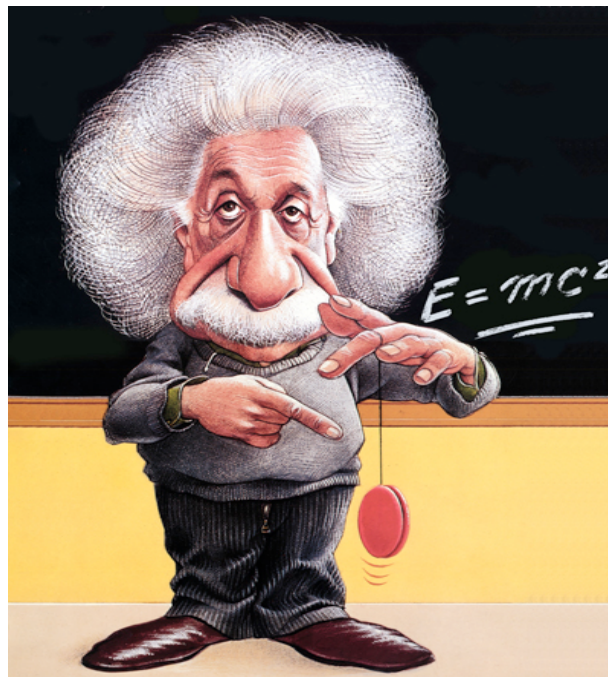


DIAMOND DAY CARE - OUT OF SCHOOL



PARENT HANDBOOK

476-2279

Revised 2007/2008

Philosophy

Diamond Day Care-Out of School believes that an education program for out of school children should meet and enhance each child's social, cognitive, emotional and physical needs. It further believes that by providing the children with a variety of experiences that complement and balances the school component of their day, the children and society will benefit and healthy, happy youngsters will thrive.

Program

The school age program is designed to meet the developmental needs of the individual child by providing him/her with a variety of experiences that complement and balance the school component of their day.

We are located at 7510-132 Avenue, and provide service to children attending St. Vladimir's School, St. Mathew School, and Father Leo Green School. The activities of the program help to channel the abundant energy the children possess after a long day in school, constructively and creatively. The learning centers in this program include; House, Sand, Water, Blocks, Arts & Crafts, Listening (tapes and CD's), Books, Games, Puzzles, and Computers. The scheduling of the program activities allows the children to participate in free choice of center play and in-group activities which include sports, field trips, etc.

The program provides two snacks per day; one before school in the morning and the second in the afternoon at the conclusion of school. A beverage and snack are provided by the program with lunch on Thursdays. Although a hot lunch is not offered through the program, we are more than happy to heat up foods for the children at lunch time. The snack menu is posted on the programs planning board.

Celebrations

We do have parties for special occasions such as Halloween, Christmas, Valentines Day, St. Patrick's Day, Easter, and special theme celebrations. Prior to each celebration, a notice is placed on the bulletin board providing more detailed information regarding the party. Parents are welcome to participate in the celebrations.

Program Time Table for School Days

6:30 – 7:30 a.m. Free play, arts, crafts, books, puzzles, games

7:30 – 8:15 a.m. Snack

8:15 – 8:30 a.m. Preparation for school

3:15 – 4:00 p.m. Arrival/ Snack

3:30 – 5:00 p.m. Centers, outside if weather permitting, or gym

5:00 – 6:00 p.m. Quiet activities and homework help

Program Time Table for NON-School Days

6:30 – 8:30 a.m. Free play
8:30 – 9:00 a.m. Snack
9:00 – 10:00 a.m. Circle time, discussions
10:00 – 12:00 p.m. Centers and outside activities, weather permitting
12:00 – 1:00 p.m. Preparation for lunch, and lunch
1:00 – 3:00 p.m. Quiet activities, field trips, and outside activities
3:00 – 3:30 p.m. Afternoon snack
3:30 – 4:30 p.m. Group activities; games, gym
4:30 – 6:00 p.m. Free play

Program Registration

Children must be six years old or entering Grade One (1) to be able to participate in the program. The program is designed for children ages six (6) to twelve (12) years. We do accept children on a part-time basis but children requiring full-time care receive priority due to the program limited space.

Fees

Registration Fee	\$35.00
Full Monthly Care	\$340.00
Daily Fee	\$35.00 (Summer time)
Part-time AM	\$180.00
Part-time PM	\$200.00
Part-time AM & PM	\$8.00 per hour
Summer Time Full-time	\$440.00

(All payments must be made in full. Parents with children who are away on holidays are still responsible to pay their full OSC fee).

Subsidies for qualified families are available from the City of Edmonton. Further information regarding subsidies may be obtained through the center.

Days of Operation

The center is open Monday through Friday from 6:30 a.m. until 6:00 p.m. The center will be closed for the following holidays; Christmas Day, Boxing Day, New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Remembrance Day, and Thanksgiving Day.

If any of these holidays fall on a Saturday or Sunday, the center will then close on the immediate following workday.

Registration Forms

Each parent must complete and return to the center, a registration form. This form provides the center with important information on your child as well as necessary medical information and emergency contact people in the event parents are un-available.

Parent Teacher Interview

Informal meetings are held with the parent on a daily basis when the children are picked up after school. Meeting with the Program Supervisor can be arranged at any time to discuss any parental concerns.

Contagious Illness

Please phone the center when your child is absent due to illness and state the nature of the illness. Parents of a child who becomes ill while in the center, will be contacted immediately. Communicable diseases that the child has contracted should be verified by a doctor and the child should be kept at home. Your co-operation in keeping a child who is not feeling well at home will assist us in reducing the amount of communicable diseases present at the center.

Administration of Medicine

Parents must send medication for their children in their original bottles. Staff will not administer any medication for which a parent has not completed on the center medication forms. A parent requesting that their child be given non-prescribed medicine, (i.e. Tempera, cough medicine, etc.), for a period of a week, (5 days), must, before the sixth day of such request, take their child to their Doctor to determine whether that child is well enough to be attending day care and secondly provide written confirmation from the Doctor that the non-prescribed drug should continue to be given.

Discipline Policy

Diamond Day Care and Out of School Care prohibits the use of corporal and or abusive verbal punishment in the disciplining of children for negative behavior. Instead, the teachers assist their children in dealing with their problems in a positive and constructive manner. The following is an outline of the most common discipline problems and how children can be assisted in coping with these situations:

- A. Sharing:
 - Teachers would have the children involved taking turns putting into words their perception of the problem, their feeling regarding the problem, possible relations, and a final solution to the problem. The amount of teacher assistance required depends on the age of the child, the emotional maturity of the child, the communication skills of the child, and the severity of the problem.
- B. Aggression towards other children:
 - *Teacher Intervention*: Review with children involved what precipitated the aggression; discuss feelings, non-aggressive resolutions and an apology from appropriate parties.
- C. Aggression towards staff:
 - *Teacher Intervention*: Review with child and staff member involved, what precipitated the aggression, discuss feelings, non-aggressive resolutions and an apology from appropriate parties.
- D. Disruptive:
 - If discussion of rules and feelings is not effective, the child is removed to the “*calming down chair*”, when the child completes his/her tantrum or is willing to talk, the teacher will discuss rules, feelings and non-disruptive resolutions.

In all of the above situations, when the child is not receptive to “*talking out the problem*”, they are removed to the “*calming down chair*” until they can demonstrate a willingness to talk.

When the above discipline measures have not had the desired effect on a child’s behavior, a privilege may be removed for a certain period of time, (i.e. computer time for that day).

Parents will always be advised and their input solicited regarding specific discipline concerns affecting their child/ren.

Emergency Procedures

Fire drills are practiced monthly. In the event of an emergency requiring evacuation of the center, (fire, flood, gas leak, etc.), the children will be evacuated to Delwood School at 7315 Delwood Road, (476-3969). Parents will be notified to pick up their child/ren immediately.

Medical Emergency

In the event of an accident which appears to need immediate attention, parents will be notified and the Director or a designated staff member will take the child to the Fort Medical Center at 6603-132 Avenue, (476-1388). If medical attention seems advisable but the injury is not serious, parents will be contacted and apprised of the situation. Every attempt will be made to keep parents informed daily of minor cuts and bruises, and the cause.

Termination Notice

Written notice of termination must be given to the Day Care Director prior to the first day of the child's last month at the center, (i.e. notice must be given December 31st if the child is leaving the program February 1st).

Release of Children

Here at Diamond Day Care, our first concern is your children's safety. The children will not be released to anyone other than their own custodial/parent who has full custody rights. If this parent gives us written permission to release their child to other parties, we will then need to see proper picture identification of the person the child is being released unto.

Transportation Policy

Our Out-of-School Care Program mostly services families with children attending St. Vladimir School. Children leave the premises five (5) minutes prior to the morning school bell, as children are required to go outside and wait in line in front of their assigned entrance. In extreme weather conditions, the children walk through the hallway to their classrooms. After school dismissal, the children are allowed to walk through the school instead of going outside.

For those children attending different schools, parents and/or guardians are responsible for arranging their child's transportation.