

Active Kids Club Handbook



Parents/Guardians please keep this package for your own resource

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Welcome to Active Kids Club!

We have another exciting year of Active Kids Club (AKC) ahead. If you have any ideas or thoughts regarding this program, please contact akc@mapleridge.ca or call 604-467-7453. Most importantly we want your children have fun, and stay safe at AKC.

Active Kids Club is a licensed after-school child care program for children in grades K-7. The program is delivered on-site at local elementary schools operating on school days, from school dismissal until 6pm. The importance of the program is in its responsibility to provide healthy active programming for children in the community. AKC is a partnership program with School District No. 42, licensed under Fraser Health, and operated by Maple Ridge Parks, Recreation & Culture. The program is currently available at the following schools:

Albion Elementary
 10031 240th Street,
 Maple Ridge

Laity View Elementary
 21023 123 Avenue,
 Maple Ridge

Hammond Elementary
 11520 203 Street,
 Maple Ridge

Yennadon Elementary
 23347 128 Avenue
 Maple Ridge



Sample Program Schedule

2:20pm	Sign-in
2:30pm	Station Activities
3:00pm	Snack Time
3:30pm	Outdoor Activity
4:30pm	Active Games
5:30pm	Quiet Activity
5:45pm	Clean-up Time
6:00pm	Sign-out



Cost Breakdown

\$22 per day per child

\$19.50 per day for kindergartens, part of the Child Care Operating Fee Reduction Initiative.

Early dismissal days for parent teacher conference – 11:30AM to 6:00PM

\$30 per day grades 1-7

\$25 per day for kindergartens (Childcare Fee Reduction Initiative)

Active Kids Club provides:

- Parks, Recreation & Culture Trained Staff
- Licensed Childcare Standards
- Active Programming (physical literacy)
- Outdoor Activities
- Arts & Craft Activities
- Social Play

Please note: All kindergarten children will be picked up from their classrooms at dismissal.

Registration

The Active Kids Club (AKC) program accepts registration packages throughout the school year. Please be aware however, the main registration intake for the year is Tuesday June 22, 2021. Registration will be accepted on a first come first serve basis on this date and space is limited. Prompt action is suggested to secure child care.

COVID-19 Registration Process

Families can register for AKC any time after the provided dates below, please note though our initial intake for AKC registration will commence on June 22, 2021. Registration requests submitted after this time will be subject to availability.

STEP 1 – CALENDAR REQUESTS, determines priority sequence for enrollment

AKC registration for September 2021 to June 2022 starts June 22, 2021 at 6:00AM. All registering families requesting to secure a spot must submit a completed PDF AKC Calendar Request Form for each child they are enrolling in one email to registration@mapleridge.ca. Ensure your email subject includes the school location you are requesting care at, example: 'Laity View - AKC Calendar Request'. It's recommended that families save the automated response from registration@mapleridge.ca. This is proof of the date and time your request was submitted. Forms are processed in the order they are received, first come, and first serve. If you do not receive an auto response please call 604-467-7422 to confirm your calendar was received.

STEP 2 – FULL REGISTRATION PACKAGE SUBMISSION

After submitting your family's AKC Calendar Request Form via email, hard copies of each child's full AKC Registration Package must be submitted to The City of Maple Ridge drop box at 22470 Dewdney Trunk Road, Maple Ridge. **To apply within the initial priority submission in June ensure packages are dropped off by July 2, 2021 at 4:00PM.**

To print a copy of the registration forms and supporting medical forms please visit www.mapleridge.ca/1469. If you are unable to print copies from the website and need to pick up forms please email akc@mapleridge.ca to arrange a pick-up date and time with the program supervisor. Full Registration Packages with required attached documents must be submitted to complete your child's Active Kids Club enrollment request. Packages submitted after this date will be inputted after the primary enrollment requests. Please ensure all fields and information are completed in the registration package. Required documents must also be attached to your child's registration package, including a colour photo and immunization record. If information is missing enrollment delays may occur and impacts to the application process could result in limited space for your child's program enrollment at AKC.

Step 3 – EMAIL NOTIFICATION FROM REGISTRATION

Email notifications for AKC registration confirmations will be sent notifying families of their children's registered days at the Active Kids Club. **Notifications of enrollment for the primary intake for June will begin on July 7, 2021. If changes occur during the summer, adjustments requests must be sent to registration@mapleridge.ca by August 20, 2021 by 4pm.** A new calendar submission may be required for our records. For further dates of notification for changes see page 8.

**Hard copies of full registration packages must be submitted & received prior to confirming your child's care at the AKC program. Once the AKC is in operation there is a 7 day wait period after all AKC documents have been received prior to your children attending AKC. If you have not received confirmation of your child's registered dates within 7 days of submitting all required documentation please email akc@mapleridge.ca.*

AKC Registration Package Drop Box

The registration drop box for all AKC Registration Packages is the Municipal Drop Box located at 22470 Dewdney Trunk, Maple Ridge. This is located at the front of city hall near the public library. The drop box is also used for city use for departments such as taxes and finance. Please ensure your child's waivers are placed in a sealed envelope and labelled "Active Kids Club" to avoid delays in processing due packages being delivered to another City of Maple Ridge department.



Program Registration Minimums

Registration at each AKC location will be reviewed starting July 5, 2021 to ensure the average number of registrations meet the minimum numbers per month to sustain the program. If a location does not have enough registrations to sustain the program, supervisors will notify registered families before July 16, 2021 that the program will not operate in Fall 2021 due to low registration.

Once the program begins operation for September to June 2022 the program registration will be monitored monthly. The City of Maple Ridge recognizes that due to the current COVID-19 pandemic attendance will fluctuate due to illness. If registration consistently fluctuates below sustainable registration, families will be provided with 30 days' notice of site closure. The review of program registration will be based on a holistic review of all AKC programs meaning, if some program locations are consistently registering over minimums it will help locations that are operating under minimums to sustain operation.

New Participants Registering after Initial Intake

Families can register for AKC at any time either on or after the initial intake on June 22, 2021.

All new registration requests submitted after the AKC program starts in September 2021 are required to wait 7 days after submitting registration requests with full package submission until attending AKC. An email will be sent to confirm your child's attendance. If information is missing from your child's registration package a delay in this process will extend beyond 7 days for completion.

The delay in attendance is in place to ensure our staff are able to plan a safe, fun, active and inclusive experience for your child and ensure staff licensing ratios are met.



Request for Changes to Registration

AKC recognizes that due to the extended registration period of September to June families may need to adjust their original request for days of care. Please note changes must be requested at one time and an updated calendar submission will be required.

Fall Season – September to December 2021

Requests to change dates during fall are accepted **until August 20, 2021 at 4pm**. After this date registration for this season will be set for September to December 2021.

Winter Season – January to March 2022

Requests to change dates during winter are accepted **until December 17, 2021 at 4pm**. After this date registration for this season will be set for January to March 2022.

Spring Season – April to June 2022

Requests to change dates during spring are accepted **until March 11, 2022 at 4pm**. After this date registration for this season will be set for April to June 2022.

Requests for a Swap of Days

To request a swap of days in a month, requests must be made to registration@mapleridge.ca 7 days prior to the month of care and at one time. Once payment has been collected for the Active Kids Club month of care there will be no options for swapping days.

Payment

The Active Kids Club only accepts the following sources of payment:

- Pre-Authorized **Visa** payments
- Pre-Authorized **MasterCard** payments
- Cash or Debit, must be paid in full prior to completing registration and securing care.

Scheduled pre-authorized Visa & MasterCard payments are processed on the first day of each month.

Please ensure you complete a **Payment Authorization Form** in your Active Kids Club registration package. All families are required to complete this form. This form allows Maple Ridge Parks, Recreation & Culture registration staff to process payments. Debit & cash are not accepted for month to month or daily payment. Cheques are not accepted for any payments.

If you choose to pay cash or debit for registered days, payment must be made for all dates registered within a season prior to securing registrations. Additional days cannot be added over the phone or via email with cash/debit payments. Additional requests must be paid for in full at the Maple Ridge Leisure Centre registration desk prior to securing added days.



Declined Credit Card Payments

If automatic credit card withdrawal payments decline, NSF fees will be applied to accounts for decline payment. Please ensure your payment information is up to date and funds are available prior to withdrawal dates to avoid \$25 NSF fees. Remember withdraws are made on the 1st of each month.

If you know payments will not successfully process with your pre-authorized credit care on file, please call our registration department to arrange an alternate payment method (cash or debit) 7 days prior to payment withdrawal. Contact can be made via email registration@mapleridge.ca

Receipts

Receipts will be issued upon completion of payment via email. Please keep your receipts for your records. To obtain payment information for tax purposes please email registration desk at registration@mapleridge.ca

Ministry Subsidy

The AKC program is a licensed child care program. Families are eligible to apply to the Affordable Child Care Benefit program through the provincial government for subsidy at AKC.

To apply for the Affordable Child Care Benefit program, please email akc@mapleridge.ca. A site specific AKC application will be emailed to you by an AKC supervisor for families to complete and submit to the Child Care Service Centre.

Fax

1-877-544-0699

Mail

Child Care Service Centre
 PO Box 9953 Stn Prov Govt
 Victoria, BC V8W 9R3

Ministry subsidies vary from family to family. The subsidy process can take up to 6 – 8 weeks to process. Please contact the Child Subsidy Service Centre at 1-888-338-6622 for questions regarding your child's application after submission.

When a parent is found eligible for the Child Care Benefit program, the Child Care Service Centre will mail a Benefit Plan for the approved monthly dollars to both the parent/guardian and the child care provider.

Please ensure you keep a copy of this approved amount for your records and reference it when registering for days at AKC. Registrations that exceed the monthly subsidy amount will be charged to the family's credit cards on file or will require advance cash payment prior to adding dates.

Please Note: If subsidy approval is pending parents/guardians must pay full price for attendance at AKC until subsidy approval is confirmed. Re-imbursement will be provided to families after the approval is received.

Active Kids Club Refund Policy during COVID-19

Active Kids Club has adjusted its regular refund policy during COVID-19:

AKC Regular Refund Policy – not valid for 2021/22

No refunds are issued for participant cancellations after registration dates are completed & confirmed per season.



Refund Policy during COVID-19

- **Failure to notify of non-attendance is not accepted** as a request for credit or refund. Any child on the AKC daily attendance list that does not attend program and parents have not notified registration or are unreachable by program staff at the start of AKC will be considered a missing child and RCMP will be notified.
- **Notification of illness** – children exhibiting symptoms of a common cold, flu, COVID-19 or other respiratory illness must not attend AKC.

Children must stay home and self-isolate until symptoms have resolved. If a child is assessed by a healthcare provider for COVID-19 or other infectious diseases AND test positive for COVID-19 they must self isolate for 14 days. If children do not test positive they must remain at home until symptoms have resolved.

Families will receive a credit to their AKC account for sick days which will be deducted from your next months AKC payment. Request for refund to a credit card will take up to 10 business days.

- **Credit or Refund for Illness** - to notify us your child will not attend AKC today due to illness please email registration@mapleridge.ca by to 8:00AM the day of illness and request a credit or refund.

When notifying our registration department please notify your child's first and last name, AKC location and your phone number on file to proceed with your request.

If you notify our registration department that your child is ill and must not attend AKC after 8:00AM we will not be able to provide a credit or refund for the day of notification. We will however be able to provide a credit or refund for any additional days following if illness is notified prior to 8:00AM the day of care.

- **For Individual Family Circumstances** – for requests and further information regarding refunds for your family circumstance please contact the program supervisor at akc@mapleridge.ca or 604-467-7453.

Please note: supportive documentation may be required for refund requests, examples: doctor's notes, termination notices, request letters.

Adding Additional Days

24 hours notice is required

Add-on's are subject to space available and are not guaranteed.

Licensing requires us to maintain staffing ratios based on the number of participants daily at each Active Kids Club. If a child shows up to Active Kids Club without being registered for that day, parents/guardians or emergency contacts will be called to pick up the child immediately and participants will not be signed into the program. Children will be required to wait in the school office until picked up.

To add-on registration days please contact the Parks, Recreation & Culture registration desk at registration@mapleridge.ca with 24hours notice, no later than 2:20pm the day prior.



Non-Instructional Days, Holidays & School Breaks

Active Kids Club **will not operate on any non-instructional days, holidays, school breaks or full day dismissals.** For alternate program options please see the Park, Recreation & Culture program guide for day camps that are available on SD42 non-instructional days, winter break, spring break and summer holidays. Please note AKC does not operate on the first and last half day of the school year as this is the set up date and closure day for the program.

To register for day camps during Pro-D days, winter, spring or summer breaks please contact the Parks, Recreation & Culture registration desk at 604-467-7422 or register online at <http://mapleridge.ca/1484/Registration>

Please note: Parks Recreation & Culture day camps are not licensed and the Child Care Benefit Plan is not applicable with these programs.

School Closures or Alternate School Schedules due to COVID-19 Pandemic

If schools are required to close due to the COVID-19 pandemic, or reduce days of school attendance, the AKC program will also adjust its operating hours or attendance schedules.

The Active Kids Club program runs in partnership with SD42 within the schools and as such must align with school policies and licensed child care guidelines.

Families will not be charged for any closure days if schools are shut prior to the AKC program commencing.

Late Pick-Ups

Late pick-ups are a serious concern and we ask for your cooperation in picking children before the program ends each day at 6:00 pm. Please be advised that pick-up's after 6:00pm will result in a charge of \$1.00 per minute. The Ministry of Child and Family Development (MCFD) will also be contacted if a child is not picked up within thirty (30) minutes of the program end time and parents have not contacted the program staff.

Program Cancellation

If Parks, Recreation & Culture cancel the Active Kids Club program before the start date a full refund or credit will be applied to your customer account.





Active Kids Club Programming

Ratios

AKC staff will maintain ratios of 12 participants to 1 staff (12:1) during the COVID-19 pandemic.

Distancing

Staff will maintain 2 meters distance from other adults and children where possible during the program. Staff will wear an N95 mask and gloves if they need to break the 2-meter distance to provide first aid or physical support to participants.

AKC groups will be divided into smaller pods each day and assigned to 1 staff person per group to encourage physical distancing in AKC spaces and outdoors.

Mask Wearing

Staff will wear masks as directed by the Provincial Health Authority during AKC. If staff are taking a drink of water or eating they must be seated or standing 2m distance from others. Once done eating or drinking, the staff will replace their masks. Children in grades 4 plus will also be required to wear masks. The same process for eating and drinking will be followed.

Adapted Programming

AKC will provide individual craft kits to children and will follow cleaning and disinfection protocols for sports and play equipment. Supplies and items that are easy to clean and disinfect will be used during program. Soft, fabric and supplies that are not cleanable will be removed from the program. Paper and books have not been deemed a high transmission product and will be used at AKC.

Outdoor Programming

AKC participants will recreate outdoors daily. Staff will increase the amount of time outdoors each day and will move regularly inside activities to outdoors where possible. Participants at Active Kids Club will experience 60 to 120 minutes of outdoor active play. This time may be broken into smaller segments throughout the day.

Please ensure your child comes prepared to play outside every day in the rain, snow, sun, heat or cold. Please send children with extra clothing, sunscreen or bug spray depending on the time of year and weather expected to ensure your child is comfortable recreating outdoors while at AKC.

Please note during extreme weather advisories the Active Kids Club program may be required to recreate indoors due to extreme conditions.

Cleaning & Disinfection

AKC will clean and disinfect frequently touched surfaces at least twice a day. General cleaning of the AKC room will occur once a day. Supplies that rotate between children and to different pods will be cleaned and disinfected between use.

Hand Washing & Hand Sanitizer

AKC staff will initiate increase handwashing breaks during the program and access to hand sanitizer when wash stations are unavailable. Hand washing/sanitizer will be required:

- Prior to entering into the AKC room
- Before and after eating and drinking
- After using the washroom
- After playing outside
- After coughing or sneezing
- When hands are visibly dirty

Out Trips

AKC will only participate in walking out trips this year. Safety plans will be completed prior to visiting new spaces which will be shared with parents/guardians. Walking out trips will be to neighbouring parks, outdoor spaces and Parks Recreation & Culture facilities.

If AKC is going on an out trip there will be no extra charge. Parents and guardians will be advised in advance regarding where the group is going, what participants need to bring, what time the group will be returning to school and how to reach them during an out trip.



Playground Safety

Staff will complete a safety check of the playground each day before children play in the space. The playgrounds at the school are not fully fenced. To ensure the safety of the children while playing outside on the playground staff will supervise children at all times and inform them of the boundaries.

Staff will conduct frequent head counts to keep track of the number of children and ensure that the AKC participants are present and safe. The first aid kit, cell phone and emergency consent cards are taken outside with staff when playing on the playground.

If a child needs to use the washroom, staff will accompany 2 or more children to the washroom (but will remain outside of the washroom space). The remaining staff supervise the children outside. Ratios of 12 children to 1 staff or less will be maintained. If a staff needs to divide the group for the washroom break to maintain ratios they will do so.

Staff supervision on the playground will ensure the safety of AKC participants.

Away Spaces

Active Kids Club programs are located at local schools throughout School District 42 in the community of Maple Ridge. These facility locations often have access to additional park spaces in the neighbourhood. If the AKC program utilizes off-site play spaces on a regular basis this will be communicated to parents and licensing to ensure regularly used play space away from the school are included in the daily licensing plan.

Snack Time



The Active Kids Club program will provide a snack daily for participants at the program. Fruits and/or vegetables will be provided each day along with other food items such as cheese, crackers, yogurt, pita bread etc.

If children are hungry outside of snack times they will be asked to first check their lunch for uneaten items and if none will be offered fruits or veggies.

Staff will ensure food safe preparation and storing of food is followed at all times. Staff on site will have Food Safe level 1 certificates. Food will not be used in this program for punishment or reward. Sweets may be given in addition to the daily snack on special occasions such as birthdays, holidays and events.

Active Play

During active play participants will learn fundamental movement skills to build competency and confidence in Physical Literacy.

Participants will learn to play different games, sports and recreational activities.

Participants will focus on a different fundamental movement skill each day and will develop physical literacy competency and confidence.

Un-facilitated play will also be encouraged for portions of the day as this is child chosen, self directed activity which also encourage physical activity, creativity and imagination.

An example of un-facilitated play is a group of children initiating an active imagination game or activity without a staff initiating play.



Screen Time

Active Kids Club values play, healthy relationships, social interaction and outdoor physical activities.

During COVID-19 safe programming may require use of screens for activities such as age appropriate movies, healthy movement apps, games, music and books (audio or digital). This will be monitored by the Active Kids Club staff. Children will not have access to AKC screen technology for personal use. Staff will be responsible for operating and supervising technology use during program.

If participants access school use personal tablets for homework (books, music with headphones, digital puzzles or math apps) a designated time will be given to children to complete this work and will be limited to 30 minutes per day.

Health & Illness

Daily Health Screening

Parent and guardians are required to assess their child(ren) DAILY for symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases prior to attending AKC. Children exhibiting these symptoms must remain home.

Please notify our registration department if your child(ren) will not be attending AKC due to illness at registration@mapleridge.ca. Children may return to AKC once parents/guardians have completed a self assessment for their child for COVID-19 symptoms and their symptoms have completely resolved.

Illness Policy

Children must remain at home until symptoms have resolved for the following conditions:

- Pain - any unexplained pain.
- Colds (with these symptoms):
 - Fever
 - Listlessness
 - Runny Nose



- Runny Eyes (not caused by allergies)
- Coughing
- Difficulty Breathing
- Excessive Coughing
- Fevers
- Infected Skin or Eyes
- Undiagnosed Rashes
- Headache & Stiff Neck
(Recommended to see a physician)
- Unexplained Diarrhea
- Nausea and Vomiting
- Chicken Pox
- Infectious Respiratory Diseases

COVID-19 assessment, <https://bc.thrive.health/> or 811

If a child or a member of their household has COVID-19 or if they have been exposed to COVID-19 they must follow direction of public health officers and if necessary self isolate before returning to AKC.

It is our policy to contact parents immediately should their child become ill while at Active Kids Club.

If a child becomes ill at the Active Kids Club

If a child becomes ill and/or is displaying symptoms of COVID related illness while at AKC the child will be removed from the AKC group immediately and supervised by a staff person in a designated space until they are picked up.

The ill child and supervising staff will be required to wear a mask or cover their face with a tissue. Where possible staff will maintain a 2-meter distance from the ill child.

Sanitizing touch points and cleaning will be completed after pick up. Parents and caregivers must pick up their child promptly once notified that their child is ill.

If a staff becomes ill at the Active Kids Club

If a staff person becomes ill and/or is displaying symptoms of COVID related illness while at AKC the staff will notify their team, remove themselves from the group immediately, and go home.

If a staff person is unable to remove themselves immediately due to licensing ratios they will notify their team and separate themselves from others and maintain 2 meters distance and ensuring mask wearing until another staff person can relieve them and they can go home.

Remaining staff will begin cleaning and disinfecting the space and common areas used immediately.



Immunizations

It is a requirement that parents provide the Active Kids Club with information about your child's immunizations, including if your child is not immunized, as required by Section 17(a)(1) of the Child Care Licensing Regulation.

To obtain an up to date immunization record please contact your local health authority and request a copy of the child's record.

Ensure you keep a copy for your records, if there are no changes the following year you can reprint a copy for you new AKC application. Maple Ridge and Pitt Meadows falls under the Fraser Health Authority.

To obtain a Fraser Health Immunization Record please contact Fraser Health.

<http://www.fraserhealth.ca> or 604-476-7000

Administration of Medications

All children that,

- require self administration of medications at AKC
- will be carrying medication on them in a fanny pack at AKC
- or need staff assistance to administer medications at AKC
- or require staff to administer medication to their child at AKC

This information must be noted on a child's registration form and on a completed Administration of Medication Consent Form prior to attending AKC with medications.

The form must be completed and signed by a parent/guardian and provided to either the program staff or emailed to akc@mapleridge.ca.

Staff are required by licensing to record the time & date medications are taken during the program. Staff must have knowledge of the name, dosage and time medications are to be given at AKC.

Please visit www.mapleridge.ca/1469 to print a copy of our medical forms. These steps must be completed prior to the child attending or bringing medication to AKC.

Daily doses of medications must be sent each day a child attends AKC. The medication will be stored in the AKC first aid kit or locked in a cupboard on site. If medications must be carried on a child for emergency situations such as an Epi-Pen or inhaler, the medications must be stored in a child fanny pack securely, please ensure this information is detailed on the medical forms.

Refrigerated medications must be placed in a lockable box provided by parents and will be stored in the AKC fridge until administered.

Medications that do not require to be carried on a participant will be inaccessible to children, but will be readily accessible to staff. A child may have access to their medication if the parent/ guardian permits and it is explained on the Administration of Medication consent form and it is not at risk to other children. Please ensure medications are collected at pick up daily for your child. The Active Kids Club program is not responsible for medications left on site.

If a child will be self-administering their medication the parent/ guardian must include the instructions in the Medical Care Plan and staff must supervise. All medication administration needs to be documented.

Safety & Facilities

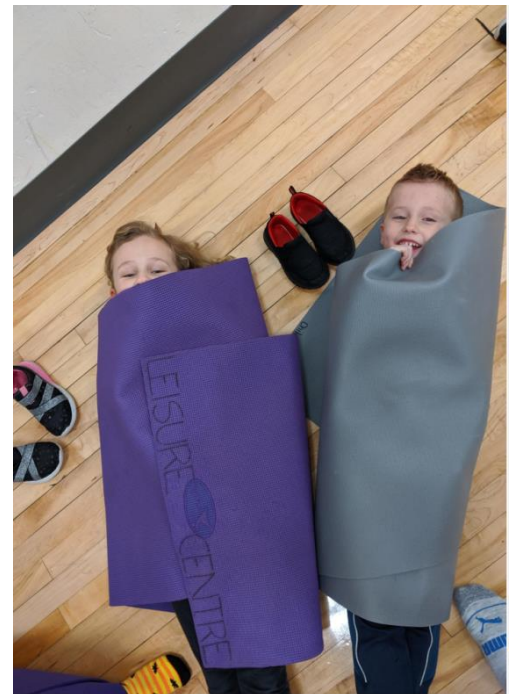
Release of a Child Policy

Parents are advised that in accordance with the City of Maple Ridge and Community Care Facilities Licensing Act, Active Kids Club staff will only release children to authorized persons who are currently named on the registration form.

Be sure to inform staff of an alternate emergency contact should the first alternate be delayed in picking up the child. It is the parent/guardian responsibility to inform staff of any changes to this information.

Active Kids Club staff will not release children in their care to authorized individuals who appear to be incapable of providing safe care. This includes anyone who staff believe may be intoxicated or under the influence of drugs including marijuana. Should this situation arise, staff will contact the emergency authorized person(s) and will not release the child to the person who is perceived incapable of care.

Children will not be released to any unauthorized persons. 911 will be contacted should such a person arrive to pick-up a child who is not authorized and persists in attempting to remove the child from the Active Kids Club.



AKC Pick Up Procedure during COVID

Parents, guardians & authorized pick up people will not be permitted inside the schools. When arriving to pick up a child at AKC please text or call the AKC program phone once you are on site to announce your arrival.

The AKC program phone number will be posted at the front of each school. Please announce who is picking up in the text or call so staff can record the information. Unknown authorized pick up persons will be asked to provide photo I.D. at pick up. Please come prepared to show staff picture I.D. (Drivers License

or BC I.D. card) prior to staff releasing a child. Staff will sign your child out of the program and release the child directly to the pick-up person while maintaining 2 meters distance from the adult.

Custody Agreements or Court Orders

Any child/family attending the Active Kids Club program that has a custody agreement or court order must provide a copy of the agreement **and** written details confirming authorized arrangements with their child's registration package prior to attending the Active Kids Club program.

Active Kids Club staff will call 911 if assistance is needed to enforce a court order.

COVID-19 Safety Plans

COVID-19 Safety Plans will be released on the City of Maple Ridge AKC webpage at www.mapleridge.ca/1469 prior to the start of program. These plans will be updated as information is release from the Provincial Health Authorities. All safety plans are based on Provincial Health Orders, WCB safety regulations, Child Care Licensing Regulations, City of Maple Ridge COVID protocols and School District 42 COVID protocols.

Emergencies

AKC staff are trained in and will follow established emergency procedures determined by Fraser Health, the City of Maple Ridge & School District No. 42. Staff and AKC participants will participate in regularly scheduled fire drills each month and earthquake drills twice in a school year.

In the event of an extended power outage, heat failure, extreme weather conditions or an evacuation due to facility safety concerns: staff will notify parent/guardians for immediate pick up and may be required to transport the group to a safer space as per their evacuation procedures which are posted at each site location in the AKC rooms. If you would like more information regarding the locations please connect with your AKC location.

Staffing

The staff to child ratio for the Active Kids Club is 1:12. One staff will be provided for every 12 children in the program.

Participant maximums are based on the physical space of each school site and determined by the Licensing Officers at Fraser Health in accordance with the BC Licensing Regulations.

The AKC staff team have completed 20 hours of Responsible Adult Training, Basic First Aid and CPR-C as well as additional child focused training and workshops throughout the year. Staff are required to be 19 years or older, unless a child care licensing exemption has been requested for staff that have competency and are within 6 months of their 19th birthday. Only licensed approved staff are able to work within a licensed childcare to ration.

AKC staff will supervise the children at all times and focus on the safety of all the participants. Staff will provide appropriate supervision during washroom breaks and hand washing. Staff are responsible for planning, organizing and implementing daily activities, games, crafts and physical literacy development. In accordance with the standards delivered by The City of Maple Ridge, staff will meet the following criteria:

- Consent to Criminal Record Check
- Standard First Aid Certificate and CPR-C/AED
- Food Safe Certified staff at each location
- Experience working with children, able to demonstrate good interpersonal skills, communication and leadership
- Academic Training in Child & Youth Care, Education, Recreation and/or Out of School Care for senior positions
- WHMIS
- COVID-19 Training with the City of Maple Ridge
- Other certificates and workshops such as:
 - Inclusive Recreation
 - Behavioral Management
 - Epi Pen
 - Conflict Resolution
 - Social Emotional Regulation
 - Healthy Development models: physical literacy, appetite to play, 5-2-1-0, High Five Training
 - Age Appropriate Program Planning
 - Nature Based Programming
 - Duty to Report



Guidance & Support

Supported Child Development Program



Supported Child Development, through Ridge Meadows Association for Community Living (RMACL) is a local organization that supports Active Kids Club participants. This organization provides funding support and resources to assist children in AKC who have, or are at risk of having, a developmental disability, or

delay. Supported Child Development recognizes that as parents, you know your child best and work in collaboration with parents and the Active Kids Club staff program to best support your child in this recreation-based program.

Supported Child Development Referrals:

Active Kids Club supervisors may refer participant families to this organization for additional supports and resources for children in the Active Kids Club program. Requests and referrals to access these resources require permission from parents and are made by parents, physicians, public health nurses, childcare programs and other community professionals.

To find out more about the program please call the Supported Child Development office at 604-466-8761 or visit the website at: <http://rmacl.org/childrens-services/supported-child-development/>

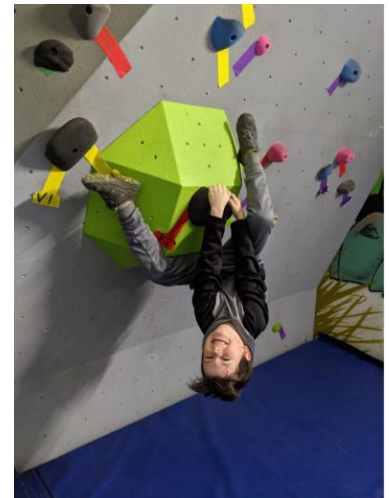
Please note: that if you are already working with SCD and plan to register for the AKC program to notify an AKC supervisor as soon as possible at akc@mapleridge.ca . The ability to provide additional support for children depends on staffing available at the time of registration. Advance notification that your child will require additional support will allow for program supervisors to ensure adequate staffing is available. This may result in an additional hiring process and could delay a child's attendance at the program. Ensuring staff are in place prior to attendance will ensure your child has a positive, supported and safe experience during the program.

Incident Reporting

Reportable incident forms are kept in the AKC office at the Maple Ridge Leisure Centre (MRLC). Each AKC location has a list with details of the definitions regarding what is a reportable incident.

If a reportable incident has occurred an incident form must be completed and a licensing officer will be notified within 24 hours. The form will be completed by the staff who was most directly involved in the incident and given to the AKC supervisor. The AKC Supervisor will review and sign the form. A copy is kept for the facility and is placed in an incidents file in the AKC office at the MRLC. Additional copies are given to the licensing office at #400 – 22470 Dewdney Trunk Rd, Maple Ridge BC, V2X 5Z6 and if applicable the SDC case worker.

Non-Reportable Incidents: Minor incidents, illnesses or unusual events are documented and submitted on a City of Maple Ridge Parks, Recreation & Culture Incident Form. Daily occurrences, site location communication and daily group dynamics are recorded daily in the AKC Log Book and are dated and signed daily.



Reporting Abuse

As per the Community Care Facilities Licensing Act, any allegations of abuse while your child is in the care of a licensed child care facility will be reported to the CCFL Licensing Officer at Fraser Health.

Child care staff are required to report suspected abuse or neglect to the Ministry of Children and Family Development for further investigation.

Definitions of abuse:

“The Licensee shall ensure that a person in care is not, while under the care or supervision of the licensee, subjected to emotional abuse, physical abuse or sexual abuse or neglect as those terms are defined in Schedule H.”

“Emotional Abuse” is defined as “Any act, or lack of action, which may diminish the sense of well-being of a person in care, perpetrated by a person not in care (ie. verbal harassment, yelling, confinement).”

“Physical Abuse” is defined as “Any physical force that is excessive for, or is inappropriate to, a situation involving a person in care and perpetrated by a person not in care.”

“Sexual Abuse” is defined as “Any sexual behavior directed towards a person in care by an employee of the licensee, volunteer or any other person in a position of trust, power or authority and includes: Any sexual exploitation whether consensual or not, and Sexual activity between children if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child, but does not include consenting sexual behavior between adult persons in care.”

“Neglect” is defined as “The failure of a child provider to meet the needs of a person in care (ie: food, shelter, care, supervision).”

Legal Duty to Report

As required by law, any suspected or disclosed abuse or suspected harm to a child will be reported to the Ministry of Children and Family Development. The caregiver is not permitted to contact the parent or guardian regarding any report. The caregiver’s responsibility is to report any disclosures; it is NOT to determine if abuse has occurred.

If the alleged abuse has occurred when the child is in the after-school care setting: Staff must report this immediately to the local Licensing Officer. Licensing staff will then conduct an investigation under the Community Care Facilities Act and Child Care Licensing Regulations.

The governing legislation for the reporting of abuse that has allegedly occurred elsewhere in a child’s life is the Child, Family and Community Services Act. If the alleged abuse has occurred when the child is NOT in the afterschool setting: The caregiver must report this immediately to an intake Social Worker at the Child Protection Division of the Ministry of Children and Family Development.

Helping Children through Behaviours

Guidance & Discipline

Philosophy and goals on discipline: discipline and guiding children’s behaviour is done while appropriate behaviour is occurring, as well as before, during and after socially unacceptable behaviour is displayed. The goal of guidance and discipline is to assist children in developing respect, self-control and sensitivity in their interaction with others. Strategies and techniques to guide children’s behaviors are as follows:

Prevention:

- Clear and simple limits are in place to protect self, others and the environment.
- Limits are explained to children, in a positive way.
- The focus is on the behaviour not the child.
- Expectations will be stated (not posed as questions).
- Choices will be offered.
- Children will be given time to respond.
- Appropriate behaviour will be acknowledged.
- Minor incidents will be ignored when appropriate.
- Children can ask staff for help.
- Staff will be alert and close by.

Intervention:

- Gain the child's attention in a respectful way.
- Reminders of expectations.
- Feelings will be acknowledged before setting limits.
- Redirecting or diverting may be used.
- Staff will model problem solving skills.
- Appropriate choices will be offered.
- Natural and logical consequences may be used.
- Limiting the use of equipment may be used.
- Opportunities for children to make amends will be provided.



Challenging Behaviour Interventions:

- Redirection.
- Time away - when a child loses self-control, a quiet place will be selected by the child (if possible), when the child has regained control they may choose to return to the group. A guideline of one minute per child will be used to check if the child wants to rejoin the group.

Harmful Actions Not Permitted:

AKC must ensure that a child, while under the care or supervision of the program is not subjected to any of the following:

- Shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;
- confinement or physical restraining by an employee, except as authorized in a child care's plan if the care plan includes instructions respecting behavioural guidance;
- harsh belittling or degrading treatment by an employee 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.

Parents Will Be Informed If:

- Time away/out is used - when, where and how the break was used will be reviewed with the parents.
- Child's behaviour requires an individual care plan to help the child meet program goals.
- Care plan will be developed with parents, staff and AKC supervisors.
- Holding is used – this technique maybe used if a child is physically out of control and is in high risk of danger to themselves or other participants. It is very rare that this procedure is ever used and requires a care plan to implement. If this technique is used parents will be notified and the incident will be documented in a log book and incident report.

Consent to Disclosure of Information

The Active Kids Club program operates in partnership with School District 42 and as such AKC supervisors may ask parent/guardians for permission to approach classroom or school support teachers for additional techniques and tools that work well for your child. This is a great resource for the AKC staff as well as participants as it provides consistency for the children between school and AKC.

Individual Care Plans

If a child at Active Kids Club needs additional support with guidance, behaviours or care from staff that is outside of the regular group care an AKC staff and supervisors will create a care plan for the child with parent's assistance. The plan will help set individual expectations, encourage strengths of the child and guidance when individual support is needed. Plans will be created and reviewed with the child and families prior to implementing. It is required that AKC staff and parents sign the care plan prior to implementing.



Violence and Aggression Policy

It is the responsibility of the Active Kids Club to ensure that all children and staff in the program feel safe. If a child in the Active Kids Club is physically or verbally aggressive, or is exhibiting unsafe behaviour i.e. running away from the program or following unsafe practices the parent/guardian will be notified for immediate pick up. If staff are unable to reach a parent/guardian, the emergency contacts will be notified. If the same child continues to exhibit aggressive or unsafe behaviour towards other children, themselves and/or staff, the Active Kids Club program will be unable to continue care for the child and reserves the right to withdraw registration for participants exhibiting these behaviours once a parent has been notified.

AKC Parent Quick Reference Sheet

AKC Program Supervisor:

Lara McCreedy

Children's Recreation Programmer

604-467-7453

akc@mapleridge.ca

Registration:

To add or remove participants, change registration days or inquire about your payments and account information please email registration@mapleridge.ca or call 604-467-7422

Active Kids Club Program Cell Phones:

Albion	604-928-7199
Hammond	604-312-8088
Laity View	1-604-621-0743 or 1-604-621-0745
Yennadon	604-209-8400

Other Important Numbers:

Fraser Health Unit	604-476-7000
Child Subsidy Service Centre.....	1-888-338-6622
Child Care Resource Centre	604-467-2273

Days Active Kids Club is not in session:

Please be advised that Active Kids Club is not available on the first and last half days of school, non-instructional days, statutory holidays and full day dismissals due to parent teacher conferences.

To find out what day camps The City of Maple Ridge offers during these times please check the Maple Ridge, Parks, Recreation & Culture guide online at <https://www.mapleridge.ca/1484/Registration>.

City of Maple Ridge day camps are not licensed and MCFD will not approve Affordable Child Care Benefits for these programs.

AKC Program Cost Breakdown:

\$22 per day, per child grades 1-7 & \$19.50 per day, per kindergarten

\$30 per day, per child grades 1-7 & \$25 per day, per kindergarten for Parent Teacher conference early dismissal days @ 11:30 am