



2024-2025

RJDS After School Care Parent Handbook

POLICIES, PROCEDURES AND OTHER IMPORTANT INFORMATION

RJDS After School Care is a licensed child care program for students of Richmond Jewish Day School in Kindergarten to Grade 7.

In British Columbia, school and child care are regulated by different authorities, with different standards and practice. This handbook serves as a resource to include additional or amended policies and procedures, as well as any other information specific to the RJDS After School Care program.

Please refer to the [2024-25 RJDS Parent Student Handbook](#) for more information, including but not limited to, the following:

- School Mission
- Faculty and Staff
- Important Dates
- Parking Lot Procedures
- Food Policies
- Fragrance Policy

- Acceptable Use Policy for Smart Phone and Mobile Devices
- Student Dress Policy
- Code of Conduct
- Crisis Management
- Anti-Bullying Policy



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Program Description

As an extension of the elementary school and a partner of the RJDS Early Learning Centre, the RJDS After School Care Program expands on the school's values of community and Jewish heritage, in a nurturing, inclusive environment. Programming includes a combination of age-appropriate activities based on the children's needs and interests, as well as free play and relaxation time to decompress after a busy school day.

Operating Hours:

After school care is provided until 5:30PM only on days when school is in session. There will be **NO** after school care on the days listed below:

- **Wednesday, October 2, 2024** (Early dismissal for Erev Roshahana at 1:30PM)
- **Friday, March 14, 2025** (Early dismissal for Purim at 11:45AM)
- **Wednesday, June 25, 2025** (Early dismissal for Summer Break at 11:45AM)

Fees

B.C. Government Child Care Subsidies:

Child Care Fee Reduction Initiative (CCFRI)

- This agreement is between the government and the child care centre, so no actions need to be taken by the family.
- Applies to all families, regardless of income.
- Amount is automatically subtracted from monthly tuition.
- If at any point the government discontinues the CCFRI, full fees will be charged to the family.
- Tuition savings are as follows:
 - Kindergarten \$50/month
 - Grades 1 - 7 \$17.50/month

Affordable Child Care Benefit (ACCB)

- This agreement is between the government and the family and is determined by household income.
- Once approved, the amount is automatically subtracted from future monthly tuition and the previous month's balance is refunded to the family (if approval comes after your child has already started care).
- If funding is denied or the family is in breach of the funding agreement (for example, child has been absent for longer than the allowable period), the family is responsible for the balance of fees owed to RJDS.

Monthly Fees

| | Kindergarten | Grades 1 - 7 |
|------------------------------------|--------------|--------------|
| Full fees before CCFRI Savings | \$235 | \$232.50 |
| Parent Portion after CCFRI Savings | \$185 | \$215 |

Daily Drop-in Fees

| | Kindergarten | Grades 1 - 7 |
|------------------------------------|---------------|----------------|
| Full Fees before CCFRI Savings | \$11.75 | \$11.75 |
| Parent Portion after CCFRI Savings | \$9.75 | \$10.75 |

- Please be advised that drop-in spaces are limited and subject to availability.



Enrollment

Enrollment Policy

As a condition of the admission of a child to RJDS After School Care, the enrolling parent/guardian must agree to abide by the terms and conditions of the Enrollment Agreement (the "Agreement"), in the Enrollment Package.

The enrolling parent/guardian is responsible for all fee payments and any failure to pay fees when due constitutes default of the Agreement. All fees are due as per the "PAD AGREEMENT", which should indicate the 1st of each month enrolled. Interest of 1.5% per month (18% per year) will be added to accounts that are more than 30 days overdue.

In the event of a default under the Agreement, the parent/guardian must pay all the costs of RJDS associated with enforcing its rights under this Agreement, including, without limitation, collection agency fees, reasonable legal fees, arbitration costs, and any other costs associated with collecting any debt owed by parent/guardian to RJDS, with or without suit. RJDS reserves the right to restrict re-enrollment of a child whose accounts are not current.

Withdrawal Policy and Withdrawal Schedule

The enrolling parent/guardian is obligated to provide formal notice to the Director or RJDS office staff on the last day of the month, at least one month in advance of their child's last day of care. For example, if December 31st is the last day of care, then notice on or before November 31st is required.

The family is not entitled to a refund of any deposits, fees already paid or additional fees paid, without appropriate notice as per the Withdrawal Policy and that fees will be immediately due and payable in accordance with the Withdrawal Schedule.

Notwithstanding the foregoing, the application of the Withdrawal Policy may be modified or waived in whole or in part, under exceptional circumstances, at the discretion of the Executive of the Board of Directors, upon written request from the family outlining in detail their reasons for requesting said modification or waiver. All such requests shall be kept confidential.

Failure to pay fees in accordance with this Withdrawal Schedule constitutes a default under this Agreement, entitling RJDS to all remedies available at law and in equity.

Daily Communication

To improve communication between parents and staff, this year RJDS After School Care will be adopting the use of the Brightwheel App. Already successfully employed by the RJDS Early Learning Centre, this app allows parents to sign children in and out, for staff to share photos and updates of the children's daily experiences, and for parents and staff to send direct messages to each other. Each custodial parent/guardian is required to download and use this app for signing their child out of After School Care on a daily basis. The e-mail addresses you provided in your child's school enrollment forms will be used to send the app invitation.

If your child will be absent from after school care and the office staff was not notified earlier in the day, parents may inform the After School Care staff using a Brightwheel message.

Safe Release of Children Policy

Pickup

Remember to check out your child using the Brightwheel app and one of the QR codes displayed around the school. Please always ensure that a supervising staff member acknowledges your arrival for pick-up before leaving the school with your child. **All families must exit the school by 5:30pm**

Authorized Pickup List

Your child will be released only to an authorized adult on your Emergency Contact/Authorized pick-up list, as indicated on your enrollment package. If you authorize another person to pick up your child that is not on the pickup list, parents are required to notify staff electronically over Brightwheel. Please provide pickup person's name and phone number in the documented notification. A photo ID will be required at pickup time any time the teacher does not recognize the pickup person. Without the parent's documented consent, the child will not be released.

Car Seat Provisions

Any adult with a minor in their vehicle is responsible for adhering to car seat safety laws. Educators have a duty to inform authorities if they are aware of possible risk of harm and/or illegal activities that relate to a child. Therefore, your child may not be released if our staff determine that your designated pick-up person does not have sufficient child restraint installation.

The following link provides information on the minimum legal requirements for car seat safety and best practices for car seats in Canada: [Car Seats For The Littles](#)

Custody Agreement

If an enrolling guardian informs the school that there is a legal custody agreement for the child, the guardian must provide a copy of the custody restriction and court order to dictate who can or cannot pick up the child.



Release of a Child to an Impaired Adult

The staff at RJDS have an ethical and legal responsibility to always ensure the well-being of the children when in their care. If an authorized guardian appears to be incapable of providing safe care for their child at the time of pickup, they will not be released under any circumstances.

Staff will take one or all of the following steps to ensure the safety of the child.

- Call a relative or friend to pick up the parent and child.
- Arrange a cab ride home.
- If the situation becomes violent or the parent insists on driving home in an impaired state, the police will be contacted.

Failure to Pick Up a Child

If a child is not picked up at the end of the day, staff will take the following steps, in the following order:

1. Contact the parents / guardians at all phone numbers provided and leave a voice message.
2. If parents are unreachable, we will contact the alternate authorized persons list.
3. We will contact the Ministry of Children and Family Development at 604-310-1234 or 604-660-4972 and follow directions given, if a child is not picked up 60 minutes after closure and we have been unable to contact anyone in the child's file.



Staffing and Supervision

RJDS After School Care staff have a minimum qualification of Responsible Adult and all other necessary credentials to supervise your children.

Our top priority is the safety and well-being of your child. We go to great lengths to meet children’s individual needs in a safe, secure and nurturing environment. Staff-to-child ratios are as follows:

| | |
|---|------|
| If any child in grade 1 or younger is present | 1:12 |
| If no child in grade 1 or younger is present | 1:15 |

Guidance Policy

The staff at the RJDS After School Program practice positive guidance in accordance with the school’s Code of Conduct and Anti-Bullying Policy. With respect for the child in mind, we approach guidance with empathy and compassion. Here are some examples of what this looks like:

- Build strong connections with children to understand and meet their individual needs
- Use observation without bias, and avoid shaming children
- Guide children gently away from harm using prevention and substitution techniques
- Model positive language to teach constructive problem-solving
- Adapt the environment and routines to meet children's needs and reduce conflicts
- Acknowledge and help children express their feelings appropriately
- Offer limited, safe choices to empower children within clear boundaries

Abuse Policy

At RJDS, we do all that we can to ensure that no child enrolled in our program is subjected to emotional, physical, sexual abuse or neglect while under our care.

If there is any suspected form of child abuse in the home or in any other setting, including but not limited to, neglect, spanking, knowingly providing unsafe car seat provisions, etc. we are governed by law to report this to the BC Ministry of Children and Family Development. These steps are taken to protect the children and it is the responsibility of the MCFD to investigate the suspected abusive behaviour. Our #1 priority is the safety and well-being of all children in our program.

Health, Wellness and Safety

Illness Policy

Please keep your child home or seek alternate care arrangements if:

- Your child is not well enough to participate in regular programming and routines

AND/OR

- If your child is suffering from one or more of the following symptoms/conditions:
 - Pain - any complaints of unexplained or undiagnosed pain.
 - A common cold with listlessness, runny nose and eyes, coughing and sore throat.
 - Difficulty in breathing - wheezing or a persistent cough.
 - Fever (100 degrees F/38.3 degrees C or more) accompanied by general symptoms such as listlessness or sluggishness, (this may also require a doctor's attention).
 - Sore throat or trouble swallowing.
 - Infected skin or eyes, or an undiagnosed rash.
 - Headache and stiff neck (should see a physician).
 - Unexplained diarrhea or loose stool (may or may not be combined with nausea, vomiting or stomach cramps). These symptoms may indicate a bacterial or viral gastrointestinal infection which is very easily passed from one child to another via the fecal-oral route.
 - Nausea and vomiting.
 - Severe itching, dry skin of either body or scalp if caused by head or body lice or scabies.
 - Known or suspected communicable diseases.

*If the symptoms are caused by a diagnosed allergy (an official doctor's note is required to confirm) and they can be managed enough that the child is comfortable and not at medical risk, they may attend.

Your child may return to RJDS when they are:

- well enough to participate in regular programming and routines
- past the required isolation days/infectious period of a diagnosed or suspected communicable disease
- Symptom-free (without the use of fever-reducing medications) for **at least 24 hours** except for a lingering runny nose and cough (mild), as sometimes these symptoms last for weeks after an illness
 - gastrointestinal symptoms such as vomiting and diarrhea must be gone for **at least 48 hours** before returning to RJDS
 - depending on the circumstances, parents/guardians may be asked to keep their child home for longer than the minimum requirement

Please inform RJDS any time your child is unwell, along with symptoms and diagnoses whenever possible. This allows us to notice trends and signs of something going around, and in case extra, more particular precautions must be taken. Certain illnesses and symptoms may be communicated to the other families; however, children will never be identified in these notifications.

If your child's illness is named on the BCCDC's list of Reportable Communicable Diseases, you must notify RJDS immediately and follow the BCCDC's guidelines for isolation and treatment. Any child who has not received their childhood vaccines for one of these illnesses must stay home until the exposure/outbreak has been declared over.

In the event that a child becomes sick at RJDS or the staff discover their symptoms from a recent illness are still present, the parent/guardian will be called and required to pick up their child immediately. Your child will be kept comfortable and monitored until you arrive.

RJDS After School Care follows the guide and reporting procedures for [Common Communicable Diseases in accordance with Vancouver Coastal Health](#).

Unfortunately, fees cannot be refunded due to illness, whether for a child's absence or closure due to staff illness, as there are still ongoing operating costs.

Injuries

Minor Injuries

If a child has a minor injury such as a scrape or bruise, guardians are notified via phone call, in-person, or Brightwheel message, and the first aid treatment administered to them.

Minor Head Injuries

1. The parent/guardian or emergency contact will immediately be contacted, to be advised of the injury and that we are monitoring the child. It is up to the parent/guardian to determine if the child needs to be picked up at that time.
2. If the child's condition changes/deteriorates and the child has not been picked up, then a follow-up phone call to advise the guardian will be made immediately, as well as a call to 9-1-1.
3. The child will need to be seen by a doctor and requires a doctor's note before returning to the centre.

Serious Illness or Injuries

There is always at least one staff member present who is trained and certified to provide First Aid and CPR. If for any reason the school need to call 9-1-1, we will contact the child's parent/guardian immediately by phone to advise them of the situation and notify them where they should meet the ambulance. If a guardian cannot be reached, then we will call the emergency contact right away.



Emergency Procedures

In addition to the school's Emergency Preparedness Plan, licensed child care is required to conduct monthly fire drills and an annual earthquake drill. These drills are crucial due to the different circumstances and personnel available after school hours, which require slightly modified procedures.

Food and Drink Policy

In accordance with RJDS's Kashrut and Allergy Policies, After School Care asks that children have extra food and snacks packed in their school lunch bags in case, they get hungry. On occasion, the school may provide light snacks, keeping in mind that the same dietary restrictions are followed during school hours and in each individual child's file. Each child is also asked to bring a refillable water bottle each day. Please remember that our school remains a shellfish and nut-free school.

Active Play Policy

In order to support children's healthy physical development, and to meet the requirements of the [Director of Licensing Standards of Practice - Active Play](#), our after school programs, whenever possible, incorporate a minimum of 30 mins of outdoor active play, when care lasts for 3 hours or less (indoor active play is acceptable when weather is poor or outdoor physical space is limited).

Screen Use Policy

According to Vancouver Coastal Health's recommended best practices, all licensed child care programs must limit screen time (TV, computer, electronic games) to 30 minutes or less a day, and no screen time when children are in care for less than 3 hours per day. Our programming does not typically involve screen use. Staff may, however, at their discretion, allow older children to use screens for homework when appropriate and under supervision.

Continuation of Service

We are committed to doing our absolute best at providing a caring and supportive environment for all children and families. With the understanding that our environment may not be suitable for everyone, there may be situations where accommodation is not possible, and we must insist that the child and their family leave the program.

Possible situations that may be cause for termination of care include, but are not limited to, the following:

- **Unsafe Situations**
Physical, emotional, or verbal acts which result in placing your child, other children and their families, or teachers within the school in an emotional, physical, harmful, hurtful or unsafe situation.
- **Recurrent Late Pickup**
RJDS has exhausted all efforts to resolve problems of late pickup with a family.
- **Payment in Arrears**
Fees for service are not paid according to the signed Enrollment Agreement form and successful resolution of differences cannot be achieved.
- **Change in Custody**
Custody status changes and the child's new custodial guardian wishes to withdraw.
- **Abuse and/or Harassment**
A family member harasses, threatens abuse or commits a violent act towards a staff member, child or other family involved at RJDS. We have a zero-tolerance policy towards abuse and harassment from family members. In some cases, the first step (and at the discretion of the Director/Principal) may just involve prohibiting said family member from the premises and further communication with staff.

Children's Records/Personal Information

All personal information received is kept confidential, filed away and locked. Personal information includes, but is not restricted to, registration forms, consent forms, and special care information. To keep the information accurate, parents/guardians are reminded to report any changes to the information that they submit during registration (address, phone numbers, emergency contact persons, alternate pickups, custody agreements, medical information, etc.) Our privacy protocols comply with the privacy legislation and the Provincial Child Care Regulation.