

# Grace Kidz

## Parent Handbook

Monday-Friday 2:30PM-5:30PM

K- Grade 6

5661 Silver Star Rd, Vernon, BC V1B 3P5

Text: 778-212-5725

License Number: F-2019-34519

**Grace Kidz After School is a ministry of Grace Bible Church, of Vernon. This is a faith-based After school program.**

## **Introduction**

## **Fees**

## **Operations**

## **Policies**

## **Emergency plans**

## **Behaviour Policy**

## **Parent Responsibilities**

*Please read through this parent handbook carefully because it will answer most of the questions you may have. The staff are excited to work with your child(ren) and we will help you and your child to make our after school program enjoyable and safe.*

## **Our Mission**

Our mission is to promote the knowledge of the Bible and Christian morality in the context of an after school program. We hope that your children find this to be a place they can unwind, be themselves, and play in a safe environment.

## **Our Staff**

Are trained in areas of child development, guidance and health and safety. Our staff are professing Christians and employees of Grace Bible Church. Staff arrive at the church around 2:00PM and leave the church at 6:15PM.

## **We pick up children from**

-BX Elementary School and walk your children to Grace Bible Church.

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## Fees

Full time: 10 months \$330 per month

3 days per week: \$200 per month

2 days per week: \$135 per month

Public School professional days: \$30 each in addition to monthly rates

*\*\*We do not offer a drop-in rate.*

Fees are due on the first of every month and must be paid by pre-authorized cheque or authorized bank withdrawal.

The after school program is closed on statutory holidays, Christmas holidays and Spring Break.

**Registration Fee: \$50.00** (this covers administration costs and is for purchasing a Bible for your child).

**Withdraw:** You must give the church office 1 month notice in writing (email or a note). Failure to provide adequate notice will result in forfeiting one month's fees.

We are registered with the Affordable Child Care Benefit. For more information on this please look online and apply here:

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/apply>

The manager will need to fill out some of your application.

### **Additional Fees:**

Additional fees may be added if you are late when picking up your child (after 6:00) or when a parent does not contact the church office if their child is sick or has alternative after school care.

### **Registration Process**

In order to allow your child to attend the After School program, we must have a COMPLETE registration package on file. **Registration must be complete for your child to attend the program.** A complete registration package includes the following:

1. Immunization Records
2. Personal health care number
3. Void Cheques or completed preauthorized withdrawal form.
4. Complete registration form (no missing information)
5. Care Plan (if your child has an allergy or a health concern)
6. A picture of your child for our emergency card
7. If you have a custody arrangements or restraining order, we will need a copy of the order and a picture of the person who is not allowed to enter the church building.
8. Permission to Administer Medication form if you child must take medication while attending the program.
9. \$50.00 Cheque or Cash for registration fee.

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## Operations

### Hours of Operation

The program is open from **2:30PM-5:30PM** (Monday through Friday). At 2:20PM a staff member will walk to BX Elementary to pick up the children. When the school bell rings, students must sign in with the staff member from Grace Bible Church. Once the staff member has all the registered children, they will walk to Grace Bible Church. On Professional days, the program will be open from **8:30AM-5:30PM**.

\*\*\* If your child is sick or has alternative plans for that day, you will need to notify Grace Bible Church Office before **2:00PM that day. You may send a text message to the staff 778-212-5725**

The staff will be looking for your child until you contact us or the school confirms that your child did not attend school that day. Parents will be charged an additional **\$10.00** on top of their monthly fee if they do not contact the church office by 2:00PM.

### Closure due to Weather:

If the public and private school are closed because of extreme weather, then our program will also be closed.

**3 week Trial Period:**

We understand that schedules can change and that a child may not enjoy our program. We offer a trial period of three weeks during which the parent does not need to give a 30 day advance warning when withdrawing from our program. Payment will be refunded for the days not attended.

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## Policies

**Sign in and Sign out:**

Our staff members will sign in the children during pick up time. Parent are required to sign out their children at pick up time. Pick up will be at the glass doors by the activity hall.

**Alternative Pick Up**

If you would like an alternative person to pick up your child who is not authorized on the child's registration form, we require written consent from you. This needs to be done in advance by calling the church office before 4:00PM, or texting the staff. We will also require photo ID from that person. Your child's safety is our biggest concern.

**Absence Policy:**

You MUST NOTIFY Grace Bible Church office by 2:00PM if your child is sick or will not be attending. It takes 20-30 minutes to resolve a missing child issue when you do not notify us, which affects our whole program.

It is VERY IMPORTANT that you let us know where your child is.

**Late Pick Up**

Children are expected to be picked up no later than 5:30PM. If a parent can not arrive on time, then please arrange an alternate contact to pick up your child. We charge a **\$1.00 fee per minute** that a parent is late.

If the staff have not been notified by the parent by **6:30PM**, then your child will be placed in the care of the Ministry of Child and Family Development.

**Off Site Field Trips:**

Parents will be notified a week in advance and a permission form will be sent home with information. Additional costs maybe required and the permission form must be signed before your child can participate. In the case that the child is not permitted to attend, the parents will need to find alternative care for that day.

**Confidential Policy:**

It is our policy to keep all child and family information confidential and locked up. We will not use your child's photograph outside of the building without written consent. In the case of an emergency your child's photo will be shown to emergency personnel. All files are locked in a filing cabinet.

**Communication Policy:**

Our goal is to have open constant communication between parents and staff. Please do not hesitate to contact the staff through email or in person if you have a concern or question about our program.

**Custody Orders:**

In the event that a child is in the custody of one parent, we will require proper documentation (also need picture of the person who the order is against) and the parent will need to discuss appropriate procedures and considerations with the After school manager.

**Child Abuse Policy:**

If a staff member has reasonable grounds to believe that a child is abused or neglected or in great risk, that staff member is morally and legally obligated to file a report immediately with the Ministry of Child and Family Development.

**Intoxicated/Impaired parent pick up policy**

If a parent arrives at the church to pick up their child, but seems impaired the staff will have to talk to that parent away from the children and ask if they have been drinking, using narcotics, or medical marijuana or are a diabetic. If the parent denies any of the above but the staff are still unsure about their condition, the staff will then offer a taxi to pick them up. If the parent does not comply then the staff will warn the parent that the RCMP

and the Ministry of Family Services will be notified once they leave the building.

**Health and Safety:**

**If you wish for us to administer medication:** We will need a permission form signed by the parent with the following information:

- copy of doctors note describing the circumstances in which the medication should be given and how it should be given.

**If your child has an allergy** you must make sure you fill out the allergy section in our registration package.

**Smoking Policy:** Adults may not smoke while on the Grace Bible Church premises.

**Illness Policy:**

If your child becomes ill at school during the day and can't participate in the after school program we ask that the parent picks up the child or find a contact to pick up their child from Grace Bible Church.

We follow the same policies as the school in regard to illness.

If your child get's in contact with a communicable illness/disease, you must tell the staff (ex. head lice, hand foot and mouth disease...etc). You will need to find alternative care for your child until your child is not contagious.

**Toys and Electronics from Home**

We encourage students to keep their toys from home in their backpack while attending our program. No electronic devices should be brought to the program. The staff will withhold the electric device until the child is signed out by their parent. Please do not allow your child to bring electronic devices or toys.

**Change of Clothes:**

Grace Bible Church is located near some great parks and is very close to BX creek. Please leave a change of clothes in a ziplock bag inside your

child's backpack. We want to be able to enjoy the outdoors. Your child's clothes need to be 'play clothes' when attending the program.

**Parent Involvement:**

We love it when parents can spend time with their child in our program! Parents are welcome to watch or participate in our program. There are volunteer opportunities with field trips and through other activities that are offered during the year. Please let the manager know if you can help.

**Bathrooms:**

Children must communicate with the staff member when they need to leave the group to use the bathroom. All children must be toilet trained to attend our program.

**Minor Injuries:**

All our staff have first aid training. The staff will fill out an incident report and give the parent a copy.

**Major Injuries:**

In the event of a serious accident the parent will be contacted immediately. If the parent is not available we will contact the emergency contact person that is on your child's emergency card. Please make sure your emergency contact knows that they are responsible to pick up your child in the event of an emergency. Make sure your child's emergency contact information is always current.

**Nutrition:**

Snacks are in accordance with the Canadian Food Guide and Interior Health Licensing Regulations and Food Safe BC. If your child is a picky eater, or is extra hungry after school please provide additional snacks for your child(ren). Please do not pack any candy.

We will have nut free snacks, but we are not a nut free facility.

Snack time is part of our schedule. Snack time is a time for the kids to reflect on their day and enjoy a planned table talk time with a staff member.



Monday	Rice Cakes with Cream Cheese or Peanut Butter
Tuesday	Cheddar Cheese slices with pickles and crackers
Wednesday	Hash-Brown Patties with Ketchup
Thursday	Melted Cheese on Tortilla Chips with Salsa (AKA NACHOS!)
Friday	Muffins

All snacks are served with a vegetable or fruit option.

Children are given a cup with their name on it for water. They can get water at anytime during our program but they must notify the staff when they leave the group to get water.

**Extra Staff:**

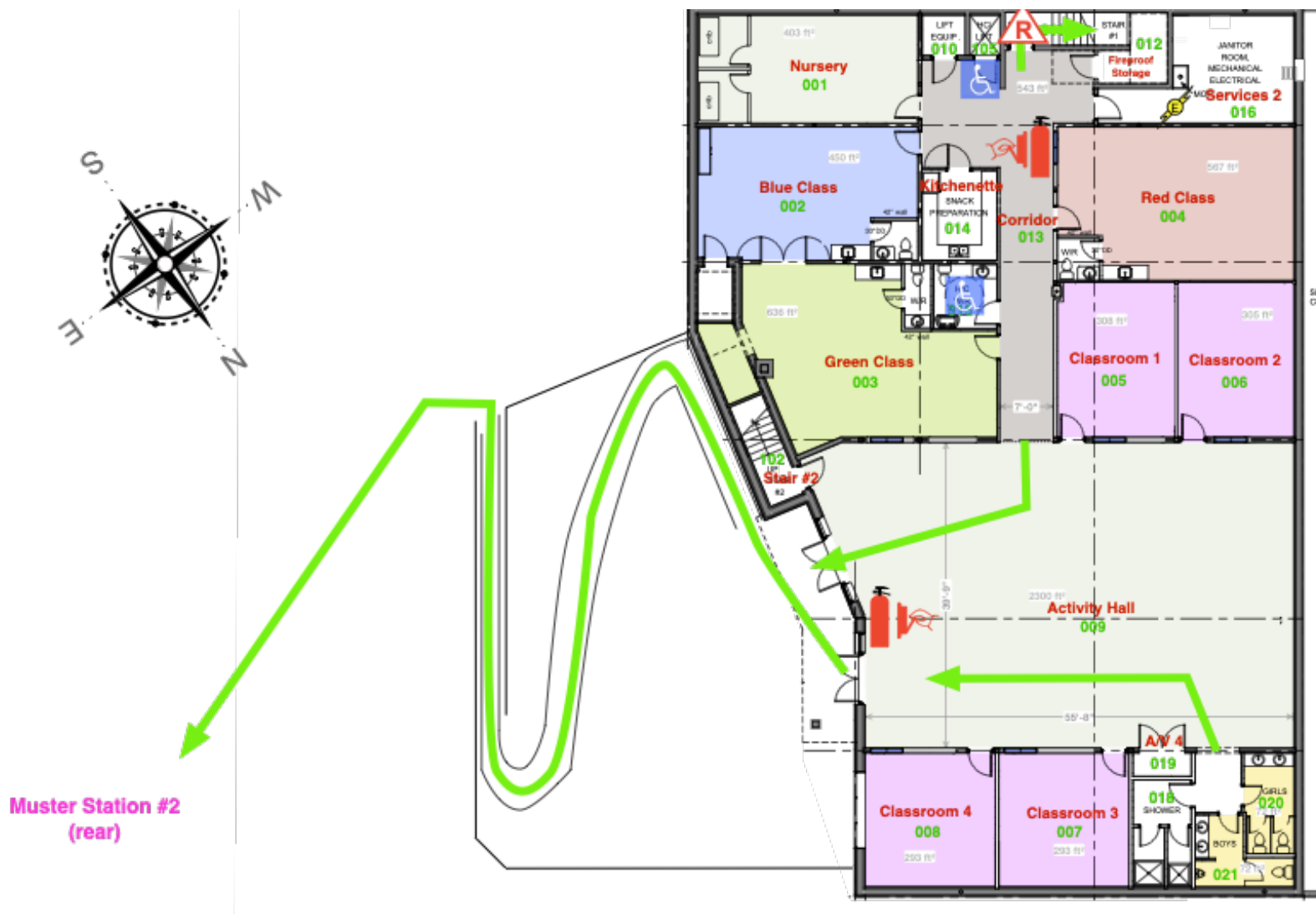
If your child requires an Educational Assistant with them at school, the after school program will not be able to meet that need.

## Emergency Plans

**Fire Evacuation**

Fire drills are posted and practiced by the staff. All staff, volunteers and other adults will be familiar with the fire drill procedures. A fire exit plan is

posted around the facility. Children and the staff will practice meeting at the muster station 2 in the church parking lot once a month.



## Emergency Evacuation

In the event of an emergency evacuation, the children will walk to BX Elementary school field. The staff will wait for permission to re-enter the church. If Grace Bible church is not safe to re-enter, parents will be asked to pick up their children at BX elementary by the front doors near the playground. In the case that both BX elementary and Grace Bible church are evacuated, we will transport the children to the Vernon Recreation centre using the staff's vehicles. Listen to the local radio for updates (107.5 FM). All the children will be supervised at all times. We ask for your patience

during these situations and that you only TEXT the After school phone so that we may use the phone for emergency phone calls.

Addresses of our evacuation locations

**Grace Bible Church evacuation:**

BX Elementary School Field  
5849 Silver Star Rd.,  
Vernon, BC  
V1B 3P6

**Evacuation of the BX neighborhood:**

Greater Vernon Recreation Center  
3310 37th Ave,  
Vernon, BC  
V1T 2Y5

**Grace Bible Church Evacuation Procedure:**

One staff member will make sure that all children are accounted for. The other staff member will gather the emergency bag, water and snacks and the first aid bag. Before the group leaves the building they will leave a message on the door for parents about where they are. The staff will then walk to BX Elementary school and call the parents using the emergency cards. Your children will be supervised until you are an authorized adult can pick them up.

The Emergency bag has the following items in it: solar blankets, toiletries, pen and notepad, activities for children, whistle and attendance list with the people that are authorized to pick up their children.

Our First Aid Bag has the following items in it: Emergency Cards, Incident report log book, tissues, medication (if needed), copies of administer medication permission slips and a first aid kit.

**Please note: We will practice this evacuation procedure ONCE a year. You will be notified a week in advance.**

**Shelter in Place:** If there is an external situation like extreme weather, or a wild animal on the church property the children will be kept inside the main after school classroom. Parents are not to pick up their child until the situation has passed or the staff have confirmed that it is safe to continue the program.

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## Behaviour Policy

We all are made in God's image and are deserving of respect. We expect that the kids will respect the staff as the staff respect the kids, we also want the kids to respect one another. Our goal is not just to acknowledge the bad behaviour and then ask for the students to reconcile with one another. We want to use discipline as a teaching tool that will allow the child to understand the reality of their own heart. We hope that children will truly turn from their bad behaviour not because they are in a church building or because they want to 'look good,' but because they are starting to recognize who they are. Below is a list of examples of behaviours that will result in a child being either suspended or dismissed from the after school program or receiving an at home **behaviour reflection sheet**. If the child is still not changing their behaviour after doing an at home behaviour reflection sheet, then they will be suspended or dismissed from our after school program. The behaviour reflection assignment, must be handed in the next day after the offence. If the child does not complete it or forgets it at home, they will be asked to be picked up by their parent once they arrive at Grace Bible Church. They will not be able to participate until the assignment is completed. There will be no fee reductions or refunds for a child's unacceptable behaviour.

<b>Physical (Behaviour sheet)</b>	<b>Verbal (Behaviour Sheet)</b>	<b>Dismissal or Suspension</b>
Hitting/Kicking/Biting/Pushing/Spitting	Serious name calling or threatening other students	Walking away from Grace Bible Church.
Damaging the facility (also may be required to fix it when they return to program).	Lying to the staff or other students	Bringing a weapon to the After School program

Stealing from another student or the church building or a staff member	Racial/ Demeaning jokes	Telling other students to do something wrong or unsafe that is against the rules
Rude gestures and Swearing (a lot)	Bathroom talk or offensive religious remarks	Bringing drugs/porn/alcohol to the after school program
Temper tantrums	Spreading rumors or gossip	Bulling other children through cyber bullying (if it can be proven) or in person.
Ignoring staff when the staff is calling the student	Un-respectful language towards staff and yelling at other students	Chocking a student or sexually assaulting another student.

**The underlining requirement is for kids to respect the other students, the staff and the church building.** We know that discipline is not the same for every child. Many times, it will only require a conversation for the behaviour to be corrected. For some misbehaviour a child may receive a natural consequence. Most of the time the children will be reminded of the correct behaviour that is expected of them.

If your child has a behaviour care plan, respecting behavioural guidance please insure that the manager and the staff are aware of this plan. We require an updated copy of this plan on file. Please insure that this plan remains updated and that you update the staff on your child's needs.

### **Redirection:**

One of the most common tools that the staff will use to help your child behave is redirection. Time-aways will be given to your child when we see that they need a break. Sometimes a timer will be used to help your child take turns and share with others.

### **Behaviour Reflection Sheet:**

If your child receives a behaviour reflection sheet for any of the behaviour listed above, you will be notified via email or when you pick up your child. We ask that parents take the time to help their child fill out this form. You may have to write down the answers for your child. You may also have to

help your child remember their bad behaviour. Below is a sample of the behaviour reflection sheet.

### **Behaviour Reflection Sheet**

Dear Parent/Guardian.

You have hopefully found an email or had a conversation with the staff member that describes the situation involving your child today.

1. We ask that parents/guardians work through this reflection sheet with their child. You may need to explain the questions to your child. You may also need to write down your child's answers.
2. In order for your child to attend the next day of after school care, this page needs to be completed and returned to a staff member. If you are unable to get the sheet completed with your child, please find alternative care until this sheet is complete. Please note we offer no refunds or reductions for bad behaviour.

#### **1. Recognize the bad behaviour/attitude** (refer to email or conversation to help child remember)

What did you do today that was bad?

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#### **2. Where did the bad behaviour/attitude come from?**

Why did you act the way you did? What does this tell you about your heart?

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#### **3. What is the right behaviour/attitude and why?**

What will you do next time?

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## We look forward to seeing you tomorrow

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### Our daily Schedule:

- 2:30PM - Pick up students from BX Elementary School
- 2:40PM - Arrive at Grace Bible Church
- 2:40PM - 3:15PM - Play in Activity Hall
- 3:15PM - Snack Time
- 3:40PM - 4:30PM - Group Activity (Outside Time, Learning Projects, Crafts..etc)
- 4:30PM - 5:00PM - Bible Lesson, songs and discussion time
- 5:00PM - 5:20PM - Homework time/play in Activity Hall and classrooms.
- 5:20PM - 5:30PM - Clean up and Parents pick up
- 6:00PM - Closing

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### Parent Responsibilities

1. To pick up your children on time (5:30PM). Not dropping off before opening (2:30) or picking up after closing.
2. Let the staff know if your child will be late or not coming; or if you will be picking up early to notify staff in advance if someone other than yourself is picking up your child. Text: **778-212-5725**
3. To arrange alternative care if your child is sick, or has been suspended from the program.
4. To let the staff know if your child has come in contact with a communicable disease (ex. head lice, pink eye, chicken pox, and the flu). To pick up your child from the church if your child has become ill.
5. To let the staff know if there are any changes in your family and also keep all personal information up to date (address change, phone number change, separation of parents, death in the family, care plan...etc.).

6. To let the manager know if you have any concerns about the program or if your child no longer wants to attend the program. To also give a **30 day advance** warning of withdrawal once you withdraw past the trial period.
7. To pack an extra snack if your child is a 'picky eater.' To also pack extra clothing in your child's bag.
8. To partner with the staff in helping your child reflect on their negative behaviour at home if they receive a Behaviour reflection sheet.
9. To provide the additional information and registration fee that is needed in the registration package before your child starts attending the program.
10. I, acknowledge that this is a faith-based After school program and the staff will be teaching a Bible story to my child each day.

Signing below acknowledges that you have read and understand and agree to all of our policies and procedures.

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

Date:\_\_\_\_\_