

OSCAR CHILD CARE SOCIETY

Parent Policy Manual

~a project of Camrose and District Support Services~

OSCAR CLUB



Providing Affordable Licensed Care Since 1998

Revised May 2020

OSCAR Child Care Society Office
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



TABLE OF CONTENTS

Section A: Guiding Policy	
Historical Information	3
Mission	4
Philosophy	4
Goals & Objectives	4
Section B: Operational Policy	
Accountability for Attendance	5
Fees Policy (Subsidy Information)	6
Withdrawal Policy	7
Communication Policy	8
Child Guidance/Discipline Policy	11
Bullying Policy	12
Inclusion & Cultural Diversity Policy	12
Nutrition Policy	13
Health Policy	13
Medication Policy	14
Medical Emergencies & Transportation Policy	15
Inclement Weather Transportation Policy	15
Supervision Policy	15
Safety Policy	16
Incident Reporting Policy	16
Emergency Procedures Policy	17
Technology Policy	18
Off-Site Activity Policy	18
Logistics	19
Equipment & Materials	19
Management of Records Policy	19
Smoking Policy	20
Screening of Volunteers Policy	20
Social Media Policy	21

Section A: Guiding Policy

Historical Information

For many years, parents and teachers in Camrose have had concerns regarding the limited number of out-of-school care options available in our community. Accessibility and cost have prevented many families from using existing services and, as a result, there are children who are inadequately supervised. In some cases, they are home alone, without the skills and experience necessary to respond to emergencies that may occur.

In the spring of 1997, Camrose and District Support Services conducted a survey to establish the need for an Out of School Care Program. The feasibility study which followed showed that an Out of School Care Program could be offered at an affordable cost.

An on-site out of school care program was designed in response to these concerns. These programs where rules and boundaries are already established in a safe environment eliminate the need for transportation and provide a natural extension of a child's day.

In February 1998, the Out of School Care Program became a reality at Chester Ronning School. Due to the success of the pilot project and the hard work of all persons involved, in September 1998, the program was extended to Jack Stuart School. The program filled a void for many families in our community who were looking for affordable, accessible, and licensed after school care. In the spring of 2001, the principal of Sparling School approached the OSCAR Director citing enthusiastic interest from parents. A letter directed to Battle River Regional School Division and their resulting support for such an endeavour lead to OSCAR becoming available at Sparling School in September 2001.

The OSCAR Program became available to children attending Saint Patrick's and Our Lady of Mount Pleasant Schools. Sparling School is the assigned site for Saint Patrick's School children, and Chester Ronning School was the site for Our Lady of Mount Pleasant School children. In the fall of 2003, Our Lady of Mount Pleasant School became a Junior High and no longer requires an OSCAR program.

In 2007, with the cooperation of Sparling School's Principal, Sparling OSCAR became the assigned site for both Ecole Sifton School and St. Patrick's School children.

In January, 2008 an OSCAR Parent Advisory Board Member approached the principal of Ecole Sifton School with an expressed interest from parents to establish an Out of School Care Program at Ecole Sifton School for September, 2008. An agreement with the OSCAR Director was reached and OSCAR is now offered at Ecole Sifton School.

In June 2009 the OSCAR Program started the pre-accreditation process. In June 2011 OSCAR Child Care became an Accredited After School Care Program. The Accreditation Program ended in March 2020. We continue to maintain high quality care for or families.

In 2018 the OSCAR Club continues to provide quality care to the children and families in the City of Camrose and immediate surrounding area. The children wanted to change or add the word Club in place of program, so we have embraced their request.

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 that provides for their social, emotional, physical, intellectual, and creative needs.

Goals and Objectives

- To meet the needs of families who require out of school care on a regular basis, by establishing a program within the school at an affordable cost.
- To address only those needs that can reasonably be met with available resources.
- To establish a creative, flexible program that meet children's needs and which will be workable within the existing regulations and programming of the schools. Consultation and co-operation with school administration is necessary in the initial development of the Program and on an ongoing basis.
- OSCAR shares the same physical environment of School's; it is essential that it respects and adheres to the rules and practices of the school and will not undermine these in any way.
- To avail of the existing resources in the community in a way that is beneficial to the project.
- To evaluate the Program on an ongoing basis.

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.

Section B: Operational Policy

Accountability for Attendance Policy

Registration & Portable Emergency Information

(Revised October 2013)

- All children in attendance will be registered before they can attend the program.
- The registration form & portable emergency information will contain the following information and will be maintained on premises:
 - Child's full name, date of birth, home address
 - Parent's name; mailing & legal land address; home, cell and work phone #'s
 - Name of one local emergency contacts, legal land address and phone numbers (more than one can be listed at the parent's discretion)
 - Health care number, physician's name and phone number
 - Child's health condition and history, allergies, emergency medication, and immunization
 - Signed emergency consent form from the parent/guardian
 - People authorized and not authorized to pick up your child
 - Child's school and grade

May also require:

- Medication forms and health care forms as necessary

Calendar/Schedule

(Revised 04.2020)

- Parents are to provide OSCAR a calendar/schedule of their child attendance. It can be provided either with a consistent days of care calendar/schedule or submitted monthly by the 20th or designated date of every month stating when their child requires care.
- Calendar/schedule is essential in that it provides information regarding expected attendance and to ensure we stay within the staff/child ratio.
- All Children must be scheduled to attend. All unscheduled children are not the responsibility of OSCAR Child Care Society and therefore cannot attend.
- OSCAR Child Care follows the Battle River School Division calendar

Sign-In/Sign-Out

- Each child is signed in by a staff member upon arrival, and signed out by a parent or other duly authorized person (ID may be required).
- Children without a schedule shall not be signed in by the staff. Parents/guardian will be called to sign in their child in person.
- No child shall be allowed to leave except with a competent authorized person. No child shall be released to any person not duly authorized by the parent/guardian.
- If parents have decided to have a child picked up by someone other than those previously authorised, parents must notify the OSCAR Director with an advanced phone call 780-672-0141 or email cdss10@telus.net
 - The OSCAR Director will notify the OSCAR staff to provide them with advanced Authorization of the change in pick up person.
 - If a person arrives to pick up the child without prior authorization, the staff shall detain the child and contact the OSCAR Director. The parent will be contacted for permission to release the child. In extenuating circumstances, the emergency

contact person will be contacted for permission to release the child at the discretion of the OSCAR Director.

- If staff feel the child is at risk or any person becomes abusive or aggressive, police shall be contacted.

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 to be completed in advance of the required dates needed.

Later Pick-Up

- Children must be picked up by 6:00 p.m.
- If a child has not been picked up by 6:00 p.m., there shall be a charge of \$25.00 and then \$5.00 for every 5-minute interval thereafter, per child
- 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, then Child & Family Services shall be asked to take charge of the child.

Notification of Absenteeism or Late Arrival

(Revised March 2019)

- Parents are required to contact the CDSS office 780-672-0141 no later than noon (12:00) on the day the child shall be absent or arriving late to OSCAR.
- Minimum 1-hour or day charge applies
- Late arrivals, your time still starts at school dismissal time
- Failure to Notify -there may be a charge of \$25.00 charge in the event of an unnecessary investigation of a missing child due to failure to notify for absenteeism or late arrival

Non-arrival of Child

- If a child who is scheduled to participate in OSCAR does not arrive as scheduled, the following shall occur immediately:
- Staff shall look for the child while ensuring the remaining children are supervised.
- If staff are unable to locate the child, call CDSS to ensure there is not a late change, then contact parent/guardian or emergency contact person.
- If, after 30 minutes, parent/guardian or emergency contact persons are unsure of child's whereabouts, police may be contacted.
- OSCAR is not responsible for your child until they have arrived at the club

Fees Policy

(Revised February 2019)

- Fees for OSCAR shall be determined annually by the Parent Board, and OSCAR Director based on the CDSS budget process.
- There shall be a minimum one-hour charge per day or day rate as per family contract. 24 hours notice (by noon the day before) will excuse you of the minimum 1-hour charge or day rate charge, as per family contract.
- Snack is included with the daily fee. Fees are not reduced if child does not eat snack

- Invoices shall be issued by email for charges incurred during the previous month and all fees are due immediately upon receipt or by the 20th of the month; extenuating circumstances may be negotiated with OSCAR Director.
- For tax purposes, confirmation of fees is available by request.
- A non-refundable registration fee per child or family is required at the time of registration.
- Payment is in the form of Debit, Cash, Cheque, (PAD) Pre-Authorized Debit Agreement or Subsidy.
- Cheques - are to be made payable to the Camrose & District Support Services.
- Pre-Authorized Debit Agreement - withdrawal from your bank account will be on the 20th of the month or following banking day, according to the Monthly Invoice.
 - Stop payment must be received by the 10th of the month.
- There is a \$45.00 charge for NSF cheques or Pre- Authorized debit – cash payment will be required for this missed payment plus the NSF fee.
- The success and sustainability of the program depends on regular payment of fees.
- Accounts need to be kept current
 - paid in full by the 20th of the month (60-day Maximum)
- Failure to keep accounts paid in full will result in your child not attending OSCAR until the account is paid. Please talk to the OSCAR Director if there are extenuating circumstances
- Unpaid accounts SHALL be sent to a collection agency and additional collection charges of 35% will apply.

Subsidy

(updated February 2019)

- Subsidy may be available to families who qualify through the Government of Alberta. For more information please visit the Government of Alberta, Child Care Subsidies website: <https://www.alberta.ca/child-care-subsidy.aspx> or call the Subsidy Assessor at 1-877-644-9992 or email css.childsubsidy@gov.ab.ca
- Applications are only available online
- All information collected for the purpose of subsidy determination shall be treated in a confidential manner and shall be held in confidence by the OSCAR Director and financial support staff. OSCAR Director will provide assistance with forms and emailing of information upon request.
- It is the parent's responsibility to keep the Alberta Child Care Subsidy updated with all jobs, address and income information. Parents are responsible to inform the OSCAR Director of the status or changes in the status of their subsidy
- Please ensure you are aware of when your subsidy end date, and renew a month before the end date. Don't get caught in-between dates without having your child care hours covered. Subsidy will not backdate for expired applications and parent will be responsible for all fees.

Withdrawal Policy

- Parents are required to provide written notice of withdrawal from OSCAR, a final invoice will be issued following the regular billing schedule.
- OSCAR has a responsibility to ensure that sufficient staff, snack and supplies are available for all the expected children, and therefore all scheduled time may be charged to the Parent/Guardians if sufficient notice of withdrawal is not given.

- Termination of service may result from disciplinary or other issues at the discretion of the OSCAR Director and/or the Parent Advisory Board. This may be immediate, depending on the seriousness of the situation.

Communication Policy

(Developed February 2010)

- OSCAR Child Care is committed to an open-door communication with families, children, staff, schools and community in a respectful and professional manner in order to facilitate positive relationships and experiences.

Families

- Families have the right to be fully informed of their child's experiences while involved in OSCAR.

Written Communication

- Items of communication that pertain to all families will be made available on a consistent basis, distributed by the following means: parent policy manual and handbook, parent information binder, newsletters, snack calendar, weekly programming sheets, first aid form, monthly invoices, email, Facebook and OSCAR website www.camrosefccs.ca

Verbal Communication

- To establish positive relationships and open communication
- Staff will acknowledge families when they arrive and offer relevant information about their child's day, or upcoming planned events and reminders.

Parent Participation & Feedback

- OSCAR will provide parents opportunities to offer feedback regarding the program through conversation with Director and Staff, invitation to AGM, annual parent surveys, suggestion notes.
- Parents are welcomed to participate in the club at anytime.
- Parents are welcomed and encouraged to become members of the parent advisory board where discussions of policies and procedures and other relevant information regarding the OSCAR club are discussed with the OSCAR director. Without a parent advisory board, there would be no OSCAR. We require a minimum of 2 parents for each OSCAR location for the school year with 1 meeting per month (usually No Dec. or June meeting) total 8 meeting at 30-45 minutes each.

Sharing Confidential Child Specific Information

- Information pertaining to individual children will be communicated in a formal and confidential manner. Instances of injury, illness or serious incidents of inappropriate behaviour will be documented in a documentation report, which will be reviewed with a parent. A copy of each report will be kept in the child's file/or director's office
- Parents will sign an emergency consent form at registration.
- Child specific information between the OSCAR club and child's school staff that is in the best interest of the child. A record will be maintained of important information.

Parent Information Binder

- Each OSCAR location will have a Parent Information Binder with relevant information for posting due to licensing requirements and general information. To meet this requirement each binder will include the following but 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
- The information will be updated weekly to ensure the most current and relevant information is included.

Children

- Interaction and communications with children will be positive, respectful and support the children's social-emotional and intellectual development.

Child Involvement

- Children will be given opportunity to communicate feedback regarding the club in a number of different ways. These include and are not limited to the following:
 - Weekly and daily opportunities to suggest activities, games, special events, and snack ideas.
 - Opportunities to suggest new toys and equipment
 - The setting of the OSCAR rules and limits, with input into the consequences if not followed.
 - Opportunities to suggest community organizations to visit OSCAR
 - Open ended discussions with staff
 - Periodic verbal review with director or assistant

Staff Interaction with Children

- Staff will support children in expressing their feelings with each other in respectful ways
- Staff will assist children in developing problem solving and conflict resolution skills

Staff

Regular communication and interaction with the staff will be positive and respectful to build a supportive and consistent program and relationship with the children, families, director, assistant, parent board, schools and CDSS.

- The director, assistant or CDSS will have daily communication with each OSCAR location when each club calls CDSS for daily attendance changes, and essential information for smooth program delivery
- The director will contact staff for shift schedule changes, availability and shifts through phone call, text, email or in person.
- The director or known alternate is always available to the staff during OSCAR operations (3:00 to 6:00), regular office hours (8:30 to 4:30) and via cell phone and email after hours.
- Each OSCAR location can hold planning meetings monthly with the team to ensure the programming goals are met.
- Each OSCAR location will have a confidential communication book to exchange relevant information with all staff that will aid in the constructive delivery of OSCAR. Each entry will be dated and signed.
- Each staff person will have a three-month self evaluation performance review, and meeting with the director, as necessary or requested and a contract year end self

evaluation in June. The review process will include goal setting, performance review and development, and feedback.

- The director will have an annual performance review with the executive director of CDSS and OSCAR board chairperson.
- The director has the option of having ARCQE www.arcqe.ca to conduct formal Caregiver Interaction Scale (CIS) on the staff to use for enhancing interactions
- All staff will receive workshop opportunities at the beginning of the school year and periodically throughout the year as they become available.
- Staff will communicate with the school in a professional manner with information sharing that is relevant to the safety and best interest of the children and operation of OSCAR.

School

The OSCAR Child Care Society will build relationships with the schools to enhance the delivery of the programs and share essential information as necessary to ensure the safety and best interest of the children in OSCAR.

- The school will remain the ultimate authority for the space in which OSCAR operates, and will communicate with the director if changes are needed.
- The director will provide the principal and vice-principal with the parent advisory board minutes and director's report for each meeting and are welcome to attend any meeting at any time.
- The school will provide OSCAR with information regarding child guidance strategies, behaviours and incidents that are necessary to ensure the safety and best interests of the children and OSCAR with the permission of the parent
- Parents provide consent at registration to share between OSCAR and child's school staff that is in the best interest of the child.
- The school and OSCAR will share monthly newsletters, email and other relevant information as often and necessary throughout the school year.

Community

OSCAR Child Care Society will work to identify partners in the local and global community.

- Children will be given opportunity to identify projects to support and to offer suggestions for their involvement with those organizations.
- Staff will look for opportunities for community involvement to actively promote the idea that community involvement can encompass the sharing of time and skills to benefit a community organization.
- OSCAR will provide current community resources that will be made available to parents who require additional support or information. The CDSS Help Book will be located in the Parent Information Binder, CDSS and OSCAR website. www.camrosefcss.ca
- OSCAR will strive to build a working relationship between community organizations that can support the development of children in our program. These could include, but not limited to, local health and safety authorities, child specialists, recreation programs, and cultural visitors.
- OSCAR will invite the local newspapers to document events from time to time at the discretion of the OSCAR Director. Children in the photo will only be publicized if they have photo permission.

Child Guidance /Discipline Policy

(Developed February 2010)

- To promote children's growing autonomy through cooperation, pro-social, problem solving and conflict resolution skills.
- To ensure all 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 OSCAR.

Policy

- OSCAR shall have consistent rules and limits, known to the child, parents/guardians, 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 behaviour.
- 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) -used 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, director and/or Advisory Board member shall then be held to determine a future course of action.
- The Director is encouraged to discuss with, parent/guardian and or staff to find other options available to help behaviour problems. Unresolved or severe behaviour 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.

Bullying Policy

(Updated February 2019)

- OSCAR Child Care Society is committed to providing an environment that is safe, welcoming and free from Bullying.

Policy

- Bullying is a persistent behaviour by any individual or group which intimidates/threatens or has a harmful or distressing impact on another individual or group. Bullying can be in a various forms such as: emotional, physical, racist, verbal, or cyber. Bullying of any form is unacceptable in OSCAR.
- We recognize that despite all efforts to prevent it, bullying behaviour may occur on occasion and all incidents will be responded to quickly.
- We will not tolerate bullying. We are committed to implementing positive solutions to bullying through the use of the “Don’t Laugh at Me Program / Operation Respect”.
- Children are encouraged to report any incidents of alleged bullying behaviour and it will be addressed by the staff or director
- If incidences persist, we will follow the child guidance/discipline policy; the parent/guardian may be asked to remove the child immediately.
- If Parents/Guardians have any concerns, they are suggested and encouraged to notify the OSCAR Director and staff immediately as indicated in the Communication Policy to maintain an open-door communication with families.

Inclusion & Cultural Diversity Policy

(Developed February 2010)

Purpose

- To ensure all families and children are accepted and respected in an inclusive environment.
- To ensure all children, staff and families have the opportunity to learn and teach others about cultural diversity and abilities.

Policy

- To provide all children with learning opportunities that promotes similarities and differences in each other
- To provide all children, staff and families with the opportunities to recognize and celebrate their heritage and identity
- To foster an appreciation for the diversity of our world
- Provide resource materials, crafts and activities to foster an understanding of diversity
- To invite families to share their heritage and promote their unique identity with others
- Provide opportunities for children to learn about everyday and special occasion cultural practices to develop identity and self-esteem
- To provide staff with the resources and education needed to effectively promote inclusion and cultural diversity

Nutrition Policy

(Revised February 2019)

- OSCAR shall provide an after school snack to every child at OSCAR (unless specified by the parent/guardian), following regular school days, and morning and afternoon snack on full days of care. Snack shall:
 - Include servings from at least two food groups;
 - Be provided at appropriate times;
 - Be supplied in sufficient quantity for each child; with guidance from the Canada Food Guide by Health Canada
 - It is preferred that children remain seated while eating and drinking.
- The Parents/Guardians are responsible for providing lunch on professional development days, if PD days are offered
- Snacks and lunches from home must be Healthy and Nut-Free. This includes all nuts.
- Snack menus shall be prepared at least one week in advance, dated, and posted in the Parent Information Binder. Any last minute changes shall be noted.
- Snack shall be properly prepared, stored, and served under sanitary conditions, following proper food handling techniques.
- Parents/Guardians are welcome to contribute to snack but must consult with OSCAR Leader and or OSCAR Director prior to bringing any food, due to children's allergies.
- No Candy and/or No Gum (including cough drops) while in OSCAR, inside or outside, except during special events/activities at the discretion of the OSCAR Director.

Health Policy

(Revised October 2013)

- If a child arrives with or develops any symptoms of the following:
 - vomiting, diarrhea, fever, or a new or unexplained rash or cough
 - requiring greater care and attention than can be provided without compromising the care of the other children in OSCAR, or
 - develops symptoms that lead a staff to believe the child poses a potential health risk to the other children or staff
- assessment of symptoms of a child included: hot to the touch and observations of unusual behaviour that are not typical for the child, vomiting, diarrhea, fever, or a new or unexplained rash or cough
- The parents must make immediate arrangements to have their child picked up from OSCAR
- Ill children will be kept as far away as practicable from other children while ensuring the safety of everyone, and that a sick child is directly supervised by a primary staff member. Health care provided by staff is in the nature of first aid with written parental consent.
- Child Illness Log will be completed by staff, with name and date child was observed to be ill and the name of the staff who identified the child was ill, time parent was initially contacted, name of staff person who contacted the parent, time the child was removed from OSCAR and the date the child was returned to OSCAR.
- The Illness Log will only be used if a child is sent home from the OSCAR.
- Children who have a contagious disease, such as mumps, measles, chicken pox, pink eye, impetigo, influenza, etc., must be immediately removed and kept from the OSCAR for the amount of time specified by a Public Health Nurse or child's physician

- The child can return when OSCAR is satisfied that the child no longer poses a health risk to the other participants by providing a note from physician, or parents report that their child has been Symptom Free for 24 hours.
- A Note from the child's physician can exempt the child if they do not pose a potential health risk to other participants
- Parents are informed of policy revisions through newsletters, notices or website

- OSCAR will implement health standards and practices that are designed to teach good health habits and protect and maintain the well being of children and staff.
- All Children will wash their hands upon arrival, before snack, after washroom routine, or any other time the OSCAR staff deem necessary to ensure the health and safety of all the participants.
- Staff will ensure that everyone handling food:
 - Washes hands with soap and water;
 - Wipes counters and tables before and after use;
 - Washes all fruits and vegetables, including those that will be peeled;
 - Ensures that the refrigerator is set at 4 degrees Celsius;
 - Labels and stores all leftover food in sealed containers.
- All dishes will be washed in hot, soapy water with the AQUA SAN solution according to directions, and left to air dry.
- The areas used for OSCAR will be left clean with all equipment and supplies stored/locked away before leaving for the evening.
- Health care consent will be required for epilepsy, or blood glucose monitoring due to special care for the child.

Medication Policy

(Revised February 2019)

- All emergency medication shall be kept in an unlocked cabinet or box for easy access, but placed out of the reach of children. Or in the child's backpack front pocket and placed in a designated area for access in an emergency.
- The OSCAR Leader (or designated alternate) shall be responsible for giving out all medications. Such medications shall only be administered under the following conditions:
 - Parents must have completed a medication authorization form prior to the day it is needed.
 - OSCAR staff shall only administer medication of an emergency nature such as allergic reaction or asthma medication, and according to label directions.
 - OSCAR staff shall not administer non-prescription medication of any kind.
 - No cough drops while in OSCAR, inside or outside.
 - All emergency medication must be current and in the original container with dosage, physician's name, date and pharmacy clearly showing.
 - Parents shall report to the OSCAR Director any long-term on-going medications their child is receiving for any reason.
 - Parents shall indicate on registration form whether medication is required for a child's medical condition. If medication is not required, parents shall indicate that on the form.

- Records shall be kept regarding administering medication, indicating name, amount, date, time, and person who administered it and will be kept at the OSCAR site on the child's file.

Medical Emergencies & Transportation Policy

(updated February 2019)

- Parents/Guardians are responsible to make the OSCAR Director aware of any medical problems that may occur with their child. Parents/Guardians are to inform as to what procedures the OSCAR Staff should follow in such cases.
- Treatment of injuries shall be limited to basic first aid.
- In the case of a medical emergency requiring medical attention, the OSCAR Leader/Director should notify the parents/guardian immediately, when safe to do so, while the OSCAR Support staff remains with the injured child.
- If transportation to the hospital is required by ambulance, the parents shall be responsible for expenses incurred.
- When a child is taken to a hospital for treatment of illness or injury, the Director/Club Leader shall make every attempt to notify the parent/guardian. If the parent/guardian cannot be reached, the Director/Club Leader shall accompany the child to the hospital and inform the hospital accordingly.
- The Director/Club Leader shall stay with the child until relieved by a parent/guardian or until the practitioner discharges the child.
- Private vehicles are NOT to be used for emergency transportation; but ONLY as a last resort if an ambulance is not readily available AND the Director/Club Leader deem that a child must have immediate medical attention.
- An incident report should be filled out by the Director/Club Leader/Club Support and witnesses as soon as possible following a medical emergency or life-threatening emergency. The completed form shall be filed at the Camrose & District Support Services office with the OSCAR Director.
- An incident report will also be sent by the OSCAR Director to Alberta Children's Services, Licensing Officer, following the incident.

Inclement Weather Transportation Policy

- Children attending OSCAR from St. Patrick School will be transported by Taxi to Sparling OSCAR during inclement weather at the discretion of the OSCAR Director.
- Parents are required to sign an escorted and transportation release form upon registration.

Supervision Policy

(Developed February 2012)

- OSCAR Child Care is committed to effective supervision that reduces the risk of harm to children by preventing injuries and accidents. That also promotes positive, responsive and intentional learning environments for children and caregivers
- Caregivers will
 - Conduct regular safety checks of the equipment indoors and outdoors, and remove and report any hazards and report them to the Director
 - arrange the environment that allows caregivers to supervise and participate in the children's play indoors and outdoors effectively

- children's developmental needs will be met by using a variety of developmentally appropriate activities and equipment that enhance the needs of all the children in OSCAR according to their age and developmental abilities
- Staff will follow the Child Guidance/Discipline Policy and Bullying Policy when assessing a child's behaviour
- monitor children at all times, and count/row call the children when changing rooms, going outside/inside, both on and off the OSCAR premises, when arriving or leaving the OSCAR premise, and when entering and leaving a vehicle or on a regular basis to ensure all children are accounted for
- Staff escorting students from St. Pat's Schools to Sparling OSCAR, we will follow the Sparling OSCAR escorting children procedure as in the staff handbook.
- know who is authorized to pick up children and accurately record arrival and departure times
- Non-arrival of a child:
 - If a scheduled child does not arrive, a staff shall look for the child while ensuring the remaining children are supervised.
 - If the staff are unable to locate child on the school property they are to call the parent/guardian or emergency contact and CDSS to ensure there is not a late change and notify the Director.
 - If after 30 minutes, parents/guardians or emergency contact persons are unsure of the child's whereabouts, police may be contacted.
 - know the location of the first aid kit, emergency medication, and emergency contact numbers
- Parents are informed of policy revisions through newsletters, notices or website

Safety Policy

(Revised July 2010)

- A minimum of one in every two staff will be certified in First Aid and CPR. It is the OSCAR Programs preference that every staff shall each hold a current child care first aid certificate and CPR certificate.
- A first aid kit shall be kept onsite at each OSCAR location. The OSCAR staff shall maintain the first aid kit.
- OSCAR shall provide disposable gloves at each OSCAR site.
- Parents/Guardians shall be notified of any first aid administered to their child. Parents will sign a first aid acknowledgement form if first aid is administered at anytime.
- A cell phone shall be available for OSCAR staff to carry with them and the phone number shall be made available to Parents/Guardians.
- All occurrences of injury, illness or accident shall be documented and reported to the OSCAR Director

Incident Reporting Policy

(updated 04.2020)

An incident report will be sent immediately by the OSCAR Director to Alberta Children's Services, Licensing Officer, following the incident forthwith in the manner required by the Alberta Children's Services

- An emergency evacuation, unexpected program closure, intruder on premises

- An illness or injury to a child that requires emergency health care services or a child to remain in hospital overnight; An error in the administration of medication by a program staff or volunteer resulting in the child becoming injured or ill and requiring first aid; death of a child, unexpected absence of a child, removal of a child from the program by a non-custodial parent or guardian; An allegation of physical, sexual, emotional abuse and /or neglect of a child by program staff or volunteer; The commission by a child of an offence under an Act of Canada or Alberta and or a child left on the premises outside the program's operating hours
- All incidents are analyzed annually and a report using the prescribed form is submitted to Alberta Children's Services
- Licensing Officers are responsible for investigating reports of non-compliance to the Day Care Regulations (within the requirements of the Alberta Child care Licensing Act & Regulations).
- Parents can lodge complaints to the Licensing Office in Red Deer, at Central Alberta Children's Services at (403) 341-8641. Access to this office is also available through the R.I.T.E. number (310-0000 then 403-341-8641).
- See section Medical Emergency for more details on incident reporting
- Please note that the identity of the complainant is not divulged to the operator, all complaints are investigated and complaints can be anonymous.
- Parents are invited to contact the OSCAR Director at anytime with questions or concerns as addressed in the Communication Policy

Emergency Procedures Policy

(Revised May 2017)

Policy:

- In the event of an emergency situation such as fire, weather, lockdown or any emergency situation the safety of the children shall be the first priority.

Procedures:

- Each OSCAR location will follow their own site specific procedures as a situation require
- Follow the procedures of Battle River School Division as they apply
- The OSCAR staff will become familiar with the procedures for all situations and the children will come to learn as each procedure is practiced and or discussed
- Written plans shall be posted in a visible area known to OSCAR staff
- An after-hour emergency OSCAR contact number will be posted in a place visible from the outside of the OSCAR premises
- A list of emergency phone numbers will be posted on the premises and accessible in the portable records binder
- Each OSCAR site will have a portable records binder (Attendance Binder and Confidential Binder) with the children's contact information and emergency phone numbers
- Each OSCAR site will practice and record fire drills monthly to allow the children to become familiar with what to do and where to go
- Each OSCAR site will discuss and or practice a lockdown and shelter in place procedures monthly and record the dates. This is to allow the children to become familiar with these events when they are in OSCAR compared to school. As the locations are different but consistent with the school procedures.

- Each OSCAR site will re-locate to their designated locations as specified in their site specific procedures
- Site specific procedures will be found on site and or the staff handbook for the following: Fire drill, lockdown, shelter in place, hold and secure, immediate and non-immediate evacuation.

Technology Policy

(Revised February 2019)

- To ensure the use of technology is monitored and limited within OSCAR
- Technology will be recorded on a technology form when a TV or projector is used to watch a movie or used for special events.

Television / Projector

- Each OSCAR site can have access to a television and DVD player or projector
- Television viewing is not part of regular OSCAR programming, but could be used for movie day or special presentations for the development of learning.
- Movies will be **G** rated only and appropriate for the age group in attendance and recorded on appropriate documentation.

CD Player

- Each OSCAR site has a CD player: Books on CD, Music, relaxation and activity CDs will be used for programming.

Personal Electronic Devices

- Personal electronic devices (personal handheld games, personal listening devices, cell phone, tablet or laptop) are not allowed at OSCAR or for use by the participants /children of OSCAR
 - Exception: Unless it is used by the school as behaviour modification technique then it could be considered as a last resort at the discretion of the OSCAR director and the parents.
- OSCAR will not be held responsible for lost, stolen or damaged personal electronic devices of any kind, by any participant or employee.

Camera

- Each OSCAR site has a camera to document activities, crafts, bulletin boards, and aid in programming
- Printing of OSCAR club/pictures will only be done by the OSCAR Director or as directed by the OSCAR Director
- Pictures of OSCAR children will not be posted in newsletters or OSCAR website, but could be posted in OSCAR club area, photo album, digital photo frame, or used in club activities.
- Parents are provided the opportunity at registration to provide photo permission to the club. Choice for specific permission will be provided at registration for use in public newspapers and or programming options.

Off-Site Activity Policy

(Revised 04.2020)

- Off-site activities are anyplace that is not in our licenses space as per our license. This includes licensed approved spaces within the school property, such as the gym, learning commons, hallways and the school grounds and playgrounds.
- Parents will acknowledge/sign at registration they provide permission to OSCAR that their child can participate in all activities in licensed approved spaces on school property and become part of the portable emergency files.

- In the event of an off-site and off school property activity, the parents/guardian will be notified in writing and in advance of the activity, the required transportation, supervision, and arrangements about the activity.
- Parents/Guardians must provide written consent in order for the child to participate off-site.
- Consent forms will be attached or included in the portable emergency information files that the staff takes with them when off site.

Logistics

- Arrangements for space must be made prior to the day in question. The principal of the School will have the final say in the use of space in the School.
- It is acknowledged that the principal is the chief executive officer at the School. It is crucial to establish and maintain a direct line of communication between OSCAR and the principal. Any considerations of changes to OSCAR, any violations of school rules or property, or any occurrences that may have consequences for the School or OSCAR must be brought to the attention of the principal.
- It is understood that this is a partnership of mutual respect, with each party supporting the other's program and working together for the benefit of children and families of the School.
- Regular meetings of this partnership should occur so that information, concerns, and/or questions can be addressed. (as addressed in the Communication Policy)
- Washrooms, storage and office space will also be available, and access to the School will be limited to allow for easier supervision of the children.

Equipment and Materials

(updated February 2019)

- The School will allow OSCAR to use some of its equipment with the understanding that OSCAR is responsible for loss or damage during the hours in which OSCAR operates. Liability insurance held by OSCAR / CDSS will cover such occurrences. Safety of the environment and school equipment remains the responsibility of the School.
- Permission must be obtained from the School principal and/or staff prior to borrowing any equipment or material from the School (gym equipment, TV/DVD or projector).
- Any equipment borrowed by OSCAR from the School must be stored as found in order to minimize disruption to the School program. Equipment includes:
 - Tables and chairs
 - Gym equipment (with permission from gym teacher)
 - T.V. / DVD or projector
 - OSCAR is responsible for acquiring any additional equipment necessary for daily operations.

Management of Records Policy

- Records and information collected by OSCAR shall be managed in an efficient manner to retain only essential information in either electronic or hard copy format.
- It is a requirement of the licensing authority, Alberta Children's Services, that certain personal information be gathered and retained while the student is a participant in

OSCAR, and for a period of two years thereafter. Some of these documents may contain information of a confidential nature, and as such must be handled accordingly.

- Please refer to CDSS (Camrose & District Support Services) operational policy referring to record management, specifically parts 2.6, 2.7, 2.8 and 2.9. Copies are available from CDSS.
- All OSCAR staff and volunteers will provide a criminal record check and child welfare intervention search to the OSCAR Director as outlined in job descriptions
- Portable records will be maintained for children's emergency information and will be located at CDSS and each OSCAR location where the child attends.
- OSCAR will track, record and review the occurrences of accidents and illnesses and report any potential health risks and file an annual incident report.

Smoking Policy

(Revised July 2009)

- OSCAR shall provide a smoke free environment.
- No staff member shall smoke on OSCAR premises at any time or place where child care is being provided

Screening of Volunteers Policy

(Revised July 2009)

- OSCAR shall provide a safe environment for the children, and all reasonable efforts shall be made to ensure that individuals who may compromise that safety are not accepted as volunteers in OSCAR.
- All volunteers participating in OSCAR shall be under the constant supervision of the OSCAR Staff. Volunteers shall not have unsupervised access to children.
- Special Guest Volunteers (one-two time visitors) that provide the club with specific programming/activity will not have unsupervised access to the children and are not subject to complete screening by the Director. They are invited guests into OSCAR that provide/enrich/teach the children a unique talent, activity or share cultural information with the OSCAR participants. The Director will have prior information of their visit.
- Parents are expected to volunteer periodically on the Parent Advisory Board and with special events. Parents volunteering in this way shall not be the subject of screening procedures prior to entering OSCAR.
- When volunteers have close, frequent and ongoing contact with children during club hours. Consequently, all reasonable measures shall be taken to ensure each volunteer is carefully screened prior to entry into the club.

Prior to acceptance of a Volunteer into the OSCAR club, the following steps shall be completed:

- The volunteer shall participate in a personal interview conducted by the OSCAR Director to determine suitability for the position.
- Provide the OSCAR Director with a resume and three personal reference checks that have known the volunteer for the past five years and has current contact with the volunteer.
- Provide the OSCAR Director with a Child Welfare Information Search. (CWIS)
- Provide the OSCAR Director with a Police Record Check including vulnerable sector search. The cost is the responsibility of the volunteer.

- Following the first visit, the OSCAR Director or Staff shall discuss the volunteer's level of comfort and suitability for work with the children. Any concerns regarding the volunteer's suitability shall be discussed with the OSCAR Director and volunteer.
- Volunteers shall be made welcome in OSCAR, during special events and occasions and shall be duly recognized and thanked for the contributions they make to enrich the children's Out of School Care experience.
- Jr. Volunteers over 12 years and less than 18 years do not submit a police or CWIS check due to age.

Social Media Policy

(Revised February, 2019)

- OSCAR recognizes that social media encompasses various activities that integrate technology and social interaction through mediums such as pictures, videos and audio.
- 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 the OSCAR without the expressed consent of the OSCAR Director. Failure to follow policy will result in dismissal from OSCAR.
- Employees' use of social media, either in a professional or personal capacity, can challenge the privacy, security and reputations of other employees, students and/or The OSCAR Club. Therefore, individual employees of the OSCAR Club are obliged to:
 - be responsible for what they write;
 - respect their audience, both visible and invisible; and
 - adhere to the highest ethical and professional standards of Confidentiality (please refer to Confidentiality policy)
- Any activity which represents a failure to meet these obligations may be determined as misconduct or serious misconduct, resulting in disciplinary action including termination of employment. As a staff with OSCAR you are a representative of Camrose and District Support Services as well as OSCAR Child Care and are expected to uphold the highest professional standards.

Facebook/Twitter & Other Social Media Boards

- Posting of any information pertinent to the OSCAR club is strictly prohibited and, in some cases, may be considered a breach of Confidentiality (please refer to the Confidentiality policy).
- OSCAR Child Care has a Facebook page for posting reminders, updates, community events and notices, anyone can share this information.

Camera/Photos

- Each OSCAR site has an OSCAR camera and an OSCAR cell phone camera to document activities, crafts, bulletin boards and aid in programming, however, only the OSCAR Director or staff given permission by the OSCAR Director, have the right to print any pictures taken. Absolutely no other device is to be used to take photos of children and/or staff in OSCAR. The use of photos for any other purpose

otherwise granted by the OSCAR Director is strictly prohibited. Please refer to the Technology policy for further information.

Cell Phones

- Each OSCAR site is equipped with an OSCAR site cell phone that is to be carried at all times. Each team member shall carry their personal cell phones, concealed in a pocket, to use, if needed for ONLY an OSCAR emergency.
- While OSCAR recognizes that team members have children and other obligations requiring them to use their personal cell phone, permission may be granted only through the OSCAR Director. Personal cell phone use must be kept to a strict minimum for NON-OSCAR related activities.
- Use of personal cell phones to access social media sites is not acceptable at any time while on shift. However, team members may use their phones to access the internet when there are no children present at OSCAR and ONLY for the purposes of programming.

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