



**ATLAS**  
**LEARNING ACADEMY**

**OUT OF SCHOOL CARE  
(OOSC)  
HANDBOOK**

**School Website:**

**[www.atlaslearningacademy.com](http://www.atlaslearningacademy.com)**

**School Email Address:**

**[office@atlaslearningacademy.com](mailto:office@atlaslearningacademy.com)**

**School Phone numbers:**

**Main Line: 403-912-1133**

## OUR TEAM

DIRECTOR	HELEN KOUPANTISIS	<a href="mailto:helen@atlaslearningacademy.com">helen@atlaslearningacademy.com</a>
OFFICE ADMINISTRATION	FARAH MALIK	<a href="mailto:office@atlaslearningacademy.com">office@atlaslearningacademy.com</a>
OOSC TEACHER	RENEE MUNDAY	<a href="mailto:renee@atlaslearningacademy.com">renee@atlaslearningacademy.com</a>
OOSC TEACHER	SARAH MCLOUGHLIN	<a href="mailto:sarah@atlaslearningacademy.com">sarah@atlaslearningacademy.com</a>
OOSC TEACHER	SHARLENE VALENZUELA	<a href="mailto:sharlene@atlaslearningacademy.com">sharlene@atlaslearningacademy.com</a>
OOSC TEACHER	SAMANTHA KLASS	<a href="mailto:samantha@atlaslearningacademy.com">samantha@atlaslearningacademy.com</a>

### OOSC HOURS:

**Before School Care: Monday to Friday 6:30am to 8:10am**

**After School Care: Monday to Thursday 3:00pm to 6:00pm**

**Friday 1:00pm to 5:30pm**

**\*Please pick up at least 10 to 15 minutes before closing time\***

### Late Pickups:

We appreciate promptness when dropping off and picking up children. If you will be late picking up your child, please phone the school at 403-912-1133, so we are informed of your situation.

If late pick up becomes a regular occurrence extra fees will be charged at a rate of \$1.00 per hour.

Please call or email the school prior to pick up if someone that we are not familiar with or who is not listed as an emergency contact is picking up your child(ren). We will need their name and they will be asked to show their ID.

## **OOSC (Out of School Care) Fees:**

**\$375.00/mth** for Before & After Care (Mon-Fri)

**\$175.00/mth** for Before Care (Mon-Fri)

**\$225.00/mth** for After Care (Mon - Fri)

**\$175.00/mth** for After Care (Mon - Thurs)

**\$125.00/mth** for Fridays only After Care

**\*Drop-In** also available-\$10 for the first hour and \$5 per 10 min to hour after

**\*No OOSC on PD days\***

**OOSC may be available for vacation closure dates, depending on the interest expressed by parents and the number of children enrolled.**

\$25 per day for 5 hours or less

\$40 per day for 5 hours or more

***\*OOSC is only offered to Atlas students\****

**We are subsidized through Alberta Child and Family Services.**

Please go to: <https://www.alberta.ca/child-care-subsidy.aspx>

# Program Details

## Supervision

Students will be supervised by certified ECE instructors with current first aid certificates and criminal record checks. The OOSC program is licensed under Alberta Child and Family Services.

## Indoor Activities

The children will participate in a variety of planned activities each day, such as crafts, fine arts, dancing, sports, building/designing, free play, group games, and much more!

## Outdoor Activities

Students will play outside during aftercare on the playground, weather permitting, and participate in active movement activities in the gym on a daily basis.

## Food Policy

- Children must bring a snack every day.
- Children must bring a snack on Fridays.
- Children may bring breakfast or snacks in Before Care.
- We are a peanut/nut-free school.
- If a student attends OOSC programming without enough snacks on a regular basis, parents will be contacted to send in a supply of food for their child.

## Medications

If students are required by a physician to take medication during school hours, parents need to fill in and sign a **'Request to Administer Medication'** form. Medication needs to be in the original package and parents must inform the staff who will be administering the medication how to administer it, the dose required, any possible side effects, emergency procedures to be followed when necessary and how the medication needs to be stored. These forms can be found on our website at [www.atlaslearningacademy.com](http://www.atlaslearningacademy.com)

The person administering the medication will record the name of the medication, dose, and time given and initial the form. The person administering the medication will also record any side effects/concerns and inform the parents.

## Accident / Illness Policy

If a student becomes injured or ill while at school, the teacher will attend to the situation. If the student's injury or illness appears serious, parents/guardians will be notified and arrangements will be made to have the student go home or go for medical attention, accompanied by a parent/guardian. If the student's injury or illness appears to be serious and we cannot reach a parent/guardian by phone, an ambulance will be called at parents' expense. If parents/guardians cannot be reached, the emergency contact listed in your child's file will be called.

An incident/accident report will be filled out by the observing staff member(s) for minor accidents. The parents will be required to read the report and sign it, upon arrival at the centre.

If your child has a **fever, the flu, a rash, or is contagious in any way**, they must stay home **until 24 hours after all symptoms are gone** and they are **not** contagious anymore.

Parents are required to report any communicable diseases that their child may have contracted. Other parents and staff must be warned of any contagious or harmful illness. Please look on the Alberta Health Link website if you are not familiar with the communicable diseases and when children are no longer contagious. Students that are not vaccinated may be asked to stay home if an outbreak of a contagious disease is occurring. Those students will not be able to return unless we have the go ahead by Alberta Health Services and our school nurse.

If a child has a diagnosed contagious disease, the parent/guardian is required to inform the school immediately. The school will then immediately, with discretion, inform the other parents/guardians of the situation and will sanitize the entire centre to ensure a healthy environment. A doctor's note will be required giving permission for the child's safe return to the centre.

### **Behaviour Policy**

Atlas Learning Academy's OOSC program is a play-based program open to children ages 5-12 years old. The OOSC staff is determined to create a positive, safe and inclusive environment for all. As a multi-aged program, it is important that children enrolled in OOSC understand and respect the rules set out by OOSC staff members.

- For some activities, students enrolled in OOSC programming will be placed in groupings according to age.
- Should a student require repeated reminders for inappropriate behaviour, OOSC staff will alert parents.
- Should the inappropriate behaviour continue, a Behaviour Plan may be put in place.
  - The Behaviour Plan is subjective and may involve the following:
    - communication with parents that a Behaviour Plan has become necessary
    - documentation of subsequent behaviour shared with parents
    - strategies of support determined by OOSC staff, parents and student
    - a timeline by which consistent, improved behaviour will be observed
  - If it is determined the Behaviour Plan has not been effective, the student may attend OOSC programming on a limited basis, as determined by staff and parents.
  - If it is determined that after reduced attendance the behaviour has not improved, the student may be asked to leave the OOSC program.

***In the event a student is asked to limit attendance or leave the OOSC program, Atlas Learning Academy will adjust fees to reflect the accurate attendance.***

## **School Closure Policy**

### ***INCLEMENT WEATHER POLICY SCHOOL CLOSURE/EMERGENCY***

School closures will occur when the temperature outside reaches **-40C with the wind chill**. We use the Weather Network as our hourly guide. Our facility opens daily at 6:15am and we have teachers who live a far distance from the school, therefore even if the temperature will increase throughout the morning hours, our official plans for closure will be determined at 6:00am.

Email & ClassDojo will be the form of communication used for emergency school closure days. If the school is going to be closed due to inclement weather or an emergency situation that does not permit us to be at the school, parents will receive an email by 6:00am. Please check your email daily during periods of inclement weather so you do not miss an important email from us. Refunds will not be issued for school closures due to inclement weather. Our policy is in line with having very young children in a building that could experience bursting pipes or a fire, even during extreme weather. Our muster point is located far enough away that walking there for very young children in extreme weather conditions is unfavourable. Thank you for respecting this policy.

## **Toys / Items From Home**

Toys or items from home are only allowed on Show and Share days. Toys such as guns, knives, or other weapons are not allowed at the school or in the OOSC program.

The OOSC program is equipped with a wide variety of toys that will stimulate the children and keep them interested.

## **Emergency Evacuation Location**

If an evacuation of the centre occurs, we will relocate the children from 508 3<sup>rd</sup> Avenue S.E.to:

**BEST WESTERN HOTEL  
121 Edmonton Trail SE  
Airdrie, Alberta T4A 1S2  
(403) 948-3838**