

Langley Christian School

Out of School Program

Parent Handbook

EQUIPPING STUDENTS. TRANSFORMING LIVES.

OUR VISION: A THRIVING CHRISTIAN LEARNING COMMUNITY SERVING
TOGETHER TO EMPOWER STUDENTS TO HAVE IMPACT IN A CHANGING WORLD.



**EARLY
LEARNING
PROGRAMS**

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OUR CORE VALUES

A family of families... We are an independent school in the heart of the Fraser Valley offering an impactful, Christian education for pre-school through grade 12, taught by passionate, dedicated faculty. Our Core Values describe who we are and how we fulfill our Mission.

CONNECT

- HEARTS, HANDS & MINDS
- GLOBALLY & LOCALLY
- FAMILIES & CHURCHES
- COMMUNITY IMPACT

Strong, healthy relationships built on fostering connection, service and integrity, both inward and outward, is the foundation of who we are as a school.

THRIVE

- GRACE, LOVE & SAFETY
- DIVERSITY & INCLUSION
- SERVICE & GENEROSITY
- FAITH & HOPE

We are a school with a dedicated collaborative faculty, where every student is known by a caring adult, is included in community and supported to flourish as a unique, individual learner.

EQUIP

- INTEGRITY & COURAGE
- CHRIST-LIKE DISCERNMENT
- 21st CENTURY COMPETENCIES
- EFFECTIVE PRACTICES

Since our beginning, LCS has endeavoured to equip all students with the knowledge, skills and values to live a life of purpose and impact for Christ.

LCS Out Of School program is operated by the Langley Christian School Society and is located at the Elementary School campus. We offer before and after school care for children in Kindergarten to grade 5.

We hope this handbook will help you and your child to adjust readily and happily at this important time in their life. We look forward to sharing many fun and meaningful experiences with you and your child.

Langley Christian School reserves the right to make changes to this handbook at any time throughout the year. Any major changes will be communicated to parents/guardians.

WE ACKNOWLEDGE that we are living and working on the shared traditional and unceded territory of the Kwantlen, Katzie, Matsqui and Semiahmoo people.

WELCOME	4
MORNING PROGRAM	4
AFTERNOON PROGRAM	4
ABOUT OUR STAFF	5
PROGRAM HOURS	5
REGISTRATION REQUIREMENTS	5
PROGRAM TIMES AND FEES	6
SCREEN POLICY	6
ACTIVE PLAY POLICY	6
ARRIVAL AND PICK UP	6
PARENTAL ACCESS	7
LATE FEES	7
WITHDRAWAL	7
AFFORDABLE CHILD CARE BENEFIT	8
ATTENDANCE	8
HEALTH AND ILLNESS	8
UPDATING YOUR CHILD'S FILE	10
ALLERGIES (Nut Free Centre)	10
MEDICATIONS	10
IMMUNIZATION	11
GUIDING AND CARING	11
CONFLICT RESOLUTION	11
PARENT COMMUNICATION	12
REPORTABLE INCIDENT POLICY	12
FIRE DRILLS/EVACUATION	12
EARTHQUAKE KITS	12
DISASTER PLANNING	13

WELCOME

We are a Christian teaching and learning community that celebrates the diversity of our students as part of God's design and intention for the world. We aspire to be a place of belonging and connection, and a people who model our lives on Christ, seeking justice, reconciliation and restoration by learning from and welcoming the vulnerable and marginalized. We strive to be a place that educates and equips ourselves, students and families, to be understanding of difference and embody dignity, respect, grace and God's unconditional love.

Each child made in the image of God is special and deserves to be treated with love and respect. Our program encourages the development of Christ centered relationships and respectful communication among peers, staff and families.

- Safety and security within a licensed facility provided by qualified and responsible staff
- Supervised opportunities to play, explore, create
- Daily physical exercise through games, sports, outdoor play

MORNING PROGRAM start time 7:20am

All children attending our morning program will be given an opportunity to have breakfast if they have not already done so. Parents who want their child(ren) to have breakfast at school must send their child with a packed breakfast, we will not be providing breakfast. Please ensure that the food they bring are healthy choices and NUT FREE. Please send your child with a refillable water bottle and not a juice box. There will be some time for physical activity either in the gym or in the playground as well as table games and activities around the classroom etc. Please make sure your child has appropriate clothing for outside. Children in Kindergarten and grade 1, will be dropped off at their classroom with the bell. With signed permission, Children grades 2 to 5, will be dismissed from room 201 to join their class line up outside at 8:15am (Monday -Thursday) and 8:50 am (Fridays) when school supervision starts. Parents MUST walk children to the OSC room and sign them in. Staff will sign children out when they start school.

AFTERNOON PROGRAM end time 5:30pm

Children grades 2 -5, will walk from their classrooms to the Out of School Care Program meeting space in the courtyard after school . Kindergarten and grade 1 students will be picked up from their classrooms by the OSC staff. Staff will sign children in once they are all in the courtyard OSC meeting space. We will not be providing snacks. Please be sure to pack an extra snack or two for your child after school. Our afternoon program will also provide daily opportunities for children to get outside or engage in activities in the gym, as well as crafts, table games etc.

ABOUT OUR STAFF

Our Out of School Care supervisors are required to meet the following standards, following licensing regulations governed by Fraser Health Authority:

- Applicable work experience and 20 hours or more of workshops/classes pertaining to the guidance, discipline and/or health of young children and/or ECE certificate
- Emergency First Aid Certificate
- Criminal Record Check (renewed every 5 years or less)
- Resume and 3 written references

PROGRAM HOURS

Before School Care: 7:20 AM to 8:20 (8:30 for K kids) AM

After School Care: 2:50 PM to 5:30 PM

We are closed on all statutory holidays plus Easter Monday and professional development days as well as Christmas, Spring and Summer Break. Our last day will be the last day of elementary classes in June. We are open when the elementary school is in session.

REGISTRATION REQUIREMENTS

Please return the following to the center:

1. The completed registration form(s)
2. A copy of any court order pertaining to your child(ren) if applicable
3. A copy of any medical and/or additional developmental assessment information if your child has had a diagnosis or is in the process of a diagnosis
4. A current closeup picture of your child(ren) and emergency card
5. Financial Commitment Form
6. Fees are paid on the first of each month and will be payable through your School Cash Online account. In lieu of one month's notice, your first payment will include your first and last month's payment (Sept-June). If withdrawal notice is given before the start date but less than one month's notice, one month's fees will still be due for holding your spot.
7. Registration fee of \$50 payable at time of registration.
8. Children must be able to independently use the washroom. Staff will stand in front of the classroom door, in the hallway when there is only one staff member, watching both the room and washroom door. If there are two staff members, one will walk down and wait outside the washroom door.

*Each child will be observed for the first two months in attendance to assess the centres' ability to meet his/her needs. A decision will be made between both parent and teacher if the child

does not seem ready for a positive transition into childcare. Children who have a diagnosis and and require support during the school day will also require support in our program.

Your child must be between the ages of Kindergarten through Grade 5 to attend our program, September to June.

PROGRAM TIMES AND FEES *(Please note at this time we do not offer care on days the school is closed for holiday, breaks and pro-d days)*

One time, non refundable Registration Fee of \$50, payable at time of registration
Program fees will be added to your School Cash Online account

	AM(Before school) 7:20-8:30 am)	PM(After school) 2:45-5:30 pm	Both before and after school
Full Time	\$212	\$370	\$551
3 Days	\$138	\$244	\$350
2 Days	\$96	\$175	\$254.50
Drop In	\$12.50	\$22.50	\$32.50

As part of the government opt-in program, all families will receive a monthly discount upon registration. Fees to be determined.

SCREEN POLICY

We are dedicated to providing stimulating, open ended learning environments during your child's time at our centre. Therefore, screen time will be very limited within our program. Once per month we may show a G rated movie. Personal devices, laptops, phones, ipads will stay in your child's backpack. On rare occasions we may sign out school devices for group games.

ACTIVE PLAY POLICY

We promote regular physical activity and time spent outside daily for a minimum of 40 minutes rain or shine. We are dedicated to spending time outdoors every day unless serious weather does not permit and/or it's unsafe. Alternatively, we will utilize the gymnasium or outdoor covered area for the same amount of time. Please ensure your child has appropriate clothing for the weather.

ARRIVAL AND PICK UP

- Parents/ guardians must bring in and pick up their child from the OSC room and must make contact with the OSC staff upon entry. Parents must sign their child in, if arriving in the morning and out upon pickup.
- Children will only be allowed to leave the facility with parents, guardians or persons specified on the registration form or a person who has written or verbal permission from a parent. The OSC supervisor will assist in making alternate arrangements if a parent/guardian appears "unable" to safely deliver their child home. In the event that there is a concern for the safety of the child due to the adult's ability to drive safely, the police will be notified.
- If the parent does not arrive to pick up the child, the supervisor will contact both parents' work and home numbers and all emergency contacts. We will keep trying for two hours at which time the Ministry of Children and Family (MCF) will be contacted
- If an unauthorized person attempts to pick up the child, the supervisor will ask the person to remain outside the classroom until the parent is contacted for consent and if consent is given the staff will then check the person's ID before allowing the child to be released
- If the unauthorized person becomes confrontational to the supervisor's request, the supervisor will notify the Manager and ask him/her to talk with the person. The supervisor will return to attend the children in their care including the child in question.
- If the unauthorized person forcefully removes the child, the principal will write down the license plate number of the vehicle in question and call the police and MCFD

PARENTAL ACCESS

- A notice will be posted in the school entrance specifying if the group is in the gym, courtyard or playground
- The program must have all copies of custody agreements, restraining orders or court orders denying a parent access.
- If a parent informs the school that the other parent no longer has access to the child, the written documents must be submitted before access is denied.
- If a prohibited parent arrives to pick up the child or visit, the police will be notified immediately and asked to intervene. The other parent will be contacted and asked to pick up his/her child.

LATE FEES

Parents are required to pick up their children promptly by 5:30 PM. More than one late occurrence (5 or more minutes) will result in a late fee charge of \$1 per minute. This fee must be paid before the child returns to the program. Chronic late pickups will result in termination

of the child's enrollment in the program. Rude and aggressive remarks from parents will also warrant a warning of termination.

WITHDRAWAL

One month's notice is required upon your decision to withdraw from OSC. If withdrawal notice is given before the start date but less than one month's notice, one month's fees will still be due for holding your spot. Because your last month's fees were previously collected, we will use this as your last month's payment.

AFFORDABLE CHILD CARE BENEFIT

Our center accepts families who qualify for subsidy parents can find more information at [ACCB](#)

First month and subsequent monthly tuition must be paid in full by parents until subsidy has been approved and processed. Parents are required to top up any childcare payments that are not covered by subsidy.

ATTENDANCE

- There will be no refunds or fee reductions for statutory holidays, professional days, sick days, unexpected school closures due to weather or power, school emergencies or for family holidays which may be taken throughout the year.
- For school closures due to bad weather or emergencies, please check the school website www.langleychristian.com. The decision to cancel school will be made by 6:30 AM.

HEALTH AND ILLNESS

During the Covid 19 pandemic, we will be following all PHO guidance.

We expect that all families are performing a health check on their children before sending them to school. Please see the following guidelines.

Our program is committed to provide a safe and healthy place for each child. A child with a communicable disease must be kept at home. This includes fever, cold, vomiting, diarrhea, rash, congested cough, pink eye, etc.

Please carefully note the following:

- Children must be kept home if not able to participate in outdoor play.
- If a child has been exposed to any contagious disease (ex. chickenpox, mumps, measles, hand/foot/mouth etc. or a parasite like lice) the supervisor must be notified. A child may only return to the program when free of symptoms for 24 hours.
- Children must be fever free and have stopped vomiting/diarrhea for a 24-hour period before returning to the program.
- If your child becomes ill during our program a parent or emergency contact will be called, the child will remain under observation and kept comfortable. Parents are expected to promptly pick sick children up. In the event we cannot reach parents, we will reach out to emergency contacts,

Disease	Symptoms	Infectious?	Remove from OSC
Chicken Pox	Fever Blister type rash	YES 5 days after onset	YES From when spots first appear and 5 days after
Cold with Fever	Runny nose, clear discharge, doesn't want to eat, slight cough, plus fever – above 37 C. Runny nose – green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to common cold 24 Hours
Covid 19	Fever, cough, tiredness, loss of taste of smell, sore throat, headache, aches and pains, diarrhea, rash on skin, discoloured fingers or toes, red or irritated eyes, difficulty of breathing, shortness of breath, loss of speech or mobility, confusion, chest pain	YES	YES until symptoms resolve for 24 hours
Common Cold	Runny nose, clear discharge, doesn't want to eat, slight cough	YES Before and during symptoms	NO -unless lethargic and uncontrollable running nose
Diarrhea #1	Runny stools. If there are no other problems, check with parent. It could be normal or because of diet.	NO	NO
Diarrhea #2	Runny stools, fever about 37 C, bad smell, fussy, cranky, pain and/or vomiting	YES	YES Until doctor says it is not infectious 24 hours
Ear Infections	Fever, clear discharge from nose, cranky, pulls on ear	NO	NO
Flu	Fever is above 37 C, cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until symptom free for 24 hours
Hand, Foot & Mouth	Spots on palms of hands, fingers and soles of feet. Sometimes on buttocks;	YES	YES Until doctor says it is not

Disease	for 7-10 days		infectious
Herpes Simplex (common cold sore)	Fever blister or sore around mouth	YES	Decide each individual case with a Public Health Nurse
Impetigo	Crusty rash, mostly on face, arms or legs	YES	YES Until on antibiotics for 24 hours
Nausea/Vomiting		YES	YES Until symptom free for 24 hours
Pink Eye	Thick discharge from one or both eyes, redness itching of one or both eyes	YES	YES Until doctor says child may return
Rashes	Red spots anywhere – can be measles, chicken pox, allergies, impetigo	YES	YES Until doctor says it is not contagious
Sore Throat	Fever, red throat, hurts to swallow (could be strep throat)	YES	YES Until on antibiotics for 24 hours
Lice		YES	YES Until all nits are removed

UPDATING YOUR CHILD'S FILE

Information about your child needs to be kept up-to-date at all times. Please inform the supervisor of any changes of information such as immunization records, change of address/phone number/email, changes in custody or authorized pick up persons etc. We will transfer all the information you provide into your child's file.

ALLERGIES (Nut Free Centre)

Please ensure that the supervisor is aware of your child's allergies, including food sensitivities. If your child requires special treatment in case of a reaction (such as a bee sting allergy) be sure that the supervisor is aware of it and that there is a kit on hand at the center at all times.

If your child requires special treatment in case of a reaction (ie: EpiPen) you will be required to fill out a form, write a care plan and include any EpiPen/medication which will be kept well out of reach of children. If an EpiPen is required, a child will not be permitted to attend the program without their EpiPen.

While allergies are listed on your student profile form, be aware that allergies can also develop in people over time so frequent updating of information is very important. We also require a detailed letter for both allergies and sensitivities that describes the reactions both mild and severe and the actions you would like us to take.

MEDICATIONS

The centre keeps basic first aid supplies on site. No medication will be administered by any staff member, prescription or over-the-counter, unless a "Permission to Give Medication" form has been completed. Medication will be kept out of reach of all children. Verbal consent will not be accepted. Children taking prescription medication orally may only return 24 hours after the start of the medication.

IMMUNIZATION

All children who attend our centre are recommended to have completed all the standard courses of immunizations. According to Fraser Health regulations, each child is required to have their immunization status on file at the centre as per registration form. If the child is not up to date with immunizations a non-immunization form will be required.

GUIDING AND CARING

Caregivers who are committed to nurturing and guiding young children, create an atmosphere which fosters trust, security and comfort. We commit to using the following techniques to promote a calm, safe environment:

- ACT Model: Acknowledge the feeling, Communicate the limit, Target the alternatives
- Redirection: Guiding the child into an acceptable activity when they are engaged in an unacceptable activity
- Choices: Appropriate choices are given, and children are encouraged to choose for themselves
- Logical and natural consequences: Children will be made aware of the results of their action

There are also some harmful actions that are not permitted and will not be tolerated in the program:

- Shoving, hitting or shaking or confinement or physical restraint by another child or teacher
- Confinement or physical restraint by a teacher, except as authorized in a child's care plan if the care plan includes instructions respecting behavioral guidance
- Harsh, belittling or degrading treatment by a teacher or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self respect
- Spanking or any other form of corporal punishment
- Separation, without supervision by a responsible adult, from other children
- As a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet

CONFLICT RESOLUTION

When a parent has a concern, grievance, or complaint it must first be directed to the supervisor or parent involved in a manner of open dialogue with the intention of resolving the problem. If healing does not occur due to tension, lack of communication, etc., the Director and Manager shall be notified, and both parties shall meet with the Director and Manager in an effort to restore a healthy situation. If a satisfactory resolution is still not made, the concern should be brought to the Principal and Head of Schools.

PARENT COMMUNICATION

- Throughout the year you will be receiving emails with reminders and information about the program.
- A communication book will be kept by the supervisors. The supervisor will record any pickup/drop off changes, days your child will be away, minor injuries, or any other info you would like the supervisor to know about.
- Be sure to make the supervisor aware of any events or problems that may affect your child's behavior, whether it be his/her health or just a matter of "getting up on the wrong side of the bed".

NON REPORTABLE INCIDENT POLICY

In the event a child has sustained an injury while in our care, we will:

- Follow first aid procedures if required
- Write the details in our non reportable incident book
- Inform parents at pick time.

REPORTABLE INCIDENT POLICY

In the event has sustained an injury while in our care and requires immediate or delayed medical attention, a child has gone missing or any other incident on our licensing regulation list, we will:

- Follow first aid procedures if required
- Contact parent/ guardian
- Inform licensing within 24 hrs
- Submit a reportable incident form to our licensing officer

CHILD ABUSE POLICY

We hope and pray that all children attending our school are growing up in a secure and loving environment. Unfortunately, the statistics show that Christian communities are not immune to problems with child abuse. The following procedures are in place to protect the children at LCS.

If you suspect abuse may have occurred outside the school facility (home, relative, other care situation) report to the Supervisor and then to an intake worker at the Ministry of Child Development at 604.514.2711.

If you suspect abuse may have occurred at the school (involving staff, volunteers, etc.) phone Community Care Facilities Licensing at 604.514.6121.

School staff are legally required to report by telephone to the local Ministry for Children and Families Office, any situation which causes them to suspect that a child has been abused or neglected, or that his/her safety or well being is endangered.

FIRE DRILLS/EVACUATION

Fire and Evacuation Drills are posted in the centre and practiced monthly. Earthquake Drills will be practiced once per year. All staff, volunteers and other adults will be familiar with Fire Drill Procedures.

EARTHQUAKE KITS

Earthquake kits are provided by the school and stored at the front of the school.

DISASTER PLANNING

In the event of a major emergency:

- If we are unable to return to our building, we will be located at
- back field. Once relocated, we will contact you regarding our circumstances and pick up procedures.
- No child will be dismissed from the centre unless a parent or caregiver or other previously designated adult comes for him/her.
- No child will be released from the centre with another person, even a relative or babysitter, unless the centre has written permission to do so. With this in mind, please ensure that you have provided us with an up to date contact list.

- All parents, caregivers or designated parties who come for the child must sign for their release
- Parents and alternate caregivers may not pick up a child until all students and staff are accounted for and the supervisor approves the release of students.
- Please do not call the school. We must have all the lines open for emergency calls.
- Help us protect your child during a disaster, please be patient with the student release procedure.

TRANSPORTATION

We will not be leaving the school grounds. Children will walk to and from classes within the school property. In the event that children visit the middle school campus, parents will be notified and we will be walking.



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