



HUSKY FUN CLUB

**PARENT
HANDBOOK**

General Information – Husky Fun Club

Hidden Valley School has been operating the Husky Fun Club (HFC) after school program since 2012. This service is run by School Council in conjunction with Hidden Valley School. We have been very lucky to be able to offer this service to families attending the school due to lack of after school care available in the area.

Husky Fun Club Program

HFC offers as safe place for children between the hours of 3:10 and 5:30 Monday to Friday. Students can attend either on a full or part-time basis, space permitting. There will be no care provided on Statutory Holidays or school PD days.

Due to COVID-19 rules, HFC will not be offering after school snack for 2020-2021

Policies and Procedures

Enrollment

Enrollment applications should be completed by the end of the first week of school. Each family is expected to read through the handbook and sign off that they have read and accept the terms presented in the handbook.

Fees

Full time fees for 2020-2021 will be \$10 a day and are due by the first Friday of each month.

Part-time fees for 2020-2021 will be \$11 a day and are due by the first Friday of each month.

Payment is to be made out to _____ or can be submitted via EMT to _____. Late payments will be charged \$5 per day after the first Friday of the month. **If families fail to pay (including late fees), their child will no longer be accepted at HFC.**

If you need to make alternative arrangement for payment, please contact the HFC Coordinator @ 335-8179

Daily Programming

Student will have a variety of stations they can rotate through each day. This will include sports(non-contact), colouring/drawing, reading and hands on play. Time will be allotted outside as long as weather is permitting.

Arrival

Students will line up outside the gym and have a COVID screening each day prior to entering the Program area. This will include some basic questions and a temperature check using an infrared thermometer. Any student who is displaying new onset of the following will **not** be permitted to attend HFC:

- fever
- cough
- sore throat
- congestion
- nausea/vomiting

Students will be separated from the group and will have their Parent/Guardian contacted to pick them up. HFC Staff's decisions are final.

Snack

Parents are responsible for packing a lunch and snacks for their child in an appropriate container with a cold pack. Please send a balanced nutritional snack for your child. Please pack healthy "body" food. Suggestions include pasta, sandwiches, string cheese, cheese snacks, fruit, and yogurt, vegetables w/ dip, fruit snacks or roll ups. **DO NOT SEND CANDY, SODA, COOKIES, SUGARED CRAKERS, DESSERTS OR FOODS WITH A HIGH SUGAR CONTENT.** Any foods with high sugar content will be returned home, for enjoyment at home.

We do not allow students to share snacks with each other. We return uneaten food in lunch boxes, so parent will know how much each child is eating.

Personal Items and Electronics

Please DO NOT send valuables toys with your child unless special arrangements have been made between you and the HFC Coordinator. Husky Fun Club will not be held accountable for personal items that are lost or broken.

Dress for the Weather

Husky Fun Club will be spending time outside daily unless there is a cold weather warning. Please ensure your child has the appropriate clothing for being outside.

Pick-up

Upon arrival at Hidden Valley, please call **335-8179** and notify the staff of your arrival. Students will be instructed to collect their belongings and will meet their family member at the front boot room. Parents/Guardians will be asked to be mindful of social distancing rules and may have to wait to collect their child, until another family has departed.

Arriving on time is respectful to the staff working at HFC. Families who arrive late without having contacted the HFC Coordinator head of time will be given a strike. If this continues to an ongoing issue, and a family has 3 strikes, their child will no longer be eligible to attend the Program.

We understand that there are things that happen, that are out of one's control, but we expect that Parents/Guardians will make every attempt possible to contact the Coordinator to let them know they will be late.

Absences

We request a phone call or voice mail to the school office by 9 a.m. on any day your child will be absent from the program. The number to call is **667-8164**.

Sick Children Policy

This includes vomiting, diarrhea or upset stomach, severe cold, coughing or consistent runny nose, bronchitis, communicable disease or condition (pink eyes, impetigo, lice, undiagnosed rash), high temperature or a contagious illness (ears, throat or other infection), please, do not return your child to care until he/she has been on antibiotics for at least 24 hours. The COVID-19 list of symptoms also applies.

Travel

If you have travelled outside of the Territory (excluding BC and NWT) we require you to refrain from attending Husky Fun Club for 14 days upon return. Please notify the Program Coordinator of your plans to travel and expected return.

Students with EA support

Students who require a 1:1 EA in the classroom will need to have similar support to attend HFC. HFC is similar to afterschool daycares, that we are not equipped to handle some of the higher needs of students. If you have any questions about this, please contact the HFC Coordinator.

Behavioral Concerns

Husky Fun Club staff want to ensure the safety and happiness of all the participants. If there are behavioral concerns, parents will be notified and staff will work with families to promote positive behavioral modification. In the event that a student is too difficult to manage, such as a student takes off from the program or is physically aggressive towards others for example, the HFC Coordinator in discussion with the school Administrator may remove a child from the program. While this would be a last resort, the staff have to ensure that everyone is safe.

Over the past few years we have had some incidents involving parents and aggression with HFC staff. HFC has adopted a zero-tolerance policy when it comes to dealing with parents. **No form of verbal or physical aggression will be tolerated by HFC staff, and in the event that there is verbal or physical aggression, you will no longer be welcome to utilize the HFC.**

Accidents

Parents will be notified of any accident that involves their child.

Child Abuse Protocol

We are required by law to report any suspected cases of child abuse to the department of Health and Social Services.

Fire Alarms and Evacuations

In the event of the fire alarm sounding, students will exit out the gym, via the side doors to the playground. Attendance will be checked to ensure all students and staff are accounted for. Once the alarm is cleared, they will re-enter the school via the main doors.

In an emergency evacuation, students will be re-located to 20 Marion Crescent. You will be contacted to the HFC Coordinator in the event of an evacuation.

Parent Communication

Comments, questions and /or concerns are always welcome from the parents. It is our responsibility to keep parents informed of their child's day.

Parent/Guardian Agreement

I, _____ the Parent/Guardian of

_____ have read the Hidden

Valley Husky Fun Club Parent Handbook, and agree to abide by the Policy and Procedures

outlined in the Handbook. _____ I acknowledge that by failing to follow the Policy's and

Procedures outlined in the Handbook, that my child(ren) may be removed from the Husky Fun

Club Program. _____ I acknowledge that the Husky Fun Club Coordinator reserves the

right to enforce the Policies and Procedures to ensure the health and safety for all who attend.

Signed _____ day of _____, 2020

Parent/Guardian

HFC Coordinator