitable for your child.

Written notice of permanent withdrawal must be given two weeks in advance.

Arrival & Pick-up

Children depend on regular routines for their own security. It is therefore recommended that you establish fixed time for pick-up of your child. When picking up your child, enter the building, speak with a staff and be sure to "sign out" your child on the attendance sheet. Unless otherwise arranged, children will not be released to any person other than those who are specified on the registration form. The only person who can sign out a child is their parent or another identified adult.

Please pick up your child by the end of the program time. If you know you will be late, please call the program number. Make arrangements for someone to pick up your child if you are unable to come on time and be sure staff know the name of the person who will be picking up your child. The person will be asked to show photo

identification to the program staff before they will allow your child to leave.

Absences

If your child will be absent from the program on a day that they are expected to attend please inform the staff, either in person prior to a planned absence or **call** the program phone number.

If your child is scheduled to attend the After School Program and does not arrive to the program after school, staff will check with the school office to inquire if they left school early. If the office does not have a record of your child leaving early, our program staff will call you or your emergency contact to try to find your child. If staff are unable to reach you they will call the police to report your child as missing.

Nutrition

A nutritious snack will be provided during regular program hours. Please speak to the program staff if you wish to provide your own food for your child based on a specialized diet.

"Junk" food and snack foods high in sugar are not permitted in the program.

Wesley After School Program is a nut-free program – please read all packages and labels before bringing food into the program.

Children are not permitted to chew gum in program.





Health and Administration of Medications

It is our policy that children too ill to play outside must remain at home. If a child becomes ill while in the program, temporary care will be provided until you are contacted and your child can be taken home. Wesley staff are not permitted to administer medication

You may be asked to pick up your child if the following symptoms are evident:

- Diarrhea
- Vomiting
- Unusual rash
- Ear infection
- Eye irritation, especially if there is discharge
- Nose discharge (yellow/greenish)
- Any fever over 100F



Behaviour Support

Positive and proactive strategies are used to manage children's behaviour.

Consequences appropriate to the child's actions and ages may be implemented in order to promote self-discipline, ensure health and safety; respect the rights of others and maintain equipment. Wesley After School Program does not permit any form of corporal punishment.

The program staff will explain the rules and boundaries for the program participants, reminding children about appropriate behaviour and they will encourage and reinforce positive behaviour while in the program. While participating in the Wesley After School Program, children are expected to:

Display integrity in their actions: being truthful and honest with others and being responsible for their actions

Respect others: participants and staff, and caring for the building, equipment and materials provided

Demonstrate empathy: contribute to an environment which cares about everyone

Follow instructions/rules and expectations: participating in the program activities and be open to trying new things

Methods of discipline are discussed with parents and consistent disciplinary measures are implemented.

There is "Zero Tolerance" for aggression: this includes hitting, bullying or other types of aggressive physical contact. Our program is obligated to inform the School



Principal when these types of behaviours occur during the After School Program.

Suspensions from the program may be issued if aggressive behaviours occur. Methods of addressing behaviour concerns are incorporated into the program in order to meet the needs of each individual child; these may include specific strategies as recommended by the program supervisor, other professional agencies working with the child and family, or by the child and family themselves.

Children suspended from school

In the case where a child is suspended from a Hamilton-Wentworth District School Board, the child will not be allowed to attend the Wesley After School program until the school suspension period is ended. This action is dictated by the Education Act, which stipulates that a student is not permitted on school property while suspended. Wesley and school staff work as partners and endeavor to support each other in these difficult situations. Please note that fees are still required during the term of suspension.

If your child is injured

If your child is injured during the program, the staff will administer basic first aid if required. If the injury requires any additional medical intervention staff will call you.

Community Outings

Throughout the year, the After School Program may walk to local parks and places in the community. There will be a sign posted on the door indicating your child's location and time of return.

Students and Volunteers

The program supports the placement of College or University students and individuals who are volunteers. All students and volunteers are required to submit a police check prior to their participation in the program, and must review and sign off on all of our centre's policies. Students and volunteers are not considered staff and therefore are not permitted to be alone with the children and are always working with and supervised by program staff.



Confidentiality

The program collects information about you and your child on the registration form. We will protect the privacy and confidentiality of the personal information you give us. However, in certain circumstances the law requires us to make exceptions. We have a "duty to report" if a Program staff member becomes aware of situations of child



protection or risk. We will talk with you about any concerns we have but we are required by law to report these situations to the proper authorities, such as Children's Aid Society. We also must provide information as directed by the courts through subpoena, search warrant or other legal order.

Comments & Suggestions

Your comments and suggestions are always welcome. An annual survey will be distributed to parents in June at which time you can formally provide your input into the operation of your program. You are welcome to address any concerns or issues directly with program staff or request to speak with the Supervisor.

Other Children and Family Services offered at Wesley

- EarlyON Child and Family Centres – various locations
- Child Care – Infants, Toddlers, Preschoolers
- Before and After School Programs
- Youth Centres
- Youth Housing
- Youth Outreach Workers
- Summer, March break and Christmas break programs
- Employment Services

For more information about other Wesley programs and services
Please speak with the Supervisor
Visit our website: wesley.ca

To speak with someone about an Issue or Concern or
if you have a Complaint speak with the Supervisor
(staff will provide you with the Supervisor's contact information)
or
Call the Manager, Early Years: **905 521 0926 X223**

