

# Out of School Care



## Child Handbook

Northern Lights School Division No. 69  
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## **Welcome to Northern Lights School Division – Out of School Care!**

We hope that your time with us is fun, exciting and that you always feel safe. In this handbook you will find some information about our program that will help you get to know us a little bit better and help you settle in.

### **What is Out Of School Care?**

The Northern Lights School Division – Out of School Care (OSC) is a safe and fun place for you to go before school, after school, during the holidays, and on no school days. OSC is where you can participate in a variety of different clubs, games and activities. Through being a part of OSC you have the opportunity to make new friends and learn new things!

### **What is Out Of School Care about?**

OSC provides a safe place for you to play, explore and experiment with friends. Our overall goal is to provide exciting experiences and a healthy dose of fun. Using our knowledge of programming and how you grow and develop helps us to plan a variety of activities for you to take part in while you are spending time with us. We respect and value the unique strengths in each child, their interests, needs and perspectives; appreciating each child regardless of race, religion, gender or ability. The OSC values family and community. We believe that by working together and sharing



information we will create the best partnership possible with your families. Your family is always welcome to participate in various program activities at the OSC. In fact we look forward to spending time with them too!

The community in which you are a part of is also important to our program. We aim to develop relationships with people in our community who can teach and help us. Some of these people include those within your school, local police, firemen, ambulance workers and other service providers.

### **Who will be looking after you?**



The OSC Staff are an important part of the program. We employ staff who are responsible and caring. They have to complete a Police check to ensure they are the 'right' people to work with children. Each of our staff holds Early Learning & Child Care Certification, which helps them to do the best job they can taking care of you. The great thing is that all the staff who work at the OSC really enjoy their jobs and especially enjoy working with children and having fun. Staff at the OSC also enjoy learning new ways in which they take care of children and plan exciting activities. They do this by developing themselves as professionals through reading, sharing ideas with other staff and by attending training.

### **How does the program work to meet your needs?**

The goals of the program are to ensure:

- Children always come first.
- Children feel respected.
- Children feel safe and happy.
- Children have opportunities to explore, experiment and learn new things.

- Children have freedom and choice.
- Children learn problem solving and to treat others with respect.
- Children learn to care about and appreciate others.
- Children feel empowered to make appropriate choices.

## What is expected of you?

You will be expected to make certain agreements when you join the OSC program.

This will include:

- Being co-operative and showing consideration for others
- Sharing
- Using kind words
- Keeping your hands and feet to yourself
- Staying within the boundaries of the program
- Caring about your own property and the property of others
- Using the materials and equipment respectfully
- Wearing a proper indoor and outdoor clothing and footwear



## How do you get to OSC?



If you attend before school care your family will drop you off at the program. Remember, your family must sign you into the program everytime you attend. Afterschool, we meet students at the designated meeting area in the school. Please remember to come to OSC as soon as school has finished for the day. It takes 15 minutes to take afternoon attendance and after taking the attendance if any students have not come to the meeting area a staff member will go throughout the school looking for

them. The staff member will check at the office to see if you attended school that day. If they cannot locate you they will call your parents, school bus driver, and the Division Coordinator of the OSC. It is very important to make sure you go to the meeting area as quickly as possible, after your teacher lets you out of class. If you are not sure where you are supposed to go or if you are supposed to go on the school bus ask your teacher. It is very important you do not go on the school bus, if you are supposed to be at OSC. Remind your family to please contact the program or the school office if you will be absent from the program. Remember, that while you are at OSC you always need to stay within the areas that are supervised by OSC staff. It is our job to keep you safe; please help us do a good job.

## **What do you do when you get to OSC?**

When you get to OSC you need to place your footwear, backpack, and coat on the hooks or in the cubbies. The next and most important thing is that you get signed in. This will be done by your family before school and during no school day care. During afterschool care, you will be signed in by an OSC staff member. Following this you will be able to have something to eat or participate in activities. The staff will let you know each day what activities are available. There will be plenty of time for you to choose which activities you would like to do.



## **Keeping Healthy at OSC**



It is very important to keep healthy at OSC. This means that after you use the bathroom and before you eat you must WASH YOUR HANDS. Soap and paper towel are available for you. If you are not sure of the correct hand washing procedure to prevent germs, please see the signs provided in the bathroom and above the sink.

You will need to bring healthy food to OSC.

This includes morning snack/afternoon snack and lunch on full days. Pop, sugary drinks, junk food and candy should be saved for special occasions at home. We want you to eat healthy at OSC, so we will send any unhealthy items back home for you to enjoy



there. When you are packing your lunch try to choose snacks items from two of the food groups and try to choose lunch items from four of the food groups.

If you start to feel unwell while you are at OSC, please tell a staff member who will comfort you and notify your parent immediately. It is important not to spread diseases



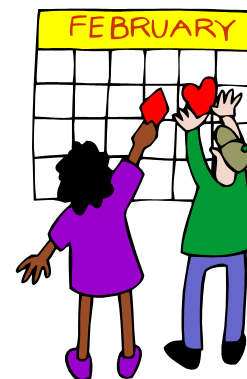
to other children, so if you are feeling sick you must always tell someone who will help you. If you get injured while you are at OSC, a staff member with first aid will help you. This means that they will assess your injury and decide on the appropriate action to take. Sometimes this may involve contacting your parents so that we can make sure you are safe.

Proper clothing is essential for your comfort, health, and safety while at OSC. Everyone must have inside shoes at the OSC program. We regularly play in the gym and without inside shoes you may get hurt while running on the slippery floor. Outdoor play is also a big part of the program during summer and winter. Don't forget to dress properly so you can enjoy your time outside with friends.



## How can you find out what is happening at OSC?

The weekly plan for OSC is displayed in the room. The weekly plan will give you information about what is happening throughout the week. This will give you a general idea of what is planned for the afternoon. There will always be many choices available for you. We want you to have fun and be involved in planning fun activities, crafts and games. We will hold planning meetings so you can share your ideas with everyone. No School Day programs will be available over the Christmas and Spring Break holidays, so look out for the exciting activities and trips planned for these times.



Although we understand you may like to bring your favorite toys and games to school sometimes, we ask that you keep them in your backpack when you are at OSC. We have many toys and games and do not want your special item to get lost or broken.



Occasionally we have a chance to go to the school's computer lab. We like to keep this time limited to  $\frac{1}{2}$  an hour as we always have many fun things to do. We also ask that you leave any hand held electronic games at home to enjoy when you are not at the OSC program. Thank you for keeping these requests in mind, we appreciate your help.

Do you have some ideas of places within our community you would like to go on a No School Day? We are always looking for new and exciting field trips to go on during our full day programs! Please share your ideas with us.

Bugs, newsletter, baking, science, and Lego are just a few of the cool clubs we may be offering. Check with your program to see what clubs are currently available for you to join.



## Who can you go to if you have a problem?

Never feel afraid to speak up when you have a problem. We are here to help you. But remember, we also need your help. It is very important that you help us to create the rules for our program and centers, as well as our steps for problem solving. We value your input and your ideas and believe they will assist us to make our program the best it can be!



## What does the OSC think about bullying?

Our program is a “Bully Free Zone”. Bullying is not tolerated for any reason. We want to provide a place where everyone can feel safe and are encouraged to speak up when they are feeling uncomfortable or intimidated by others. The program has policies and procedures in place to ensure children feel safe and that incidents of bullying will be dealt with immediately. If you feel like you are being bullied while at the program you can:

- Tell the person to stop immediately and if they do not then go to a staff member immediately
- Tell a friend or an adult
- Stand up straight, look the bully in the eye, and say in a firm, confident voice, “Leave me alone”, stay calm and walk away
- Shout “Cut it out” as loud as you can
- If other people are nearby, join them so you’re not alone



## What happens if you have trouble making good choices?

Everyone is entitled to a pleasant and safe environment during their time at the OSC program. Everyone is expected to behave with the same rules of respect as when they are in school. With your help staff will create clear, simple, and consistent guidelines for everyone to follow. The activities available will be designed to promote positive behavior.

In the OSC, the goal is to build friendships and respect for others. You will be supported in a kind and caring manner to:

- Be positive
- Be responsible
- Be independent
- Express feelings in an appropriate ways
- Share and take turns with others
- Be cooperative



If a child is having difficulty:

- Staff will remind them about the guidelines for proper behaviour
- Alternate choices may be offered
- Assistance in problem solving will be offered
- The use of equipment may be limited
- A time away may be given if child continues to disrupt others

If you continue to have difficulties following the guidelines, your family may be asked to become involved in helping problem solve. It may be necessary to create a behaviour plan to help you make better choices. It is very important to us that everyone follows the rules so we create a safe and caring environment for all to enjoy.

## Licensing & Quality Enhancement in OSC

In Alberta all OSC programs must hold a license, which means that they are safe and suitable places for school age children. To hold a license the program must legally comply with several things. The OSC also participates in a program known as Accreditation, which is operated by *The Alberta Association for the Accreditation of Early Learning and Care Services* (AELCS).



Accreditation is a voluntary program which is committed to raising the standard of care children receive in Alberta. It is a rigorous program, which measures the quality of the care provided against a set of standards and criteria. This means that everyone involved in the program is continually working to improve the program.

From time to time a visitor from the AELCS may come to the program to see how things are going and to undertake a process known as Validation. Your input into this process is extremely important and you may be asked to complete surveys and questionnaires on what you think about the OSC.

Our program must reach a minimum level of quality in the Quality Enhancement Process to be successfully accredited. Some of the most important areas include communication (with students, staff, families, and communities), multiculturalism and child leadership. It is very important that you are involved in making the OSC the best it can be!

## How can you share your ideas?



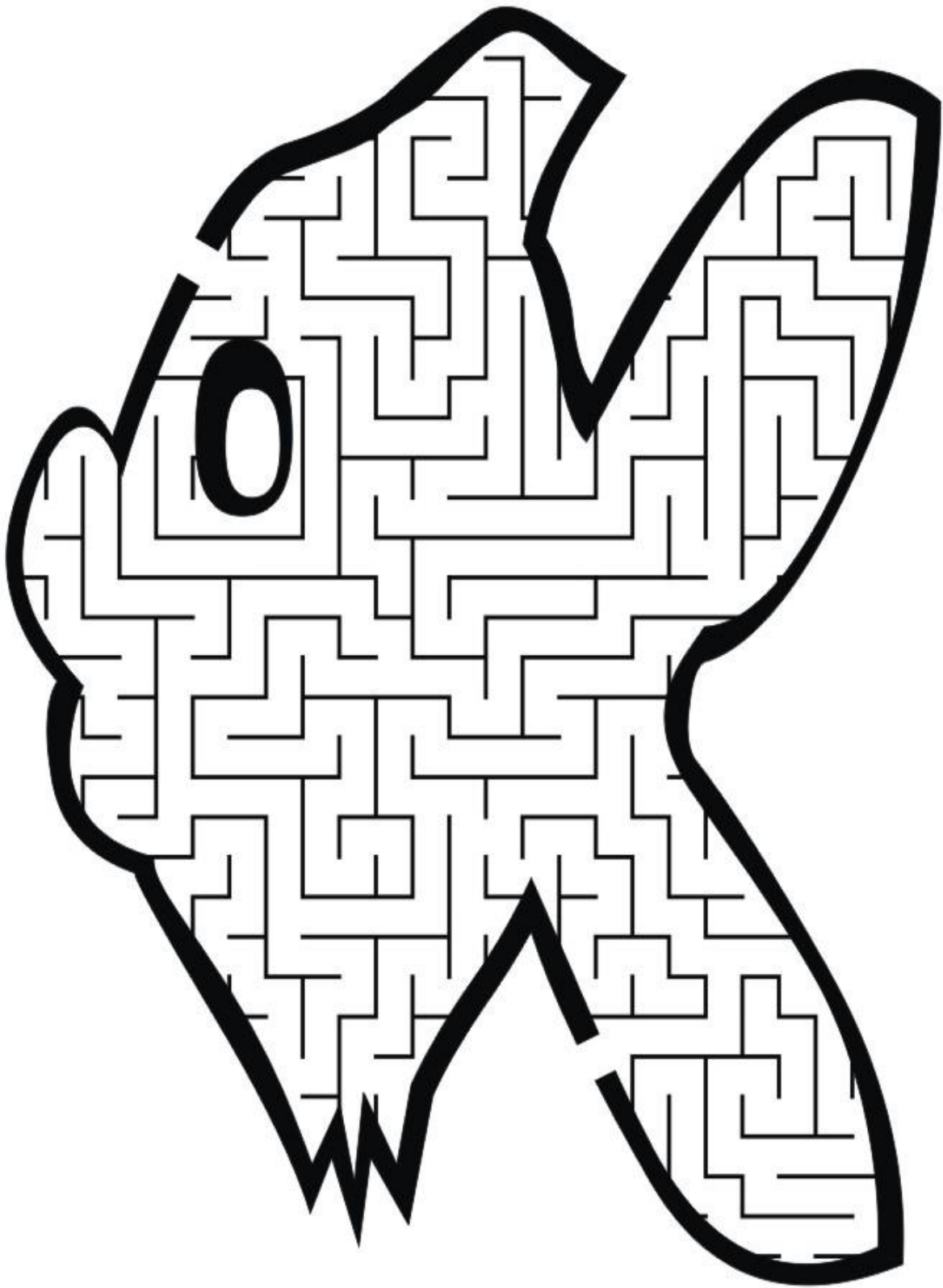
Your ideas are very valuable to the OSC program. These can be shared by telling one of the staff your ideas, using the communication box or filling out surveys and evaluation forms from time to time.

A “Child Interest Form” can be found at the back of this handbook. Please fill it out and give it to one of our staff so that they can plan some activities that interest you. We have also included some fun games and activities for you to do. You may even like to do them at home after you have read through the handbook with your family.

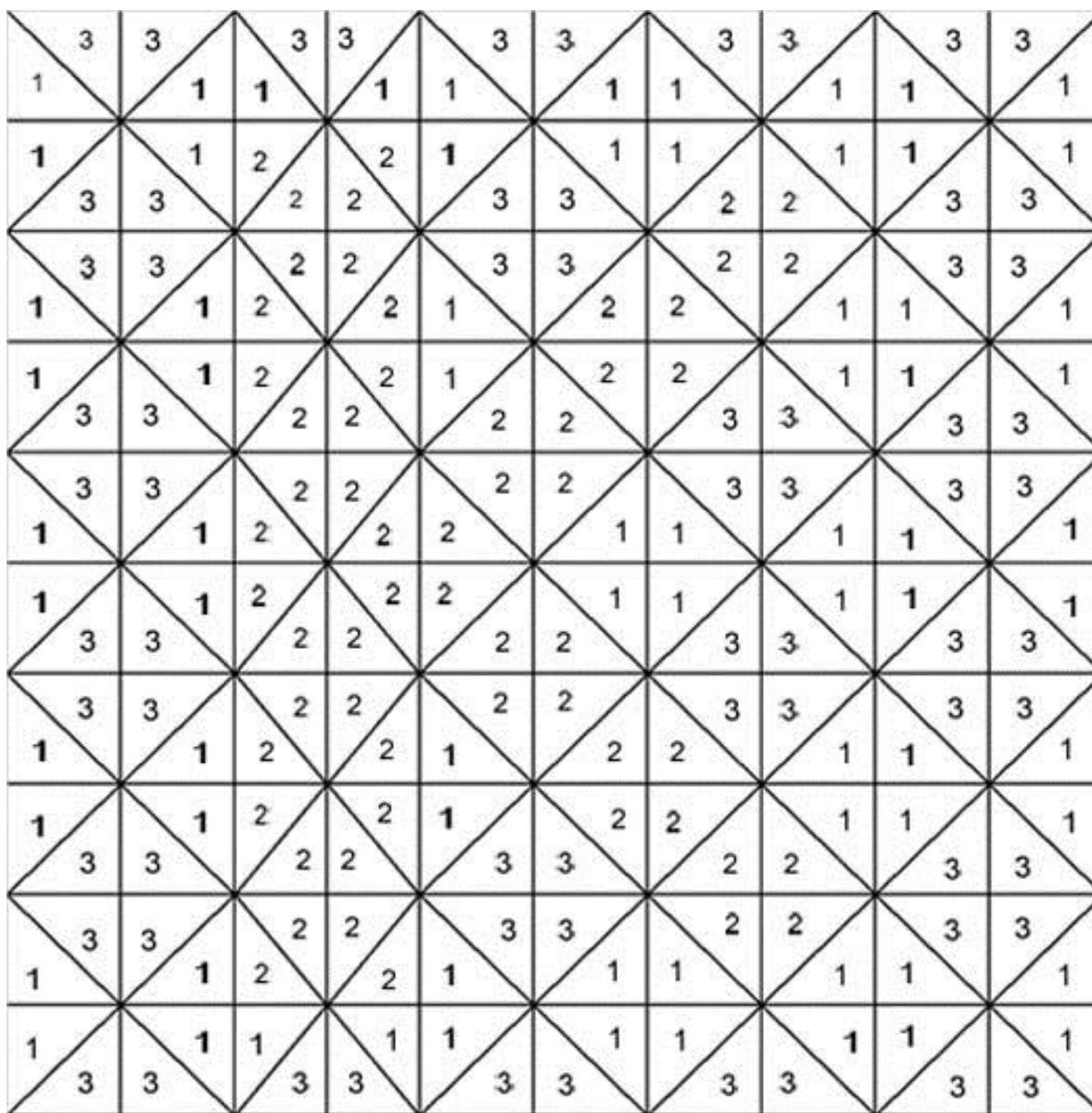


We look forward to spending time with you  
and hope you will enjoy spending time with us too!





## COLOR BY NUMBER



1 = Black      2 = Blue  
3 = Yellow

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