

**Before and After School
Care Program
Policies and Family
Handbook 2026-2027**



Welcome to the Before and After School Care Program

Dear Families,

Welcome to the Before and After School Care Program

Our Before and After School Care Program is run by School District staff which leads to a continuum of care and learning as children attend childcare and school at the same place and with some adults who are familiar to them. This model provides stability and comfort for children as it reduces transitions between childcare, schools, and other services. Our commitment is to provide quality before and after school care in a safe, happy, and nurturing environment.

Please take some time to familiarize yourself with the policies and routines in this handbook. It will provide you with basic information about our Before and After School Care program. If you have questions or concerns, please bring them to the attention of the program staff via email on the info sheet attached!

OUR VISION FOR CHILDREN

We believe that each child is unique, full of curiosity, and has many gifts to share. At Before and After School Care Program all children will be treated with respect and dignity in an environment that is safe, positive and promotes a healthy lifestyle. Each child will be included and is a valuable member of our classroom and greater school community. We believe that children learn best through PLAY and need a variety of opportunities to explore and express themselves creatively. Children also need opportunities to practice skills that will serve them throughout their lives. Appropriate behaviour will be modeled and reinforced as desirable and preferable. Behaviour is communication, and the goal is to ascertain what is being communicated, so that staff can respond to and redirect communication attempts, as necessary. Children will be supported in developing lifelong patterns of self-discipline, control, and respect.

OUR STAFF

Our Staff are Childcare Educators that are made up of Education Assistants (EA), Responsible Adults (RA), Library Clerks, and other district positions that have staff have training and experience in providing quality childcare. We are licensed by the VIHA Community Care Facilities Licensing Office. Regular staff maintain valid First Aid Certificates.

If any of our staff are absent, they are replaced by other district staff including EAs, Responsible Adults (RAs), and/or Indigenous Cultural Student Support Workers (ICSSW).

Our staff, substitutes and volunteers complete the Criminal Record search process prior to starting at the Before and After School Care Program, in accordance with the Child Care Licensing Regulations and School District practices.

OUR PROGRAM

The Before and After School Care Program is an active, play based program. Staff will use the BC Early Learning Framework as the foundational support. It supports children to be creative and critical thinkers – all in a caring, stable environment. With this program, we hope to nurture each child's love for learning.

LOCATION

Our program is licensed to operate the designated BASC Space (See info sheet). The group will also spend time at the main playground area. Parents/guardians will be informed about which location their child receives care from. If students leave their main location, a note will be put onto the exterior door about where to find the group.

You will receive an email informing you about which room your child is in prior to the beginning of the school year.

SAMPLE BEFORE SCHOOL SCHEDULE – *Used as an example, for your specific schedule please see info sheet)

7:30 AM – 8:45 AM - students will be greeted by the staff and have a choice of calm, playful activities to start their day off right! Students may bring a healthy breakfast snack if they choose. A reminder that the school is 'nut aware' when packing snacks. At 8:30am, when regular school supervision begins, **Grades 1 and up children will be dismissed to play outside before the school day starts. Kindergarten children will go outside and be supervised by the childcare staff and delivered to their classroom lineups.**

SAMPLE AFTER SCHOOL SCHEDULE *Used as an example, for your specific schedule please see info sheet)

2:28 PM – Whole school dismissal. Kindergarten children will be picked up by one of the childcare staff. Children in Grade 1 and up will transition to the childcare rooms.

2:28 PM – 2:45 PM – Snack – Children should bring a healthy snack. A reminder that the school is 'nut aware' when packing snacks.

2:45 PM – 3:45 PM – Outdoor Explorations and/or Gym activities

3:45 PM – 5:30 PM – Indoor Explorations – e.g., Fine Arts, Indoor Games

This schedule is a sample only. Projects and activities are adjusted to accommodate special events or to take advantage of good weather for extended use of the outdoor fields and playgrounds.

HOURS AND DAYS OF OPERATION – Our Program begins on the first FULL day of school and ends on the last day of school in June.

Before School Hours: 7:30 am to - 15 minutes before school bell for Grades 1 and up and 7:30 am to - School Bell for Kindergarten children *Except Seaview which opens 7:15

After School Hours: School Bell to - 5:30 pm *Except Seaview which closes at 5:15

***During Early Dismissal Week** for Parent-Teacher conferences, Before and After School Care Program will operate from the start of Early Dismissal Bell until 5:30pm. *Except Seaview which is 5:15

Children should be dropped off and picked up via the designated childcare program door. (see info sheet) We will have a sign posted on the door about our location, e.g. If we're outside after school, Playground, gym, etc.

We will, in a separate email, advise you about which room your child is assigned. In several of our locations in the district we operate multiple rooms.

Before and After School Care Program will be closed for the following holidays: All statutory holidays, non-instructional days (such as Teacher Professional Development Days, Curriculum Implementation Days) and NLPS Winter, Spring and Summer Breaks. (Summer Programs available at some locations) It will also be closed if there is a district announced school closure due to emergencies or inclement weather. Please listen to local radio for school closure announcements.

CARE AND SUPERVISION PLAN

Children will always be supervised while at the Before and After School Care Program. At no time will there be more than 30 children in the program. Before and after school childcare will be done with our qualified EAs or RAs. If any of our staff are absent, they are replaced by other qualified district staff including EAs, Responsible Adults (RAs), and/or Indigenous Cultural Student Support Workers (ICSSW). Our learning environment is open and set up to ensure children can be monitored in all areas of the classroom/gym. The materials and space are set up to support children in play that is developmentally appropriate. The daily activities will take place in environments that are child-friendly and allow for plenty of safe exploration.

PHOTO TAKING

With your permission, photographs of your child may be taken to be used at the Before and After School Care Program for the enjoyment of families and staff. The Photo consent is optional, and the form is on Esikidz.

CLOTHING AND POSSESSIONS

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather. **PLEASE LABEL EVERYTHING.**

- for rainy days: boots and rain gear, change of clothes.
- in the winter: mitts, hat and warm outdoor clothes, extra layers
- in the spring: hat, extra layers
- in the summer: hat and sunscreen, water shoes

ENROLLMENT IN THE PROGRAM

Parents will need to complete the registration package in full which will include the registration form, schedule, and the pre-authorized debit form. This package is to be completed via our online enrollment system Esikidz. Once you are registered **you will receive a link** to create an Esikidz **account**. Please email childcare@sd68.bc.ca with any questions.

STUDENTS REQUIRING ADDITIONAL SUPPORT

We believe in providing support to children with diverse abilities and disabilities. Where a child needs additional support, the family will be asked to work with Supported Child Development services through the Nanaimo Child Development Centre Care to secure financial support for additional staff in the childcare setting. Once the supported childcare funding is secured, Nanaimo-Ladysmith Public Schools will proceed with staffing the additional position as soon as possible. Children needing the additional support will not be able to start in the Before and After School Care Program until supported childcare staff are in place and are fully trained.

ATTENDANCE POLICY: ABSENCES

If your child will not be attending the program for any reason (illness, change in work schedule, family vacation or sporting event), please contact the Before and After School Care Program staff by calling or texting the program phone (on info sheet) and leave a message so that staff are not worrying or looking for your child. We do not get absence notification from the office so please notify the Before and After School Program directly.

ATTENDANCE POLICY: DROP-INS

At this time, we are not able to accommodate drop-in care.

DROP-OFF/PICK UP

Please inform Before and After School Care Program staff if you have arranged for another authorized person to pick up your child. If an emergency arises during the day, please leave a message with the school secretary. If the authorized person picking up your child is not known to the manager, we will need information from you about the person (their name, address, phone number and physical description). The person will be asked to show photo identification to Before and After School Care Program staff and be expected to sign out your child.

At pick up time, please speak Before and After School Care Program staff before signing out your child out to find out about their day. Please sign out using your full name versus "Mom", "Dad" etc.

Permission will not be given by Before and After School Care Program staff for your child to make any alternate arrangements (such as play dates) without your prior permission.

LATE PICK UP

If you have not picked up your child or called the Before and After School Care Program staff member by our closing time, we will contact the alternate person(s) from the authorized list to pick up your child. If that person is unavailable, and you have not contacted us by 15 minutes after close, **we are required by licensing to notify Emergency Services of the Ministry for Children and Family Development.**

SAFE RELEASE OF CHILD

If an unauthorized person arrives to pick up your child, the child will remain under the supervision of the Before and After School Care Program staff. Staff will explain the policy that under normal circumstances, written authorization from the enrolling parent/guardian is required to release a child. In the event of an emergency, verbal authorization may be given and the adult picking up will be asked for photo identification.

Any parent or authorized person picking up a child from Before and After School Care Program that is suspected of being under the influence of drugs or alcohol will be asked to call a relative, friend or taxi to drive them home. Refusal to wait for another driver will result in Before and After School Care Program staff calling the police immediately, as is legally required.

FIELD TRIPS

Our school is in a wonderful neighbourhood, with many opportunities to explore and play in nature. When weather cooperates, we may take a "Walking Field Trip" to support our learning inquiries. These field trips are within 4 km from the school. The school field trip permission forms will be sent in early September, along with their Verification forms. The Before and After School Care Program staff will provide you with notice – e.g., a poster on the door, or an email – prior to the Walking Field Trip.

SCREEN TIME - VIDEOS

As regular programming, we will not show videos unless it relates to a special activity we are doing and provides specific educational value. If a video is used for educational/activity purposes, it will not extend past 15 minutes of viewing. On special holidays or class events we may have a movie day. We will designate a maximum of two "movie days" per year. On a movie day children will have the option to join in or participate in another activity. All movie days will be announced to parents at least one day in advance which will include the title of the movie. If shown, all videos will be rated 'General'. Should you or your child not wish to participate, please let the staff know and other activities will be available.

SCREEN TIME – MOBILE OR GAMING DEVICES, AND iPADS.

For school age children, it is essential that they develop the social skills to make friends, and the physical skills that build confidence and a sense of accomplishment. For this reason, we discourage mobile or gaming devices in the program, as these can isolate children and diminish interaction and group participation. Although this may initially feel uncomfortable for some children who are used to frequent use, we believe that it is better for their long-term development to interact in 'real time.' If we use technology such as iPhone or iPads, it will only be used for educational purposes, and it will not extend past 15 minutes. Please speak with staff if your child requires accommodations with regards to device use.

ACTIVE PLAY

To conform to Ministry standards of practice, Before and After School Care Program staff will, whenever possible, provide children with at least 60 minutes per day (on days when we are open more than 3 hours) as part of our regular daily routine. Indoor play is acceptable when the weather is poor. The gymnasium is available for our program use on some days.

Active play may be accumulated through 15-minute intervals throughout the day, or continuously. Active play includes:

- Moderate to vigorous bursts of high energy movement.
- Difficulty speaking a complete sentence due to being out of breath.
- Activities involving running, jumping, leaping, such as field games and sports, tag, scavenger hunts, obstacle courses, skipping, etc.

Furthermore, staff will ensure that at least 20 minutes each day will be facilitated play – activities planned and led by an adult, with specific rules and objectives. The remainder of outdoor or gym time will provide children with free play opportunities, where equipment and toys will be made available to encourage imagination, creativity, and opportunities for children to follow their interests with friends.

Before and After School Care Program staff will include elements of injury prevention into planned activities which may include identifying potential hazards in activities. For example:

- "We are in a crowded space, so please do not run, as you could bump into someone and hurt them."

- “The pavement is slippery today, so be careful not to go too fast around the corner.”
- “When you leave the table, please leave the scissors there and do not walk around the room with them.”

Staff will also provide support for fundamental movement skills. These are activities that allow children to practice and develop balancing skills, coordination skills (throwing, catching, and kicking), and locomotor skills (running, jumping, skipping, hopping etc.) It is our goal to provide opportunities for ‘mastery’ where children will develop the age-appropriate physical skills necessary to feel confident and capable when taking part in activities and when trying new things requiring physical competency.

GUIDANCE

Each child will be encouraged and supported to develop positive adult and peer relationships. Our goal is to provide a safe and healthy learning environment where each child can feel secure, and practice friendship and social skills. Families can expect the Before and After School Care Program staff to:

- promote the development of positive social skills including self-esteem, self-control, and safety skills.
- always demonstrate appropriate, respectful behavior.
- encourage children to understand/follow rules and positive expectations.
- supervise the children at all times.
- establish clear, consistent, and simple expectations and implement appropriate consequences if required.
- discourage aggressive play and help the children practice resolving conflicts in non-violent ways.
- acknowledge children's feelings and seek their input.
- offer choices that are developmentally appropriate.
- demonstrate respectful affection and caring to each child.
- give verbal direction and redirection as the main way of guiding children.

We encourage parents/guardians to ask about guidance methods we use at the Before and After School Care Program. We are committed to working with families and to enhancing knowledge of child development and approaches to child rearing practices. Please be proactive and provide us with relevant information about your child. Parents are sometimes reluctant to share information about health issues, diagnoses, or challenging behaviours in their children; however, providing our staff with this information allows us to better meet your child's needs in a supportive manner.

SUPPORTING SAFETY DURING DYSREGULATION

If a child becomes dysregulated to the point that they are a risk to themselves or others, families will be contacted and asked to pick up their child.

A risk to self or others may include, but is not limited to:

- attempting to run away or leave the program area
- physical aggression toward another child or staff member
- verbal threats or aggressive language directed at another child or staff member

These decisions are made to ensure the safety of all children and staff and are not intended as a disciplinary measure. Program staff will use de-escalation strategies and support wherever possible and will work collaboratively with families to plan for future success. If these incidents occur repeatedly, a meeting with the program's administration and the child's family will be arranged. In accordance with childcare licensing requirements, a care and support plan will be developed collaboratively to better meet the child's needs and support their continued participation in the program.

HEALTH AND SAFETY

The Before and After School Care Program has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities of all children. Our goal is to promote good health, safety, and nutrition by providing the children with a clean, well-maintained, safe environment and opportunities for:

- learning how to take care of their bodies and develop self help skills.
- indoor and outdoor activities.

- conflict resolution, self-regulation, and healthy expression of feelings

In accordance with the Nanaimo Ladysmith Public Schools, in following the Communicable Disease Plan, safety and hygiene protocols are in place. Some of the protocols are below:

Gloves:

Glove use is required for staff (not children) when carrying out any of the following:

- Performing first aid and/or cleaning bodily fluids
- Routine cleaning and disinfecting activities
- Handling toys or other items which may have come into contact with bodily fluids.

Hand Hygiene:

Rigorous handwashing with plain soap and water is the most effective way to reduce the spread of illness. We follow these guidelines to ensure effective hand hygiene at our program.

When <u>Student</u> Should Perform Hand Hygiene:	When <u>Staff</u> Should Perform Hand Hygiene:
▪ When they arrive at school.	▪ When they arrive at school.
▪ Before and after any breaks (e.g., recess, lunch).	▪ Before and after any breaks (e.g. recess, lunch).
▪ Before and after eating and drinking (excluding drinks kept at a student's desk or locker).	▪ Before and after eating and drinking.
▪ Before and after using an indoor learning space used by multiple classes with shared equipment.	▪ Before and after handling food or assisting students with eating.
▪ After using the toilet.	▪ Before and after giving medication to a student or self.
▪ After sneezing or coughing into hands.	▪ After using the toilet.
▪ Whenever hands are visibly dirty.	▪ After contact with body fluids (i.e., runny noses, spit, vomit, blood).
	▪ After cleaning tasks.
	▪ After removing gloves.
	▪ After handling garbage.
	▪ Whenever hands are visibly dirty.

Hand Washing

Procedure

Hand washing shall be carried out in accordance with the following steps:

1. Wet hands (*Temperature of water does not change the effectiveness of washing hands with plain soap and water.*)
2. Apply soap.
3. Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails.
4. Rinse well under running water
5. Dry hands well with paper towel
6. Turn taps off with paper towel.

CLEANING AND DISENTECTING PRODUCTS & PROCEDURES

- For cleaning, water and detergent (e.g., liquid dishwashing soap), or common, commercially available cleaning wipes, along with good physical cleaning practices (i.e., using strong action on surfaces) will be used.
- For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions provided from the Nanaimo Ladysmith Public School custodians.
 - Only commercial disinfectant products approved by Health Canada will be used.
- Staff will always wash their hands before and after handling shared objects.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids will be cleaned as soon as possible and before use by different children.

CLEANING AND DISINFECTING FREQUENCY

The following frequency guidelines will be adhered to when cleaning and disinfecting:

- General cleaning of the premises, and cleaning and disinfecting of frequently touched surfaces, at least once in a 24-hour period. (See Frequently Touched Surfaces section below for examples of frequently touched surfaces.)
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.

***The recommended cleaning and disinfecting frequency for K-12 schools and other community settings outlined above was determined by infection prevention and control experts at the BC Ministry of Health, BC Centre for Disease Control and the Provincial Health Services Authority.*

FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces include:

- Items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles.
- Shared equipment (e.g., computer keyboards and tablets, kitchen equipment, sports equipment, music equipment, etc.)
- Frequently touched items like toys or manipulatives that may not be able to be cleaned often (e.g., fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs can also be used.

NUTRITION

Eating nutritious food is an important part of each child's day. Please note that Before and After School Care Program is a nut aware program. Within the school community there are students who have a potentially life-threatening allergy to peanuts. Consequently, parents are asked **not to send peanut butter or other products with peanuts listed in the ingredients.**

Families are asked to send nutritious foods each day in quantities sufficient to meet their child's nutritional needs. We require that families to select foods in accordance with Canada Food Guide requirements and NLPS regulations.

Before and After School Care Program staff will:

- encourage children to eat safely and enjoy their food.
- be sensitive to individual food preferences, cultural preferences, and any restrictions/allergies.
- provide sufficient time to eat.
- never force a child to eat.
- have snacks such as granola bars, fruit, or healthy items available if a child is hungry and has no food left.

Families will:

- provide nutritious snacks and a refillable water bottle each day.
- inform staff of any food restrictions/allergies or changes to their child's diet.

IMMUNIZATION

As immunizations are one of the most effective ways of preventing the spread of communicable diseases, we recommend that all families have their child's immunizations brought up to date prior to starting at Before and After School Care Program. Please provide updated immunization information as requested on the registration form. Note: Immunizations are not mandatory for enrolment.

HEALTH AWARENESS/COMMUNICABLE DISEASE PREVENTION:

Health awareness reduces the likelihood of a person with a communicable disease coming to school when they are infectious. Please ensure that you do a daily health check with your child to check if they are experiencing any symptoms of illness to ensure they are not coming to school/childcare when they are sick.

ILLNESS

While we are sensitive to the stress that illness may cause families, we are not licensed to care for children when they are ill. You will need to keep your child at home, or make alternate arrangements if he/she:

- has a communicable disease.
- has a contagious infection, including Pink Eye.
- has a fever over 38 degrees Celsius.
- is vomiting or has diarrhea.
- has a skin infection or an undiagnosed rash.
- is not able to participate in all program activities **including outdoor play.**

Please notify Before and After School Care Program staff if your child has a communicable disease so that other families and the Community Health Department can be notified.

If your child becomes ill during the program, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contact. We will provide a quiet, restful area and close staff supervision until you, or one of your emergency contacts, can pick up your child. If the situation becomes urgent, we will follow the emergency procedures outlined in this handbook.

MEDICAL EMERGENCIES

If your child is injured or becomes ill at Before and After School Care Program, our staff will quickly assess the situation to decide what action/attention is required.

IF FIRST AID TREATMENT IS REQUIRED:

Before and After School Care Program staff, qualified in First Aid, will:

- provide First Aid treatment.
- acknowledge the child's feelings.
- provide close supervision to ensure that the child does not require further First Aid or medical attention.
- complete an Incident Report and process.
- inform the family when they come to pick up the child.

IF EMERGENCY MEDICAL ATTENTION IS REQUIRED:

Before and After School Care Program staff will:

- call and request an ambulance.
- contact family and/or the listed emergency contact.
- ensure other children have qualified care.
- accompany the child to the emergency facility, *if possible*.
- provide information to the doctor and family.
- support the child and family.
- complete the Incident Report and process.

ADMINISTERING MEDICATION

If you require the Before and After School Care Program staff to administer prescription medication to your child, the Child Care Licensing Regulation requires the medication be provided in its original container, with your child's name and dosage information, and the district Medical Consent form to be completed with instructions on administering the medication. All medication will be stored in a locked container.

EMERGENCY PREPAREDNESS

In the event of fire and other disasters, staff have been trained and regularly practice emergency preparedness procedures, in accordance with our Nanaimo-Ladysmith Public Schools Policy, including Fire, Earthquake, Hold and Secure (for security threats in the community), and Lockdown (for security threats inside the school).

In accordance with Childcare Licensing, Before and After School Care Program staff conduct monthly fire drills as well as annual earthquake drills during the childcare time.

EVACUATION PROCESS

In the unlikely event that the school needs to be evacuated, staff will leave the Before and After School Care Program space through the closest emergency exit and relocate the children to the nearest safe location. Staff will remain with the children until families/emergency contacts can pick them up. The Before and After School Care Program safe location spot will be the same location as the school evacuation safe spot. Staff of the Before and After School Care Program will contact families about the evacuation by telephone.

CLOSURE OF BEFORE AND AFTER SCHOOL CARE PROGRAM

In the case of fire, extended power or heat failure, extreme weather conditions, or an evacuation due to the safety of the facility, the Before and After School Care Program may have to close. The staff will care for children until families/emergency contacts have picked them up. Evacuation Procedures are posted at the exits and will be followed.

If school is closed early during school hours due to extreme weather or other events, and parents are notified to pick up their children from the school, the Before and After School Care Program will NOT be open. Please follow school direction regarding pick up and contact the school office with any questions.

VISITORS

As the safety and security of children, families, and staff is critical, visitors need permission from the Before and After School Care Program staff prior to visiting the program. Any regular volunteers would need to follow licensing protocols. Community resources/partners and immediate family members of children enrolled are welcome to visit; however, arrangements must be made in advance. Unauthorized visitors will be asked to leave the premises.

DUTY TO REPORT

The Child, Family and Community Service Act states that all children in the province of BC "are entitled to be protected from abuse, neglect and harm, or threat of harm." The Act also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families.

The Child, Family and Community Service Act defines when a child needs protection. Decisions related to when, how and where the Ministry for Children and Families can apprehend a child rest with the Ministry. In the rare occasion that a social worker from the Ministry for Children and Families intends to apprehend a child from the Before and After School Care Program, the staff will verify with a ministry supervisor that the social worker is authorized to apprehend the child. It is the responsibility of the Ministry to make all reasonable efforts to notify the family of the apprehension.

CONFLICT RESOLUTION

Families are encouraged to discuss questions or concerns regarding any aspect of the Before and After School Care Program with the staff. If an issue arises, the goal is to resolve differences of opinion and conflict in a peaceful way and find solutions that everyone can accept. The steps outlined will be followed:

- Step 1: The enrolling parent/guardian and the Before and After School Care Program staff will meet to define the issues, state their points of view, and agree on the problem. This is best done at a time other than pick up at end of day, so we ask that you email or phone for an appointment.
- Step 2: Solutions and/or resources will be identified whenever appropriate.
- Step 3: A plan will be agreed upon by the enrolling parent/guardian and the staff.
- Step 4: Once the plan is enacted, the enrolling parent/guardian and staff will check in to ensure it is working. If it isn't, they will return to Step 2. If a plan can not be agreed upon by all parties using this conflict resolution procedure, parents/guardians may contact the school administration for further support in resolving the issues.

FEES AND PAYMENT (see Fee Schedule on next page)

Once the **esiKidz** registration is completed and confirmed, families can request the days they wish to attend the program. Priority will be given to families who request a regular full-time schedule. Siblings of students already in the program have priority followed by children of School District employees and then we fill spaces on a first come, first served basis from our waiting list. You will receive an e-mail confirmation if your child has a space in the program. Payment will be done through the pre-authorized debit form. See next page for Fee Schedule.

If your child is away due to illness or other circumstances (e.g., vacation), fees will not be reimbursed. In the event of an unexpected closure to the program, the following will apply:

- a) single day closures due to Inclement weather (e.g., snow days), acts of nature (e.g., power outage), or staff illness and no replacement available, fees remain the same with no adjustment.
- b) multiple day closures due to Inclement weather (e.g., snow days), acts of nature (e.g., power outage), fees remain the same with no adjustment.

- c) multiple day closures due to staff illness and no replacement available, payment for the missed days will be applied to the fees for the following month. If no further months remain for the student, a refund will be issued within 30 days of the last session the student is scheduled for.

Demands for space may exceed our capacity, so please do not assume that all spaces requested will be available until you have received a confirmation from the program manager.

There will be a one-time registration fee of \$50 which will be withdrawn upon successful registration.

Should there not be sufficient funds in your account (NSF) when payment is drawn, you will be contacted to arrange a new fee withdrawal date as soon as possible for that missed payment and an NSF fee of \$25 will be added to the payment.

DISCONTINUATION OF SERVICES BY FAMILY

Families are required to provide one full calendar month's written notice via email to childcare@sd68.bc.ca if they plan to discontinue use of Before and After School Care Program services. This includes any modifications to a child's schedule (e.g., requesting to change from five days per week to three days per week).

Our policy is that all ***changes take effect on the 1st of the month with one full calendar month's written notice provided for any change in service.***

DISCONTINUATION OF SERVICES BY BEFORE AND AFTER SCHOOL CARE PROGRAM

Before and After School Care Program staff are committed to providing a caring and supportive environment for all families. However, discontinuation of services may be required if:

- parents consistently fail to adhere to policies and procedures, especially regarding the respectful treatment of staff and/or children, as well as the health and safety of staff and children, and/or not adhering to facility hours, etc.
- fees are not paid, and suitable arrangements cannot be agreed upon.
- the Before and After School Care Program is unable to satisfactorily resolve an issue with the enrolling parent/guardian using the conflict resolution steps.

If the Before and After School Care Program plans to discontinue service, the staff will give one month's written notice to the enrolling parent/guardian or refund fees for the current month in lieu of notice.

COMMUNICATION

We use an e-mail distribution list to communicate with families. If you have any questions or concerns, please email your designated BASC Email (on info sheet) or speak with the Before and After School Care Program staff. We welcome and value clear communication with our families. Parents/guardians are asked to communicate child absences or changes to a usual drop-off/pick-up time via text to the Before and After School Care Program phone (number on info sheet) Now that you have read the program policies, please sign, date, and return the attachment in the registration package acknowledging that you have read the handbook and are aware of our policies.

Please note that while we are an NLPS district-operated program and some information may be shared between the school and the BASC program, it remains the responsibility of parents/guardians to ensure that important information is communicated by the parents to both the school and childcare program.

Thank you

FEE SCHEDULE 2026-2027 DRAFT *to be confirmed by CCOF funding in April

Monthly fees are calculated based on the scheduled days per week and are effective September 1, 2026, through June 30, 2027.

CCFRI fee reduction is available to all families. Please note, these amounts are set by the Province of BC and are subject to change.

***Note: There is a one-time, nonrefundable, registration fee of \$50 applied when you register for a space.**

Kindergarten Students:

BEFORE SCHOOL CARE ONLY					
Days per Week	1 Day	2 Days	3 Days	4 Days	5 Days
Monthly fee	\$ 35	\$ 69	\$ 104	\$ 138	\$ 173
CCFRI fee reduction	\$7	\$13	\$20	\$26	\$33
Amount due	\$28	\$56	\$84	\$112	\$140

AFTER SCHOOL CARE ONLY					
Days per Week	1 Day	2 Days	3 Days	4 Days	5 Days
Monthly fee	\$73	\$145	\$218	\$291	\$ 364
CCFRI fee reduction	\$32	\$64	\$96	\$128	\$160
Amount due	\$41	\$81	\$122	\$163	\$204

BEFORE & AFTER SCHOOL CARE					
Days per Week	1 Day	2 Days	3 Days	4 Days	5 Days
Monthly fee	\$103	\$205	\$308	\$411	\$ 514
CCFRI fee reduction	\$63	\$125	\$188	\$251	\$314
Amount due	\$40	\$80	\$120	\$160	\$200

Grade 1 and up Students:

BEFORE SCHOOL CARE ONLY					
Days per Week	1 Day	2 Days	3 Days	4 Days	5 Days
Monthly fee	\$ 35	\$ 69	\$ 104	\$ 138	\$ 173
CCFRI fee reduction	\$7	\$13	\$20	\$26	\$33
Amount due	\$28	\$56	\$84	\$112	\$140

AFTER SCHOOL CARE ONLY					
Days per Week	1 Day	2 Days	3 Days	4 Days	5 Days
Monthly fee	\$73	\$145	\$218	\$291	\$ 364
CCFRI fee reduction	\$11.50	\$23	\$34.50	\$46	\$57.50
Amount due	\$61.65	\$122	\$183.50	\$245	\$306.50

BEFORE & AFTER SCHOOL CARE					
Days per Week	1 Day	2 Days	3 Days	4 Days	5 Days
Monthly fee	\$103	\$205	\$308	\$411	\$ 514
CCFRI fee reduction	\$23	\$46	\$69	\$92	\$115
Amount due	\$80	\$159	\$239	\$319	\$399

Spring + Summer Break Care Weekly Rate	
Kindergarten	\$248
Grade 1-7	\$297

* Rates may change for short weeks or high-cost field trips, please see Spring + Summer Info Sheets as we approach the dates.