



# Policies & Procedures

Effective September 2020 for the  
**RAS Revelstoke After School Society**

## For Parents

[www.revyafterschool.ca](http://www.revyafterschool.ca)

[info@revyafterschool.ca](mailto:info@revyafterschool.ca)

# Welcome

The RAS Revelstoke After School Society (RAS) is pleased to welcome you and your child to our after school society.

The information in this booklet contains the policies and procedures for our after school care program, what you can expect of the staff, our expectations of you as parents/guardians, and what your child will be doing while in our care.

If you have any questions or concerns, please do not hesitate to ask us. We will be more than happy to assist you.

There will be occasional revisions to this package and the

accompanying forms, at which time you be asked to sign a new contract, or initial the revisions. We reserve the right to make changes in our policies, as we deem necessary.

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### About us

The Revelstoke After School Society (RAS) started because two people had a conversation one day about what to do with your child after school lets out 2:30pm. How do parents and guardians do it? How can they have a 9-5 job and have children that attend school? A lot of families have moved away from their families and they can't rely on family to help out. So, RAS was born. A 5 member board was made, and Executive Director was chosen and we went from there. We have tirelessly put together this program to help you and your family succeed in our Town. Think of us as family.

### Our Staff

This program's intentions were to get our students to run off steam after being in class all day. BUT to continue learning. What better way than to keep learning outside? So, we contracted a fellow Revelstoke company, Flexpeditions, to provide us with experienced staff and programming.

Flexpeditions staff have undergone a 20hour responsible training course and a pediatric children's first aid course to be employed with RAS. They have had countless meetings to prepare for this years program. They look forward to having fun, educational weeks with your children.

### Our Philosophy

We believe that the childcare environment should be inclusive for all children, and we strive to offer programs that are supportive, caring, and creative. Our program offers opportunities for growth and development in gross and fine motor skills, social, cognitive, emotional, and language while recognizing that each child is a unique individual. Fostering partnership with children and their families develops and sense of community within our program. We will be following an outdoor education philosophy with our students caring for themselves, others and the environment around them.



### Fees, Payments, Registrations, and Schedule

### Our Program Fees

GST is not charged on childcare fees because childcare is exempt from GST. Your student must attend 2 days a week unless approved by our Manager.

\$25 a day or \$30 drop in (if space is available).

Subsidies: Child Care Fee Reduction Initiative which provides all families with \$100 dollars off for Full Time Families and Part Time Families receive a pro-rated amount. Depending on the parents financial situation, fee subsidies may be available. Please refer to the Ministry of Children and Family ([www.mcf.gov.bc.ca/childcare/subsidy](http://www.mcf.gov.bc.ca/childcare/subsidy))

### Our Payment Policy

We will be invoicing our parents at the beginning of each month and full payment is due by the 15<sup>th</sup> of that month.

Our preferred payment method is by e-transfers at [info@revyafterschool.ca](mailto:info@revyafterschool.ca)

Question: town we live in Answer: Revelstoke

Cash or cheque: please make out to RAS Revelstoke After School Society. "Not Sufficient Funds" cheques will be returned with a \$30 fee. Immediate payment will be required within 48 hours or childcare will be suspended.

### Our Registrations

We cannot guarantee or provide childcare until all completed forms and required documentation have been received, as follows:

- Completed and signed Registration Package
- Completed and signed Consent Forms
- Signature page of this Policies and Procedures Booklet

Waitlist: Parents will be put on a waitlist if there are no spaces available or for when they need care.

- Parents will be notified as to when spaces become available starting at the top of the list.

### Our Scheduling

We operate 5 days a week, 10 months a year except for school closures. We do not operate during the school holidays or PD Days. Please note the days on your school calendar. We will not be charging for these days. Part-time are required to come on the same recurring days each week.

### Cancellations

30 days' notice is required for any cancellation. Failure to provide sufficient notice will result in the full fee for the notice period still being due. This policy applies to fully withdrawing your child from the program, permanently reducing your child from the full-time enrolment, or permanently reducing the number of days of part-time enrolment.

### Sick days

If your child is sick and has to stay home. We will provide 1 sick day per month at no charge. Please refer to the sick policy page.

### Transportation and Pick Ups

Staff of Revelstoke Afterschool Society are responsible for the pick up of children from Begbie View Elementary School (BVE) and Arrow Heights Elementary (AHE) The French School Only.

Columbia Park Elementary School (CPE) parents are required to speak with the Principal: Andrew Pfeiffer to arrange transport to BVH on their busses. The busses ALL go to BVH and it is just a matter of letting Andrew know that your child will need a courtesy shuttle. The busses go to the HIGH SCHOOL and we will have a staff member at the HIGH SCHOOL to greet them and to walk them over to the Elementary School.

Arrow Heights Elementary (AHE) and the French school will meet a staff member up at (AHE) and they will be greeted, given a snack and will wait to catch the 3:10pm public bus. The bus will take them to the bears downtown Revy or to the community centre depending on our location that day. The price of the ticket is included in your daily rate.

Begbie View Elementary students will meet your staff member outside of the elementary front doors, and will walk to centennial park OR to our downtown location.

Parents are responsible for picking up their children by 5:30pm and marking a sign-out sheet upon pick up. We will let you know where we will be a MONTH a head of time, and if it is bad weather and we will be inside the centre, we will notify you via text, facebook and e-mail. Due to COVID -19 pick up from the centre will be different as we do not parents to come downstairs into the centre. Please call the centre from outside and we will bring your child up to you.

### Our Daily Schedule

Our Program operates out of two primary locations

Outdoor space: Centennial Park, Revelstoke BC

Indoor space: #101, 103 2nd Street East, Revelstoke BC,

<b>2:30pm</b>	School is dismissed, and students meet a RAS staff at designated meeting spot
<b>2:45pm</b>	All participating students are given snack.
<b>3:15pm</b>	Head to program location
<b>3:30pm(ish)</b>	Begin programming
<b>4 - 5:30pm</b>	Parents can pick up their child(ren) at the designated pick up spot
<b>6pm</b>	Staff leave after clean up and snack prep for following day.

Children will be given snacks in the yards of their school once a staff member arrives for 'pick up', with snacks and water. Snack time will be at approximately 2:30 each day.

At least one of the staff on for the day will be required to have Food Safe. This staff member will prepare snack for every child. Food will be prepared at the RAS 2nd street location.

#### Examples of After School snacks

Day 1 – Rice cakes and humus

Apple slices and cheese

Carrot sticks and cucumber slices

Day 2 – Fruit Smoothie (if at RAS space)

Banana halves

Cheese and crackers

Drink – primary drink is water. Each child will be required to bring their own water bottle

If the program is at Centennial Park for the day, staff will be required to bring the children's water bottles to the site and have jugs of water to refill the bottles as needed.

#### Outdoor Scheduling

From September to June our program will be utilizing Centennial park. During these months there are public washrooms within the centre of the park. Staff will accompany children to the public washrooms to ensure cleanliness and safety. If these washrooms are unable to be used for whatever reason, there are additional washrooms 500m from Centennial Park at the Revelstoke Community Centre. In the 'winter' months, November to the end of March the use of Centennial Park will be weather dependant. We will utilize the public washrooms at the Revelstoke Community Centre with staff accompaniment during these months.

Days that we are not using Centennial Park, we will be based at our space at #101, 103 2nd Street East. From our 2nd street location, both Berushi Park and the community gardens are within close walking distance. We plan to have both of these outdoor locations incorporated into our monthly calendar. We plan to utilize Berushi Park more frequently during November through March. Staff will ensure that there is bathroom time prior to leaving the RAS 2nd street location.

### Centennial Park

Centennial Park is located 500m from Begbie View Elementary School. This walk will take approximately 15 minutes to complete. While walking to the park, staff will place themselves in front and behind children so they are able to safely guide them using the sidewalk to the park.

One staff member will be responsible for walking up to six children from Arrow Heights Elementary school, from the Senior's Centre bus stop to Centennial Park. This is approximately a 5 minute walk.

One staff member will be responsible for walking up to six children from Columbia Park Elementary school, from the Revelstoke Secondary School to Centennial Park. This walk is approximately 15 minutes.

Each staff will carry an emergency back pack including first aid kit, emergency binder with children's contact information, sunscreen, and phone. Once we have reached the park we will begin our planned activity.

### What to Bring

*Please contact us if you have any questions*

ITEM	QUANTITY	HELPFUL INFORMATION
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✓ Rain coat and pants  Or  ✓ Rain suit	1	We highly recommend a waterproof breathable GORE-TEX type rain jacket (also known as a hard shell). Other fully waterproof rain jackets and pants will work. No ponchos please.
✓ Backpack	1	Your child's school backpack will be fine
✓ Water Bottle	1	A 1L hard water bottle such as a Nalgene is essential.
✓ Hat	1	A full brim sunhat or baseball style hat
✓ Running shoes	1	Running shoes or closed toed boots
✓ Rubber Boots	1	For when its raining
✓ Socks	1	Extra pair of wool socks.
✓ Insulating tops	1	Fleece, wool or puffy jackets
✓ Gloves	1	Ski gloves work great (winter time)
✓ Toque	1	
✓ Full change of clothes	1	T-shirt, underwear, socks, shorts or pants.

We understand that it will be hard to remind your children what to bring after school when they already are bringing things to school. Therefore, we have made this list simple. Have a look at the weather in the morning and dress appropriately for outdoor play after school. If you do not have any or all the items on this list, please let the RAS Revelstoke After School Society know and we can try and help you out. Or have a look on Facebook Revy Mom's and see if anyone has some items their kiddos' have grown out of.

#### **A note on cotton**

Cotton is not ideal for any outdoor environment. When cotton absorbs moisture, it gets heavy and no longer insulates, instead it draws heat away from the body. Other fibers such as wool and synthetics don't get as heavy and still have some insulating ability when wet.

#### Guiding Children's Behaviour

We understand age appropriate behaviour and believe that each child is unique so our approach to care is always evolving. Our goal is to ensure your child feels safe, confident and included as they learn

alongside their peers. We treat our families and children with respect and care and in doing so expect the same in return.

Our guidance strategies include:

1. Clear and consistent limits and expectations
2. Reasonable choices
3. Positive reinforcement
4. Focusing on child's behaviour

### Inclusive Care Plan

All children are included in our programming regardless of their needs and disabilities. When children require specialized care, we will create an inclusive care plan to support their needs as it is required from the Child Care Licensing Act. If further assistance is required from a support worker, we will work alongside the family to ensure appropriate care is provided. In doing so, this may change the child's attendance based upon the availability of support worker.

### Keeping Accurate and Up-to-Date Child Records

Parents must provide, as per licensing regulations, all of the following documentation prior to the start of child care service, and must continue to keep it up-to-date throughout their child's time at the Centre.

- Name, sex,DOB,medical Insurance #
- Immunization status and record
- Name and Phone# of parent/guardian, medical practitioner and emergency contacts
- Name of authorized person(s) who can pick up your child(ren)
- Any illness, allergy or medical disability disclosed to the Manager and Staff by the parents or child or medical practitioner
- Any special instruction respecting the child's diet, medication, participation in a program of activities, or other matter relevant to the child's care.
- A record of any person who is not permitted access to the child
- Written consent to call a medical practitioner or ambulance in case of accident or illness if the parent cannot immediately be reached, and to release a child to someone other than the parent

- For any child requiring extra support, a current Inclusive Care Plan as per regulations In addition, each child's record will include:

- Any medication administered to the child, including the amount and the time at which the medication was given.

### Communication

#### Open Door Policy

If there are any concerns you'd like to share with Staff, please call ahead so we can provide coverage to talk during our hours of operation.

Our after school program will provide a monthly calendar of locations for parents at the start of the month. Parents will have access to a monthly calendar via a 'closed facebook group' and can also be provided with a paper copy if needed.

Our Program Manager, Jo Gawler will be responsible for checking the weather the day of program and will contact parents if the program location will be changed from the monthly calendar.

### Confidentiality

Confidentiality is important and necessary through Staff and Parent communication. If any private information is heard during our Hours of Operation, please do not share out of respect and understanding of our Confidentiality policy. We respect each family and hope each family does the same. Any files/records kept regarding your child and family will be kept confidential unless a Licensing officer views them to ensure our Centre is following the rules and regulations set out by the Child Care Licensing Act. If an outbreak occurs, the Public Health Nurse may view personal files to see if any children are at risk. For legal matters, files may be viewed to support a case. Records kept by our Centre may be subject to the Freedom of Information and Protection of Privacy Act.

### Authorization for Release of Child(ren)

Release of Children in our care will only be given to those listed as authorized individuals in the child's file. If someone other than the parents are picking up, please inform Staff in case the person is not authorized. We will ask for 1 piece of Government Picture Identification, if information does not match with our records, the parents will be contacted first and then the emergency contact.

If a child is not picked up on time, we will contact the parents first. If the parents are unreachable, we will then contact the emergency contact. If the emergency contact is not reachable then we will contact the Ministry of Child and Family services.

### Medication

Staff can only administer medication if a parent completes the medication consent form. All medication will be kept inside a lock box unattainable by children. All medication will go home once the child is well. Prescribed medication will only be given to children with their full name and dosage amount. We are only able to administer oral medication, Epipens, and asthma related inhalers.

All medication administered will be documented using a sheet and will record the dosage, date and time, and type of medication. \*Please note, we will not administer any over the counter medication such as Tylenol or Advil.

### Immunization

Please provide a copy of your child's immunization records from your Public Health Nurse to keep in our records. Children are not required to be immunized however, if any disease outbreak occurs, your child will be asked to not attend our Centre unless Interior Health advises otherwise.

### Illness Policy

Staff must notify parents of the following symptoms and/or ailments:

- Temperature of 38.5 or higher at which point children are required to go home
- Diarrhea or vomiting. Children are required to go home if either symptom occurs 3 times or more
- Any rash, bumps, irritations, infected eyes, or anything related to a contagion disease
- Lice or any parasite-related condition. If any live lice are found in child's hair, we require immediate pick up and treatment. Once child is free of any live lice, they are able to attend the Program.
- Persistent coughing and sore throat
- Headaches, body aches
- Thick green/runny nose

If your child vomits at home, please do not bring them to the Program until 36 hours has passed from the initial vomit. We respect complete honesty in these circumstances.

If your child is sent home with diarrhea, vomiting or a fever, they must stay home for 36 hours to recover from the illness.

If your child is sent home because of a possible communicable disease, we require a doctor's note stating they are not contagious and can come back to school.

If your child is unable to participate due to illness, please allow them time at home to recover so they can come back healthy and ready to play and learn. If you feel the need to give your child over the counter medication, then they should stay at home to recover.

### Covid 19 Health and Safety

#### Screening and illness

We will be implementing screening procedures each program day.

Participants that have symptoms of Covid-19 or have had close contact with a confirmed or probable case of Covid-19 will not be admitted to the program.

Monitoring participants for signs and symptoms of Covid-19 throughout the program. If a participant falls ill while at program, they will be isolated from the rest of their group. Caregivers will be contacted to pick up the participant immediately and the participant will not be able to return until they have received a negative test result and/or clearance from a medical professional.

#### Physical Distancing

Establishing groups (cohorts) of no more than 7 people: 6 participants, 1 staff that do not mix with other groups

Encouraging physical distancing between students, and staff whenever possible. Physical distancing may not be possible in situations such as providing first aid, managing participant behaviour and emotions, during safety and emergency situations or in inclement weather. Encouraging physical distancing between participants, and staff whenever possible.

#### Hygiene & Sanitation

Increasing the frequency of routine cleaning and disinfection of high touch surfaces & equipment. Enhancing hygiene and sanitation practices for students and staff requiring frequent handwashing/sanitizing. Hand sanitizer ( $\geq 70\%$  alcohol) will be used when soap and water is not available. Enforcing strict no-sharing policies for food and personal items.

#### Participant Code of Conduct

Each participant will be asked to agree to our Code of Conduct on the first day of program, which includes physical distancing, respiratory etiquette, handwashing and respectful interactions with others. If participants are unable or unwilling to follow this code of conduct and/or their behaviour puts staff or other participants at risk, warnings will be issued to the participant and their parents. If the participant's

behaviour does not improve after positive behaviour management, they may be asked to leave the program.

### Behaviour and Expectations

As always, we are committed to maintaining a safe and positive learning environment for participants and staff. Our program aims to provide space and freedom to explore and learn, supported by clear agreements and expectations for participant behaviour. The reality of Covid19 requires us all to be even more aware of how we are interconnected, and how our actions impact others. To ensure everyone's health and safety at program, we are asking that participants honour some basic agreements and are outlining stricter consequences for behaviour that threatens the health and safety of others. Please read and talk about the Code of Conduct with your child.

### Code of Conduct

Our core agreements: Take care of 1) Self, 2) Others, 3) Nature.

Participants must be able to take care of themselves and others by:

- Physical distancing: Staying at least 2m away from others and using masks when needed  
Listening to and following staff instructions
- Following and staying within their cohort
- Not sharing items such as food and drinks
- Practicing healthy personal hygiene, such as sneezing or coughing into their arm
- Washing their hands themselves
- Using the washroom themselves
- Communicating with staff: Letting staff know if they have a physical need (eg. washroom, feeling sick, thirsty)
- Letting staff know if something is bothering them, treating everyone with respect. Bullying will not be tolerated. Engaging in physical conflict with other campers will not be tolerated.
- Carrying all their items in their own backpack
- Caring for their own personal needs, such as eating, staying hydrated, changing wet socks (with verbal help and encouragement from staff)
- Participants must also take care of nature by respecting and caring for our natural surroundings.
- Supporting participants as they learn to integrate these expectations is a priority for our staff. It is our intention to work with caregivers and participants to address behaviour challenges as they arise.

If these agreements are broken, staff will contact the participant's guardians to discuss strategies and align expectations. If the participant's behaviour does not improve and puts others at risk, the student may be asked to leave the program.

### Our Refund Covid-19 policy

Covid-19: Though we are currently able to operate, there remains the possibility that we may need to shut down due to government mandate or other Covid-related circumstances. We are not able to guarantee a notice period. However, we will do our very best to advise families as soon as we are able. In the case that we need to put our program on hold for a month due to Covid-19, we will hold onto any deposits and move them to the following month. If the school year is completely cancelled, families will not be responsible to pay to hold their spot.

### Sample Screening Form

We're committed to maintaining a healthy and safe environment for all participants, staff and families. We will be screening each participant at pick up, and should the participant have any symptoms, the parent or guardian will be called to come and collect their child.

Daily Temperature: \_\_\_\_\_

Does the participant have any of the following symptoms :

- Fever (37.8C or greater)?
- New or worsening cough?
- Difficulty breathing or Shortness of breath?
- Sore throat or difficulty swallowing?
- Runny nose or nasal congestion - without other known reason for these symptoms (e.g. seasonal allergies, post-nasal drip, etc)?
- Decrease or loss of taste or smell?
- Not feeling well, tired or sore muscles? Nausea/vomiting, diarrhea, or abdominal pain?
- Has the participant travelled outside of Canada in the past14 days?
- Has the participant been in close contact with someone who is sick or has confirmed Covid-19 in the past14 days?

### Emergency Evacuation Plan for Outdoors

The purpose of this plan is to ensure staff preparedness to respond to the following emergency situations safely and confidently while caring for the children in their care.

Potential risks that may affect our program while playing outdoors:

1. Fire
2. Earthquake

- |                             |                   |
|-----------------------------|-------------------|
| 3. Power outage             | 6. Lost person    |
| 4. Wildlife encounter       | 7. Severe weather |
| 5. Serious health emergency |                   |

Revelstoke After School Society has a duty to ensure the wellbeing of all children and staff while visiting Centennial Park, the Greenbelt and other community areas. The safety and supervision of children in and around these areas is of highest priority. This relates to encounters with wildlife and excursions near water. Children will be supervised at all times while in the outdoors and the following requirements will be put into place.

- Staff will be trained in all Evacuation and Safety Protocols for the centre and on field trips. They will have a HIRA on them at all times, and their binder of students medical summaries and medications that the students might require.
- All staff will have their First Aid and CPR
- Children will be adequately supervised at all times
- Emergency Backpack will be taken with staff along with a cell phone
- Staff will teach children about Dangerous Animals (bear, cougar) and if there has been a sighting staff will not take children in that area.
- Staff will teach children about road safety, and the rules of the road when walking.
- Staff will walk one staff at the front of the line and the other staff at the end of the line, so that all children can be watched in the line.
- Children that need extra support will hold hands with the staff.

#### Evacuation procedure of a student from outdoor space

- Staff will call 911 if the student requires an ambulance
- The staff member will call RAS and Flexpeditions to tell them of the incident
- If the staff member requires a vehicle, RAS will come and pick up the student
- Ras staff will bring child back to the centre, and call parents to arrange pick up

#### Evacuation of entire group from outdoor space

- Due to unforeseen circumstances, the staff member might decide to bring the group to our downtown center. In this case, the staff member will call RAS general manager to inform all parents on social media and by a text message so parents know where to pick students up.
- If the weather has changed dramatically, staff will call for a shuttle to our centre or will seek shelter at the community centre



### Active Play and Screen Time

As stated in the licensing regulations, children 5 years and older are required to have a minimum of 60 minutes of active outdoor play. Our program curriculum is outdoor education so we will ensure children are spending their time outside engaging in active play.

Section 44(3) of the Child Care Licensing Regulations states: “A licensee, other than a licensee providing a care program described as Occasional Child Care, must provide each child with daily outdoor play periods unless weather conditions would make it unreasonable to do so.”

Revelstoke After School Society will be operating as an outdoor education program, majority of our programming will take place outside through gross motor play. Parents and guardians are required to prepare their children with adequate outdoor clothing for all types of weather. We will have extra gear on hand in case a child is not properly prepared.

“The following licensed child care programs must ensure a minimum of 60 minutes per day of outdoor active play (indoor active play is acceptable when weather is poor or outdoor physical space is limited). Active play may be accumulated through 15 minutes portions of time throughout the day or continuously.”

If extreme weather prevents us from going outside, we will use our large indoor space to facilitate gross motor play. We have books and supplies to facilitate yoga, music and movements, and indoor obstacle courses.

### **Screen time:**

In accordance with Interior Health, the Licensing Regulations state:

“Programs where children are in attendance for 3 hours or less should not include screen time activities into the daily routine.”

Children in our care will not have access to screens during our program. Staff may use a screen as a resource to learn a new activity.

### Behaviour Guidance Policy

#### Guiding Children's Behaviour

We understand age appropriate behaviour and believe that each child is unique so our approach to care is always evolving. Our goal is to ensure your child feels safe, confident and included as they learn alongside their peers. We treat our families and children with respect and care and in doing so expect the same in return. By taking the time to understand each child's background and their family's value system

will assist us to guide each child appropriately. Our guidance strategy includes using the environment as a second teacher. We will set up the classroom accordingly so children can learn in the safest, comfortable and stimulating setting. Since our curriculum focus is outdoor, we will plan and execute outdoor activities in an organized manner to ensure children are ready to learn. In accordance with the Guiding Children's Behaviour booklet, we will set up our space so that it is "aesthetically pleasing, planned, and organized contributing to an environment which promotes good mental health and diminishes the potential for problems."

Our guidance strategies include:

1. Clear and consistent limits and expectations. By clearly and concisely stating appropriate expectations, we are ensuring children are understanding classroom rules in a positive way.
2. Reasonable choices. Providing children with appropriate choices reduces that chance of a power struggle occurring. Children appreciate and respond to choices as they are not being told what to do.
3. Positive reinforcement. As stated in the Guiding Children's Behaviour Booklet, "Positive reinforcement helps children build self-confidence and encourages them to repeat desired behaviours." Staffs are expected to be aware of children so that they can appropriately reinforce positive behaviour.
4. Focusing on child's behaviour. Explaining how a child's behaviour makes others feel guides them in a positive and respectful way rather than making them feel guilty.
5. Pick and Choose or Ignore the Minor Incidents. In accordance with the Guiding Children's Behaviour Booklet, "As long as children's activities are not infringing on the rights of others, it is often best to "take a breath," rather than to speak."
6. Reassure children that they can use you for help. Let children know they can rely on you for help and information, helping create a strong and trusting relationship with them. Their sense of security and control also increases.
7. Be mindful, aware and in close proximity of children. Stay alert of what is happening in case you need to provide direction or safety.
8. Redirection. In a situation where a Staff feels the child cannot solve their problem, they will provide a special activity or toy to distract them from the problem. This strategy is less effective for older children as it stops them from learning how to problem solve by removing them from their own learning.
9. Natural Consequences allow children to fully understand the result of a behaviour or choice.

10. Limit use of equipment. After a reminder has not guided the child's behaviour, an object may be removed is not used safely or respectfully.
11. Remove the use of superficial apologies. Allow children time to genuinely make amends by giving them thoughtful suggestions.
12. Holding. With the use of a behavioural plan, holding can be used to ensure safety of children. Staff must maintain calm and controlled attitude while safely holding child, preventing them and others of harm.
13. Quiet time. Time away from an activity when a child is becoming agitated or anxious can help them develop self-direction.

### Staff Responsibilities and Safety

During off site time, staff will have: first aid kits, children's emergency contact information and a cell phone. Staff will also carry snacks and water for the children. The ratio of staff to children will be 1 staff to 6 children. Sometimes our total group of 24 children may break into younger and older age groups for activities. For example, ages 5-7 and 8-10 will form two different groups.

Staff will ensure that the children are always at least 500m from moving water. There are duck ponds within the area of Centennial Park. Should staff walk on pathways near the ponds or go to the ponds for learning/ exploration the staff ratio will always be 1 staff to 6 children.

### Outdoor Scheduling

From September to June our program will be utilizing Centennial park. During these months there are public washrooms within the centre of the park. Staff will accompany children to the public washrooms to ensure cleanliness and safety. If these washrooms are unable to be used for whatever reason, there are additional washrooms 500m from Centennial Park at the Revelstoke Community Centre. In the 'winter' months, November to the end of March the use of Centennial Park will be weather dependant. We will utilize the public washrooms at the Revelstoke Community Centre with staff accompaniment during these months.

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plan to utilize Berushi Park more frequently during November through March. Staff will ensure that there is bathroom time prior to leaving the RAS 2nd street location.

### Centennial Park

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One staff member will be responsible for walking up to six children from Columbia Park Elementary school, from the Revelstoke Secondary School to Centennial Park. This walk is approximately 15 minutes.

Each staff will carry an emergency back pack including first aid kit, emergency binder with children's contact information, sunscreen, and phone. Once we have reached the park we will begin our planned activity.

### Parent Agreement

By signing below, the signee has read and understood the Policies and Procedures written in the above handbook by RAS Revelstoke After School Society. We cannot offer care until the handbook is signed, required documents are completed, and fees have been paid and on file on site in accordance with RAS Revelstoke After School Society and licensing regulations.

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Parent/Guardian SIGNATURE DATE

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Parent/Guardian SIGNATURE DATE

As this crazy year progresses, RAS will provide up to date information to our families via e-mail and we will be using social media to contact you. But at anytime you need to reach out and chat, please contact Joanne Gawler at [info@revyafterschool.ca](mailto:info@revyafterschool.ca) or by using 416-200-9811