



After School Program Handbook

Welcome!

Thank you for choosing the County of Brant After School Program as your authorized after school care provider. We pride ourselves in offering quality recreation programs and services in a fun and safe environment. We are very excited to be offering the After School Program at nine different locations for children in Grades Junior Kindergarten to grade 6.

The County of Brant staff are committed to ensuring the safety of all participants who will be attending the after school program,

The County of Brant is committed to providing a positive, recreation experience for all participants in a safe and inclusive environment. To achieve this goal, we expect participants to;

1. Show respect and consideration for staff and fellow participants
2. Be cooperative and participate in program activities
3. Respect program rules, the facility and any program equipment
4. Our leadership staff will work with children the first week of program to encourage their input into writing and reinforcing program rules.

After School Program Mission

To enhance the quality of life of those who live, work and/or play in the County of Brant by providing efficient and effective delivery of local services.

Please read through this handbook carefully so that you and your child(ren) are well prepared for a Safe and Fun program experience.

This handbook will include the following information about the After School Program;

- Participants Arrival and Departure from Program
- Staff
- Snack program
- Cleaning Program Site/ Equipment
- Everything else you need to know about After School Program.

Arrival & Departure

Participants Arrival to Program

Each day participants will check in with program staff at the designated program meeting location. Staff will do attendance daily, record information on the sign in/sign out sheet, sign in each participant into the program.

After School Program staff will be in constant contact with school staff and follow up with updates on daily screening results from each participant within the program.

Participant's personal belongings (e.g., backpack, clothing, etc.) should be labeled and kept in the designated area.

Departure from Program

Parent/Guardian/Approved pick up adult will pick participants up from the program; upon arrival at the designated pick up location, call/ text the program cell phone. A program staff member will bring your child(ren) with their belongs to the designated pick up location. To ensure that we are following all guidelines, pick up from program will take place outside of the program location; school exit, facility exit.

Parents/Guardians please ensure that you provide all approved pick up adults through your COB Connect accounts at www.brant.ca/CobConnect

During the pickup time parent/guardian/approved pick up adult will have the opportunity to discuss any issues or concerns about their child(ren) with staff member.

Staff will then sign the child(ren) out of the program recording; time of pick up, adult that picked up and staff initial.

Communicating with Families

The County of Brant After School Program will share with parents/guardians the policies and procedures regarding health and safety protocols.

- Procedure regarding sick child(ren) and what the process will be in the event that a child(ren) are identified as become ill during the program, as well as including additional precautions. This will include procedures for child pick up when requested (parents/ guardians must have a plan in place to have children picked up if requested)

Health & Safety

Handwashing

Handwashing with soap and water is the preferred method for cleaning hands. Hands must be washed with soap and warm water before and after direct contact with people or objects contaminated with blood and other body fluids for a minimum of 20 seconds.

Participants and Staff will be encouraged to wash their hands frequently, including:

- Before and after touching or eating foods
- After using the washroom
- After returning from playing outside
- After sneezing or coughing into hands
- When visibly soiled

Staff will encourage participants to cough or sneeze into their sleeve or cover their mouth and nose with a tissue (if unmasked). Throw tissues out immediately after use and wash hands.

Avoid touching the eyes, nose and mouth with unwashed hands.

Cleaning Program Site/ Program Equipment

Many infectious diseases and illnesses can be prevented through appropriate hygiene, sanitation, and infection prevention or control practices

After School Program staff will work with local school boards and County of Brant facility staff to ensure that programming area is cleaned and disinfected after core day program ends (school) and before the After School Program begins.

Cleaning log will be kept at each program site. This will track and demonstrate cleaning tasks have been completed.

Protocols When Someone Demonstrates Symptoms of Illness

If a child feels sick during program, Staff will contact parents immediately to advise parents of their child's symptoms. We ask parents to pick up their child as soon as possible. If the child attends school the next day, they are welcome back to program.

Our Program Staff

Our After School Program staff are chosen for their enthusiasm, creativity, leadership skills, past work experience and their ability to connect with children. Our staff are committed to providing your child(ren) with Safe, Fun and Quality Programming. All staff have completed Standard First Aid and CPR C Training and FAIR BRANT training. Each program location has an assigned Senior Leader. If you have any questions or concerns regarding the program please speak with the Senior Leader directly.

Snack Program

A snack planned by staff following guidelines referencing Canada's Food Guide will be provided to your child(ren) during program. All snacks are nut free.

Proper hand hygiene will be practiced by staff and participants before and after snack is served.

- There will be no self-serve or sharing of food during snack time.
- Snack will be served in individual prepacked portions to participants.
- One snack will be provided, please send extra if needed.

Program Absence

We ask that you inform the After School Program staff, if your child(ren) will be absent from the program at any given time or if your child(ren) will be picked up early from the program. You can find each program cell phone number located on the last page of the handbook, please call and leave a message or text the program phone for any absences. If your child(ren) are absent more than 50% of the program, the County of Brant After School Program will contact you in regards to your child(ren)'s status in the program.

Behaviour Policy

To ensure that every child within the program feels safe and enjoys the program to the fullest extent the County of Brant has implemented a Behaviour Policy for all registered programming. Please keep in mind this means behaviour that impacts the enjoyment and safety of participants and staff in a negative way, as outlined in the Behaviour Policy, will not be accepted within programs. If your child(ren) present behaviour(s) as identified by the policy, disciplinary actions will follow according to the guidelines within the Behaviour Policy. Please see below the Behaviour Policy for your review.

Program Hours

Burford Community Centre	Bell - 6:00pm
Burford District Elementary School	Bell - 6:00pm
Cobblestone Elementary School	Bell - 6:00pm
Glen Morris Public School	Bell - 6:00pm
Mt. Pleasant Community Centre	Bell - 6:00pm
Onondaga Brant School	Bell - 6:00pm
Paris Central Public School	Bell - 6:00pm
Scotland Community Centre	Bell - 6:00pm
South Dumfries Community Centre	Bell - 6:00pm

Program Tags

The After School Program requires all of our participants to have a County of Brant After School Program Tag. This tag is to be included (securely) on your child(ren's) backpack/bag. This will help our staff, your child(ren), school staff, and/ or another after school program provider (within the school) identify your child(ren) as one of the County of Brant's After School Program participants.



Concussion Policy

In an effort to ensure the safety and wellbeing of all program participants the County of Brant has developed a Concussion Policy. This policy recognizes that concussions can occur from contact sports, recreation, camp and aquatic programs and the importance of proper evaluation and treatment of such injuries. This policy asks that employees and volunteers (agents) become familiar with common signs and symptoms of concussions and head injuries. If an agent witness's questionable signs and/or symptoms associated with a concussion it is their role to remove the participant from the program for further evaluation and they must notify a parent/guardian. Agents are not permitted to allow a participant to return to program until they have received a written statement from a qualified health care provider indicating the participant has been cleared.

If a participant is removed at any time from program due to a suspected head injury it is the parent/guardian's obligation to have the participant evaluated by a qualified health care provider and to obtain from that provider a written statement (1) indicating that the health care provider has, within the last three years, successfully completed a continuing education course in the management and evaluation of concussions; and (2) that clears the participant to resume participation in the sporting event, recreation, camp and/or aquatic program.

(Note: Qualified Health Care provider are as follows; Physician, Registered Nurse, Licensed Practical Nurse, Physical Therapist, Athletic Trainer, Chiropractor)

Program Contact

Site	Location	Address	Phone #
Burford District Elementary School	Burford District Elementary School	35 Alexander St.	(519) 757-9776
Blessed Sacrament-School	Burford Community Centre	14 Potter Drive.	(519) 754-5746
Cobblestone Elementary School	Cobblestone Elementary School	179 Grandville Circle.	(519) 754-5792
Glen Morris Public School	Glen Morris Public School	522 Glen Morris Rd. East	(519) 732-5741
Mt. Pleasant Public School	Mt. Pleasant Community Centre	667 Mount Pleasant Rd.	(519) 757-9243
Oakland Scotland-Public School	Scotland Community Centre	85 Simcoe St	(226) 387-1204
Onondaga Brant School	Onondaga Brant School	21 Brant School Rd.	
Paris Central Public School	Paris Central Public School	7 Broadway Street East.	(519) 754-6235
St. George German Public School	South Dumfries Community Centre	7 Gaukel Drive.	(519) 732-4826

After School Programmer

Danielle Brason

(cell) 548-328-3876

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Recreation Coordinator

Djordje Petrovic

(cell) 226-388-1149

djordje.petrovic@brant.ca

Community & Protective Services Department Behaviour Policy

The County of Brant strives to foster an inclusive environment based on the mutual respect of both child and staff. It is critical that we enforce and consistently follow through with rules and disciplinary procedures to allow for the ultimate safety of everyone involved. Unfortunately, if a child is unable to follow the rules, they will receive a disciplinary form, which will be sent home and returned to staff, before the child can come back to the program. At the County of Brant, we want to create a positive and inclusive atmosphere for our participants, in order for them to have a safe, fun and memorable time with us.

The County of Brant recognizes that some children with disabilities may have a more difficult time understanding and following the rules. We will work together with parents/guardians, to establish realistic expectations for the child, which do not affect the safety or security of the other participants. If your child requires this type of support, please contact the Accessibility and Inclusion Coordinator at FAIRBrant@brant.ca.

Please note: Depending on the severity of the situation, progressive discipline warnings may be skipped over to the next warning. Additionally, completed disciplinary forms will be kept on file, are active from September-August and are transferrable to all County of Brant registered and/or drop-in programs. Finally, all discipline forms will be sent out at the discretion of the Recreation Coordinators.

Disciplinary forms will consist of a Progressive Discipline process as listed below:

***For each warning, behaviour forms will be sent home to be signed and returned to staff, by both the parent/guardian and the child.**

Warning One: Yellow

If a participant is consistently not listening, not following the rules and/or misbehaving; the participant will receive three verbal warnings before receiving a yellow form and parents will be notified of the situation by senior staff or the coordinator. Within Warning One: Yellow Offences, behaviour is from mild to moderate

Warning Two: Orange

If a participant is exhibiting degrading, unsafe, or unwelcoming behaviour; or if the first level of discipline has been issued, parents will be notified by senior staff or the coordinator. Within Warning Two: Orange Offences, behaviour is from moderate to severe.

Warning Three: Red

In the case of strong disciplinary action, for instance if the participant has bullied or injured another participant or a County of Brant staff, they will skip the yellow and orange warnings and receive a Warning Three: Red Form. Or if the first and second warnings of discipline have been issued, he or she will receive a red form. Contact with the parent/guardian will be made immediately and the child will be sent home.

Removal From Programs

A participant who has received the three written warnings, will be removed from all registered programs for a period of time, based on the number of offences they have acquired. In order to be considered for re-instatement, the parents/guardians must arrange a return to program meeting with the Recreation Coordinator and Senior Leaders of the specific program, to outline

the rules of the program and the Behaviour Policy. The child would then be re-instated on a probationary basis, beginning at Warning Two: Orange. A behaviour plan will be completed prior to the child returning to program.

First Offence: Child will be removed from all registered programs for a period of one month.

Second Offence: Child will be removed from all registered programs for a period of three months.

Third Offence: Child will be removed from all registered programs for a period of one year.

Final Offence: No further permission to return to any County of Brant programs.



County of Brant - Community Relations Concussion Policy

PURPOSE

The County of Brant recognizes that concussions and head injuries can result from contact in sports, recreation, camp and aquatic programs and have serious consequences if not properly evaluated and treated. Therefore, it is recommended that the County of Brant adopt the following Concussion Policy in order to educate and to establish a plan of action for County of Brant employees and volunteers for when a participant (who is defined as an individual under the age of 18 years) suffers or is suspected of suffering a concussion during a sport event, recreation, camp or aquatic program.

POLICY

It shall be the policy of the County of Brant that all parents/guardians of participants that are in any County of Brant sports, recreation, camp and/or aquatic program will be familiar with the signs and symptoms of a concussion and be prepared to take appropriate action as outlined below in responding to such incidents.

“When in doubt, sit them out!” Children and Youth are particularly vulnerable to the effects of a concussion. Once considered little more than a minor “ding” on the head, it is now understood that a concussion has the potential to result in death, or short- and long term changes in brain function. A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a strike to the head or body. Symptoms include (but are not limited to) transient confusion, disorientation, impaired consciousness, dysfunction of memory, loss of consciousness, seizures, irritability, lethargy, vomiting, headache, dizziness, or fatigue. Continued participation in any sporting event, recreation, camp and/or aquatic program following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain and even death.

The well-being of the participant is of paramount concern during a sporting event, recreation, camp and/or aquatic program. Parents/guardians are asked to make all efforts to ensure that concussed children do not continue to participate. Thus, parents/guardian and County of Brant, employees/volunteers should all be looking for signs of a concussion in all participants and any suspected concussed participants should immediately be removed from any County of Brant sporting event, recreation, camp and/or aquatic program.



All parents/guardians and County of Brant, employees/volunteers will be familiar with and will receive a copy of this policy. The Concussion Policy must be reviewed/acknowledge and signed by the parent/guardian before the participant can be permitted to participate in any County of Brant sporting event, recreation, camp, and/or aquatic program.

Role of County of Brant, Employees/Volunteers (Agents):

Agents will NOT be expected nor will they be trained to “diagnose” a concussion. Diagnosis is the job of a qualified health care provider. Agents are being asked to use their best judgment in observing the signs, symptoms associated with concussion. If an Agent observes questionable signs, symptoms, or behavior, he/she must remove the participant from the sporting event, recreation, camp or aquatic program for further evaluation and notify the parent/guardian. Agents are not permitted to allow a participant to resume activity until the Agent receives a written statement from a qualified health care provider indicating that the participant is cleared to resume participation in the sporting event, recreation, camp and/or aquatic program. The written statement must be provided to the Agent who removed the participant from the sporting event, recreation, camp or aquatic program. If that Agent is not available, then the written statement must be provided to the Agent’s supervisor before the participant may resume participation.

Role of Parent/Guardians:

Like Agents, parents/guardians will NOT be expected to “diagnose” a concussion. However, parents/guardians are being asked to become familiar with the signs, symptoms and behaviours associated with concussions. Parents/guardians will be required to review the policy and indicating that the parent/guardian has read, understands, and agrees to abide by this policy. Participants will not be allowed to begin participating in a sporting event, recreation, camp and/or aquatic program. Parent/guardians will be expected to comply with this policy and support the determination made by the Agents to remove a participant from a sporting event, recreation, camp or aquatic program.

It is the parent/guardian’s obligation to have the participant evaluated by a qualified health care provider and to obtain from that provider a written statement (1) indicating that the health care provider has, within the last three years, successfully completed a continuing education course in the management and evaluation of concussions; and (2) that clears the participant to resume participation in the sporting event, recreation, camp and/or aquatic program.



Note: Qualified Health Care provider are as follows; Physician, Registered Nurse, Licensed Practical Nurse, Physical Therapist, Athletic Trainer, Chiropractor

Mandated Course of Action:

1. Remove player from the sporting event, recreation, camp or aquatic program.
2. Notify parent/guardian
3. Any participant suspected of having a concussion should be evaluated by a qualified health care provider as soon as practicable.
4. Before a participant will be allowed to resume participation in a sporting event, recreation, camp and/or aquatic program a qualified health care provider must provide the Agent, who removed the participant from the sporting event, with a written statement indicating that he/she is a qualified health care provider and that the participant is cleared to resume participation.

NOTE: This policy is applicable only to the County of Brant's, sporting events, recreation, camp and aquatic programs. The County of Brant is not responsible for implementing this Concussion Policy for independent teams, groups, leagues, organizations, or associations who utilize the County of Brant's facilities, parks and/or fields/diamonds.