

OSCAR

Child Care Society

Out of School Care Program

~a project of Camrose and District Support Services~

OSCAR CLUB



Providing Affordable Licensed Care Since 1998

Parent Registration Handbook

2020/2021

Revised May 2020

OSCAR Child Care Society Office
C/o Camrose and District Support Services
4821 - 51 Street
Camrose, Alberta
T4V 1R9

Phone: 780-672-0141
Fax: 780-672-2833
Email: cdss10@telus.net
Website: www.camrosefcss.ca
Facebook: OSCAR Child Care Society



OSCAR Club

Welcome to the **OSCAR** Club. OSCAR has been providing safe and stimulating child care since 1998, right in your child's own school or assigned school. We hope this booklet will help you understand and use OSCAR to the best advantage for your family. Please take a few moments to familiarize yourself with our new and revised policies. The full policy manual is available upon request at (CDSS) Camrose & District Support Services or online at www.camrosefcss.ca just follow the OSCAR links. Please Note: the words Program and Club are interchangeable.

MISSION STATEMENT

To provide a safe and stimulating environment for the children who require out-of-school care.

PHILOSOPHY

Our philosophy is that no child should be at risk due to inadequate supervision or lack of resources. Children need care and sustenance in an environment which provides for their social, emotional, physical, intellectual, and creative needs.

PROGRAM DESCRIPTION

The OSCAR Child Care Society is a registered Non-Profit Society and an accredited licensed after school care program. We provide care for children registered in school that are 4 ½ to 12 years old. Our programs/clubs are offered in the following schools: Chester Ronning, Jack Stuart, Ecole Sifton, and Sparling School. Children attending St. Patrick's School can attend the Sparling OSCAR club.

We endeavour to meet the needs of individual children, as well as the group as a whole, by offering a nurturing and stimulating environment where children are free to make choices and develop relationships with peers and adults.

OSCAR Child Care is operated by Camrose and District Support Services (CDSS). The OSCAR Director, Parent Advisory Board and in partnership with the school administration, ensure that the club meets the needs of all involved. The OSCAR club is staffed by certified child care professionals with a staff to child ratio that is usually lower than the Alberta Child Care licensing regulations of 1:15.

OSCAR Policy

All Parents agree to follow the OSCAR Policies as set out in the OSCAR Policy Manual. If at any time you have questions, comments or concerns you agree to direct them immediately to the OSCAR Director. You agree to abstain from posting on social media, or record by voice or video any children, staff or other parents in OSCAR while attending OSCAR without the expressed consent of the OSCAR Director. Failure to follow policy will result in dismissal from the OSCAR Club.

Full Policy Manual available on line camrosefcss.ca or at CDSS.

OSCAR Club Information

Registration

- Parents/Guardians will need to complete the yearly registration package as intact. All areas are to be completed in full or if not applicable indicate N/A
- Parents/Guardians are responsible for advising the OSCAR Director at CDSS OSCAR Office, of ANY changes to your information throughout the year. It is a licensing requirement that we have the most up to date information for the safety of your child.
- Local Emergency contact should not be in the same household as parents/Guardians.
- Priority for registration and attendance will be given to those children who will be attending full-time. Part time registrations will be accepted as space permits.
- Calendars/Schedule of attendance is required – see below for more info
- Parents/Guardians are required to sign that they have read the OSCAR Policy Manual. A printed copy will be provided upon request or can be read or downloaded online at www.camrosefccs.ca
- All children attending the club must have clean non-marking indoor shoes to be left at OSCAR in the storage bin provided. **NOTE:** If the shoes are being used for school and OSCAR, the schools have requested that the children do not return to their classrooms, but instead leave the shoes on the boot rack closest to the door being used by OSCAR, or take them home each night and bring them back the next day.

Fee Information – subject to change with 1 month notice and set by the Parent Advisory Board

- **Registration Fee, due when you register** non-refundable, **\$60/Child or \$85/Family**
- **Fees** are billed either hourly from school dismissal or a daily rate as follows:
\$7.00/hr – Note: each school has a different dismissal time. Your hour starts at dismissal
\$15.50/day - school dismissal until 6:00pm - if you are 5 minutes or 3 hours – set rate
***** Rates are chosen by you when you register. *****
- **Absent or Short Notice** - minimum 1-hour charge per day or day rate for children scheduled and cancelled without proper notice by noon the day before. As per contract.
- **Failure to Notify** **\$25.00 per day/child** when you forget to cancel your scheduled child
- **LATE** - **\$25/child then \$5.00 for every 5-minute interval thereafter** per child.
We close at 6:00pm
- **Invoices** - monthly Invoice are emailed within the first week after the month of care
- **Payment options:** Debit, Cash, Cheque, Pre-Authorized Debit or Subsidy
- Pre-Authorized Debit Agreement – Payment withdrawal on the 20th of the month, from your bank account according to the Monthly Invoice. Stop payment must be received by the 10th of the month at Camrose & District Support Services
- Cheques are to be made payable to Camrose & District Support Services.
- **NSF Fee** - **\$45.00** charge for NSF cheques and Pre-Authorized Debit.
Cash payment will be required for the missed payment plus the NSF fee
- **Accounts** must be kept current – paid in full by the 20th of the month (60 day maximum)
- **Non-payment of the monthly fees WILL result in the dismissal of your child/children in the OSCAR Program.** Your account WILL be sent to a collection agency and there WILL be an additional 35% collection charge added to your account.
- Please contact the OSCAR Director for payment options if you might fall behind.

Hours of Operation

- OSCAR will operate according to the Battle River School Division Calendar (revised 03,2020) from September 1, 2020 to June 28, 2021 on school days from dismissal to 6:00 p.m.
- Please Note: No OSCAR - 29 - the last day of school is June 29, 2021
- Early Dismissal – First operational Thursday of the month September to June
 - we will operate from school dismissal (about 2pm) until 6 pm
- We are closed when the Battle River School Division (BRSD) schools are closed.

Subsidy

- Government of Alberta has a provincial subsidy for families that qualify. For more information please visit the Government of Alberta, Child Care Subsidies. **website** www.alberta.ca/child-care-subsidy. or call the Subsidy Assessor at 1-877-644-9992 or **email** css.childsubsidy@gov.ab.ca
 - Parents are responsible for keeping the Subsidy Assessor updated with changes with their subsidy information, and the OSCAR Director on the status of their subsidy
 - Advise the OSCAR Director if you are or will be receiving Subsidy to avoid having your account falling behind.
 - Parents/Guardians are responsible for all payments not covered by Subsidy.

Accountability for Attendance

Calendar/Schedule

- Parents are to provide a calendar/schedule of their child attendance. You can be provided at registration a consistent days of care calendar/schedule or submit a monthly casual calendar/schedule by the 20th or designated date as listened on the page of every month.
- You can drop off at CDSS or email calendars to the Director at CDSS.
NOTE: Director will reply to emailed calendars once received to confirm receiving it
- Calendars are available at CDSS and on-line www.camrosefcss.ca to print & submit
- Changes to the schedule or late arrival to OSCAR due to a school event can be made by calling OSCAR Office at CDSS (780-672-0141) or email cdss10@telus.net
- Contact the OSCAR Director if scheduling is a problem. All Children must be scheduled to attend. Unscheduled children are NOT the responsibility of OSCAR Child Care Society and therefore cannot attend.

Absence from OSCAR

- IF your scheduled child will be absent or arriving late to the program, Parents are required to notify the OSCAR Office at CDSS 780-672-0141 by noon (12:00)
- Children arriving late, must check in with OSCAR then proceed to activity. Full rates apply
NOTE: minimum 1-hour charge or Day Rate still applies as per contract on absence
- **Failure to Notify** - NO SHOW, Forget/Neglect to cancel: - A **\$25.00** charge per day per child will apply in the event that a child is absent without proper notification resulting in an unnecessary investigation of a missing child, as per policy

**** All schedule changes, including late arrivals, are made with the OSCAR Office at CDSS 780 672-0141 or email cdss10@telus.net****

*****The School Office is not responsible to take OSCAR schedule changes*****

OSCAR is not responsible for your child until they arrive at OSCAR

Withdrawal from OSCAR

- Written notice is required for permanent withdrawal from the program.
- Name, address and effective date of withdrawal

Sign-In/Sign-Out

- Each child is signed in by an OSCAR staff upon arrival from school, and signed out by a parent/guardian or authorized person that you assign at registration. **Bring ID**
- ID will be required at pick up if the OSCAR staff does not know the authorized person.
- No child will be allowed to leave without being picked up by an authorized person.
- Children without a schedule will not be signed in by the OSCAR staff.
 - Parents/guardian will be called to sign in their child in person.
 - Your child will be required to wait at the school office.

Independent Departure

- For every instance of independent departure, parents must have signed and dated the release form with specific dates and times of the child's independent departure.
- Forms are only available at CDSS from the OSCAR Director and must be discussed and completed well in advance of the necessary date requiring independent departure.

Late Pick-up

- We **CLOSE at 6:00 p.m.** Children must be picked up by 6:00 p.m.
- If a child has not been picked up by 6:00 p.m., a late fee will apply.
- The **late** charge is **\$25 then \$5.00** for every 5-minute interval thereafter per child. Being late costs the OSCAR Club extra money as we still have to pay our staff.
- If a child has not been picked up by 6:30 p.m. and staff are unable to reach a parent or emergency contact person to pick up your child, then Alberta Children's Services will be asked to take charge of your child.

Parent Advisory Board / Volunteers

- Parents/Guardians are valuable members of the OSCAR Advisory Board and in assisting with special events. Parents are strongly encouraged and greatly needed to be part of the Advisory Board. Without parents on the advisory board there would be no OSCAR. We require a minimum of 2 parents from each OSCAR location.
- There is 1 meeting per month over the school year (usually no meeting December or June) for a total of 8 meetings, 30-45 minutes long. Please contact the OSCAR Director to express your interest. We look forward to hearing from you. 😊
- Volunteer assistance and expertise will be sought on an ongoing basis for various tasks. Please help us by helping where you can to make OSCAR the best experience for all.
- Practicum students may attend OSCAR for practicum placements for educational instruction once a screening process has been completed.

Club Phone Numbers:

OSCAR OFFICE at CDSS..... 780-672-0141
 OSCAR email cdss10@telus.net

Chester Ronning OSCAR..... 780-608-0990
 Jack Stuart OSCAR..... 780-608-9068
 Sparling OSCAR 780-679-4700
 Ecole Sifton OSCAR 780-781-5159



School Facilities

- The School remains the ultimate authority for the space in which OSCAR is located.
- **The rules and boundaries already established by the School will be upheld during the operation of the OSCAR Program.**
- The school does not want Children and Parents returning to the classrooms or lockers once dismissed from school and signed in or out of OSCAR.
- Schools have asked that Wet or Muddy footwear is to be removed at the door.
- Each child must have **clean indoor non-marking runners/shoes** to participate at the club as this is a school and fire & health regulation.
 - Shoes can be left at the club, in the OSCAR shoe bin.

Parent Information Binder

- Very Important Tool for Parents to keep informed about OSCAR and community.
- Each OSCAR location will have a Parent Information Binder with relevant information for posting, due to licensing requirements and community events.
- Parents are encouraged to look in the Binder often for updated information on what is happening at OSCAR, in the community and some helpful tips.
- Each binder will include the following but is not limited to:
 - Camrose Help Book
 - Monthly Snack Calendar
 - Weekly Programming Sheets
 - OSCAR Newsletters
 - Community Events
 - OSCAR License and Inspections
 - Health and Safety Inspections
 - Insurance
 - Health Information
 - Parent Policy Manual & Handbook

Bullying

- Bullying is defined as persistent behavior by any individual or group which intimidates/threatens or has a harmful or distressing impact on another individual or group.
- Bullying can be in various forms such as: emotional, physical, racist, verbal, or cyber.
- OSCAR Child Care is committed to providing an environment that is safe, welcoming and free from Bullying for all OSCAR participants.
- Bullying of any form is unacceptable in our Club. We will not tolerate bullying in any form by any person. We will respond to all incidents as quickly as possible.
- We are committed to implementing positive solutions to bullying through our “Operation Respect Program”, formally known as “Don’t Laugh at Me Program”.
- If incidences persist, the parent/guardian may be asked to remove the child immediately.

Questions or Concerns

If you have any questions or concerns throughout the year,
please contact the OSCAR Director.

780-672-0141 or cdss10@telus.net

Child Guidance/ Discipline Policy

Purpose

- To promote children's growing autonomy through cooperation, pro-social, problem solving and conflict resolution skills.
- To ensure all the staff have a firm understanding of the importance of their interactions with children.
- To provide children with an adult as a role model to help guide and encourage pro-social skills and respect themselves, others and property.
- To ensure all children and staff are respected as important participants in the program.

Policy

- OSCAR shall have consistent rules and limits, known to the child, parent/guardian, and staff.
- To ensure all children have the right to be treated fair, with dignity and respect. Children shall not be subjected to emotional, verbal or physical punishment or degradation; staff must not threaten to deny any basic necessity, and must not use or permit the use of any form of physical restraint, confinement or isolation.
- Discipline shall be age-appropriate and reasonable in circumstances, where the child may have input into the consequences of his/her behavior.
- Techniques used whenever possible are as follows:
 - Positive Reinforcement - *You are able to wait your turn, thank you.*
 - Positive Redirection - *It's time to clean up now. Do you want to put away the markers or the stamps?*
 - Logical Consequences - *automatic and unpleasant outcomes that happen as a direct result of a child's choices*
 - Quiet-Time (Time-Out) - *use as a way of bringing a child under control at times when they are misbehaving. Most effective with children when considered a calming technique and not a punishment*
- If a child is continuously or dangerously disruptive, or bullying, the parent/guardian may be asked to remove the child immediately. A mandatory meeting between parent/guardian, staff, and Advisory Committee member shall then be held to determine a future course of action.
- The Director is encouraged to discuss with parent/guardians and or staff to find other options available to help behavior problems. Unresolved or severe behavior problems may be cause for suspension or expulsion from OSCAR.
- To provide supportive and respectful relationships between staff and children.
- To provide children with the opportunity to participate in the decision-making process to increase confidence and social competencies.
- To provide children with positive and supportive role models to enhance pro-social skills.
- Staff and children's interactions and communication with each other will be positive and respectful.
- Children and staff will participate together in the development of programming planning, routines and rules.
- Parents will sign their acknowledgment of this policy as part of the registration package to indicate their agreement.

REMINDERS

All Calendar/Schedule Changes

Call or Email the OSCAR office (CDSS) by 12:00 noon. Minimum charges apply
780-672-0141 - answering machine for after-hours schedule changes

<u>State:</u>	Child's Name	Club Location	Date of Change
	Reason Absent (to track illness)		Date called

Failure to Notify - \$25 Charge for not cancelling per child

Important OSCAR Reminders

ID Required at pick up until the staff know who you are.

Have non-marking indoor shoes daily at OSCAR.

Bring everything you need with you to OSCAR, as there is NO returning to the classroom, locker or boot room.

Dress according to the weather, we go outside daily when possible

Remove your footwear at the door to keep the schools clean.

Update your information and child's information (License Requirement)
 Phone numbers, Address, email address, Health & Special Circumstances
 Is required to help us serve you better in your child care needs.

Keep your account paid in full each month by the 20th. NSF charge \$45

Monthly Calendars are due before the 20th or date indicated on calendar

Questions or Concerns

If you have any questions or concerns throughout the year,
 please contact the OSCAR Director.

780-672-0141 or cdss10@telus.net

All Policies can be found in our Parent Policy Manual available on line at www.camrosefcss.ca or upon request from the OSCAR Child Care Society Office (CDSS). Please read or print the Parent Policy Manual online if possible to greatly help save on paper and copying costs, as well as help keep our fees as low as possible for your benefit and convenience.