

### General Information

The Macdonald-Headingley Recreation District (MHRD) is pleased to be expanding program services to include Before and After School Program in two communities. The MHRD Before and After School Program is a recreational, non-licensed child-care program. It will focus on physical literacy, outdoor nature play, and community stewardship. The program will create an environment where children can explore their natural surroundings, connect with participants of a variety of ages, and gain confidence and experience while trying new activities. MHRD is grateful to Oak Bluff Recreation and Starbuck Recreation for their support of these programs.

### Program Locations

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| <p>1. Oak Bluff Recreation Centre<br/>01-123 MacDonald Rd<br/>Oak Bluff, MB, R4G 0B2</p> | <p>2. Starbuck Recreation Centre<br/>60 Arena Blvd<br/>Starbuck, MB, R0G 2P0</p> |
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### Hours of Operation

We operate on a Monday to Friday basis, following the Red River Valley School Division Calendar.  
 Before Care: 7:00 am-9:00 am  
 After Care: 3:00 pm-6:00 pm  
 In-Service Days: 7:00 am-6:00 pm

### Eligibility

Kindergarten to Grade 6

### In-Service Days

Full day programming will be provided on In-Service Days from 7:00 am-6:00 pm. Parent/guardians will be responsible for transporting their child to and from the program on these days. In-Services are not included in monthly programming fees.

Priority will be given to children already registered in the Before and After School Program (full-time/part-time participants). Parents must register one month in advance for an In-Service Day. If a registered family declines the use of an In-Service Day, it will be offered to a family looking for single-day use. If a



*Children's confidence to try new things increases when they are encouraged to explore their environment and receive positive feedback for their efforts to master new skills.*  
 - High Five p. 17 / Seifer et. al., 1992.

child is not a regular participant of the program, they must have proper registration forms filled out and signed before attending.

## Registration

Completed registration forms must be signed and submitted to the Macdonald-Headingley Recreation District Before and After School Program prior to a child attending the program.

This includes:

- Registration Form
- Medical Form
- Emergency Contact Form
- Digital Release Consent Form
- Deposit

## Fees

Before and After	In-Service
\$15.00/day for Before and After School	\$30.00/ day (8:30 am – 4:30 pm)
\$7.50/day for Before <b>or</b> After School	\$4.00/day for Before <b>or</b> After In-Service
\$100.00 refundable deposit	\$8.00/day for Before <b>and</b> After In-Service

Program fees are broken down into monthly payments over a 10-month period (or adjusted for late enrollments). Payment is due on the first of each month through cash, cheque or e-transfer to [info@mhrd.ca](mailto:info@mhrd.ca). Cheques are made payable to “Macdonald-Headingley Recreation District”.

Late payments and non-sufficient funds (NSF) cheques are subject to an administration fee of \$25.00.

Any family withdrawing from the Before and After School Program must provide MHRD with a minimum of one-month notice. This is to best accommodate staff schedules and give notice to a family on the wait list. If one-month notice is provided prior to starting the program, the \$100.00 deposit fee is refundable. If a participant remains enrolled, the deposit fee goes towards the first month of programming fees.

## Late Pick Up

We understand situations arise where parents are late in picking up their child. In the event that pick up of a child occurs beyond 6:00 pm on a recurring basis (three strikes) a late fee will apply and must be paid within 24 hours through e-transfer to [info@mhrd.ca](mailto:info@mhrd.ca). The late fee is as follows:

- . \$1.00/minute for the first 15 minutes per child
- . \$2.00/minute for the next 15 minutes per child

## Drop-Off and Pick-Up

Children must be signed into the program upon arrival and signed out at the end of each day. If a child is meant to be at the program but is absent, Program Leaders will follow up with parents/guardians.



Children who have the opportunity to take part in a wide variety of activities and programs are more likely to view themselves as capable human beings and will seek out additional challenges.

- *High Five p.22*

Program Leaders are responsible for ensuring children are released to authorized individuals. Parents/guardians must contact the Before and After School Program to advise if someone other than an authorized parent/guardian will be picking up your child. The person picking up your child must be at least 18 years of age. Individuals picking up your child (parents, guardians, and alternates) should be prepared to show photo I.D. if Program Leader are unfamiliar with them.

If a parent does not notify Program Leader of alternate pick-up arrangements, the child will not be released from the program until confirmation has been received from the parent(s) on file. This is to ensure the safety of every child.

It is imperative that the Before and After School Program Leader be informed of any changes to schedules and/or pick ups. If Program Leader cannot reach the parent or the emergency contacts within 30-minutes of the close of the program, Child & Family Services may be contacted.

### Program Closures & Cancellations

If Red River Valley School Division (RRVSD) Schools are closed due to inclement weather, the Before and After School Program will be closed. Parents/guardians are asked to make alternate arrangements for children on that day.

According to the RRVSD, all efforts are made to announce school closures prior to 6:45 am and 2:15 pm. Media announcements will be made by 7:00 am (*full day closure*) and 2:30 pm (*afternoon bus cancellation*). Decisions respecting the closure of schools are made by the Superintendent/CEO after consultation with the RRVSD Transportation Supervisor, who consults with any of the following: RCMP, Highways Department, and other school divisions.

If afternoon bus routes are cancelled by the Superintendent/CEO due to inclement weather developing during the school day, the Before and After School Program will be cancelled and children will be sent home using the emergency billet system arranged in advance.

[https://www.rrvsd.ca/our\\_community/division\\_closures](https://www.rrvsd.ca/our_community/division_closures)

### Staff

Program Leader are certified in First Aid and CPR training and have obtained a clear Criminal Record and Child Abuse Registry Check. All Program Leader have experience working with children and are able to assess and manage any minor or emergency situations, following program emergency protocol and training.

### Daily Activities

Children will participate in a variety of experiences that will stimulate:

- Curiosity, initiative and independence
- Self-esteem



Outdoor play allows children to be active, build confidence, autonomy and resilience, develop skills, solve problems and learn their own limits.

- Nature Alliance Canada

<http://childnature.ca/wp-content/uploads/2017/10/B.-EN-Active-Outdoor-Play-Position-Statement-FINAL-DESIGN.pdf>

- Decision-making capabilities
- Interaction with and respect for others
- Physical activity and literacy
- Experiences with nature

Each day children play both indoors and outdoors. Families have access to a monthly Activity Calendar, which will provide a glimpse into each day of the program. Activities include (but are not limited to) crafts, outdoor play, experiments, free choice time, low-organized games, sports, team building games, cooking, and themed days.

## Transportation

Children are to be dropped off by a parent or guardian for the Before School Program. Depending on the program location, children will be transported to and from school in the following two ways:

### Oak Bluff

Before-School: Participants are bussed from the program site to Oak Bluff Elementary School

After-School: Participants are bussed from Oak Bluff School to the program site

### Starbuck:

Before-School: Participants walk from the program site to Starbuck School, escorted by Program Leader

After-School: Program Leader escort participants from Starbuck School to the program location

There is no additional charge for bussing. Please be sure you have the correct pick-up and drop-off locations marked when filling out bussing forms at the beginning of the school year.



Children who participate in outdoor play show enhanced environmental stewardship, better self-regulation skills, and increased imaginative play.

- Nature Alliance  
Canada

<http://childnature.ca/wp-content/uploads/2019/09/Info-graphic-final-version.pdf>

## Meals & Snacks

It is difficult to accommodate diverse dietary needs of all children on-site. Your child(ren) can be sent to the Before-School Program with food, but breakfast is not served by Program Leader. Snacks are encouraged at the start of the After-School program. **Please do not pack any food items that may contain nuts.** This is a nut free program and all efforts will be made to keep everyone safe. MHRD encourages parent/guardians to pack zero-waste snacks and a refillable water bottle!

## Social Media

Parents will have access to an Instagram page:

Oak Bluff: @oakbluff\_beforeandafter

Starbuck: @starbuck\_beforeandafter

The purpose of this page is to keep parents updated on their child(ren)'s activities each day. Only parents/guardians of children in the program will be

allowed access to the page. Parents can consent to having their children’s photo taken and uploaded to the Instagram page by signing the Digital Release Form.



## Personal Property

The MHRD Before and After School Program assumes no responsibility for lost or broken belongings.

### **Electronics**

The premise of this program is to connect with peers, community and nature. We ask that children please leave any electronics at home or in school bag during the hours of the program.

### **Bicycles, Skateboards and Roller Skates**

For safety purposes, children will not be allowed to use these items during the Before and After School Program.

### **Equipment**

All equipment and items used during the MHRD Before and After School Program will be provided by the Macdonald-Headingley Recreation District. Children are advised to leave all personal items in their school bags for the duration of the program.

## Clothing

Children will remain indoors during the Before-School Program, and participate in free play, crafts, and low-organized games. This will balance their day and sustain necessary energy to carry them through a full day of school and potentially the After-School Program!

During the After-School program and In-Service Days, participants should be ready to explore in nature, take part in experiments, participate in sport, and tap into their creative side!

We believe there is an importance in outdoor play and value giving our participants the opportunity to explore in and connect with the natural environment. During times of outdoor exploration, it is the responsibility of Program Leader to ensure children are ready to enjoy the elements!

Program Leader reserve the right to make the final decision on what is appropriate and safe attire. There is no access to additional clothing on site. Please remember to check the daily forecast to pack your child with clothing items that will allow them to make the most of the program.

Suggested clothing:

**Fall items:** rain boots, mitts, sweater, toque, wind breaker, rain jacket

**Winter items:** mitts, toque, socks, ski pants, scarf, earmuffs, balaclava, winter boots

Young children learn by doing, and “active play” includes both structured and unstructured activities. Active play experiences help children develop physical literacy skills.  
- *Active for Life*  
<https://activeforlife.com/active-play-develops-physical-literacy/>

**Spring items:** rain boots, mitts, sweater, toque, wind breaker, rain jacket

**Summer items:** rain boots, ball cap, running shoes.

## Weather

The MHRD Before and After School Program follows the Red River Valley School Division guidelines for safe outdoor play.

- . If the temperature is lower than -24C (with or without windchill), participants are expected to dress warmly and be outside for regular activity.
- . When temperature drops below -25C (with or without windchill), activities will take place indoors only.
- . Indoor facilities will also be used in lightning storms or other unsafe conditions.

[https://www.rrvsd.ca/our\\_community/division\\_closures](https://www.rrvsd.ca/our_community/division_closures)

## Illness

For the care of all children in the program, we ask that sick children do not attend the Before and After School Program. Symptoms include but are not limited to:

- . Fever (temperature higher than 38C)
- . Vomiting
- . Diarrhea
- . Discoloured phlegm/Discharge
- . Communicable illness (measles, pink eye, strep throat, etc.)

## Administration of Medication

Parents/guardians must provide written documentation of all medications that are in the possession of a child participant. Program Leader will log the information in records. Children will be required to administer their own medications. Staff may offer supervision during the administration of medication. All medication must be in a clearly labelled prescription bottle. Any special circumstances – inhalers, epi-pens, or prescribed medication (antibiotics) on In-Service Days – must be discussed with the Program Coordinator.

The MHRD Before and After School Program Leader will not administer medication, including:

- . Non-prescription medication (Tylenol, vitamins, cough drops, cough syrup, etc.)
- . Solutions of any kind to the eyes, ears, skin, etc.



Fundamental movement skills are the basic skills that children develop in the early years through active play.

- *Active for Life*

<https://activeforlife.com/active-play-develops-physical-literacy/>

Upon returning to the program, children must be symptom-free. This includes fever free for 24 hours, without the use of medication. Children must be capable of participating fully in all activities.

Program Leader will help/monitor the intake of an inhaler when necessary and administer an Epi-Pen in the case of any emergency circumstance.

## Accidents and Injury

In the event of a minor injury or accident, first aid will be rendered. Immediately following, the parent or emergency contact will be notified. If a child requires immediate emergency attention and a parent or emergency contact cannot be reached, the child will be taken to hospital by ambulance if deemed necessary by Program Leader and medical professionals. Parents will be notified of such action as soon as possible. Any cost of ambulance service will be the responsibility of the parent. Staff will not transport children to the hospital.

## Confidentiality

Information concerning each family is kept in the strictest confidence. All Program Leader are bound by confidentiality. No Program Leader will share information about program participants or families with individuals outside of the program or with individuals within the program who do not require access to that information to properly perform their duties.

Access to information – verbal or written – regarding children or their families will not be released to anyone other than the parents/legal guardians of the child. In the case of an emergency or injury, information may be released to medical staff.

## Behaviour Management Policy

The MHRD Before and After School Program Leader and Macdonald-Headingley Recreation District are obligated by law to report any verbal, emotional, or physical abuse to children by parents/guardians. Any form of abuse witnessed or suspected will be reported to the Child and Family Services Office. Verbal or physical abuse of any kind towards a child or Program Leader will not be tolerated. Any abuse demonstrated will result in the immediate expulsion of the parent/guardian and child(ren) from the program and appropriate authorities will be notified.

When conflict arises for children during the program, Staff will:

- . Assist the child(ren) with problem solving techniques
- . Use redirection and encourage the child into acceptable options when engaged in an unacceptable activity



*Guaranteeing the safety and security of children, and ensuring that they are treated appropriately to protect their self-worth and self-esteem, is the highest priority.*  
- High Five p. 60

Inappropriate behaviour towards children or Program Leader includes, but is not limited to:

- . Abuse including physical, threats, verbal, emotional, social or putting another person at risk of harm
- . Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- . Discrimination against any person or group because of their race, colour, ethnicity, nationality, religion, sex (or gender-determined characteristics), age, sexual orientation, marital or family status, source of income, political belief, and physical or mental disability
- . Destruction of property
- . Swearing

Consistent inappropriate behaviour and incidents where a child has been removed from activity will be documented on an Incident Report Form. Parents will be requested to read and sign all incident reports regarding their child within a 24-hour period of the incident.

If there is evidence of ongoing behavioural concerns:

1. A meeting will be set up between parents, Program Leader and Macdonald-Headingley Recreation District Program Coordinator to create a plan to adjust behaviour within a reasonable time frame.
2. After the set time frame, if improvement is not noted, a new plan may be determined by the Program Leader and Macdonald-Headingley Recreation District Program Coordinator. This may include a permanent removal from the program if it is determined to be the best course of action.
3. In extreme cases, immediate expulsion from the program may result.

MHRD believes that when Program Leader and parents work together, behavioural problems are minimalized, which will result in a more positive environment for all.

## Parent Concerns

MHRD strives to hire qualified Program Leaders and create policies and procedures that enable us to create a program that best serves the community and its families. It is important that parents communicate any concerns to the MHRD Program Coordinator to ensure a positive experience for families and the best program possible.



*Behaviours associated with outdoor play include improved fitness and aspects of mental, social and environmental health.*

- Nature Alliance  
Canada

<http://childnature.ca/wp-content/uploads/2017/10/B.-EN-Active-Outdoor-Play-Position-Statement-FINAL-DESIGN.pdf>