



# HINTON KIDS FOR SUCCESS

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# DISCOVERY CAMP

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**Policy Manual**


**2021**

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	<b>HINTON KIDS FOR SUCCESS</b>	<b>Fees, Refund, &amp; Credit Policy</b>
		<b>HKFS Policy #001</b>
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

1.1 This Policy sets fees and outlines the parameters for the issuance of refunds and credits for the Hinton Kids for Success and Discovery Camp Programs.

## 2.0 HINTON KIDS FOR SUCCESS SCHOOL-YEAR FEES

2.1 Monthly fees must be paid in full prior to the commencement of care.

2.2 Fees are to be paid online through the iCare software, if possible.

2.2.1 If unable to pay online, fees are to be paid via cheque or cash in the Family and Community Support Services Office (821 Switzer Drive).

2.3 Fees for Full-Day Care on non-school days are separate from regular after-school care fees.

### 2.4 Initial Payment

2.4.1 If registration occurs thirty-one (31) days or more prior to commencement of care a non-refundable, non-creditable registration fee of \$100.00 is required upon registration to reserve care.

a) This deposit will apply to the first month of Enrollment Fees.

2.4.2 If registration occurs thirty (30) days or fewer prior to commencement of care the full Enrollment Fee is required upon registration to reserve care.

### 2.5 Full-Time Enrollment

2.5.1 Full-Time Enrollment fees are \$375.00 per month, per child.

2.5.2 Full-Time Enrollment guarantees childcare for all regular school days for after-school care from the hours of 3:00 p.m. to 6:00 p.m.

### 2.6 Part-Time Enrollment

2.6.1 Part-Time Enrollment fees are \$250.00 per month, per child.

2.6.2 Part-Time Enrollment provides childcare for up to ten (10) regular school days for after-school care from the hours of 3:00 p.m. to 6:00 p.m.

## 2.7 Drop-In Care

2.7.1 Drop-In Care fees are \$25.00 per day, per child for regular school days for after-school care from the hours of 3:00 p.m. to 6:00 p.m.

2.7.2 Drop-In Care is only available permitting space in the program.

## 2.8 Full-Day Care

2.8.1 Full-Day Care is booked and charged separately from Full-Time, Part-Time, or Drop-In Care and applies to non-school weekdays (e.g. Spring Break, Teachers' Convention).

2.8.2 Children that are enrolled in Full-Time or Part-Time Care are charged \$25 per day for Full-Day Care.

2.8.3 Children that access Drop-In Care or that have not attended Hinton Kids for Success within the last month are charged \$40.00 per day for Full-Day Care.

## 2.9 Subsidies

2.9.1 Families that may be eligible for a subsidy may contact the FCSS Administrative Assistant at 780-865-6036 for more information.

2.9.2 It is the responsibility of each family to apply for and access subsidy funding. More information on provincial subsidy is available at: <https://www.alberta.ca/child-care-subsidy.aspx>

## 3.0 **DISCOVERY CAMP SUMMER FEES**

3.1 Fees must be paid in full prior to the commencement of care.

3.2 Fees are to be paid online through the iCare software, if possible.

3.2.1 If unable to pay online, fees are to be paid via cheque or cash in the Family and Community Support Services Office (821 Switzer Drive).

3.3 All fees for July care must be paid in full by **June 18, 2021**

3.4 All fees August care must be paid in full by **July 16, 2021**

## 4.0 **PENALTIES**

### 4.1 Late Pick Up

4.1.1 After 6:05 p.m. during Hinton Kids for Success school-year care and 5:35 p.m. during Discovery Camp summer care, a penalty of \$30.00 per half hour per family will be charged if children are not picked up.

4.1.2 Time is calculated based on the clock in Hinton Kids for Success.

#### 4.2 Non-Sufficient Funds Cheques

4.2.1 There will be a charge of \$25.00 for all Non-Sufficient Funds Cheques processed.

### 5.0 NON-PAYMENT & LATE FEES

5.1 If families have not paid in full by the fifth day of the month, a penalty of 1.5% of the amount overdue will be applied, as per the Town of Hinton's policies.

5.2 If families have not paid by the end of the month, services will be terminated.

5.2.1 Full payment includes the payment of any Late Pick Up or Non-Sufficient Funds Fees.

### 6.0 REFUNDS

6.1 Once payment has been made, fee refunds are not available.

### 7.0 CREDITS

7.1 Credits are not issued for missed days.

7.2 The following exception(s) apply for Hinton Kids for Success school-year Full-Time Care:

7.2.1 If the child will be absent for a full month of care, a credit may be issued if the guardian indicates that care is not needed at least two weeks (fourteen days) before the scheduled month of care.

7.3 The following exception(s) apply for Hinton Kids for Success school-year Part-Time or Drop-In Care and Discovery Camp summer care:


7.3.1 The guardian indicates that a specific date of care is not needed at least one week (seven clear days) before the scheduled date of care; or

7.3.2 There is an emergency event in the child's immediate family and the guardian informs Hinton Kids for Success staff that the child will be unable to attend the scheduled date of care due to this emergency event.

a) Staff may require a Doctor's Note prior to issuing a credit.

7.4 Credits issued through Hinton Kids for Success must be used within the school year of the original scheduled date of care (school year meaning September to June).

- 7.5 Credits issued through Discovery Camp must be used by the end of the calendar year of the original scheduled date of care.

	<b>HINTON KIDS FOR SUCCESS</b>	<b>Health &amp; Wellness Policy</b>
		<b>HKFS Policy #002</b>
		<b>Approved</b> March 2, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 This Policy has been set to protect the health and well-being of children and staff at the Hinton Kids for Success and Discovery Camp Programs.

## 2.0 ILLNESSES

- 2.1 The Hinton Kids for Success Supervisor or Coordinator must be notified if a child has, or is suspected to have, a contagious disease including (but not limited to):

- 2.1.1 Chicken Pox;
- 2.1.2 Pink Eye;
- 2.1.3 Hepatitis A/B;
- 2.1.4 Ringworm;
- 2.1.5 Influenza;
- 2.1.6 Strep Throat;
- 2.1.7 Head Lice/Lice;
- 2.1.8 Tetanus;
- 2.1.9 Measles;
- 2.1.10 Meningococcal Meningitis;
- 2.1.11 Mumps;
- 2.1.12 Whooping Cough;
- 2.1.13 COVID-19 (Please see COVID-19 Policy #008 for further information);
- 2.1.14 Vomiting;
- 2.1.15 Fever;
- 2.1.16 Diarrhea
- 2.1.17 New or unexplained rash or cough;
- 2.1.18 Symptoms requiring greater care and attention than can be provided without compromising the care of the other children in the program; or
- 2.1.19 Having or displaying any other illness or that may indicate that the child poses a health risk to persons on the program premises.

- 2.2 Children are not permitted to attend Hinton Kids for Success/Discovery Camp if they have, or are suspected to have, a contagious disease, including those listed in Section 2.1

- 2.3 To protect the health and safety of children and staff, children displaying symptoms of communicable diseases, illnesses, and other conditions are asked to stay at home or make alternative arrangements. The following are circumstances in which a child should not be brought to Hinton Kids for Success/Discovery Camp:

- 2.3.1 Vomiting two or more times in the past twenty-four (24) hours;
  - 2.3.2 Fever (even if the fever is being controlled by medication);
  - 2.3.3 Diarrhea;
  - 2.3.4 Rash;
  - 2.3.5 Sore throat and/or swollen glands;
  - 2.3.6 Eye infection (including Pink Eye); or
  - 2.3.7 Is otherwise displaying symptoms of being unwell including lethargy, irritation, or emotional outbursts.
- 2.4 If a child is suspected of being ill, staff may utilize an underarm thermometer to gauge temperature.
- 2.5 If a child demonstrates symptoms listed in section 2.3, a guardian will be contacted to immediately pick up the child.
- 2.5.1 If the guardian is not able to be reached, the child's emergency contact(s) will be contacted.
  - 2.5.2 If there is no guardian or emergency contact able to pick up their child, medical services will be sought on the child's behalf if necessary, and the proper authorities will be notified, at the sole expense of the guardian.
  - 2.5.3 Until such time that the child is picked up, the child will be made comfortable in a separate space away from other children under staff supervision.
    - a) This space will be either a Hinton Kids for Success/Discovery Camp space from which all children must vacate OR a staff office.
    - b) This space must have a closed door to ensure the sick child is isolated from the other children and at a safe distance.
    - c) The space will be sanitized before others are allowed to re-enter the space.
- 2.6 In the case of an illness, Hinton Kids for Success staff will complete a report detailing: the name of the child, the date the child was observed to be ill, the name of the staff person who identified the child was ill, the time the guardian was initially contacted, the name of the staff person who contacted the guardian, the time the child was removed from the program, and the date the child returned to the program. This report will be made available to the child's caregiver.
- 2.7 Hinton Kids for Success/Discovery Camp reserves the right to refuse care to a child generating concern for contagious or communicable illnesses.
- 2.8 Children must be symptom free for a minimum of 24 hours before returning to the program.
- 2.9 Staff may request a Doctor's Note indicating that the child is no longer contagious before being permitted to return to the program.

### **3.0 ALLERGIES**

- 3.1 Guardians must make the Hinton Kids for Success Supervisor or Coordinator provide, in writing, details of any food allergies/restrictions their child may have.



3.1.1 If there are any food allergy/restriction changes, staff must be notified immediately.

3.2 Guardians must provide any required medications or treatments, along with detailed instructions, in the case of allergies (e.g. Epi Pen).

#### **4.0 MEDICATION ADMINISTRATION**

4.1 The following processes for the administration of medications are strictly adhered to:

4.1.1 All medication must be administered to children by staff.

4.1.2 Staff are unable to administer any form of medication to children without signed authorization by guardians.

a) Guardians must indicate the medication/remedy to be taken, dosage, dates and times to be administered, and any special instructions with their signature and date of authorization.

4.1.3 Any medication/herbal remedies not in their original containers will not be administered.

4.1.4 If written authorization is obtained, it will be administered according to the label directions.

4.1.5 If medication is administered, the following information must be recorded:

- a) Name of medication;
- b) Time of administration;
- c) Amount administered; and
- d) Initials of the person who administered the medication.

4.1.6 Medication will be stored away from children in a locked cabinet with the following exception:

a) If a guardian provides written authorization that permits their child to keep emergency medication with them, they may do so but only in a location accessible to themselves, such as a fanny pack. Should it become accessible to other children in any way, the medication will then be stored with other emergency medications.

#### **5.0 HEALTH CARE**


5.1 Staff may provide or allow for the provision of health care to a child only if:

5.1.1 The written consent of the child's guardian has been obtained; OR

5.1.2 The health care provided is in the nature of first aid.

#### **6.0 TOILET TRAINING**

- 6.1 Hinton Kids for Success/Discovery Camp understands the developmental differences in children, but requires children attending the program to be toilet trained for sanitary reasons.
  - 6.1.1 Children must be able to go to the washroom and know when they need to go to the washroom on their own.
  - 6.1.2 In the case of an accident, the child will be asked to change clothes (if possible). If changing is not possible, guardians will be contacted and the child will be moved to a separate, easily cleaned area until guardians are able to pick up the child or drop off fresh clothes.
  - 6.1.3 If the child has had three (3) accidents within one (1) month, a meeting will be set between the Hinton Kids for Success Supervisor and Coordinator and the child's guardians to develop plans for next steps. Next steps may include the expectation for the child to temporarily wear disposable underwear while at the program.

 <b>HINTON KIDS FOR SUCCESS</b>	<b>Child Guidance Policy</b>
	<b>HKFS Policy #003</b>
	<b>Approved</b> March 2, 2020
	<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 This Policy sets rules to protect all children and staff, to prevent damage to Hinton Kids for Success/Discovery Camp and its equipment, to allow for appropriate action should a violation occur, and to set parameters for the effective guidance and support of children.

## 2.0 EXPECTATIONS

- 2.1 Each child is expected to be aware and responsible for their choices in behaviour and activity.
- 2.2 Each child is expected to act in a manner that is kind, respectful, and in alignment with the direction of the Hinton Kids for Success staff.
- 2.3 Children are expected to respect the limits and boundaries of the staff, their peers, and the facility.
- 2.3.1 Staff will assist children in making these choices and remind them of the rules and guidelines they are expected to follow.

## 3.0 COMMUNICATION

- 3.1 Expectations will be communicated with guardians upon program registration, during parent meetings, and through review of the Policy Manual.
- 3.2 Expectations will be communicated to children through orientation and through daily guidance in a manner that is developmentally appropriate.
- 3.3 Expectations will be communicated to staff through orientation, regular staff meetings, and staff training.

## 4.0 CHILD GUIDANCE

- 4.1 Hinton Kids for Success/Discovery Camp prioritizes creating a safe, nurturing, and supportive environment for all children. When violations occur, staff will redirect and communicate with the child in a positive manner to guide the child to a more productive activity.
- 4.2 Any disciplinary action must be reasonable within the circumstances.

- 4.3 Staff must never:
  - 4.3.1 Use physical punishment, verbal degradation, physical degradation, or emotional deprivation;
  - 4.3.2 Deny or threaten to deny any basic necessity; or
  - 4.3.3 Use or permit the use of any form of physical restraint, confinement, or isolation.

## **5.0 MAJOR VIOLATIONS**

5.1 A violation of respectful conduct includes bullying behaviour, persistent unwillingness to follow rules or listen to staff, disrespect of staff or other children, physical damage to space, harming of staff or other children, stealing, or other behaviours that do not promote a safe and respectful environment.

5.2 Should a lack of respect or unsafe behaviour exist that impacts the health, safety, or wellbeing of other children, staff will follow the procedures outlined below.

### **5.3 First Violation**

- 5.3.1 Staff will stop or redirect the undesirable behaviour at the time it occurs;
- 5.3.2 Staff will discuss the behaviour and the importance of the rules;
- 5.3.3 Children will also be given the opportunity to identify and negotiate potential consequences that are appropriate in the circumstance;
- 5.3.4 It is also expected that staff will provide the children with the opportunity to resolve conflict themselves using language and problem-solving skills; and
- 5.3.5 Depending on the nature and severity of the incident, there may be reporting in the child's file required.


### **5.4 Second Violation**

- 5.4.1 Staff will stop or redirect the undesirable behaviour at the time it occurs;
- 5.4.2 Staff will discuss the behaviour and the importance of the rules, along with reference to the last conversation with the child;
- 5.4.3 Staff will encourage the child to resolve the situation and prevent further violations;
- 5.4.4 Staff will inform the child that next steps will involve the child's guardians; and
- 5.4.5 For the second and subsequent incidents, reporting in the child's file will be required.

### **5.5 Third Violation**

- 5.5.1 Staff will stop or redirect the undesirable behaviour at the time it occurs;

- 5.5.2 Staff will overview the previous conversations with the child regarding this issue;
  - 5.5.3 Staff will contact the child's guardians and depending on the nature and severity of the incident, may require that the child be separated from other children and picked up immediately;
  - 5.5.4 Staff will arrange a meeting with guardians to remedy the undesirable behaviours;
  - 5.5.5 At this time, Inclusive Child Care (ICC) support may be discussed with the guardians as a mechanism to provide adequate support for the child; and
  - 5.5.6 Depending on the nature and severity of the behaviour, if violations continue, the child may be prohibited from returning to Hinton Kids for Success/Discovery Camp if their actions make the space unsafe or unwelcoming for other children or staff.
- 5.6 Specific behaviours that will not be tolerated include physical or verbal attacks with each other or with staff members. **There will be zero tolerance for any bullying behaviour in any form.** Should bullying occur, the specific consequences outlined in the Hinton Kids for Success Bullying Policy #004 will be adhered to. Any child guidance action taken within Hinton Kids for Success/Discovery Camp will be reasonable to the circumstances, and at no time will staff use physical or emotional means to correct the behaviour. Additionally, group consequences will not be taken in response to the actions of an individual.

 <p><b>HINTON KIDS FOR SUCCESS</b></p>	<b>Bullying Policy</b>
	<b>HKFS Policy #004</b>
	<b>Approved</b> April 20, 2020
	<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

1.1 This policy sets the definitions, procedures, and consequences of bullying behaviour.

## 2.0 DEFINITION

2.1 Bullying involves the deliberate use of intimidation, aggression, and/or cruelty with the aim of hurting another person. These include but are not limited to:

2.1.1 Emotional/Social: exclusion, shunning, tormenting;

2.1.2 Physical: Pushing kicking, hitting, any use of violence;

2.1.3 Verbal: Name-calling, harassment, ridiculing, verbally attacking or threatening others;

2.1.4 Cyber/Graphic: Using computer, other technology (cell phones, cameras) to harass or threaten others;

2.1.5 Racist: racial gestures, slang, threats based on racial characteristics;

2.1.6 Sexual: Unwanted physical contact, sexual threatening or abusive comments; or

2.1.7 Any other misuse of power exerted on others for hurtful intentions; this includes falsely accusing others of bullying behaviour.

## 3.0 EXPECTATIONS

3.1 All staff, children, and guardians should be aware that bullying behaviours of any kind are not permitted, excused, or tolerated.

3.2 Any bullying behaviours that are reported or observed will be addressed promptly and effectively.

3.3 Should anyone witness bullying behaviours, it is expected that they report it to an Hinton Kids for Success/Discovery Camp staff member immediately, so it can be addressed at that time.

## 4.0 PROCEDURES

#### 4.1 Should Bullying behaviours occur, the following steps will be taken:

- 4.1.1 Identify: Children, staff, and guardians will work towards proactively identifying potential and present bullying behaviours before incidents occur. If the child has displayed bullying behaviours in the past, guardians must disclose this upon registration and a meeting will be arranged to review proactive solutions.
- 4.1.2 Report: If an incident occurs, the incident must be reported to staff at the time it occurs or is observed. If a guardian becomes aware of bullying behaviour, the guardian is required to report this information to Hinton Kids for Success staff as soon as possible.
- 4.1.3 Investigate: Staff will gather all relevant information related to the bullying incident. Staff must attempt to consult each individual involved or who witnessed the bullying behaviours.
- 4.1.4 Incident Report: Staff must write an incident report and notify the Hinton Kids for Success Supervisor or Coordinator. Guardian involvement will then be determined.
- 4.1.5 Inform Guardians: If required, the guardians will be informed of the incident.
- 4.1.6 Meetings: A private meeting may be scheduled with the guardians to discuss the behaviours. Children may or may not be required to attend.
- 4.1.7 Stop Behaviour: Bullying behaviours must be stopped. Staff, children, and guardians must make every effort to create behaviour change.
- 4.1.8 Consult Police: Police will be alerted if the situation warrants assistance.
- 4.1.9 Next Steps: Appropriate next steps will be identified. Inclusive Child Care (ICC) support may be discussed with the guardians as a mechanism to provide adequate support for the child. If no solution can be identified, consequences may involve temporary or permanent expulsion from the Hinton Kids for Success/Discovery Camp Program(s). Such removal for cause will not warrant a refund of fees paid.


## 5.0 CONSEQUENCES

- 5.1 Various factors will be used to determine potential consequences. These factors include the age, development, and maturity level of those involved, history and/or patterns of behaviour, severity of incident, context, relationship between those involved, and other surrounding circumstances.
- 5.2 Children will be asked to participate in the review process of determining an appropriate consequence. Any consequences applied will be relevant to the situation. Only those

involved in the bullying situation will have consequences imposed on them. Applied consequences will result in fair and equitable treatment to those involved.

- 5.3 Consequences for bullying behaviours will be consistent with the Hinton Kids for Success Child Disciplinary Policy #003. Consequences may include but are not limited to:
- 5.3.1 Time and space for children to resolve the conflict and create solutions;
  - 5.3.2 Discussion of bullying behaviours and respect for the environment and others;
  - 5.3.3 Limiting choices;
  - 5.3.4 Developing activities to address behaviours that reinforce positive behaviours;
  - 5.3.5 The development of an action plan or behavioural contract, in collaboration with the guardian;
  - 5.3.6 Ongoing and enhanced supervision of problematic behaviours;
  - 5.3.7 The incorporation of an Inclusive Child Care (ICC) worker to support the child(ren) involved in bullying behaviour;
  - 5.3.8 Referral to community organizations/agencies;
  - 5.3.9 Expulsion from the program; and/or
  - 5.3.10 Consultation of the police.



	<b>HINTON KIDS FOR SUCCESS</b>	<b>Drop Off and Pick Up Policy</b>
		<b>HKFS Policy #005</b>
		<b>Approved</b> June 11, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 This policy outlines the roles and responsibilities of staff and guardians with regard to the drop off and pick up of the children to and from Hinton Kids for Success/Discovery Camp facility or an alternate location.

## 2.0 HINTON KIDS FOR SUCCESS SCHOOL DAY DROP OFF (ARRIVAL)

- 2.1 Drop off on regular school days will take place in front of Jesse Turgeon Park.
- 2.2 Guardians are required to contact the school division to arrange bussing from the school to Hinton Kids for Success and are responsible for any cost related to bussing.
- 2.3 It is the guardian's responsibility to notify the program staff if the children will not be attending the program on one of their scheduled days by email or phone. Emails must be sent by 2:30 p.m., otherwise a phone call must be made prior to 3:00 p.m.
- 2.4 If children are scheduled to attend the program and do not arrive on the bus, staff will take the following steps:
- 2.4.1 Contact the school to determine if the child missed the bus, was picked up by a guardian, or if they were not at school; and/or
  - 2.4.2 Notify the guardian of the situation or confirm that the child is in their care. The school may assist or make calls on the behalf of Hinton Kids for Success to aid in determining the child's location; and/or
  - 2.4.3 If guardians cannot be contacted and the child's location remains unknown, emergency contacts will be called. If the child's location cannot be determined and staff have made multiple attempts/calls in attempt to find the child, they will notify the licensing officer and fill out an incident report to document the incident.
- 2.5 If a child did not attend school, staff are not required to contact the guardian, as the child remained in the guardian's care.
- 2.6 If a child missed the bus, it is the guardian's responsibility to pick up their child and bring them to the program or keep the child in their care.

## 3.0 DROP OFF (ARRIVAL) FOR HINTON KIDS FOR SUCCESS NON-SCHOOL DAYS AND DISCOVERY CAMP

- 3.1 Caregivers are responsible to drop off their children at the Hinton Kids for Success facility (upstairs at the West Fraser Guild).
- 3.2 Caregivers must accompany their children to the facility.
- 3.3 It is the responsibility of guardians to bring their children to Hinton Kids for Success/Discovery Camp. If the child does not arrive at the program, staff are not required to contact the guardians to confirm attendance.
- 3.4 If the child will not be attending, it is appreciated that the guardians inform staff prior to 8:00 a.m. on the morning of the scheduled date of care.

#### **4.0 PICK UP**

- 4.1 Children attending Hinton Kids for Success/Discovery Camp will only be released to the child's guardian(s) or to adults with authorized written consent by the child's legal guardian. Phone call notification will only encompass individuals on the authorized pickup list.
  - 4.1.1 Upon registration guardians are asked to submit a list of persons authorized to pick up their child. Any changes to this list must be made in writing.
  - 4.1.2 Guardians, emergency contacts, and individuals on the list must bring identification and be willing to show it when asked. Children will then be released to those individuals after presenting identification.
- 4.2 When a person unknown to the Hinton Kids for Success/Discovery Camp staff requests a child, the staff will ask for identification and compare it to the authorized pick-up list for that child. If the individual's name is not on the list, the child **will not** be released. This person will be asked to leave the Hinton Kids for Success/Discovery Camp area.
- 4.3 **It is very important to notify staff of any special circumstances regarding your child's pick-up (i.e. custody arrangements, restraining orders, etc.).**
- 4.4 If any person, including a child's legal guardian, arrives to collect a child and staff has a reason to believe that individual to be under the influence of alcohol or drugs, staff reserves the right to refuse to release the child. An attempt will be made to contact another authorized individual for pick-up.
- 4.5 Late pickup is subject to the late pick-up fee outlined in Hinton Kids for Success Fees, Refund, & Credit Policy #001. Guardians must advise Hinton Kids for Success/Discovery Camp staff if they are going to be late. If a guardian refuses to pay the late fee, their child may face expulsion from the program forfeiting any balance of fees paid for the rest of the month. If late pick-up is a persistent problem, the Hinton Kids for Success Supervisor will hold a meeting with the guardian to rectify the situation. If a solution is not reached, services may be revoked.

- 4.6 All children must be signed out by the guardian upon pick-up. Sign outs must accurately reflect the time of departure, to ensure staff have accurate records of all children on the premises.

	<b>HINTON KIDS FOR SUCCESS</b>	<b>Operating Policy</b>
		<b>HKFS Policy #006</b>
		<b>Approved</b> April 20, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 Hinton Kids for Success/Discovery Camp strives to create safe, engaging, and developmentally appropriate care for children in kindergarten to age 12 to meet the needs of guardians in need of reliable childcare.

## 2.0 PROGRAMMING

- 2.1 Programming must be developmentally appropriate, engaging, and will incorporate physical, mental, and creative components.
- 2.2 Guardians and children are encouraged to provide feedback through guardian meetings and interactions with staff concerning programming improvements, ideas, and suggestions.

## 3.0 PROGRAM SNACKS

- 3.1 Hinton Kids for Success/Discovery Camp is nut-free to protect children with nut allergies.
- 3.2 On Hinton Kids for Success school days, one snack per day is provided to children.
- 3.2.1 Snacks are provided to children at approximately 4:00 p.m.
- 3.3 On Hinton Kids for Success non-school days and Discovery Camp days, two snacks per day are provided to children.
- 3.3.1 Snacks are provided to children at approximately 10:00 a.m. and 2:00 p.m.
- 3.4 Guardians are required to provide all meals for their children.
- 3.5 Snacks will be prepared as per Canada's Dietary Guidelines to ensure food is nutritious and balanced.
- 3.6 In the case of an infectious disease, such as COVID-19, the provision of snacks may be suspended as per COVID-19 Policy #008.
- 3.6.1 In this case, guardians are required to provide sufficient snacks for their children.

## 4.0 OFF-SITE PROGRAMMING

- 4.1 Regular programming may occur offsite on a regular basis within walking distance from the West Fraser Guild. Locations may include:
  - 4.1.1 Jesse Turgeon Park;
  - 4.1.2 Hinton Spray Park;
  - 4.1.3 Dr. Duncan Murray Recreation Centre; and
  - 4.1.4 Outdoor trails for walks.
- 4.2 If one of the above listed locations is visited during programming, guardians will be informed via signage on the door.
- 4.3 For each indoor or outdoor location visited, a Field Level Hazard Assessment must be completed to ensure staff are aware of potential hazards, appropriate resources, and procedures for each space.
- 4.4 For outings that are not listed in section 4.1, guardians will be informed via the weekly program calendar.
- 4.5 Guardians are required to complete Registration Forms to indicate their permission for their child(ren) to leave the Hinton Kids for Success/Discovery Camp premises.
- 4.6 In the case of an off-site activity (or an emergency evacuation), staff are required to bring portable records in respect to each child.

## 5.0 ENROLLMENT

- 5.1 There are five types of enrollment:
  - 5.1.1 **Full-Time Enrollment** allows child to attend Hinton Kids for Success for every **regular school day** from the hours of 3:00 p.m. to 6:00 p.m.
  - 5.1.2 **Part-Time Enrollment** allows children to attend Hinton Kids for Success for up to ten (10) **regular school days** for after-school care from the hours of 3:00 p.m. to 6:00 p.m.
  - 5.1.3 **Drop-In Enrollment** allows children to attend Hinton Kids for Success for one **regular school day** from the hours of 3:00 p.m. to 6:00 p.m. (space permitting).
  - 5.1.4 **Full-Day Care Enrollment** is booked and charged separately from Full-Time, Part-Time, or Drop-In Care and applies to non-school weekdays (e.g. Spring Break, Teachers' Convention).
  - 5.1.5 **Summer Care Enrollment** is provided during July and August each year. It is booked by the day and runs from 7:45 a.m. to 5:30 p.m.
  - 5.1.6 For information pertaining to fees, please see the Fees, Refund, & Credit Policy #001.
- 5.2 Enrollment of new children is offered on a first-come-first serve basis.

- 5.3 Enrollment of all children in the Discovery Camp program is offered on a first-come-first serve basis.
- 5.4 Children that are currently enrolled (have attended the program within the last month) in the Hinton Kids for Success school-year program will take priority over new children for each year's Hinton Kids for Success school-year program registration.
- 5.5 Upon enrollment, guardians are required to:
  - 5.5.1 Complete all required paperwork and forms;
  - 5.5.2 Pay required fees;
  - 5.5.3 Review the Hinton Kids for Success/Discovery Camp Policy Manual; and
  - 5.5.4 Visit the Hinton Kids for Success Centre with the child prior to the commencement of care.

## 6.0 DAYS OF OPERATION

- 6.1 Hinton Kids for Success will provide afterschool care (from 3:00 p.m. to 6:00 p.m.) on all regular school days during the regular school year (from September to June).
- 6.2 Hinton Kids for Success will provide full-day care on non-school days (from 7:45 a.m. to 6:00 p.m.) **based on need and financial viability**. Full-day care will be offered on:
  - 6.2.1 Teacher Conventions and Teacher Professional Development Days
  - 6.2.2 Fall Break
  - 6.2.3 Winter Break
  - 6.2.4 Spring Break
  - 6.2.5 Summer Break (from July 5 to August 27, 2021, from 7:45 a.m. to 5:30 p.m.)
  - 6.2.6 Additional dates of care may be offered as deemed appropriate.
- 6.3 Hinton Kids for Success will be closed on statutory holidays including:
  - 6.3.1 New Year's Day
  - 6.3.2 Family Day
  - 6.3.3 Good Friday
  - 6.3.4 Victoria Day
  - 6.3.5 Canada Day
  - 6.3.6 Labour Day
  - 6.3.7 Thanksgiving
  - 6.3.8 Remembrance Day
  - 6.3.9 Christmas Day
  - 6.3.10 Boxing Day
- 6.4 Please note that it is the guardians' responsibility to arrange care for the days that Hinton Kids for Success is closed. Notices of upcoming closure dates of holidays will be posted in the Hinton Kids for Success Centre.

- 6.5 Schools often add early dismissals to their schedules. These additions are not pre-advertised; therefore, it is the guardian's responsibility to coordinate care with Hinton Kids for Success staff.
- 6.6 Discovery Camp will provide full-day care (from 7:45 a.m. to 5:30 p.m. each business day during July and August from July 5 – August 27, 2021.

**7.0 SAFETY**

- 7.1 Through all programming, the health and safety of children is the first priority.
- 7.2 A daily sign-in sheet is maintained to track if/when children arrive and leave the program. If children do not arrive, guardians may be contacted as per Drop Off and Pick Up Policy #005.
- 7.3 Children are only permitted to leave the program with an approved caregiver, as listed through registration.
- 7.4 An adequate number of staff must maintain valid First Aid certification.
- 7.5 An adequate number of staff must maintain a valid Class 5 Driver's License.
- 7.6 Job Hazard Assessments, Safe Work Practices, Safety Data Sheets, and Field Level Hazard Assessments must be utilized to ensure environments are properly inspected and are safe.

	<b>HINTON KIDS FOR SUCCESS</b>	<b>Caregiver Expectations Policy</b>
		<b>HKFS Policy #007</b>
		<b>Approved</b> June 3, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 Caregivers play a key role in the success of the Hinton Kids for Success/Discovery Camp Program. It is essential that caregivers respect and abide by the standards set by Hinton Kids for Success/Discovery Camp.

## 2.0 CAREGIVER EXPECTATIONS

### 2.1 Policy Review

- 2.1.1 Caregivers are expected to review all Hinton Kids for Success/Discovery Camp Policies, raise any concerns or issues, and comply with all terms set out within the Policy documents.

### 2.2 Child Preparedness

- 2.2.1 **Clothing:** Children attending Hinton Kids for Success/Discovery Camp must dress for the weather. Children should be prepared to walk each day and participate in outdoor play when the weather permits. Caregivers are encouraged to supply extra clothing such as gloves and toques to prepare your child for various weather conditions. **At no time will children be allowed to share items of clothing.**
- 2.2.2 **Sustenance:** Hinton Kids for Success/Discovery Camp requests that caregivers provide adequate food and drink for their child.
- Meals and snacks should be sufficient for their child's development in accordance to Canada's Food Guide.
  - If a child attends Hinton Kids for Success/Discovery Camp without a meal and snacks on full days of care on a consistent and frequent basis, caregivers will initially be notified verbally. If a lack of proper nutrition persists, then a meeting will be held with the caregivers to determine a reason and to rectify the situation. A meeting may identify a family need, then staff can make a family connection to appropriate family supports. However, if the situation appears neglectful, then Child and Family Services may be informed.
- 2.2.3 **Money:** Guardians are asked not to send money with their child. Children will not have the opportunity to purchase food or snacks.
- 2.2.4 **Toys from Home:** Hinton Kids for Success/Discovery Camp requests that all toys are left at home to help prevent accidental loss, damage, and



conflict over toys. Staff aim to provide a variety of programs, activities, and equipment to children attending the program. With a range of activities and equipment, children will not be required to bring toys from home.

a) Hinton Kids for Success/Discovery Camp are not responsible and will not be liable for lost, stolen, or damaged toys while they attend our program.

2.2.5 Personal Belongings: Hinton Kids for Success/Discovery Camp encourages all children to be responsible of their own personal belongings. Each child is expected to store their belongings in a designated location. The staff will reinforce this behaviour and will not be held accountable for lost, stolen or damaged items.

2.2.6 Special Requirements: From time to time, Hinton Kids for Success/Discovery Camp may request special items to accompany their child. Items requested are to support activities the child may be participating in while at Hinton Kids for Success/Discovery Camp. These items may include a swimsuit, indoor (non-marking) shoes, extra clothing, etc. Caregivers will be notified of when these items are required through our monthly calendars. Please consult staff if you have any questions or concerns.

### **3.0 ACCESS TO LICENSING REPORTS**

3.1 Guardians have access to monitoring and licensing inspection reports through the Hinton Kids for Success Supervisor.

3.2 Licensing and inspection reports help Hinton Kids for Success/Discovery Camp ensure they are offering quality programs and activities to children in a safe and well-maintained environment.

3.3 Caregivers are invited to access these reports upon request.


### **4.0 CAREGIVER COMPLAINTS**

4.1 Hinton Kids for Success/Discovery Camp will make every effort to address concerns when they arise. If a situation causes concern, please address it with staff (verbally or in writing) as follows:

4.1.1 Discuss the issue with a staff member present at the time of issue;

4.1.2 If you feel the issue has not been resolved, please bring it to the attention of the Hinton Kids for Success Supervisor; and

4.1.3 If you still feel the issue has not been resolved, please bring it to the FCSS Assistant Manager.

	<b>HINTON KIDS FOR SUCCESS</b>	<b>COVID-19 Policy</b>
		<b>HKFS Policy #008</b>
		<b>Approved</b> June 17, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 The Hinton Kids for Success/Discovery Camp team is dedicated to creating a safe and healthy environment for families.
- 1.2 Due to the unique circumstance of the current global health crisis with COVID-19, Hinton Kids for Success/Discovery Camp has been required to make necessary changes to be able to offer care to families in our community. These changes are to ensure the health and safety of children, their families, and staff. With these changes come certain added precautions.
- 1.3 The inability of caregivers to follow these new standards may result in their child's expulsion from the program and/or the closure of the facility.

## 2.0 COVID-19 SYMPTOMS

- 2.1 If children demonstrate COVID-19 symptoms (**including fever, cough (new or worsening chronic cough), shortness of breath, runny nose, sore throat, or other symptoms that may be included on the AHS Daily Checklist**), OR if the child has been in contact with someone with COVID-19, they are **NOT** to be brought to Hinton Kids for Success/Discovery Camp.
- 2.1.1 Symptoms can be found on the [Government of Alberta](#) and [Alberta Health Services](#) webpages.
- 2.1.2 Caregivers are responsible to follow all municipal, provincial, and federal health mandates and directives related to COVID-19.
- 2.1.3 If the child begins showing symptoms during their time at Hinton Kids for Success/Discovery Camp, caregivers are responsible to pick up their child immediately.
- If the guardian is not able to be reached, the child's emergency contact(s) will be contacted.
  - If there is no guardian or emergency contact able or willing to pick up their child, medical services will be sought on the child's behalf if necessary, and the proper authorities will be notified, at the sole expense of the guardian.
  - Until such time that the child is picked up, the child will be made comfortable in a separate space away from other children under staff supervision. The child will be asked to wear a mask.

2.2 If days of care are missed due to COVID-19 symptoms, a credit for care may be issued, upon request, to be used by **the end of the calendar year.**

2.2.1 Proof of illness may be requested prior to credits being issued.

2.3 **Before returning to Hinton Kids for Success/Discovery Camp, the child will be required to undergo COVID-19 testing and be cleared by Alberta Health Services OR may return after 10 days (as long as symptoms are no longer present).**

2.3.1 Proof of test clearance may be requested prior to the child's return.

2.4 If the child's immediate family travels outside of the country (with or without the child), the child is not permitted to return to Hinton Kids for Success/Discovery Camp for a period of fourteen (14) days from when the travellers return.

### 3.0 PROGRAM CHANGES DUE TO COVID-19

#### 3.1 Entry and Exit

3.1.1 Caregivers and children will be required to use hand sanitizer (provided) prior to entering the Hinton Kids for Success/Discovery Camp space. There will also be restrictions regarding the number of guardians in the building at once.

#### 3.2 Daily Screening

3.2.1 Each day, children are required to verbally complete the AHS Daily Checklist before they access Hinton Kids for Success/Discovery Camp. These questions must be answered truthfully to ensure the safety of children, their families, and staff.

3.2.2 Each day, each child's temperature will be recorded by staff. If the child's temperature exceeds 38 degrees Celsius, they may be deemed symptomatic as per Section 2 of this Policy.

3.2.3 If symptoms are displayed or other points of the checklist are not met on the daily screening questionnaire, the child will be isolated and caregivers will be required to pick up the child.

3.2.4 In order to re-enter the program if symptoms are displayed or other points of the checklist are not met, the child will not be permitted to re-enter the program **until COVID-19 testing is undertaken and Alberta Health Services results indicate that the child does not have COVID-19 OR until 10 days have passed and the child is symptom-free.**

#### 3.3 Provision of Snacks

3.3.1 Hinton Kids for Success/Discovery Camp will offer snacks with additional safety measures to prepare and distribute snacks.

3.3.2 Caregivers are required to provide children with a meal, two snacks, and a water bottle, at a minimum, for each **full** day of care.

3.3.3 Children are not permitted to share food or drinks with other children.

#### 3.4 **Items from Home**

3.4.1 During the COVID-19 Pandemic, no unnecessary items from home (e.g. toys, blankets, games) will be permitted in the Hinton Kids for Success/Discovery Camp space.

### 4.0 **ADDITIONAL SAFETY MEASURES**

4.1 **Contactless Drop-Off & Pick-Up:** when caregivers drop off or pick up their children, they will be instructed to wait in designated areas to reduce contact with other families.

4.2 **Cohorts:** children will be divided into smaller cohorts (or groups) as needed with designated staff to prevent interaction within larger groups. The maximum number per cohort (including staff) is 30 people.

4.3 **Hand Washing and Sanitizing:** regular hand washing and hand sanitizing has been incorporated into daily program planning to ensure children and staff are washing their hands on a regular basis.

4.3.1 Hand sanitizer and hand sanitizing wipes will be made available but will be stored out of reach of children.

4.4 **Personal Protective Equipment:** gloves and masks will be worn by staff during specific cleaning procedures and for staff that interact with multiple cohorts.

4.4.1 At this time, the Government of Alberta is not recommending the use of masks on children; only children that are displaying symptoms will be provided with a mask.

4.5 **Enhanced Cleaning:** Additional staff time has been allocated at the end of each day to conduct a thorough sanitization of the Hinton Kids for Success/Discovery Camp space.

4.5.1 Each time a cohort leaves a room or uses an item (including toys, books, surfaces, games), the room and items will be sanitized before use by another cohort.

4.5.2 If any item is put in a child's mouth or is contaminated with bodily fluids, it will be removed and sanitized.

4.5.3 Items that are not easily sanitized (e.g. stuffed animals, blankets) will be removed from the Hinton Kids for Success/Discovery Camp space.

4.6 **Family Meetings:** In the case where a meeting between staff and caregivers is requested or required (e.g. related to Policy #003 or #004), meetings will be conducted via video or phone when possible.

- 4.7 **Field Trips:** There will be no field trips during the COVID-19 Pandemic.
  - 4.7.1 This **DOES NOT** include use of outdoor spaces (e.g. walks, outdoor play), which will be scheduled, weather permitting.
- 4.8 **Physical Distancing:** Staff will be required to maintain a two-metre distance between other staff members.
  - 4.8.1 A two-metre distance between staff and children and among children will be encouraged.

## 5.0 FUTURE POLICY CHANGES

- 5.1 The contents of this Policy are subject to change without notice based on the conditions surrounding the COVID-19 Pandemic. If rules or requirements change, caregivers will be notified as soon as possible.
- 5.2 The stipulations outlined in this Policy overrule contradictory statements in other Hinton Kids for Success/Discovery Camp policies.

	<b>HINTON KIDS FOR SUCCESS</b>	<b>Program Supervision Policy</b>
		<b>HKFS Policy #009</b>
		<b>Approved</b> July 28, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 The Hinton Kids for Success/Discovery Camp team is dedicated to developing responsive, nurturing, and age-appropriate programming for children.
- 1.2 Guardians are informed of staff supervision policies through the provision of the Guardian Handbook at the commencement of each school year or new period of care.


## 2.0 STAFFING

- 2.1 The program is directly overseen by the Hinton Kids for Success Supervisor. Program planning is completed by the Hinton Kids for Success Coordinator and/or Program Lead. These positions, along with Hinton Kids for Success Workers and Casuals, provide childcare.
- 2.2 The program is overseen by Family and Community Support Services Management.
- 2.3 A minimum of one staff per fifteen or fewer children is required for supervision.
- 2.4 According to staff-child ratio requirements, there must always be adequate supervision of staff.
  - 2.4.1 Additional staffing resources may be requested by staff via telephone or radio should the need arise.
- 2.5 For each indoor or outdoor location visited, a Field Level Hazard Assessment must be completed to ensure staff are aware of potential hazards, appropriate resources, and procedures for each space.

## 3.0 STAFF REQUIREMENTS

- 3.1 At all times, staff must be courteous and respectful to all children in their care.
- 3.2 Staff must not use inappropriate language or discuss inappropriate topics in the presence of children in their care.
- 3.3 There is to be no smoking on the Hinton Kids for Success/Discovery Camp premises; staff are not permitted to smoke at any time or place where childcare is being provided.
- 3.4 Prior to supervising children, staff are required to:
  - 3.4.1 Complete, at a minimum, their Child Development Assistant (formerly Level 1) certificate

- 3.4.2 Undergo orientation and training, including training concerning specific children and behaviours;
  - 3.4.3 Provide verification of criminal record check, including a vulnerable sector search, along with proof of First Aid certification.
- 3.5 All program supervision practices must meet children’s developmental needs through:
- 3.5.1 Providing constructive guidance and support to children;
  - 3.5.2 Creating a safe and supportive environment;
  - 3.5.3 Treating all children respectfully and fairly;
  - 3.5.4 Developing programming that is rewarding, challenging, and engaging for children; and
  - 3.5.5 Ensuring concerns from guardians and/or children are addressed.
- 3.6 Staff training will be provided to ensure staff are equipped to meet children’s developmental needs with effective program supervision.

	<b>HINTON KIDS FOR SUCCESS</b>	<b>Incidents, Accidents, or Illnesses Policy</b>
		<b>HKFS Policy #010</b>
		<b>Approved</b> July 28, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 Hinton Kids for Success/Discovery Camp will prioritize the health and safety of children and staff by responding to incidents in a timely and appropriate manner.

## 2.0 REPORTABLE INCIDENTS

- 2.1 Hinton Kids for Success/Discovery Camp is required any serious illness of or injury to a child that occurs while the child is attending the program and any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child, including but not limited to the following:

- 2.1.1 Death;
- 2.1.2 Injury;
- 2.1.3 Allegation of abuse;
- 2.1.4 Missing/lost child
- 2.1.5 Young person involved in crime;
- 2.1.6 Child removed from program without permission;
- 2.1.7 Emergency evacuation;
- 2.1.8 Unexpected program closure;
- 2.1.9 Intruder on premises;
- 2.1.10 Illness/injury requiring emergency medical services and hospitalization;
- 2.1.11 Error in the administration of medication; or
- 2.1.12 Child left on premises after hours.

- 2.2 Reports must be submitted immediately to the regional childcare office using the prescribed form.

## 3.0 ACCIDENT OR ILLNESS PROCESS

- 3.1 In the event that a child experiences an accident or serious illness while at Hinton Kids for Success/Discovery Camp, the guardian will be notified immediately.

- 3.1.1 If guardians can not be reached, staff will contact the child's emergency contacts.

- 3.2 Hinton Kids for Success/Discovery Camp staff may provide or allow for the provision of health care to a child only if:

- 3.2.1 The written consent of the child's guardian has been obtained; OR



3.2.2 The health care provided is in the nature of first aid.

3.2.3 If necessary, staff will contact emergency services. Any resulting costs will be the responsibility of the guardian.

#### **4.0 EMERGENCY PROCEDURES**

4.1 Emergency procedure signage must be posted throughout the Hinton Kids for Success/Discovery Camp facility.

4.2 Staff will be informed of emergency procedures through their orientation process, through ongoing training, and through emergency drills.

4.3 Children will be informed of emergency procedures through twice annual emergency drills, and through signage and developmentally appropriate information from staff.

4.4 In the case of a medical emergency involving a child, staff will take the following steps:

4.4.1 Call 9-1-1 immediately;

4.4.2 Treat child according to First Aid requirements;

4.4.3 Alternate staff to contact parents and supervise other children;

4.4.4 Consult Emergency Binder with child's emergency information;

4.4.5 A staff person will remain with child, including in the ambulance and at the hospital, until the guardian or child's emergency contact arrives; and

4.4.6 Contact Licensing Officer and complete Incident Report.

#### **5.0 FIRE EVACUATION/ BUILDING EVACUATION**

5.1 Procedure:

5.1.1 Children will line up at nearest safe exit point;

5.1.2 All children will be accounted for before exiting the building;

5.1.3 One staff will exit with children, other staff will do a final sweep of the facility (kitchen, washrooms, storage rooms, stairways);

5.1.4 All staff and children will meet at Muster Point (South East Side of Building); and

5.1.5 Staff will contact parents.

5.2 If there is inclement weather (cold, snow, rain, wind, etc.), evacuation will continue to the Recreation Centre.

- 5.3 Any unexpected evacuation of the premises required an immediate call to the Licensing Officer and a report to be completed.

## 6.0 POWER OUTAGE

- 6.1 In the event of a power outage at The West Fraser Guild, the fire detection system remains active and the use of flashlights and temporary lighting are available for staff and children to remain in the program space.

### 6.2 Procedure

- 6.2.1 Procedure is dependent upon factors including cause, season, weather, time of day, length of care, and duration of the outage – the Hinton Kids for Success Supervisor or Coordinator will provide direction based on conditions.
- 6.2.2 The program may continue to remain open if:
- a) Power is restored within 15 minutes; or
  - b) Staff get all clear to remain in the space by emergency personnel (if applicable); and
  - c) There is sufficient indoor lighting AND/OR temperatures outside allow for outdoor play, AND/OR alternate facilities are available.
- 6.2.3 Hinton Kids for Success/Discovery Camp may need to close or require an early pick up by guardians if:
- a) There is an emergency situation that caused the outage resulting in unsafe conditions;
  - b) There is no viable alternative program space available;
  - c) Use of outdoor spaces is not possible (due to temperature or poor weather conditions);
  - d) Lighting is deemed inadequate to safely operate the program indoors;
  - e) Power outage is an extended duration and power is not expected to return within a reasonable amount of time;
  - f) There is extreme cold and the program space is not able to maintain reasonable required temperature ranges; and/or
  - g) The Licensing Officer, Town of Hinton, or emergency personnel has deemed that the program must close early.
- 6.2.4 If early closure is required due to a power outage, guardians will be contacted to arrange early/alternate pickup time and/or location.

	<b>HINTON KIDS FOR SUCCESS</b>	<b>Record Keeping Policy</b>
		<b>HKFS Policy #011</b>
		<b>Approved</b> July 28, 2020
		<b>Applies To</b> Hinton Kids for Success and Discovery Camp Programs

## 1.0 POLICY STATEMENT

- 1.1 Hinton Kids for Success/Discovery Camp must maintain accurate, comprehensive, and accessible records related to the program and the children in care.

## 2.0 CHILD INFORMATION

- 2.1 With respect to each child, the following up-to-date information must be maintained:
- 2.1.1 Child's name, date of birth, Alberta Health Care number, and home address;
  - 2.1.2 A completed enrollment form;
  - 2.1.3 Guardians' name, home address, and telephone number;
  - 2.1.4 The name, address, and telephone number of a person who can be contacted in case of an emergency;
  - 2.1.5 If medication is to be administered, the written consent of the guardian and the name of the medication, the time of administration, the amount administered, and the initials of the person who administered the medication;
  - 2.1.6 The particulars of any health care provided to the child, including the written consent of the child's guardian; and
  - 2.1.7 Any other relevant health information about the child (e.g. allergies).

## 3.0 ADMINISTRATIVE INFORMATION

- 3.1 The following up-to-date information must be maintained:
- 3.1.1 Particulars of the daily attendance of each child, including accurate arrival and departure times;
  - 3.1.2 Particulars of the daily attendance of each primary staff member including arrival and departure times and hours spent providing child care;
  - 3.1.3 Evidence of the program supervisor and members' childcare certifications;
  - 3.1.4 Current first aid certificates for the program supervisor and each primary staff as required; and
  - 3.1.5 Verification of criminal record check, including a vulnerable sector search for each primary employee, to be updated every three years.

## 4.0 PORTABLE RECORDS

- 4.1 Hinton Kids for Success/Discovery Camp must maintain a portable record of emergency information, which includes the following:

- 4.1.1 Child's name, date of birth, Alberta Health Care number, and home address;
- 4.1.2 The guardian's name, home address, and telephone number; and
- 4.1.3 The name, address, and telephone number of a person who can be contacted in case of an emergency.