



After/Before Care  
Program &  
**ROYAL CUBS**



**GLENMORE CHRISTIAN ACADEMY**



# **ABC & Royal CUBS Parent Handbook**

## **2024-2025**

*3 John 1:4 "I have no greater joy than to hear that my children are walking in the truth."*

# Table of Contents

Program Philosophy.....	3-5
Hours of Operation & PD Days.....	5-6
Drop-Off Procedures.....	6
Access Cards, Late Fees & Pick-Up Procedures.....	7
Attendance Procedures & Failure to Notify Fee.....	8
Illness Policy.....	8-9
Snacks/Food.....	10
Allergies.....	11
Medical Plans & Medications.....	11-12
Safety Expectations for Parents.....	12
"Safe Centre" Policy.....	12
Emergency Procedures.....	12-14
Discipline Policy.....	14-15
Supervision Policy.....	16-17
Checklist of Required Items.....	18
Off-site Activities.....	18
Communication.....	18-19
Smoking Policy.....	19
Program Fees.....	19
Uniforms.....	19
ABC Parent Orientation Meeting.....	20
Registration/Re-registration.....	20
Withdrawal Procedure.....	20
ABC Daily Schedule.....	21
CUBS Daily Schedule.....	22-24
ABC Student Group ZONES & ABC Staff Leaders.....	25
OSC Staff Contact Information.....	26

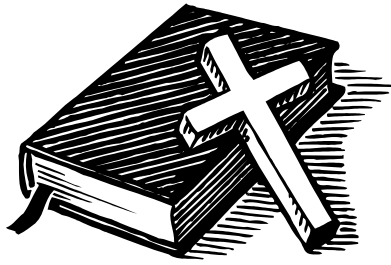
The GCA **ABC & Royal CUBS** are programs within the GCA **Out-of-School Care (OSC) Program**

These programs are licensed under Alberta Childcare Licensing and have Alberta Accreditation.

\*\*\*Should any changes be made to the *Policies or Procedures* outlined in this Handbook,  
they will be made available immediately to parents by email\*\*\*

**Welcome! Thank you for choosing Glenmore Christian Academy to provide the services of the ABC program &/or the Royal Cubs for your family!**

- Please familiarize yourself with the *GCA ABC & Royal CUBS Parent Handbook* that will provide you with valuable program information.



## Program Philosophy

*The **ABC & Royal Cubs** programs in the Out-of-School Care (OSC) Program operate within Glenmore Christian Academy (GCA) Elementary Division, which is a Faith Based Private School. GCA has a history of providing a safe and caring environment, in which excellence in academic, athletic and fine art education with Biblical integration is achieved.*

GCA's ABC & Royal Cubs is committed to providing high quality, God-centred activities for school-aged children (Kindergarten to Grade 5). Christian principles are infused throughout the hands-on learning experiences in a consistent, safe, caring, loving & nurturing environment. All students in the ABC and Royal Cubs are GCA students.

- Each child is a unique gift from God, and the ABC & Royal Cubs provides developmental programming in the areas of social, physical, emotional, intellectual/academic and spiritual growth to maximize each child's potential, and provide childcare to school aged children.
- These programs will guide the children to develop their interpersonal relationships, social skills, abilities, interests, and needs, both indoors and outdoors, from a variety of materials and experiences provided, while offering the children a foundation that will support growth and development in their problem-solving skills.
- GCA is dedicated to partnering with parents, and privileged to assist in training and equipping each child for today, for the future and for eternity, as we infuse Biblical, Christ-centred principles into all experiences provided in the ABC & Royal Cubs.

**T**he GCA ABC & Royal Cubs function as a non-profit organization operating as a Licensed Child Care Facility, regulated by the Alberta Child Care Licensing Act and follows a provincially approved Program Plan according to regulations established under this Act. In addition, the GCA ABC & Royal Cubs are accredited programs in the province of Alberta.

- Glenmore Christian Academy, including GCA ABC & Royal Cubs, is overseen by the GCA Board of Directors.
- The establishment of the GCA ABC & Royal Cubs is to benefit the parents, the children and the school by providing an essential service to families where parents desire to have Kindergarten readiness reinforcement, and/or before and after school childcare provided in a school environment. Parents can feel confident knowing their child will be cared for and educated in a faith-filled, clean, safe and nurturing environment.
- GCA ABC & Royal Cubs staff follow the staffing qualification requirements as outlined in the Alberta Child Care Licensing Regulations.
- The minimum staff member to children ratio for GCA ABC is 1:15.

- Volunteers in GCA ABC & Royal Cubs must complete the GCA Volunteer Application Process before approval is given for them to volunteer in this program. Volunteers must have a valid Criminal Record Check with the Vulnerable Sector Search completed as part of the application process, and annually complete the GCA Child Abuse and Protection training online. Please see the Elementary Office or the GCA Parent Portal on our website for full details on becoming a GCA Volunteer.

GCA ABC & Royal Cubs ensures that each child, as a unique creation of God, is cared for and nurtured in a clean and well-maintained facility, in order to maximize his/her age-appropriate potential in all development areas: physical, social, intellectual, creative, emotional and spiritual.

**Physical Development** (through outdoor play structures, field space and community walks, indoor "Brain Gym" and movement breaks, and occasional use of school Gyms, Theatre or Cafeteria space):

- Build good health habits, practices and attitudes.
- Train independence in physical development.
- Develop spatial awareness and fine/gross motor coordination.
- Become aware of physical abilities and boundaries.

**Social Development** (including interpersonal relationships, social skills, character/manner development, etc.):

- Create friendships with other children of varying languages, cultures, gender and abilities.
- Achieve a balance between spontaneous behaviour and obedience to social standards/etiquette.
- Provide positive, respectful and trusting experiences in working with adults/staff/volunteers.

**Intellectual/Academic Development:**

- Structured learning times, including Centre Time, emphasizing development and support in Math, Science, Language Arts, Creative & Fine Arts, Communication, Building, Drama, Music, Technology, Dance, Sensory and Physical Education.
- Build listening and communication skills.
- Develop appreciation and experiences to be productive citizens and stewards caring for our environment, community, others and animals.
- Provide hands-on learning through developmentally appropriate programming.
- Broaden each child's horizon beyond the home through varied experiences.

**Creative Development:**

- Encourage curiosity/inquiry and creative thinking (critical thinking and problem-solving skills developed).
- Provide art skill development opportunities using various mediums, crafts, songs, dance, plays, puppet shows and drama creation, performances, creating and listening to music, as well as creative exploration in science, nature and technology.
- Display children's personal works, and celebrations of personal-best accomplishments and achievements within the OSC classroom.
- Exposure and appreciation opportunities to help children identify and highlight their gifts, interests and talents.

**Emotional Development:**

- Develop self-confidence, self-reliance, self-discipline and self-esteem in a safe and consistent environment.
- Help children to be accepted by their peers, empathize with others and establish their sense of belonging.
- Give positive affirmations and praise/reward for appropriate behaviours and attitudes to build a strong sense of security.
- Build secure attachment relationships between GCA Staff, Students and Parents.
- Provide guidance in showing appropriate affection and interest in others.
- Channel impulses into positive responses.

**Spiritual Development:**

- Present experiences to understand God's presence in the world & in our personal lives (using the Bible as our guide).
- Nurture a positive self-image through the knowledge of God's love.
- Provide opportunities to experience God's love and express his/her love for God (in prayer, praise & worship, scripture study, etc.).
- Support each child and parent as they discover and apply Christian concepts and principles in everyday life.

## Hours of Operation

The ABC – Before and After School Care for school age children (Kindergarten to Gr. 5) & the Royal Cubs will run Monday to Friday from:

**7:00 am to 8:10 am and from 3:20 pm to 6:00 pm**

**At approximately 8:10 am, Kindergarten & Gr. 1 students are walked to their grade level entry doors and Gr. 2-5 students independently go to their grade level entry door.**

**Students join their classmates outside for morning line-ups under GCA supervision.**

**8:10 am – 3:20 pm is the Royal Cubs class time for those children not registered for before or after school care.**

(see the Cubs Calendars to be provided by OSC Staff for the specific class schedule & when the program is open or closed)

Children attending the ABC or Royal Cubs before school care program (7:00-8:10 am) should arrive no later than 8:00 am. ***If you arrive later than 8:00 am, please escort your child to his/her outside class line up at the designated grade level school entryway; children cannot be signed into the ABC program for before school care after 8:00 am.***

The ABC and Royal Cubs programs are ***closed on statutory holidays and major vacation breaks***, as listed on the ***GCA School Calendar*** (Labour Day, Thanksgiving, Remembrance Day, Christmas Break, February Break, Good Friday, Spring Break, Victoria Day, Summer Break, etc.) and during some designated Professional Development Days. Royal Cubs days are created in collaboration with the GCA Kindergarten Program Calendars each year.

GCA provided **ABC childcare for specific PD days is available**; however, parents must complete the specific **PD DAY ABC Childcare registration form** in order for their child to attend these additional childcare days. Some of these days may include an off-site field trip, which will require the completion of a **Parent Permission form and the \$20 field trip fee**.

#### **PROFESSIONAL DEVELOPMENT DAYS:**

There are some days in the school year when the ABC program will provide childcare for registered ABC and Cubs children from **8:00 am – 4:00 pm** on occasional GCA Professional Development days

Parents must **complete the PD DAY ABC Childcare REGISTRATION form** to register for these designated non-school childcare days – form by the designated date as indicated on the form

If you have registered for PD Day ABC childcare, and determine you no longer need childcare for this date, you must inform the OSC Coordinator, Miss Katie Crawford, by the designated date; failure to cancel your child's registration will result in a **\$25 administration fee that will be applied for registered students who do not show up for the PD Day ABC childcare they have been registered for.**

## **Drop-Off & Pick-Up Procedures**

In order for the staff of the ABC & Royal Cubs programs to ensure the safety and well-being of your child(ren), the following guidelines will be strictly enforced.

### **We ask that parents:**

- Inform the ABC/Royal Cubs staff about who will drop-off/pick-up the child should there be any changes to the regular routine.
- Provide written permission if anyone else is going to pick-up their child(ren) other than the parents/guardians...**ALTERNATE ADULT** names are to be provided in the Registration/Re-Registration package, in addition to any other pertinent details you would like to include in this regard. Alternate Adult's contact information will be added to your child's file. Please note that personal photo ID of the Alternate Adult may be required to be shown to the program staff.

### **Drop-Off:**

- Parents/Guardians must escort their child(ren) to the OSC Program room – specific to your child's designated ABC space – where the program staff member will sign the attendance sheet in order for the child to be placed in the care of the ABC/Royal Cubs Program.
- As GCA entryways are locked throughout the day, parents will use their GCA Access Card to enter the building.



## **GCA Facility Access:**

Parents will receive access to the GCA facility using the *OpenPath* app via cell phone. Access to the permissions to use this app will be given **annually** using the parent email addresses, as well as the email addresses of all of the alternate pick-up people parents select to assist with their child(ren)'s pick-up. These alternate pick-up people's email addresses are to be shared with the ABC Program Coordinator in order to gain permission to use the *OpenPath* app on a cell phone to gain access into the school building. Using the app on a cell phone will allow registered users to swipe into the building using the southside entrance door of the building by the GCA Cafeteria.

On regular school days, parents will have access into the building through the locked southside entrance door by the Cafeteria from 7:00 am to 8:00 am, and 3:00 pm to 6:00 pm.

Access times into the building will be adjusted when GCA offers OSC childcare on designated PD days: 8:00 am to 4:00 pm.

**LATE PICK-UP FEE:** to be charged if arriving to pick-up your child after 6:00 pm on regular school days or after 4:00 pm on the PD Days designated for GCA provided childcare (parents/guardians are to sign-up/register their child for this optional PD Day childcare if required).

- *Late fees are to be payable to GCA and payment is to be taken off the family's direct bank payment to the school.*

**Late Fees are PER CHILD:** 0 – 10 minutes late = \$20 charge  
and each additional minute late = \$1 per minute charge

*During inclement weather, we remind you to allow plenty of time for the commute to GCA to pick up your child in order to avoid late pick-up times.*

## **Pick-Up:**

- Parents will be allowed access into the building from the south/Jr. High parking lot at the cafeteria side entrance door from 3:20 pm to 6:00 pm using the *OpenPath* cell phone app.
- Parents/Alternate Designated Pick-Up Person must meet the child at the ABC Program designated room (ID may be required) in order for the child/children to be released from care of The ABC Program. **Late fees will apply to any parents/alternate designated pick-up person arriving past 6:00 pm.**
- On PD Days, as child care is from 8:00 am – 4:00 pm, **late fees will apply to any parents/alternate designated pick-up person arriving past 4:00 pm.**

## Attendance Procedures

### **ABC & Royal Cubs NOTIFICATION OF ABSENCE POLICY:**

The safety of the children enrolled in the ABC/Royal Cubs Program is of the utmost importance to us. When a child is absent after school, without prior notification from the parent, staff are required to make every effort to contact parents to ensure the child is safely in their care. This can take away a considerable amount of time from regular program activities. Children, staff and the quality of the program are all affected when a child is missing, and a parent cannot be reached.

Therefore, a parent must communicate any changes to their child's/children's attendance for the afternoon program by 3:00 pm to ABC Staff by phone 403-254-4083, email to [k.crawford@gcaschool.com](mailto:k.crawford@gcaschool.com), or in person.  
**The ABC & Royal Cubs Direct Office Line is 403-254-4083.**

### **FAILURE TO NOTIFY FEE:**

A **fee of \$20 will be charged for the first failure to notify the ABC staff regarding an afternoon absence**. A fee of \$45 will be charged for the second time. After a third time, a temporary suspension of 2 days of care from the program may be implemented. "Failure to Notify Fee" is to be paid through the parent's ABC payments through GCA. GCA Administration will be involved in determining the outcome of the continuation in the program for families that continually fail to notify of student absence from the programs.

## Illness Policy

The parent/guardian agrees to notify the ABC & Royal Cubs staff promptly of any illness or suspected illness/symptoms of their child. The child must be free of any of the symptoms listed below **for at least 24 hours** (or as per Alberta provincial guidelines specific to illness), or by written consent of a doctor indicating that the child may fully return to the program.

### **List of Symptoms and Communicable Diseases (may not be a comprehensive list):**

- has been diagnosed with COVID-19 or falls under the circumstances and concerns as outlined in the COVID-19 screening according to AHS
- displays symptoms of cold and flu
- elevated temperature (with fever of 38.0 degrees C or higher), is flushed, pallid or listless/lethargic (displaying possible influenza-like symptoms) and has not required medication to reduce fever for at least 24 hours
- strep throat (24 hours of prescribed antibiotic treatment and cessation of fever required), an acute cold, significant nasal discharge or uncontrolled coughing, persistent crying or irritability, difficulty breathing or wheezing





- diagnosed with Hepatitis A, “Whooping Cough”, Tuberculosis, Rubella, Measles or Mumps (only returns to program when specific care requirements have been met as per provincial guidelines for applicable illness)
- Impetigo (returning to program only after 24 hours of antibiotic treatment has been initiated)
- vomiting or has diarrhea (students cannot return to school until they have passed at least 24 hours from the last time they have vomited or had illness caused diarrhea)
- red or discharging eyes or ears (“Red/Pink Eye” to have received 24 hours of antibiotic treatment prior to returning to the program)
- undiagnosed skin rashes or infections, or mouth sores with drooling (the child must have written doctor’s consent confirming the symptoms are non-infectious prior to returning the program)
- lice (pediculosis) – only returning to school when nit-free; scabies or other infestation. Please note that the child requires appropriate treatment to be completed before returning to the program
- chicken pox (returning to program once feeling well enough to participate in all activities, regardless of the state of the rash, and returning to the same group they were with one to two days before the onset of the rash).

A “sick child” is one who cannot participate fully in the activities of the day, including outside play (as staff/child ratio does not allow children to stay indoors while the group is outside).

- a child who is sick is not to attend GCA ABC & Royal Cubs when their illness restricts them from fully participating in the program’s activities.

The GCA ABC & Royal Cubs staff agrees to notify the parent, guardian or authorized emergency contact persons of *any serious illness the child comes in contact with, sustains an injury (an Injury Incident Report will be completed by staff and will require parent signature), or if the child shows any symptoms of illness while in the program.* The staff will keep the child comfortable and as far away from other children as practically possible until they are picked up by notified adult (kept at least 2 metres away from the other children in the program until parent arrives).

**Parent-provided authorized emergency contacts will be called upon in the event parents/guardians cannot be reached, or do not arrive to pick up their child within one (1) hour.**

It is very important that the ABC & Royal Cubs staff is informed as soon as any changes are made to the parents’/guardians’, or to the emergency contact’s information (phone numbers, place of employment, etc.).

In the event of a serious injury or illness, the ABC & Royal Cubs staff will call 911 (followed by a notification to the parent/guardian by phone at the earliest convenience) should additional emergency medical assistance be required.

***\*\*\*Payment for all fees incurred in association with a medical emergency ambulance will be the sole responsibility of the child’s parent/guardian.***

GCA ABC & Royal Cubs staff will ensure they are aware of the procedures, and have received training required for specific students’ medical plans. OSC staff have current First Aid training.

# Snacks & Foods



## GCA is a “NUT AWARE” ENVIRONMENT

**GCA requires that children do not bring items containing nuts to be personally eaten or shared with others**

- GCA ABC & Royal Cubs does not have kitchen facilities to be used for students and, therefore, does not supply snacks or meals.
- Please send food items that do not require preparation, cutting, warming or peeling. The microwave will NOT be available for students to heat their food. If desired, please send hot food from home in a thermos.
- Cutting wieners, sausages, grapes, or other foods that are considered a choking hazard is required by provincial regulations; this must be done at home as our staff will not be able to allow the children to eat these items if not cut appropriately due to licensing regulations best practices.
- Staff will assist with opening of packaging if required.
- **“Ready-to-eat” Healthy snacks** are to be brought each day from home for your child to enjoy at Lunch/ Snack Times (it is recommended to use a lunch kit with your child’s name clearly labelled on it to contain the snacks). Include an ice pack if needed to keep food items cold.
- **Send enough snacks for your child to have a snack at 3:20 pm, and more if they are picked up later (closer to 6 pm...they get hungry😊).**
  - **Label the snacks with AM, PM, ABC, Breakfast, etc., so they know how to ration their food throughout the day 😊**
- For sanitary reasons, juice boxes, as well as any food/fruit from cans or items that do not reseal, will be discarded. Please use re-sealable plastic containers with good seals to prevent spillage in your child’s lunch box or wastage of food. Please do not use glass containers to avoid breakage for safety reasons.
- We ask that you provide a sanitized water bottle each day for your child that is labelled clearly with their name.
- The following are some suggestions of *appropriate, brain-friendly foods*:
  - Vegetables, fruit, yogurt, eggs, meats, cheese, crackers, low sugar type cookies, etc.
  - If you are unsure if a food is acceptable, please ask one of the staff.
- The following food items are NOT allowed in GCA ABC & Royal Cubs Program:
  - Nutella, peanuts, peanut butter, tree nuts, granola bars *or any item that “may contain nuts”*
  - “Junk foods” candy, potato chips, carbonated soft drinks, energy drinks, high sugar foods
- The use of the GCA Cafeteria is not available for ABC students for Before & After School.
- For CUBS LUNCH: should parents want their child to have Cafeteria Lunch on their Cubs school days, please input their designated CUBS code on the on-line cafeteria lunch ordering system. These ordered Cafeteria lunches must be pre-ordered and will be delivered to your child upstairs in the OSC Classroom.
- Parents are encouraged to discuss their child’s eating patterns with the OSC staff if there are concerns.
- Staff will monitor children’s snacks to follow the “Nut Aware” school policy; however, GCA will not be held responsible if an allergic child comes in contact with a food or other allergen.
- On special school days, the children may be asked to bring specific food items from home to share with the class. Parents will be asked to supply the ingredient list in any home-baked goods they may bring to share with the class to ensure the safety of all children.

## Allergies

To reduce the risk of accidental exposure to items that a child may have a severe allergic reaction to, the following policies are to be followed.

- Every child with severe allergies should always wear a Medic-Alert bracelet or some other type of label indicating his/her allergies. All allergy disclosures are to be made by the parent/guardian in the registration form specific to their child.
- Parents/Guardians of a child with life-threatening allergies are expected to comply with GCA's guidelines within the Elementary Parent Handbook. For students requiring an Epi-pen, a specific "GCA Authorization to Administer Medication" form must be completed, and the child's Epi-pen must be brought daily or always left in the GCA ABC & Royal Cubs classroom in the care of the OSC staff.

## Medical Plans and Medications

- A specific **GCA Student Care Plan** must be completed when a student has specific medical circumstances (i.e., Diabetes, Life threatening allergies, or other diagnosed diseases or situations).
- Medication for a child can be administered when at school based upon written request of a parent/guardian. A **GCA Authorization to Administer Medication** form is to be filled out by the parent/guardian with the medication start and end date (if applicable), as well as the dosage information and the medication administration instructions. Please note that the medication **MUST** be in the *original container labelled with the child's name on it*. This form must be completed and kept on file with the OSC Staff; it must be signed by the parent/guardian for administration of all medications, including an inhaler, Epi-pen, or other prescription/non-prescription medications. All medications must not be expired and follow all designated age/weight appropriate box/medication directions.
- Please note that GCA ABC & Royal Cubs students must be able to independently apply their own sunscreen, bug spray or lip balm should parents want their child to use these items.
- Where medication is administered to a child, the program will ensure that the following information is recorded after administration:
  - The child's name
  - The name of the medication
  - The date and time of administration
  - The amount administered
  - The initials of the person who administered the medication (including date & time)
  - Staff will also confirm the expiry date of the medication (parents are required to renew expired medications in order for them to be on site in the program)
- GCA ABC & Royal Cubs does not supply "over-the-counter" medications for students, such as Children's Advil or Tylenol, Benadryl, antihistamines, etc. unless parents/guardians have completed the "GCA Authorization to Administer Medication" form and have provided such medications.

- Parents/Guardians will be contacted should a child develop a headache, nausea, hives, etc. during the program; parents/guardians may decide to come to the program to administer medications to the child, and determine together with the GCA ABC & Royal Cubs staff if the child is able to continue to participate for the remainder of the program time.
- The GCA ABC & Royal Cubs program will ensure that all medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children.

## Safety Expectations for Parents/Guardians

- Ensure doors are closed behind you.
- Parents are to remove dirty outdoor shoes before entering classroom.
- Confirm that a GCA ABC & Royal Cubs staff person has signed in or signed out their child/children before leaving or taking them home.
- Any food items or medications must be given to the staff upon arrival to the classroom.
- Confirm dangerous items are never left with their child, and never left within the reach of children.
- Remember that personal hot beverages are not allowed in any area where the children are present.
- Respect that the school property (indoors and outdoors) is a smoke-free environment.
- Familiarize yourself with Student Code of Conduct and Policies pertaining to GCA.

## “Safe Centre” Policy

GCA ABC & Royal Cubs believes that the program must be a safe place for children to learn, for staff to work, and for people to visit. It is the GCA Board of Directors’ intention that children, staff and visitors to GCA should be free from physical, emotional, verbal, and sexual abuse and harassment while in our building or participating in related activities.

We, at GCA ABC & Royal Cubs, believe that:

- The development of self-discipline and socially appropriate behaviour is a responsibility shared by the home, GCA ABC & Royal Cubs, Church and community.
- Children learn best in an atmosphere, which is safe and secure.
- This optimum learning environment can be best attained by parents, children, GCA ABC & Royal Cubs personnel, child support agencies and the justice system working together.

All employees, children and parents at GCA ABC & Royal Cubs have the right to work, play and learn in an environment that is supportive of their personal safety and well-being. This is a place where we respect one another. This policy mandates and ensures that our children, parents, visitors and staff will be in a safe, secure and fulfilling learning environment.

## Emergency Procedures

### In Case of Fire

When the fire alarm goes off, ABC & Royal Cubs staff will:

- Line the children up quietly
- Take attendance/portable records and emergency backpacks

- Exit the room, turn off the lights, close the door and go down the south stairwell (nearest the washrooms) exiting the building to the south parking lot
- Depending on the situation, use alternate exits that may include:
  - The stairwell by the elevator that exits close to the Theatre doors
  - The stairwell that exits through the Theatre doors to the west parking lot
- Walk and guide students safely to the designated field area and take attendance
  - Students and staff will not re-enter the building until cleared to do so by a firefighter or school administration.

### Lock Down

In the case of being alerted of an intruder in the building or other need for a lockdown, blinds will be drawn, lights will be turned off and ABC & Royal Cubs staff will ensure all students are huddled quietly together in the area marked as the designated lock-down safety-zone. Doors remain locked and closed, student cell phones are not to be used, and all is to remain quiet until a police officer opens the door indicating that the situation is over or under control.

### In the case of Evacuation from the building

When Evacuation from the building and property is indicated, ABC & Royal Cubs staff will:

- Line the children up quietly
- Take attendance/portable records and emergency backpacks
- Exit the room, turn off the lights, close the door and go down the south stairwell (nearest the washrooms) exiting the building to the south parking lot
- Depending on the situation, use alternate exits that may include:
  - The stairwell by the elevator that exits close to the Theatre doors
  - The stairwell that leads to exit the Theatre doors to the west parking lot
- Walk and guide students safely to the backfield area and take attendance
- Proceed to walk to the designated pick-up location where parents may be contacted by phone to pick-up their child from the program

ABC & Royal Cubs Staff are required to be fluent with understanding the emergency procedures, and will practice the fire and lock-down procedures a minimum of three times with the children in the program each year.

Parents/Guardians are also required to be familiar with each safety procedure and to be aware of the pick-up location in case of an Emergency Evacuation.

**Designated pick-up location in the case of an Emergency Evacuation:**

**SOBEY'S**

**2335 162 Ave SW, Calgary, AB T2Y 4S6 (403) 873-0101**

In case of a *missing child during the GCA ABC & Royal Cubs operating hours*, whether from inside the facility, at the playground or on an off-site activity, the following steps will be followed:

- GCA ABC & Royal Cubs staff will contact the Elementary School office (extension 9050 or 7118) to request assistance in determining the status of the child. If necessary, GCA ABC & Royal Cubs staff will contact the parent(s)/guardian(s) for assistance in locating the child using the contact number located in the child's file. Emergency contacts may be called if the parent/guardian is unreachable.
- GCA Staff, including GCA Administration, will make every effort to locate the whereabouts of the child.
- Remaining GCA ABC & Royal Cubs staff will continue to supervise the children in the program.
- 911 will be called for assistance in locating the child once it is confirmed that the child is indeed missing. Emergency numbers are posted on the program premises and in the portable files.
- The Child Intervention Services Line will be called to report the missing child.
- A report will be submitted to the Licensing Officer from the Human Services Department at the Calgary and Area Child and Family Service Authority.

**NOTE:** Children are required to request permission from the staff before leaving the classroom for the washroom, and all students are to be signed out of the program by the parent/guardian/other parent-approved adult before they can leave the premises.



## Discipline Policy

1. GCA ABC & Royal Cubs Program will ensure that child discipline methods utilized in the program are communicated to parents, staff and children by the policy and guidelines being included within the registration package and Parent Handbook for parents, and the Staff Handbook for staff members. Staff meetings will address child discipline, as well as regular communication with parents in this regard.
2. GCA ABC & Royal Cubs Program will ensure that child discipline methods utilized in the program are communicated to the ABC & Royal Cubs students by engaging all children in an age-appropriate discussion regarding the guidelines and expectations, reward or consequences. Children are part of the process by participating and assisting in developing the reward/affirmation system to help monitor their progress and support through meaningful motivators or challenges.
3. GCA ABC & Royal Cubs Program will not, with respect to a child in the program, inflict or cause to be inflicted, any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.



4. “Any child disciplinary action taken is reasonable in the circumstances”.

As GCA ABC & Royal Cubs Program falls under the supervision of the GCA Elementary division, the practices for discipline will align with the general Student Code of Conduct and discipline guidelines within Glenmore Christian Academy Elementary, and will be developmentally appropriate.

- The GCA ABC & Royal Cubs supervisor will act as a ‘wise and judicious’ parent/guardian to correct, redirect and teach expected/appropriate behavior; it is to be perceived as reasonable for the situation. This could include a simple verbal correction (teachable moment), time to regain self-composure, or removal of a privilege. If a child’s negative behavior continues, the parent would be notified. The ABC staff will document behaviours of concern and can note any escalating concerns.
- If a child strikes another child or a staff member, parents/guardians may be contacted as soon as is reasonable to pick-up their child. A two-day suspension from the program may be administered, and parents will be responsible to find alternate care for the child at their own expense.
- Physically aggressive behavior is not acceptable. Further, if it is perceived that continuous harm could come to others, the student will not be allowed to continue within the program. A *behaviour contract* may be designed to outline the expectations or list plans of support should additional teaching/supports be required to assist the child to abide by the guidelines and expectations within the program. Parents and child would meet together with the GCA ABC & Royal Cubs Coordinator(s) to discuss the contract terms. GCA Elementary Vice Principal may be required to assist.

### **Expulsion Procedures**

A child may be expelled from the GCA ABC Program at the discretion of the OSC Coordinator(s) and Elementary Administration. Expulsion may occur when:

- A documented pattern of inappropriate behaviour has occurred and attempts to create positive change have not been successful.
- There is a significant clear and present risk to the ongoing safety of the student/other students and staff within the program.
- A parent has demonstrated a consistent unwillingness to partner with GCA or to follow GCA ABC Policies, Procedures & Guidelines.
- A parent has demonstrated aggression toward a staff member, other parents or children in the program.
- Refusal to participate in a set out behaviour contract aimed at supporting the child toward success in the program, including strategies identified by GCA Staff.
- Behaviour contract supports have been exhausted without the child being successful in the required behaviour modifications.

Positive reinforcement of appropriate behaviours, celebration of acceptable behaviors, encouragement and affirmation is the primary technique of the GCA ABC & Royal Cubs classroom management, and is essential to successfully train and equip the child in the structures of the ABC & Royal Cubs classroom.

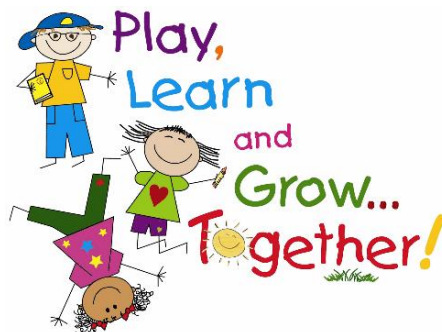


## Supervision Policy

**T**he Staff will assess their supervision practices throughout the year to ensure that safety is promoted and that the needs of the children are being met. This assessment will be through staff meetings where discussions for improvements to supervision techniques will occur, and meetings with GCA Administration.

1. The GCA ABC & Royal Cubs primary staff will observe children's play and behaviour both indoors and outdoors at all times.
2. The program ensures that primary staff will inspect the program's indoor and outdoor physical environments prior to use.
3. The GCA ABC & Royal Cubs program promotes child safety through supervision and ensuring all children are accounted for both on and off the program premises, and when arriving or leaving the program premises.
4. The program supervision will meet children's developmental needs by ensuring activities and games are age appropriate, and by observing for appropriate physical/social interactions between children.
5. "Structured Learning Time" will be incorporated into the program to meet the developmental and academic goals of this program for Kindergarten readiness. Learning activities in such areas as Math, Science, Language Arts, Critical Thinking, Problem Solving, Drama, Fine Arts, Building, Music, Technology, Dance, Sensory and Physical Education will be included.

6. In the case that a GCA ABC & Royal Cubs primary staff member is absent, an approved substitute staff member with a completed Criminal Record Check, including a Vulnerable Sector Search, will be employed as a secondary staff member for that duration.
7. The program's staff will avoid activities that may draw their attention away from the children. Such activities may include administrative tasks, texting, talking on the phone, reading, etc.
8. The GCA ABC & Royal Cubs staff will be aware of all authorized persons permitted to pick-up a child in place of a parent/guardian. Persons will be requested to provide personal I.D. with photo whenever necessary.
9. The program's staff will know where emergency medications, First Aid kits and emergency contact numbers are kept.
10. The GCA ABC & Royal Cubs staff will implement program rules for the children to know and abide by. This information will be provided to parents/guardians in the program's Parent Handbook.
11. The program's staff will always maintain staff-to-child ratios.
12. The ABC & Royal Cubs staff will lead, instruct and participate throughout the children's learning activities, in order to support assessment of the child's progress, success and ability to stay on task.
13. As well, the staff will participate in the children's play and centre times, listen closely to the children and position themselves to allow for the supervision of the entire group.
14. Parents/Guardians will be informed about the supervision policy with the registration package and in the program's Parent Handbook. In addition, the monthly calendar for the program will be emailed to parents and posted on the program premises. An activity calendar with the schedule of activities for the children will also be posted in the program premises.



## Checklist of REQUIRED ITEMS for ABC & Royal CUBS Students

**LABEL ALL ITEMS with your CHILD'S NAME** – all clothing items, Cubs t-shirt, mitts, hats, shoes, snow pants, coats, etc.

\_\_\_\_ Royal Cubs GCA t-shirt “uniform” MUST be worn whenever in the Cubs program with comfortable pants, etc. (applicable for Cubs students only; regular GCA uniform requirements in place for all Gr. 1-5 students while at the program; GCA Kindergarten uniform required on Kindergarten days). Cubs students may wear a longer sleeve shirt UNDER their Cubs t-shirt in colder weather

\_\_\_\_ Backpack

\_\_\_\_ Water Bottle & Lunch/Healthy Snacks (daily) – label snacks AM, PM, ABC, etc.

\_\_\_\_ Indoor Shoes (comfortable **RUNNING SHOES with non-marking soles**; Velcro fasteners are requested – no laces, please)

\_\_\_\_ Appropriate outdoor clothing (i.e., jacket, hats, mitts, boots, snow pants, etc.)

\_\_\_\_ Change of clothes (including underwear, pants, socks, shirt, etc.) – to be kept in child's backpack for younger students

## Off-site Activities (Field Trips)

- At least 2 weeks prior to an off-site activity, GCA ABC & Royal Cubs parents/guardians will receive notification regarding the off-site activity via email, including a “GCA Parent/Guardian Acknowledgement of Risk and Informed Consent” form. This form will outline the dates and times of the activity, the method of transportation to be used to and from the off-site location, the supervision plan for the activity, a list of the potential risks involved with the activity, and a medical outline pertaining to the student. This document is to be completed and signed by the parent/guardian and submitted to the program staff before the student is permitted to attend the activity. Field trip fees are applicable.
- Parents/Guardians will provide consent in writing on the above-mentioned document to give permission for their child's participation in the activity.
- On the day of the off-site activity, reminder signs will be posted on the entrances of the GCA ABC & Royal Cubs facility to notify parents of the times and location of the off-site activity.

## Communication

GCA ABC & Royal Cubs staff will ensure that excellent communication between GCA and home via emails, phone calls, GCA handouts, GCA websites, or meetings is in place, and do the best to inform parents/guardians of the events, activities, expectations, updates, off-site activities, etc. taking place in the programs and at GCA.

- Parents are expected to include the GCA ABC & Royal Cubs phone numbers (OSC Office Phone: 403-254-4083, Elementary Office 403-254-9050 or 24 hour emergency-only cell phone of

Elementary Vice Principal & OSC Executive Director, Shelley Fournier: 403-477-0820 and 24 hour emergency-only cell phone of ABC Coordinator, Katie Crawford: 403-254-4083 OSC Office) to their contacts.

- According to childcare regulations, parents are expected to answer emails, calls and texts IMMEDIATELY from the ABC & Royal Cubs or GCA Elementary staff.
- Thank you for taking time to add us to your contacts, making every effort to answer phone calls, texts, etc. from the program staff and most importantly, ***notifying the staff of any changes to your child's attendance to the program.***

Please direct any ABC questions or concerns to the OSC ABC Coordinator, Katie Crawford ([k.crawford@gcaschool.com](mailto:k.crawford@gcaschool.com)), by email or OSC Office phone. Please direct any Royal Cubs concerns to the OSC Cubs Teachers, Mrs. Marites (Thess) Tafalla ([m.tafalla@gcaschool.com](mailto:m.tafalla@gcaschool.com)), by email or the OSC Office phone 403-254-4083.

Appointments can be made to meet with OSC staff as necessary. Thank you for your understanding and cooperation to ensure that verbal abuse of GCA staff does not occur, as this will not be tolerated. Should parents/guardians believe their concerns are not being addressed by the OSC ABC Coordinator or Royal Cubs Teachers, communication may be requested with the GCA Elementary Administration (beginning with Elementary Vice Principal & OSC Executive Director, Shelley Fournier).

- ***GCA Weekly Communicator emails on Fridays*** include weekly updates and information specific to GCA.

## Smoking Policy

Smoking is not permitted within the GCA building or on the GCA property premises.

## Program Fees

The fee schedule for the GCA ABC & Royal Cubs program is based on a 10-month plan. A one-month payment is required at time of registration. This payment is allocated for the final month of the program (June). The balance of the fees can be paid by setting up a monthly plan or by paying the balance in full (non-refundable) with a post-dated cheque (Sept. 1). Further program fee details are listed on the GCA ABC & Royal Cubs Financial Commitment form given to all parents at time of registration.

## ABC & Royal Cubs Uniforms

### **ABC:**

Kindergarten to Gr. 5 students are to stay in their designated GCA uniform while they are in the ABC program. Students are not permitted to change into street clothes during this program unless otherwise requested by OSC staff or on PD Days (as per OSC communication to parents/guardians outlining the plan).

- **All ABC children (Before/After School Care & CUBS programs) must have a specific pair of comfortable, non-marking soled RUNNING SHOES to be worn and kept in the program.**

### **Royal Cubs:**

While in the Royal Cubs program, Kindergarten Cubs students are to wear the designated “Royal Cubs” t-shirt and comfortable bottoms. One t-shirt is included for each child accepted into the Royal Cubs program after having completed the financial commitment for this program. Additional “Royal Cubs” t-shirts can be purchased for \$25. See the Cubs Coordinator for an order form for additional t-shirts.

## **ABC & Royal Cubs PARENT ORIENTATION MEETING**

Parents/Guardians with a child/children accepted into the GCA ABC Program are required to attend the ABC Parent Orientation Session with the Out of School Care Staff prior to the beginning of the school year. This meeting takes place typically during the last week of August/first week of September. GCA will send an email out to confirm the date and time.



## **Re-registration or New Registration for ABC & Royal Cubs Programs**

Re-registration for current students to attend the ABC program for the following school year will occur **ANNUALLY**. Registration of new students to the ABC &/or Royal Cubs programs will occur as needed. With the high demand of this program, your child’s registration may be placed on a wait list until a spot may become available.

## **Withdrawal from the GCA ABC & Royal Cubs Program**

The GCA ABC & Royal Cubs costs are based on a 10-month commitment. Should a parent decide to withdraw their child(ren), a minimum of 30 days written notice is required. Parents/Guardians are responsible for payment of fees for the entire time the child is enrolled, including the required notice period. If the notice period ends in the following calendar month, payment for that entire month will be retained by GCA. The GCA ABC & Royal Cubs withdrawal form can be obtained from and submitted to the Program Director.

There is no refund or partial refund for any missed time due to vacation or illness. There will be no make-up days provided for any missed classes.





# ABC DAILY SCHEDULE

*(Schedule is subject to possible change, as determined by ABC Coordinator)*

## **Before School Care for Grades 1 to 5 Students:**

7:00 am	<b>PROGRAM OPENS</b> Students begin to arrive Study time or unstructured creative play Reading or table games
7:30 am	OPTIONAL Breakfast (individual student food supplied from home) Continued creative time
8:00 am	Clean-up Morning Prayer & Devotion Time Prepare for school
8:10 am	Gr. 3-5 students begin to make their way to their homeroom classrooms
8:15 am	ABC staff take Kindergarten, Gr. 1 & 2 students to their entry door areas outside CUBS students remaining in the program have <i>Exploration Centres</i> in OSC Classroom
8:30 am	CUBS program begins (see Cubs schedule)

## **After School Care for Grades 1 to 5 Students:**

3:20 pm	Students begin to arrive to CAFETERIA/OSC Classroom/Elementary Library Seated in their groups & checked into their groups Kindergarten – Gr. 5 Snack (individual snacks provided from home)
3:40 pm	Groups scheduled activities led by ABC staff group leaders (indoor/outdoor)
4:30 pm	Homework/Study/Silent Reading/Gr. 4-5 Computer time
4:50 pm	Creative unstructured play (indoor/outdoor)
5:45 pm	Classroom clean up begins

**FINAL PICK-UP BY 6:00 pm**

**6:00 pm PROGRAM CLOSED (fee for late pick-up)**



## Daily CUBS Schedule and Routines

*For registered GCA Kindergarten Students to attend on non-Kindergarten Days*

### Daily Cubs Schedules and Routines

The Cubs program is a balance between child and adult-directed learning opportunities. The program includes times of play using purposefully created educationally based games, and it is the role of the educator to extend the academic learning potential of each child through play. Learning Math and Literacy skills, and other curricular concepts through play is developmentally ideal for the children's academic learning opportunities, as the children blend practice with play. Our Program is flexible to incorporate children's unique choices, interests, gifts and creative ideas. Play is also an important way for young children to gain confidence in their social skills and building relationships with others. Through play, children can explore the social, physical, emotional and cognitive worlds around them.

*\*\*\* Schedule noted below is subject to adjustments, as may be determined by Cubs teachers\*\*\**

#### 7:00 am – 8:10 am – ABC Cubs

Arrival of registered ABC Cubs children with before school care: hang up their backpacks and coats on their designated hooks in the OSC foyer; put their lunch kit in their cubby in the classroom. Children must change from their outdoor shoes into Cubs indoor shoes (daily left in the program). We recommend running shoes with non-marking soles for them to be comfortable throughout all the activities of the day. The children have 'free play activities' to participate in and have teacher-led devotional time before dismissal to their respective Kindergarten or Cubs classrooms.

#### 8:10 – 8:35 am – CT or CW Class as scheduled or Combined Classes (refer to Cubs Calendars for details)

Arrival of Cubs (CT or CW Class) not registered for before school care: join in the teacher-led devotional time, prayer and worship. We start the class with the "Hello" song. Each week, we choose new students to assist with our classroom jobs. Classroom jobs include tasks for the assigned student: to be a teacher helper, line leader, and assist with pet care to feed our fish. We also sing "Happy Birthday" to any birthday students and review our memory verses.

#### 8:35 – 8:50 am – Sensory/Manipulative Play

The children warm-up their fingers through some stretches using manipulatives objects, etc. to strengthen their fine motor skills - readiness for writing/printing letters, etc.)

#### 8:50 – 9:10 am – Printing Letters

*(Learning Without Tears curriculum)* in Orange Book and Alphabet binder.

#### 9:10 – 9:50 am – Various Subjects

Scheduled alternately throughout the month. We cover Math & Literacy concepts, which are play-based. In Science, we do cool experiments where the children explore specific scientific concepts and objects. In Social Skills, we follow the "Social Thinking" curriculum, and use storybooks and role play opportunities where children can learn social skills through class discussion of the character/related activities featured in the story. During Social Studies, we explore world travel through make believe play and include educational

travel video clips to reinforce the travel area. In Creative Arts, we love to make crafts pertaining to the country we are pretending to travel to, and children enjoy making artistic creations to correlate with our Bible stories and seasonal themes.

### 9:50: 10:00 am – Story Time

### 10:00 – 10:15 am – Snack Time

Please label your child's snacks with Breakfast, AM, PM, ABC, etc. and ensure all grapes, hotdogs, etc. are cut in half to avoid choking hazards.

### 10:15 – 10:35 am – Calendar Time

We complete calendar routines, talk about the weather for the day, the season and the time, and the scheduled "Show and Tell".

### 10:35 – 11:00 am – Gym Time

We begin with a warm-up (i.e., running 3 laps in the Gym), and we complete head-to-toe Exercises/stretchers led by students (each one giving an idea for body exercises). Then we do physical activities, games, obstacles, free play, etc. to develop gross motor muscles and skills. We use a variety of play equipment, such as dodge balls, hockey sticks, basketballs, hula-hoops, etc. while in the gym.

### 11:00 am – 11:40 am – Bible Time

We follow the **Discipleland** curriculum that focuses on 'Heroes of the Bible'. We read the Bible story, recite the memory verse and do an activity about the theme to help them remember the story. Our character words are virtues or Christ-like characteristics that are demonstrated by the various characters in our Bible stories. We also spend time together in prayer, and in praise and worship the Lord.

### 11:40 – 12:15 pm – Lunch Time

Please review the food guidelines, and Cafeteria options for the Cubs students outlined in the "ABC and Cubs Parent Handbook" for full details.

### 12:15 – 1:10 pm – Rest / Quiet Time

We provide cots for each child for naptime. We allow children to bring one small blanket (bath towel size) only or small pillow – children are to return these items home daily (*this time includes transition of 10-15 minutes (during winter) to the playground for outdoor recess*).

### 1:10 – 2:00 pm – Outdoor Recess

Outdoor play time takes place on the GCA Division 1 playground area. We also have outdoor play equipment for the children to enjoy (*this time includes transition of 10-15 minutes (during winter) transitioning back to the classroom and handwashing*).

### 2:00– 2:50 pm – Kindergarten Homework Time and Learning Centers or Center Time

Children will be given time to take out their Kindergarten folder from their backpack and work on their weekly Kindergarten homework to relieve the time at home from completing these assignments. Students may choose what area they want to participate in during Center Time. We provide selections of different centers, such as Math, Language Arts, Sensory, Dramatic Play, Loose Parts, Arts and Crafts, etc. Each day we provide four of these learning centers and ensure we offer them all in a week. The children can play at centers of their choice during this time. All toys used during the day are put away until they are appropriately washed and air-dried, as per provincial regulations.

### 2:50 – 3:15– Carpet Time

We practice reading during this time, and also participate in music, singing and dancing activities.

### 3:15 – 3:20 – Dismissal of Cubs school day program students and transition registered Cubs to the after school care program

Cubs registered in after school care will stay in OSC Classroom to meet their respective ABC group leaders. Cubs not registered in the after school care program must be picked up by their parent or alternate adult by 3:20 pm – *late pick-up fee applicable if picked up after 3:20 pm.*

*Both Cubs classes have GCA library time scheduled every two weeks.*

## **ABC Student Group Zones (drop-off & pick-up areas)**

**Kindergarten/Cubs** – located upstairs in OSC Classroom

**Grade 1's to 5's** – located in designated CAFETERIA/Library areas (am)

**Grades 1's to 5's** – located in Cafeteria & Elementary Library areas (pm)

**\*\*\*Parents drop-off their child(ren) to be signed in by parent alternate adult**

**at these designated grade level areas by 8 am\*\*\*** (if arriving after 8 am, Gr. 1-5 children are

*not to be dropped off in the before school program; they must go*

*directly to their designated grade level entry doors to wait for the 8:17 am school bell)*

**\*\*\*Parents pick-up their child(ren) from these designated areas from 3:30-5 pm...**

**...ALL pick-ups AFTER 5 pm are to be from the CAFETERIA\*\*\***



**ABC & CUBS Questions or Concerns are to be directed to:**

**Out of School Care ABC Coordinator:**

Katie Crawford

OSC Program Office: 403-254-4083

[k.crawford@gcaschool.com](mailto:k.crawford@gcaschool.com)

**Out of School Care Royal Cubs Lead Teacher:**

Marites (Thess) Tafalla

OSC Program Office: 403-254-4083

[m.tafalla@gcaschool.com](mailto:m.tafalla@gcaschool.com)

**Inquiries related to the ABC & CUBS Programs may also be directed to:**

**Registration Information:**

403-254-4087

Heidi Aviles, GCA Director of Admissions [h.aviles@gcaschool.com](mailto:h.aviles@gcaschool.com)

Kristy Cook, GCA Director of Admissions [k.cook@gcaschool.com](mailto:k.cook@gcaschool.com)

**Payment/Fee Inquiries:**

403-254-9053

Lyden Price, Director of Finance

[l.price@gcaschool.com](mailto:l.price@gcaschool.com)

