



## PARENT HANDBOOK

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# WELCOME

## To Shine After School Care!

### ABOUT US

At SCS Little Lights, we believe in diversity; we value each child's uniqueness. We will not discriminate in relation to admission on race, colour, national origin, religion, or ability. The centre promotes Biblical principles and a Christian-based learning environment. All those who attend the centre are required to take part in all centre activities which may include, but are not limited to, prayer before eating, reading of Bible stories, learning Scripture, etc.

### OUR PURPOSE

The purpose of Shine After School Care is to provide a happy, safe and exciting atmosphere for school age children where they feel seen, heard, and valued. We aim to provide your child with a "home-away-from-home" atmosphere. Our goal is to create an environment of casual learning and fun with friends after school and when school isn't in session. Our hope for our Shine participants is to build meaningful relationships in a loving, caring environment. Our program takes the stand of Biblical views, integrating stories from the Bible and Biblical songs into the learning experience.

Our activities will include play, reading, art, experiments, dramatic play, and science, as well as outside play on a daily basis. The program is focused on learning and exploring through play, allowing flexibility in the routine to adapt to the children's needs. Shine After School Care follows the New Brunswick curriculum. This curriculum can be accessed at <http://www.gnb.ca/0000/ECHDPE/ELCC-curriculum.asp>

**The New Brunswick Curriculum Framework** includes four main learning outcomes which include the following:

**Well-Being** – Children experience safe and caring environments where their emotional and physical health, positive identities, and sense of belonging are nurtured and protected.

**Play and Playfulness** – Children experience open and flexible environments where playful exploration, problem solving, and creativity are encouraged and purposefully planned.

**Communication and Literacies** – Children experience intellectually, socially, and culturally engaging environments where their communicative practices, languages, literacies, and literate identities are valued and supported.

**Diversity and Social Responsibility** – Children experience socially inclusive and culturally sensitive environments in which consideration for others, inclusive, equitable, democratic, and sustainable practices are enacted, and social responsibility is nurtured.

Under these main outcomes there are a number of daily practices. We provide an opportunity for our children to experience these practices through invitations and open-ended play. Our goal is to provide a safe and nurturing environment which prepares them for the next step of their journey.

## Inclusion Policy

Shine After School Care ensures that all children are welcomed and supported to participate in every part of our program. We do our best to accommodate children's needs and abilities the best we can. This creates an environment that supports and values relationships and connections with families and our community.

## HOURS OF OPERATION

Shine After School Care is open daily from 2:00 to 5:30. We will also be open in one of our two locations for March Break, Summer, and storm days. We will also be open for PD days.

### Christmas Break

SCS Little Light will be closed between December 24—January 1st.

### Summer Break

We will be closed for two weeks in the summer for upkeep of our facility as well as a break for our hard working educators. We will announce those weeks no later than the end of January so parents can book time if needed. These two weeks you will not be charged.

### Statutory Holidays

The ELC will be closed for all the following holidays:

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New Years Day	Canada Day	Christmas Eve
Family Day	New Brunswick Day	Christmas Day
Good Friday	Labour Day	Boxing Day
Easter Monday	Thanksgiving Day	New Years Eve
Victoria Day	Remembrance Day	

You are required to pay for these days with the exception of Easter Monday and Christmas Eve. If any of these holidays falls on a weekend the centre will be closed on the following Monday.

## March Break

Shine After School Care will be open the week of March Break for March Break Camp!

## Storm Days

### Storm Day Policy

This policy applies throughout the winter when the weather is so unpredictable. This policy will come into effect when there is a lot of snow, rain/ice or school has been canceled due to weather. Our policy is that we will let parents know via facebook chats if we are open or closed by 6:30am. Please watch your Facebook Messenger Chat for information. If we remain open, it is only for those that need child care because of work. We ask that you let us know, as soon as possible, if your child will attend that day (preferably the night before). We have many staff that have long commutes, so we want to respect them as well as the families that need care. On stormy days please pick up your child as early as possible for your families safety as well as the safety of our educators.

## After School Care

Afterschool care is offered from September to June according to the school calendar. We are closed for all statutory holidays and Little Lights PD Days. However, we will plan to have March Break and

There will be no refund on tuition for the days when a child does not attend, whether it be a snow day, power outage, illness, or holiday.

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## ARRIVAL AND DEPARTURE PLAN

### Arrival

**Shine SCS** - Students from Sussex Christian School (SCS) will be dismissed by their teacher to the afterschool classroom where an after school educator will greet them. The educator will then inform students of the next scheduled part of the program.

**Shine FBB** - Students will be dismissed by their teacher to the Shine educator. The educator will be waiting for them at the flagpole in front of the school. The students and educator(s) will then walk or be met by the bus then brought to Shine and join the other students.

### Departure

Upon arrival to pick up your child, please message the educators on the SCS Shine Facebook Messenger or FBB Shine Facebook Messenger. The educator will then have your child prepare to meet you at the door of either facility.

For the protection of your child, please notify us if anyone other than Mom or Dad will be picking up your child. If your child is being picked up by someone else who is on the application we will need a verbal consent from parents. Only those who are authorized on the application form will be permitted to leave with your child from our after school care programs. We will not release your child to anyone without your consent. If you plan for your child to be picked up by someone who is not on the list we require written permission to release your child. We will ask for photo identification from that person. Please, let the person know what to expect. We don't want to offend them, but we are looking out for your child's safety.

## ENROLLMENT AND DISCHARGE PROCEDURES

SCS Shine enrolment procedures: To ensure a child's space, parents must:

- Complete the Shine After School Care Registration Form
- SCS Little Lights Fee Commitment
- Enclose a non-refundable registration fee

- Signed statement that parents have read, understand and received a copy of parent handbook Please keep us informed of any change in address, phone number, and other important information. These forms need to be updated every year.

If for some reason you need to stop sending your child to Shine After School Care we require a 14 day written notice. You will be charged for the 14 days whether your child attends or not. If for any reason we cannot continue to give care to your child we will also give you 14 days notice.

## FEE PAYMENT SCHEDULE

### Registration Fee

\$25 per child is due upon submission of application. This money is non refundable and will not be put toward your first payment. This money is used to register your child and buy any necessary supplies.

### Childcare Rates

Please inquire by email for monthly and weekly rates.

### Tuition Payment Options

Payment is payable on a biweekly or monthly basis. We require payment on or before the end of the month. E-transfers are made payable to [pay@sussexchristianschool.ca](mailto:pay@sussexchristianschool.ca) with the message noting your child's name and location (i.e. FBBF Shine, SCS SHINE). Payment must be received before your child can attend on Monday. We understand situations can arise. If you find yourself in a situation please contact the director. Recurrence of late payment would be grounds for immediate termination of service. We have several options for payment. You can pay by e-transfer, cash or cheque at the Little Lights office.

For e-transfer use the following information:

email: [pay@sussexchristianschool.ca](mailto:pay@sussexchristianschool.ca)

password: payment

message: who and what the money's for. ie. your child's name and that it is for Shine Summer Adventure Camp

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## Termination Policy

SCS Little Lights reserves the right to terminate enrolment at Shine After School Care for the following reasons (but not limited to):

- Lack of compliance with handbook regulations
- Failure to pay tuition, failure to pay on time, or bounced cheques
- Lack of parental cooperation, parental disrespect of Shine After School Care and staff
- Failure of child to adjust to Shine After School Care after a reasonable amount of time
- Child's physical or verbal abuse of any person or property
- The inability of the centre to meet the child's needs

## TRANSPORTATION

Beginning September 2023, Shine will offer transportation from Apohaqui Elementary and Sussex Corner Elementary to Shine at Faith Bible Baptist. For more information contact Naomi at [nmackay@sussexchristianschool.ca](mailto:nmackay@sussexchristianschool.ca).

## ACTIVITIES OF PREMISES

Shine participants will occasionally participate in walks around the community. Parents will find a consent form for these outings in the Child Profile part of the application to be filled out before enrolment.

## MEDICATION

Medication can be administered while your child is at Shine After School Program for full days. Examples of this would be PD days, storm days, March Break Camp and summer camp. The medication must come in original packaging, and parents must sign the Administration of Medical Form, providing clear instructions and consent to administration of the medication. Shine does not supply any medication for the after schoolers.

## HAND WASHING

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In order for Shine After School Care to be as clean and germ-free as possible, there are a number of handwashing protocols that are part of each day. Participants are asked to wash their hands upon arrival, after using the washroom, before and after eating and whenever transitioning from outside. This is just another precaution that Shine After School Care takes to ensure a happy, safe, and clean environment.

## CHILD ILLNESS

Shine After School Care will do its best to keep your children free of sickness; however, we know that those germs have a way of getting around. Shine will inform parents of any communicable diseases that may be going around in the program. Parents can also find the notices on the parent board. Shine is obligated to exclude any child from the program until the child has been treated and symptoms are gone.

Parents are asked to please not send a sick child to Shine After School Care. We follow the guidelines for illness as given in The Child Day Care Facilities Operator Standards issued by the province of New Brunswick in November 2004. Provincial standards require that a child not attend when any of the following symptoms are present:

1. The illness prevents the child from participating comfortably in activities at the centre.
2. The illness may compromise the health of the other children at the centre.
3. The child requires greater care due to the illness.

The child has any of the following symptoms:

1. Temperature over 100.2°F (37.9°C) by the ear, 99.5°F (37.5°C) by mouth, 99.5°F (37.5°C) by armpit or greater within the last 48 forty-eight hours.
2. Diarrhea- unexplained diarrhea or loose stool(may or may not be accompanied by nausea or vomiting and cramps) may indicate a bacterial or viral illness that is easily passed from one child to another; within the last forty-eight hours.
3. Vomiting - nausea, cramps and vomiting;
4. Respiratory - difficulty breathing wheezing or persistent cough
5. Infected eyes or eye drainage (clear or with pus)
6. Skin infection, unexplained rash, severe itching, skin lesions or unusual skin colour
7. Sore throat or trouble swallowing, as well as any complaints of unexplained or undiagnosed pain
8. Infestation
9. Persistent cough and/or runny nose

Above these requirements the Department of Health has put in place, Shine's goal is to keep our program free of germs to keep our participants healthy. Shine educators will contact the parent or emergency

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contact person who must arrange to pick up their child if any of the above symptoms are present or have been present in the last forty-eight hours. This includes diarrhea, vomiting, cramps or fever. The child must be picked up within one hour of notification. Parents are required to complete a “Return After Exclusion” form upon the child’s return to the program.

## Lice Policy

Lice and nits unfortunately can pop up in any after school program. Though they do not spread sickness like many other communicable diseases, they spread rapidly in this type of environment. This policy outlines Shine After School Care and the parent’s responsibility if lice is found. If they are found while at Shine, we will call for you to pick up your child. Before returning, the child’s head must be treated with lice shampoo and nits must be combed/picked out. The child must be checked each morning until no lice or nits are present. After seven days, if they are still present, wash with lice shampoo again. The child must be free of any live lice and nits before they can return. Upon returning, the child will be checked before participating in the program.

## CHILD’S ABSENCES

Please make us aware if you know of times when your child won’t be at Shine After School Care. It helps us with planning and scheduling staff. Because Shine After School Care is a licensed facility, we are required to keep record of all attendance and reasons for absences.

If you could let us know the reason when informing us of their absence it would be greatly appreciated. This is a very important step to helping us run a smooth and efficient program. You can message us on Shine Facebook Messenger Chat. We really appreciate your help in this matter.

## EMERGENCY EVACUATION PLAN

The first priority of Shine After School Care is to keep all students safe. Therefore, we have set up a plan in case of any emergency. We prepare the students by practicing monthly fire drills. We also have an evacuation plan for the program. If there is any reason that we need to leave the building for any

emergency, we have a designated safe location. Parents will be informed of the evacuation location when all the children have been safely removed from the danger.

## GUIDANCE PRACTICES

Shine After School Care takes a proactive approach in discipline. We will react in a loving and gentle manner in every situation. When problems do arise, we will direct the child to do right. If this does not resolve the situation, the child will be taken away from the activity and redirected to another activity. We encourage positive reinforcement rather than competition and comparison. We will never hit, spank, belittle, or humiliate a student in any way. The parent will be notified of any behavior issues that need more direction. If a child's behavior becomes an on-going difficulty, the parent may be asked to withdraw the child from the program.

We follow three basic guidelines at Shine After School Care. The three guidelines are:

1. Take Care of Self.
2. Take Care of Others
3. Take Care of Your Environment

We encourage children to play safe and take care of themselves. As well, they are asked to respect others and treat them with kindness. Finally, the children are asked to take care of the materials and toys that are provided for them to use.

## CHILD ABUSE AND NEGLECT

Under Section 5.7 of the Child Victims of Abuse and Neglect Protocols, “staff of an after school program have a personal obligation to report suspected abuse and neglect.” The protocols are made available to staff, and they must familiarize themselves with the protocols and be able to act, if warranted, according to Section 5.7 of the protocols.

## PERSONAL BELONGINGS

There is space provided at the program for each student to leave his/her personal belongings when they are not needed. Parent's are encouraged to have their child leave toys or electronics at home unless they

are participating in a full day of after school care. Shine After School Care is not responsible for lost or missing items that have been brought from home. All personal items need to be labelled with the student's name.

## ANIMALS AT PRESCHOOL

At Shine After School Care, we love to learn about all sorts of things in our world and this includes animals. Because we are a licensed facility, we are required to have permission from the parent to have animals present at Shine. Having animals visit enables us a hands-on experience. It also teaches empathy, a sense of respect, and love for them. We are aware that animals visiting our program also brings a bit of risk. We want parents to know that animals that come to our program have all their vaccines and are healthy. We will practice a regular hand-washing procedure after visiting our furry friends. Another risk that we need to plan for is injury; will make sure the animals that come to visit are accustomed to being around children and are not an animal that would harm them. Also, the students will be taught how to properly approach, handle and act around pets. If your child has sensitivities or allergies to certain animals, please let us know and we will plan accordingly. Note: reptiles, amphibians, chickens, ducks and wild animals will not be visiting Shine After School Care!

## SNACKS/MEALS

Each child is to bring one snack and water bottle with him/her to the program on regular after school days. Participants will need two snacks, lunch and water bottle when attending full days which would include PD days, storm days, March Break Camp and Summer Adventure Camp. Snack times are a regularly scheduled part of our routine. Keeping with the New Brunswick Daycare Operator Standards, we ask that all snacks be part of the four food groups. We encourage fresh fruits and vegetables, dairy products, and whole grains. We also ask that you choose low sugar snacks for your child. If parents are planning to provide food items for the class (i.e., for a class party or special occasion, etc.), the Department of Public Health requires that those items be store-bought and not homemade.

## HOMEWORK

We as educators at Shine After School Care know that completing homework is an important part of a child learning experience. As well, we value the time that families have to spend together in the evenings.

For this reason, we do our best to have staff, and resources available to assist the students with their homework. Please understand that due to time restraints we are unable to assist students with class projects.

## PARENTAL INVOLVEMENT

Those who wish to volunteer will be interviewed by the director regarding their qualifications for a given task. Volunteers will be asked to undergo a criminal record check, a vulnerable sector check, and a social development record check as a condition of working in the centre.

## PARENTAL GRIEVANCES

Parents who have a grievance with part of our program or our staff are asked to please bring it promptly to the educator. If this problem is continuing please bring it to the director's attention. Please make an appointment to discuss any issues as drop-off and pick-up times can be very busy. Our program is overseen by the Government of NB, the Department of Early Childhood Education. The names and contact information for the Early Learning Child Care licensing staff in our area are located on the Parent Bulletin Board. Please ask for assistance if you are unable to find the Parent Board at your location.

## PARENT AGREEMENT

Parents must read this Parent Handbook and sign that they agree with the policies and practices laid out by Shine After School Care in which they have chosen to enrol their child. Please keep this handbook for your reference and complete the attached form and return to the Early Childhood Director to keep on file.



## PARENT AGREEMENT

As a parent(s) of a student enrolled at Shine After School Care, I/we hereby confirm that I/we have read the Shine After School Care Parent Handbook in full, understand its content, and agree that Shine After School Care will carry out the policies and procedures as outlined in this handbook.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
School Year Enrolled

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date