



## **After School Program 2021 - 2022**

Please ensure that you take the time to read this handbook to avoid any unnecessary confusion. We look forward to providing the children within our region with a safe, fun and memorable After School Program.

See you Soon!

*Bay Bulls - Bauline Athletic Association*

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## WELCOME

On behalf of the Bay Bulls – Bauline Athletic Association, we would like to extend a warm welcome to all participants of the 2021-2022 After School Program. This handbook has been created to provide you with key information regarding your child's upcoming experience in the BBAA After School Program. We are very pleased that you have chosen our program and we want to assure you that our goal is to provide your child with a fun, exciting & safe school year. Our enthusiastic staff will be trained to make your child's year memorable and rewarding. ASP will be held at the **Bay Bulls Regional Lifestyle Center**

**The program will run from Monday, September 13, 2021 to June 23, 2022**

**Cost: \$24/day**

**Program Time: 2:00 – 5:30pm**

Please do not hesitate to talk to us if you have any concerns or questions about your child or the program.

### Updates/Changes:

- Students in grade 5 & 6 must complete a curtesy seating request form and submit it to Mr. Petten ([garypetten@nlesd.ca](mailto:garypetten@nlesd.ca)) for approval. Once your seating is approved, your registration may then be completed with the BBAA.
- Youth in grades 4 or above are required to wear a non-medical mask at all times, except when eating or drinking. While not required, it is encouraged that masks be used when engaged in indoor physical activity.
- Youth in grades 3 or below are not required to wear a non-medical mask while indoors but are encouraged to do so if it can be done appropriately and consistently.
- Registration: we will not be offering a “drop in” option this school year. You can either register for the entire month or select weeks within the month. There will no longer be an option to register for only 3 days out of the week.
- Late pick up time is now 5:30pm – parents will be asked to pick up their child at the rear entrance of the Lifestyle Building to avoid contact with any persons inside the lifestyle center. Parents will be required to wait at the

door and staff will bring your child to you. If pick up protocols change, they will be communicated to all parents registered.

- Children will be required to use hand sanitizer before they get on the bus (we will supply sanitizer).
- Children will be assigned a seat at the beginning of the month and will stay at that table with their group for the entire month.
- Each kid will be given their own set of markers, crayons, etc. and will not share with others. All supplies and equipment will be cleaned daily

## OVERVIEW OF ACTIVITIES

When the children arrive at the Bay Bulls Regional Lifestyle Center, we will get the children ready to sit down for a snack. Afterwards we will take an hour to complete homework, then we will have games/activities/crafts planned for the remainder of the day. Gym space will be available from 4:00 – 5:00pm each day!

The program offers an abundance of age appropriate activities for the school age children including physical activity (sports, games), imagination/creativity (arts, crafts, music), relaxing (books, puzzles, board games, listening activities) etc.

## REGISTRATION

Registration for this year's After School Program opens Wednesday, August 11th, 2021. **Registration for the month of September will close on September 7<sup>th</sup>! Moving forward, registration for each month will close on the 25<sup>th</sup> of each month (unless otherwise communicated. Please make note of this or put reminders in your phone!**

Registration must be fully completed for each child who attends the After-School Program, including contact information, alternate contacts, allergies/medical conditions etc. If there are any changes in your contact information or alternate contacts throughout the year, please update your account on Amilia ASAP. Registration can be made through our online system, Amilia. Before you start the registration process, be sure to add your child's name and information to your account.

**\*Registration should be done one month at a time. Registration will close the 25th of the month prior, to ensure bus lists are accurate. Once the bus lists have been sent to the school, there will be no changes made or late registrations taken!**

## **HOW TO REGISTER**

Go to [www.amilia.com](http://www.amilia.com) and search for Bay Bulls Bauline Athletics Association. If you have already used this system, log in – if you forget your password, select ‘reset your password’. If you have never used this system, click “create account.” You will be required to enter your information but please be sure to “add” your child and their information on your account. If your child is not listed on the account, you will end up registering yourself into our afterschool program.

**YOU MUST REGISTER FOR THE FULL MONTH BY THE 25th of the month prior!!**

**NOTE: If the month changes mid-week, all dates during that week will be included in the same month's registration (Example: October 1<sup>st</sup> is on a Friday, therefore October 1<sup>st</sup> will be included in September's registration.**

## **PAYMENT & REFUNDS**

The BBBA is a non-profit sport & recreation organization. The Association strives to maintain the lowest possible fees & ensuring that our members receive the highest level of programming possible. The association incurs an administrative cost for each child during registration including but not limited to staffing, credit card & debit fees, equipment, facility rental and it is because of these costs that the BBBA has adopted a refund policy going forward for all programs.

Payment is to be made at the time of purchase. Payments will only be accepted via credit card through the registration system (this system does not accept debit visa). The cost of our program is \$24.00 per day.

If you have issues with payment, alternative options may be discussed with the recreation director on an individual basis if necessary.

Refunds will not be given once the last day of registration (25<sup>th</sup> of each month) has passed. A full refund, minus a \$10 non-refundable deposit/transaction, will be granted if notification is given to the recreation director prior to the 25<sup>th</sup> of each

month. After that, a refund or credit may only be issued for a medical reason which prohibits continued participation, in which case a medical note is required.

Refunds will not be given for snow days or unexpected closures.

Refunds or credits will not be given for individual absent days, even if a medical note is attached.

Refunds will not be given for removal due to behavioral concerns or failure to comply with camp policies and procedures.

Refund or credit requests will not be issued after program end date has passed.

**PLEASE NOTE: A \$40.00 fee will apply to any NSF cheques received by the BBBAA.**

## **STAFFING**

Qualified After School Program Staff have been hired to take care of our participants. Our goal is to make the program as enjoyable and safe as possible. Our staff will be certified in emergency first aid, along with attending training sessions, which will include topics such as epilepsy, allergy/epi-pen, bullying, fundamental movement skills training, child development, and dispute resolution. Additionally, all staff will be required to have a High Five Course and RCMP code of conduct.

All staff will be required to wear a non-medical mask during working hours.

## **Support Worker Policy**

Bay Bulls Bauline Athletic Association (BBBAA) supports an inclusive recreational program for all persons in our community. However, the BBBAA has a behaviour code of conduct which must be adhered to by all participants. Personal care needs (i.e., toileting, dressing, feeding) and recurring violent/aggressive behaviour causing harm to self, others, property or program quality are needs that fall outside of the skillset of the BBBAA's program staff. For participants who have higher levels of needs, it is the responsibility of the participants caregiver to find support. For children with identified exceptional needs to be successfully integrated into our programs the following criteria must be followed:

### **Support Worker**

If your child requires the support of a one on one or shared student assistant at school for behaviour, safety reasons or otherwise then they are also required to

have a one-on-one support worker while attending our After-School Program and the Summer Program.

The one-on-one support worker must be:

1. Provided by the family
2. Submit a Certificate of Conduct and Vulnerable Sector Check issued no earlier than 6 weeks prior to the start of the program.
3. Submit a valid Standard First Aid and CPR certificate
4. Be present at the program at all times when the child is in attendance.

Bay Bulls Bauline Athletic Association will waive the registration fee of any child whose family is required to provide a one-on-one support worker.

### **Transportation**

Transportation for children registered in programs is offered by Bay Bulls Bauline Recreation Association. Participants who use alternate transportation to and from school must also use alternate transportation to the After-School program. Arrangements for this transportation must be arranged by the family with the school.

## **COMMUNICATION**

Important notices, and other relevant information will be posted on our Facebook page as well as sent out in an email. **Email will be the main method of communicating with parents.**

Please make any changes of telephone numbers or email addresses on the Amilia site so we can keep our files up to date, and more importantly, so that we can reach you in the event of an emergency.

If for any reason your child will be absent from the program on any given day, **PLEASE** contact the program by leaving a voicemail or email by 1pm. (See contact numbers below) or by speaking directly to the recreation director. If you know in advance that your child will not be attending, please provide notification in writing or inform our recreation director so that it is documented. Please do not place notes in school bags or send an email to the school as this can often be missed. We cannot leave the school until every child is accounted for. When parents fail to notify us of their child's absence it causes major delays and concerns for program and school staff.

## **DROP OFF/PICK UP**

For the safety of your child, all children must be picked up and signed out by a person over the age of sixteen (16) years. This person must be a parent/guardian or alternate person listed on the child's registration form. If for some reason someone other than those listed on the original registration forms are picking up your child, we ask that you give us notice. Staff will require a photo ID be presented when someone different is picking up your child.

It is appreciated when parents/guardians are prompt in picking up children at the end of the day. Late pick-up time is 5:30pm!

## **SCHEDULED SCHOOL CLOSURES**

At this point in time we do not operate on PD Days or other scheduled school closures. If anything changes within the upcoming months, I will notify all participants via email.

## **UNEXPECTED CLOSURES**

In the event that school is closed unexpectedly (poor weather, power outage, etc.), or should an unexpected school closure occur outside of the regular school dismissal time, the After School Program will be cancelled and parents will have to notify the school the procedure to take with their child (ie. Pick up or put on regular bus).

## **NUTRITION**

Encouraging healthy bodies through physical activity and good eating habits is very important. We encourage you to also pack some extra healthy snacks in your child's bag in case they may not like the option prepared or are looking for a little more fuel to keep them going.

Please avoid giving your child any peanut/tree nut products as there are participants registered in our program who have peanut/tree nut allergies. You will be advised of any additional food-related allergies or restrictions if they become available.

Children are not allowed to purchase items from the vending machine on site.

## **MEDICATIONS/ALLERGY INFORMATION**

Our staff will not administer any medication to participants. Any medication should either be self-administered or be given to your child before or after program hours.

Upon registration, parents/guardians should identify any special conditions that BBBA and After School Program Staff should be aware of. All information will be treated professionally and confidentially. This information is important for us so that our staff can be properly prepared to ensure the safety of your child.

Epi-pen or Inhaler: If a camper has a known allergy or pre-existing condition for which an Epi-pen or inhaler has been prescribed and they have a prescription for such, the parent/guardian must indicate this on the registration form.

## **HEALTH POLICIES**

If you or your child is having symptoms of COVID-19 or flu-like symptoms, you are required to stay at home!

If your child should become ill while they are at camp, you will be notified right away to come pick up your child. We have an Emergency Action Response Plan in place should your child feel ill while at camp.

## **BEHAVIOUR GUIDELINES**

**\*UPDATED APRIL 2021\***

All participants are expected to follow the behavior outlines by the BBBA and these expectations will be reviewed with all participants at the beginning of the program. Participants will be reminded of these expectations throughout the week on a regular basis. However, it is the responsibility of all parents and guardians that they ensure children are willing and able to follow these guidelines

Participants will be encouraged by program staff to display the following behaviors:

- Respect for others
- Respect for property
- Responsibility for their belongings
- Safe and fair play
- Cooperation with leaders and participants
- Listen to others
- Being honest



- Following the program rules
- Appropriate voice tone and language
- Abiding by the rules of the program
- It is also expected that all participants/parents/guardians adhere to all guidelines outline by Bay Bulls Bauline Athletic Association and the Government of NL in relation to COVID-19 safety.

The following unacceptable behaviors will **not be tolerated**:

- Aggressive behavior such as hitting, kicking, biting, or pushing
- Excessive use of obscene language or gestures
- Teasing, bullying, name calling or other verbally aggressive behavior
- Possessing dangerous or sharp objects
- Running away from program site (indoor or outdoor locations)

### **COVID-19 Guidelines and Expectations**

All participants are expected to follow all guidelines as it pertains to COVID-19 provided by the Government of NL and those provided by Bay Bulls Bauline Athletic Association

- Understand and follow proper hygiene etiquette
- Maintain social distancing at all times, unless otherwise directed
- Keep in their personal bubble
- Understand the importance of COVID-19 rules and guidelines.

**As per the government restrictions regarding summer day camp programs, if a child is unable to follow the guidelines listed above, they will be unable to remain registered in the summer program.**

### **Behavioral Procedure**

Below is the manner in which our staff should respond to inappropriate behavior by participants. It is very important that staff addresses unwanted behavior immediately so that the participant is aware that their behavior is unacceptable. Staff will use discretion to take appropriate action if unacceptable behavior occurs. If a participant exhibits any of the non-tolerated behaviors, the following actions will be taken on an individual basis.

**IMPORTANT: If at any time a behavior is of danger to the participant, other participants or staff, or the participant is using excessive use of obscene language/gestures, the participant will be removed immediately.**

## **Non-Physical Behavior**

Non-physical behavior includes but is limited to taunting, bullying, discrimination, disrespectful words or actions, causing emotional harm to another participant/staff, verbal aggression or implied actions, anything deemed inappropriate by staff

**1<sup>st</sup> occurrence:** Participant will be removed from the situation. Staff will communicate with the participant and explain why their behavior is unacceptable. An incident report will be written, and parent/guardian will be notified at the end of the day. The report must be signed by parent/guardian and staff who completed the form.

**2<sup>nd</sup> Occurrence:** If there is a second incident of undesirable behavior, the participant will be removed from the activity and staff will sit with the child and review previously discussed behaviors' and camp expectations. Parent/guardians will be called to be informed of the incident and reminded of the repercussions if this behavior continues.

- Staff will discuss techniques used to redirect the behavior and ask parent/guardian for additional methods. Depending on the nature of the concern, parent/guardian may be asked to set up a meeting with the Recreation Director.

**3<sup>rd</sup> Occurrence:** If behavior concerns are still present despite the above interventions, the parent/guardian will be called and asked to pick up their child immediately. A meeting will be held with the parents/guardian, Summer Supervisor and Recreation Director.

The camp expectations will be reviewed and the consequences of not adhering to the expectations will be clearly outlined to the parent/guardian.

At this time a behavior contract will be presented with the expectations and consequences clearly outlined. The purpose of the behavior contract is to encourage positive behavior techniques, therefore there will be a section of the contract that outlines positive consequences and rewards for the participant when these expectations are followed.

It is the responsibility of the parent/guardian to review the contract with their child and have them sign the contract and return to the Summer Supervisor the follow day.

**4<sup>th</sup> Occurrence:** If there are still issues and concerns after the above interventions have occurred it will result in the removal of the participant for the remainder of their registration. Refunds will not be applicable.

## **Physical Behaviors**

Physical behaviors include but are not limited to kicking, pushing, punching, hitting, any form of physical contact, throwing items, anything that may cause harm, any form of physical aggression or actions, anything deemed inappropriate by staff

**1st Occurrence:** Parent/guardian will be contacted immediately. The participant will not be permitted to attend camp for the remainder of that day. An incident report will be completed and must be signed by parent/guardian and staff. Upon returning the next day, staff will work with the participant using identified techniques to try and prevent future undesired behaviors.

**2<sup>nd</sup> Occurrence:** If a second physical behavior incident occurs upon the return to summer day camp, the participant will be sent home for the remainder of the day, plus one day.

In addition, a meeting will be scheduled between the Summer Supervisor, Recreation Director and parent/guardian to discuss the behavior expectations and consequences for not adhering to the outlined expectations. At this time a behavior contract will be presented with the expectations and consequences clearly outlined. The purpose of the behavior contract is to encourage positive behavior techniques, therefore there will be a section of the contract that outlines positive consequences and rewards for the participant when these expectations are followed. It is the responsibility of the parent/guardian to review the contract with their child and have them sign the contract and return to the Summer Supervisor the follow day.

**3<sup>rd</sup> Occurrence:** If there is a third occurrence of any kind it will result in the removal from the summer day camp for the remainder of the summer. Refunds will not be applicable.

## **WHAT TO BRING**

It is very important that you dress your child appropriate for the program.

- “Indoor” gym sneakers must be worn in the gym (i.e. sneakers that have not been worn outside and don’t leave streaks on the floor)
- Physical activity, including outdoor play, is an important part of our program and all children are expected to participate. Snow Pants, hats, mitts, and/or a change of clothing are required for the cold weather months.
- **Ensure all personal items are marked with your child’s name. The program is not responsible for lost or stolen items.**
- We have our very own water cooler on site. Please ensure your child comes with a water bottle to fill up.

## **ITEMS NOT PERMITTED**

- Electronics (cell phone, ipod, portable game device)

- Money
- Items of value

## **INDIVIDUAL FUNDING OPPORTUNITIES:**

### [Canadian Tire Jumpstart - Individual Child Grants](#)

Canadian Tire Jumpstart is committed to helping all families access a range of activities! Jumpstart helps with the registration and equipment costs associated with a sport or physical activity.

### [KidSport NL](#)

KidSport provides children with:

- The opportunity to enjoy a season of children's sport programming.
- Healthy habits that will last their whole lives.
- Valuable life lessons and skills including leadership, practice, hard work, dedication, and self-confidence.
- Access to mentorship and guidance from coaches

## **CONTACT INFORMATION**

If you have any additional questions/concerns regarding the After-School Program, please contact Carla Sullivan (Recreation Director) at 334-2300 or by email [rrd@nf.aibn.com](mailto:rrd@nf.aibn.com)

**Thank You for choosing the Bay Bulls - Bauline Athletic Association as your After-School Program provider. We hope your child enjoys our program!!**

# SCREENING QUESTIONNAIRE



**STOP** Do not go to child care if any of these apply to you.

Staff and children must use this questionnaire daily to decide if they should attend child care. Parents should complete the screening on behalf of their children.

**1. You have one of the following symptoms**

- Fever (including chills or sweats)
- Cough (new or worsening)
- Shortness of breath/difficulty breathing
- Sore throat or difficulty swallowing (not related to a known cause/condition)
- Unusual headache
- Unusual fatigue or lack of energy
- New onset of muscle aches
- Loss of appetite
- Vomiting or diarrhea (more than 24 hours)
- Loss of sense of taste or smell
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes/conditions such as being outside in cold weather)
- Small red or purple spots on hands and/or feet in a child/young adult (if this is the only symptom, please read the information in Question #1 on the next page)

**Stay at home.**

Use the online COVID-19 self-assessment tool, call 811, or contact your primary care provider.

**Stay at home**

Follow the advice given to you by Public Health. If you have not been contacted by Public Health, use the online COVID-19 self-assessment tool to determine if you should seek testing.

**Stay at home** and use the online COVID-19 self-assessment tool to determine if you should seek testing.

**2. You have been in close contact with a known or suspected case of COVID-19 in the last 14 days**

**3. You have been advised to self-isolate for any reason**  
(e.g. travel, Public Health advice, public advisories)



### **1. What if my child has no other symptoms except small red or purple spots on their hands or feet?**

Children 18 years of age or younger will require testing, but they may attend child care in the meantime. This is because small red or purple spots on the hands and/or feet usually appear later in the disease when an individual is no longer able to infect someone else.

### **2. What if I have a positive test result?**

If you get tested for COVID-19 and the test result is positive, you should stay home until you are told by Public Health to end self-isolation.

### **3. What if I have a negative test result?**

If your COVID-19 test is negative, you can return to child care once you have been symptom-free for 24 hours without the use of fever-reducing medication and you feel well enough.

### **4. The health assessment did not recommend that I get tested for COVID-19. What do I do?**

If COVID-19 testing is not recommended, you can return to child care when you have been symptom-free for 24 hours without the use of fever-reducing medication and you feel well enough.

### **5. Will I need to be tested again?**

If you test negative, you do not need re-testing unless you develop new symptoms, or your symptoms get worse. If you get new symptoms or your symptoms get worse, complete the online COVID-19 self-assessment again.

### **6. What if someone in my house is self-isolating?**

You can attend child care if someone in your house is self-isolating and they can isolate away from others in the house, AND they do not have symptoms. Everyone in your household must self-isolate if:

- Someone in your house is self-isolating and they have symptoms or develop symptoms.
- Someone in your house is self-isolating and there is no ability to isolate away from others in the house.

Household members of rotational workers can interact with others outside their household while the rotational worker is self-isolating. More details can be found on the [Rotational Workers](#) page.

### **7. Where can I find the online COVID-19 self-assessment tool?**

The online COVID-19 self-assessment tool can be found at [gov.nl.ca/covid-19](https://gov.nl.ca/covid-19)

**Remember...stay home if you feel sick.**