



Parent Handbook

Kinder Club- Clear Vista
School

Mission Statement

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

Core Values

Belonging

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

Respect

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

Encouragement

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

Working Together

We work together with young people, families, volunteers, our communities and governments.

Speaking Out

We encourage and support every child and youth to play, learn and grow to achieve their dreams.



Introduction

Welcome to the Kinder Club Program. This booklet outlines the philosophy, policies, and daily operations of our program. We invite you to visit at any time to speak with the Director of Early Years Programs or one of our Kinder Club Educators. Your feedback and suggestions are always welcome, as we continuously strive to enhance the quality of our services.

Our licensed Kinder Club facility, operated by the Boys and Girls Club of Wetaskiwin, provides care for kindergarten-aged children attending Clear Vista School. The program is designed to offer high-quality, developmentally appropriate care on school days when your child is not attending kindergarten. We aim to create a safe, nurturing, and stimulating environment that supports each child's growth and development.

Philosophy

At Kinder Club our philosophy is rooted in *Flight: Alberta's Early Learning and Care Framework*. We support each child's growth as a *Mighty Learner and Citizen* through a consistent routine, intentional play, and responsive relationships.

Educators observe and engage with children using the *Notice, Name, and Nurture* process, interpreting their play through the Holistic Play-Based Learning Goals: *Well-Being, Play and Playfulness, Communication and Literacies, and Diversity and Social Responsibility*. We nurture these interests by creating a responsive environment that offers time, space, materials, and opportunities for active participation.

Our environment encourages exploration, problem-solving, creativity, and meaningful engagement. Educators are given reflective time to document children's learning through learning stories shared with families, supporting strong connections between home and the centre.

Aligned with the Boys and Girls Club of Wetaskiwin's guiding principles, we are committed to inclusive, barrier-free access and empowering children through life skills, healthy living, and social responsibility.

Program Hours of Operation

8:00 am to 4:30 pm (Monday – Friday excluding stat holidays)

Professional Day – Staff Training

The Kinder Club Program will be **CLOSED** for Professional Development Staff Training on the following dates: October 23, 2026 and April 23, 2027

Program Fees

Part-time- days not attending Kindergarten
kindergarten

\$659/month

After the affordability funding is applied to each age category the part-time Kinder Care parent fee will be **\$230**, per month per child. Kinder Care fees are due on the first business day of each month or prior to your starting date. Fees not received on the first business day of each month will be subjected to a late payment charge of \$40. Payments can be done by credit card approvals, or Electronic Fund Transfer (accountspayable@bgcwetaskiwin.ca)

Please be advised that with your part-time registration your child is required to attend 50 hours per month, to ensure that the program will receive full payment from the affordability funding. If those hours are not met, it could affect your part-time child care space.

Child Care Accountability Program

The Government of Alberta Affordability Funding is paid directly to the program on behalf of families from the Government of Alberta. As such you do not need to apply for the Affordability Funding. However, there is a child care accountability program, where licensed programs are required to share your and your child(ren)'s information, including your child's date of birth, name, start date, registered attendance hours, as well as your telephone number and/or email, and name. This information will be shared with the Government of Alberta for the purpose of our Kinder Club Program receiving your Kinder Club affordability funding.

Cancellation or Withdrawal

Families are required to provide a minimum of 30 days' written notice when terminating their kinder club space. If the required notice is not provided, one month's fees could be charged in lieu of notice.

Please note that if you choose to withdraw from the program and later wish to return, re-enrollment will be subject to space availability. If the program is at capacity, your child will be placed on the waitlist in accordance with our admission procedures.

Late Pick-up Policy

Our program operates between **8:00 a.m. and 4:30 p.m.**, and we are unable to provide care outside of these designated hours. It is essential that children are picked up by closing time to ensure the smooth operation of the program and the well-being of both staff and children.

Educators will follow established procedures in the event of a late pick-up. Repeated lateness can cause significant stress for children and disruption for staff and may lead to a review of your child's continued enrollment in the program.

Parents/guardians who arrive after 4:30 p.m. will be subject to a **late pick-up fee of \$10 for every 15 minutes or part thereof** past closing time.

We appreciate your cooperation in ensuring the program closes promptly each day.

Conflict Resolution and Grievance Policy

At Kinder Club, we are committed to maintaining a respectful, inclusive, and responsive environment for all families. Upon enrollment, all parents/guardians are informed of their right to express concerns or file a grievance, either during program orientation or through the signing of Informed Consent Forms.

A grievance is defined as a formal, written complaint submitted by a current participant (parent or guardian). A grievance may be initiated when an individual believes that a condition or decision affecting them or their child is unjust, inequitable, or hinders effective participation in the program.

We encourage families to address concerns promptly and respectfully. Our goal is to resolve issues in a fair, timely, and constructive manner through open communication and mutual understanding. Further details on the grievance process, including how to submit a written complaint and the steps for resolution, are available upon request.

Emergency Drills & Evacuation

To ensure the safety and well-being of all children and staff, Kinder Club will conduct regular emergency drills throughout the year. We will also participate in Clear Vista initiated drills. These include fire drills and other emergency preparedness exercises.

Evacuation procedures are clearly posted in our program room. Each educator is

assigned specific responsibilities during an evacuation to ensure an organized, efficient, and safe response.

Regularly scheduled drills help familiarize both staff and children with emergency routines, promoting a calm and effective reaction in the event of an actual emergency.

If you have any questions about our emergency procedures, please speak with a staff member or the Director.

Attendance/Absences

It is the responsibility of parents/guardians to notify the program if their child will be absent. We kindly ask that you inform us as early as possible, either by phone or email.

If your child will be arriving later than **9:15 a.m.**, please contact the program in advance. Late arrivals after this time may result in the cancellation of care for the day, unless prior arrangements have been made. This policy supports consistent routines and allows educators to plan effectively for the day's activities.

Regular attendance and timely communication help us provide a safe and responsive environment for all children in our care.

Participant Pick-up

For the safety and security of all children, only individuals listed on the child's registration form as authorized pick-up contacts will be permitted to pick up a child from the program.

In the event of an emergency or unforeseen circumstance, parents/guardians may provide verbal or written permission for an alternate individual (third party) to pick up their child. Staff will verify the identity of the individual through government-issued photo identification before releasing the child.

We appreciate your cooperation in helping us maintain a safe and secure environment for all children.

Administration of Medication

At Kinder Club, we are committed to supporting the health and well-being of all children in our care. To ensure the safe administration of medication, the following procedures must be followed:

- **An Administration of Medication Form** must be completed and signed by a parent/guardian before any medication can be administered by staff.
- All medication must be supplied by the parent/guardian and provided in its **original pharmaceutical container** with a pharmacy-issued label. This label must include the child's name, the name of the medication, dosage, frequency, and the prescribing physician's name.
- Educators are trained to assist with the proper storage and administration of emergency medications, including **inhalers, Epi-Pens, and insulin**, as required by individual medical plans.
- Please note that **over-the-counter medications** (e.g., Tylenol, Advil, Benadryl, etc.) **cannot be administered** by educators under our organization's policy and procedures, even with parental consent.

We appreciate your understanding and cooperation in helping us maintain a safe and supportive environment for all children.

Health Care/Supervision of Sick Children

At Kinder Club, the health and well-being of all children, families, and staff is a top priority. To help prevent the spread of illness, we kindly ask that children who are feeling unwell remain at home until they are well enough to fully participate in the daily program.

If a child appears unwell while at the program such as showing signs of fatigue, unusual behaviour, or not engaging in regular activities educators will contact the parent/guardian to arrange for prompt pick-up.

Children exhibiting any of the following symptoms will be required to go home:

- Fever (a temperature greater than 38°C / 100.4°F),
- Vomiting,
- **Diarrhea**, or

- **A new or unexplained rash.**

If a parent/guardian cannot be reached, emergency contacts listed on the child's file will be notified. While awaiting pick-up, the child will be supervised in a quiet, designated space, separate from the main program area, to rest comfortably and limit potential spread of illness.

Return to Program Guidelines:

- Children must be **fever-free for 24 hours** without the use of fever-reducing medication.
- **Vomiting and/or diarrhea** must have been resolved for **at least 48 hours** before returning.
- For **rashes or other illnesses**, children should remain home for the duration recommended by a physician, nurse practitioner, or Alberta Health Services Public Health team.

To support a healthy environment, all children attending the program are encouraged to have **up-to-date immunizations** or provide documented reasons for exemption.

We thank you for your cooperation in maintaining a safe and healthy environment for everyone.

First Aid

At Kinder Club the safety and well-being of every child is our highest priority. All educators are certified in Standard First Aid and CPR and are trained to respond appropriately in the event of illness or injury.

In the case of an accident, injury, or sudden illness, the following procedures will be followed:

a) **First aid will be administered** immediately, based on the nature and severity of the situation. b) An **Accident/Incident Report** will be completed by the educator involved. c) The **parent/guardian will be informed promptly** and provided with a copy of the report via email. A copy will also be kept on file for documentation purposes.

If a situation requires medical attention beyond basic first aid, the program reserves the right to seek emergency medical assistance. Parents/guardians will be contacted immediately and are responsible for any costs associated with emergency care.

We appreciate your trust in our team to respond to emergencies with care, professionalism, and prompt communication.

Parent Involvement

At Kinder Club, we value the important role families play in a child's early learning journey. We warmly encourage parents and guardians to participate in special events and celebrations held at the program, as well as to join us on off-site excursions when possible.

We also invite families to share their cultural traditions, languages, stories, or unique skills with the program. These contributions enrich our learning environment and help foster a strong sense of community, inclusion, and belonging for all children.

Your involvement is always welcome and appreciated, and we look forward to building strong, positive partnerships with our families.

Information Changes

Maintaining up-to-date information is essential for ensuring the safety and well-being of your child. We kindly ask that parents/guardians notify the program promptly of any changes to the following:

1. **Phone numbers** (home, work, or emergency contacts)
2. Home address or email address

In addition, please keep educators informed of any current or anticipated changes in your

child's environment such as family transitions, routine adjustments, or emotional Stressors that may affect their behaviour or well-being.

Open and ongoing communication between home and the program allows us to provide the most responsive and supportive care for your child.



Parent Provided Items

Kindergarten

- a) Extra clothes
- b) Lunch, snacks & drinks
- c) Indoor shoes, no flip flops
- d) Non-aerosol sunscreen
- e) Non-aerosol, child friendly bug spray
- f) Appropriate seasonal wear

➤ Please label everything with your child's name

Guiding Behaviour

The program will not allow physical punishment, verbal or physical degradation, or emotional deprivation. The program will not deny, or threaten to deny, any necessity and must not use or permit the use of any form of physical restraint, confinement or isolation. Child discipline methods used in the program will be communicated to parents, staff and children, as developmentally appropriate.

The program will focus on guiding positive behaviours as opposed to discipline to encourage positive behaviour. Staff will:

- a. Include participants in the rule-making process.
- b. Communicate rules and expectations clearly.
- c. Be models of positive behaviour to children, youth and their families.
- d. Acknowledge individuals who are behaving in a positive fashion, making sure to identify the specific behaviour that is to be continued.
- e. Encourage individuals to develop appropriate strategies for self-control and self-direction.
- f. Be attentive to the individual's needs, recognizing when challenging behaviour may be a result of tiredness, boredom, hunger, or feeling unwell.
- g. Minimize transitions and waiting times to reduce the opportunity for misbehaviors.
- h. Recognize and validate feelings.
- i. Create warm, supportive, responsive interactions to promote self-worth and a feeling of safety.
- j. Create realistic expectations and provide materials and experiences that are best for individual development.
- k. Strive to meet everyone's needs.
- l. Be non-judgmental and actively listen.
- m. Provide support and encouragement.
- n. Strive to create an environment that is engaging, inviting, interesting and calming.
- o. Actively involve the participants in solving conflicts, striving to ensure the effects of their own actions on others and on themselves are recognized and understood.

- p. Provide opportunity to work together to complete a task.
- q. Communicate with and support families in guiding a child's positive behaviour.
- r. Identify when additional information or services are needed to help meet the needs of the participant and access community professionals and resources.
- s. Ensure that any guided action taken is reasonable for the circumstances.

The program will address inappropriate behaviours in positive, developmentally appropriate manners.

a. In the event of misbehavior, the staff will:

i. Use developmentally appropriate strategies and techniques which may include:

1. Calming techniques.
2. Conflict resolution.
3. Communication.
4. Articulating feelings.
5. Natural/logical consequences.
6. Clarifying expectations.
7. Redirection/de-escalation.
8. Withdrawing privileges.
9. Contracting.

ii. Recognize and validate the individual's feelings.

iii. Be respectful of the individual and of oneself.

iv. Suggest a "cool down" time. This is used as a time to regain control in a safe place, to assist individuals to recognize when emotions are building and to allow the group to continue activities.

v. Divert others' attention during the incident.

vi. If necessary, remove others from the incident.

If the participant repeats the same unacceptable negative behaviour three times in the same day (repeated non-compliance), the parent/guardian will be contacted to pick-up, and service will be ended for that day.

viii. Should this unacceptable negative behaviour persist, a meeting with the Program Director and parent/guardian will be set up to discuss the issue and develop a plan for the participant moving forward.

Concerns/Issues

All concerns/issues will be taken seriously and dealt with according to policy guidelines. We encourage parents/guardians to discuss concerns with educators when they arise. Educators and parents/guardians need to create effective partnerships for us to provide children with quality care. The following guidelines will be followed to address concerns/issues:

- a) Parents will discuss their concerns/issues with educators in the program.
- b) If a parent/guardian feels that their concerns/issues have not been addressed, they will speak with the Program Director.
- c) If a parent feels that their concerns/issues have not been addressed, they will speak with the Executive Director.
- d) If the concerns/issues still remain unresolved, it will be brought to the Board of Directors. The Board of Directors' decision will be final.

Educators/Participant Interactions

To provide and maintain a consistent high standard of practice staff will interact with participants both indoors, outdoors and during field trip by:

- a) Educators acknowledge participants, respond attentively and show interest when the participants communicate with them
- b) Educators guide participants to respect the rights of others
- c) Educators model respectful interactions with participants
- d) Educators guide participants to interact with each other positively and respectfully
- e) Educators seek out meaningful interactions with each participant encouraging them to express their needs and desires
- f) Educators engage in active conversations with participants
- g) Participants are allowed to finish speaking without being interrupted
- h) Educators are actively engaged with the participants as appropriate and are available to the participants at all times
- i) Participants are taught strategies that support relationships
- j) Educators facilitate a safe environment for participants to express their feelings
- k) Educators are responsive to the participants' abilities and needs for assistance
- l) Redirect them to acceptable behavior
- m) Helping participants to solve problems on their own
- n) Moving to the physical level of the child to maintain frequent eye contact if appropriate to promote good communication
- o) Asking participants to take part in developmentally appropriate activities such as cleaning up after themselves
- p) Setting up safe, stimulating environments to allow participants to explore, experience and interact independently

Head Lice and Nits

Head lice, also known as Pediculosis, can be controlled if treated rapidly and appropriately with thorough follow up. Lice infestations have very little to do with cleanliness; they spread at random without discrimination. Often the emotional reactions and stigma are due to the subject of many prejudices and myths. However, lice infestations create a large nuisance factor and expense for parents. The prime responsibility for the prevention of the spread of head lice lies with the parents. However, it is important that parents, staff, and children cooperate fully in order to control any infestations. Please note that head lice do not carry other human diseases or cause serious illness. Definitions:

a) PEDICULOSIS refers to the state of being infested with lice.

b) NIT is the egg of a louse or other parasitic insect; *also*: the insect itself when young

1. Staff will be as attentive as possible to Pediculosis and nit education and prevention.

a. Program delivery staff will be educated on how to identify and prevent the spread.

b. Staff will consult with a Public Health Nurse if required.

2. Participants who identify as having Pediculosis and/or nits (nits identified as being within 2 cm of the scalp) will be sent home and instructions on how to rid persons of Pediculosis and/or nits will be provided to the parent/guardian (Staff will complete documentation that the parent/guardian was provided with the information).

a. When staff check a participant's head for Pediculosis and/or nits, they will also consult with another staff if Pediculosis and/or nits are found to confirm the results.

3. A notice will be posted in a location that is visible to parents regarding a confirmed case of Pediculosis and/or nits and instructions on how to identify and treat will be made available.

4. A participant will be allowed to return to the program after thirty-six (36) hours of a confirmed case of Pediculosis and/or nits. Upon returning to the program, the participant will be checked by a staff member to confirm that they have been successfully treated and do not have lice and/or nits (within 2 cm of the scalp).

5. For resistant/persistent cases the organization will offer the parent the opportunity to have a staff member accompany the parent to an appointment at the Community Health Clinic with a Public Health Nurse for consultation and education.

a. Staff will attend a CHC appointment with the participant, parent/guardian and Public Health Nurse to examine the participant and collaborate on a final decision in regard to the presence of lice or nits.

b. If the parent/guardian does not consent to the above, then the findings of the staff will be upheld, and services may be discontinued for the participant until the child shows no evidence of active infestation (lice free and does not have nits within 2 cm of the scalp).

6. A Public Health Nurse should be consulted to confidentiality support families who require extra assistance in dealing with Pediculosis and nit treatment, especially if it has re-occurred.

Contact Information

BGC Kinder Club
4510 47 St, (Inside Clear Vista
School)
Wetaskiwin AB T9A 1B8
T. 780-352-4632

Director of Early Years Programs
Kerona Blair Myers
T. (780) 352-4632 ext. 6
E. kerona@bgcwetaskiwin.ca

We are a proud:

Alberta  *Early Learning and
Child Care Centre*

