



Rural Municipality of WEST RIVER

Afton Imagination After School Program

Hours of Operation

Afton Imagination will be open 2:45PM – 6:00PM daily (on regular instructional days)

All pickups will require an assigned adult signature acknowledging the pickup and time.

Late Pick Ups

When children are picked up late parents will be billed \$10.00 for any amount of time withing the first 10 minutes, and an additional \$1.00 per minute per child after the initial 10 minutes. If you are going to be late, please contact the center by phone. As we pay our staff only until closing, this fee will go directly to the staff member.

Required Forms

Forms that are required annually by parents with children attending the after-school program,

Child/Family Information Form – if changes throughout the year please advise staff.

Medical Emergency Form – required for each child.

EpiPen Administration Form – if an EpiPen is required for your child, please include this form with the EpiPen.

Signed Policy

Billing

Invoices are billed Monthly at the end of each month for the upcoming month. Payments are due by the first of each month.

All billing and payment transactions will be handled through the municipal office. Any questions related to billing should be addressed to Cody MacDonald or Susan Morse.

Cody MacDonald – cservices@westriverpe.ca (902) 675-7000

Susan Morse – admin@westriverpe.ca (902) 675-7000

The province of Prince Edward Island Family and Human Services offers financial assistance for childcare to qualified families. Please contact that department for more information or visit the Child Care Registry site where you will find a table to calculate your eligibility.



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Outside Play

We try to have children get outside everyday, please be sure they have appropriate clothing, footwear, and sun protection. You are free to leave extras at the center for your child's use.

Pick Up

Parking is available in either parking lot. Families can enter the door at the rear of the building (located beside the Community Fridge). Accessible entrance/exit is the main municipal office door.

We respectfully request that all vehicles be turned off while unattended in our parking lot. Please do not leave children unattended in vehicles or in the parking lot. Also note that during the operating hours of the program the facility is a smoke free environment.

Child Discipline Policy

The purpose of this behavior management and guidance plan is to promote a safe, respectful, and inclusive environment for all children attending our after-school program. We aim to support the social and emotional development of each child by fostering positive behaviour through clear expectations, consistent guidance, and proactive strategies.

Philosophy

Our program believes in a positive, child centered approach to behaviour management that emphasizes:

- Mutal Respect
- Clear and consistent expectations
- Encouragement and support
- Teaching appropriate social skills and conflict resolution
- Developmentally appropriate response

We understand that children are learning how to manage emotions and behaviour. We see every situation as an opportunity to guide, model, and support this learning process.

Please see attached document for full policy.



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Fee Schedule & Payment Procedures

2025/26 Tuition Fee Schedule

After School Program (2:45PM – 6:00PM)

\$18.00/instructional day plus statutory holidays

Deposit \$150.00 (due at registration)

Payment is due on the 1st of each month, beginning in September (or first month of enrollment) via cheque, cash or etransfer.

Etransfer is to be sent to cservices@westriverpe.ca (Please use child's name in comments)

Cheques are to be made payable to "Rural Municipality of West River" and dropped off the municipal office or placed in the mail slot beside the office exterior door. NSF or returned cheque fee is \$35.00 each instance.

Cash payments are to be delivered directly to the municipal office during office hours (Monday, Wednesday, & Friday 9:00AM – 4:00PM)

Program staff will not accept payments. Please use one of the methods listed.

If you have any concerns about payments, please contact Cody MacDonald by email cservices@westriverpe.ca or phone (902) 675-7000.

Policies and Procedures

Sick Day, Holidays, and Extended Absences

Please call or email the center if your child will be absent and inform staff of any medical considerations that may affect other children within the center.

We are unable to reduce the cost of fees due to child absence. Due to child/staff ratios that must be adhered to, we must have staff present for each day of the week.

PLEASE NOTE: Monthly fees are expected in cases of extended absence, such as family vacations, as this maintains your child's space within our ratio. When a child withdraws from our program, we are unable to guarantee space if you choose to return. Deposits for the after school will be applied to the last month invoice only after 6 months attendance in our program and written notice is received.



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Children No Show Without Prior Notice

Any child that does not arrive at the program from the bus will be investigated by staff. Staff will immediately contact the applicable school to investigate and will proceed to contact parents. It is parents' responsibility to notify the program staff of **ANY** change of students plan to attend the program.

Holidays

Fees will be charged on all statutory holidays and other noted days as required. These are subject to change as administration sees fit. Current list of observed holidays: New Year's Day, Islander Day, Good Friday, Easter Monday, Victoria Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day. Please note that Afton Imagination is closed between Christmas and New Years and March Break.

Tax Receipts

Tax receipts will be provided on or before February 28, following and covering the previous taxation year. Tax receipts will be provided to the person indicated on the Yearly Family Information Form unless a court order is provided to indicate differently. Tax receipts will include all payments for childcare within our program core hours.

Letters of Reference and Attendance Documents

When letters and documents are needed for government agencies there will be a charge of \$50 per requirement. Afton Imagination will need a copy of the request letter and requirements, current address and phone number and correct spelling of names required on the documents. Documents will be provided within 5 business days after receiving payment. Please note that your account must be current for your letter(s) to be released.

Termination of Space

Afton Imagination requires one month written notice if your child is leaving the program. In Lieu of notice, parents will be billed for the month following the child's departure from the program.



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Storm/Closure Days

In case of snowstorms or inclement weather the program will follow the Public School Branch closures.

If adverse weather is forecasted for a sudden weather event during the program hours the staff will contact you if children must be picked up early. It is YOUR responsibility to make sure staff have updated and accurate contact information.

Sickness and Emergency

If a child is sick or uncomfortable, it is Afton Imagination policy to contact parents immediately to arrange for their pick-up. Please be respectful of the other families in the program and keep your child home if they are unwell. Children will be sent home immediately with a temperature at/or exceeding 100 degrees, with excessive cold symptoms, with stomach upset or diarrhea. Children sent home may not return to the program for 24 hours after symptoms subside. Once contacted it is the parents' responsibility to arrange immediate pick-up of the child.

If the child becomes injured, Afton Imagination staff will immediately administer first aid. If the incident requires immediate medical assistance, we will contact 911 and then a parent/guardian.

If neither parent nor guardian can be reached, Afton Imagination staff will contact the designated emergency contact on file.

Note 1: Afton Imagination staff members are required to have current First Aid Training

Note 2: It is essential that parents leave all contact addresses and phone numbers with Afton Imagination staff to ensure that we can contact parents/guardians if needed. Any changes in this information must be updated immediately and the responsibility of the parents/guardian to do so.

Note 3: We teach and encourage children to wash their hands with soap, before and after eating, coughing, sneezing, and when they arrive at the program. To reduce the chances of obtaining flu and colds. Please reinforce this practice with your children at home.

Lice

Any child that shows evidence of live lice will be sent home for treatment. We kindly ask that children be LICE FREE before returning to the center.

Administration of Medicine and Special Medical Information

Any child required to receive any prescription medication will be required to have a parent's sign, date, time, and record dosage amount on our medicine administration form. These are available through a



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staff member. Parents will also be required to sign the waiver portion of the form, allowing staff to administer medicine to your child. No medicine or medical treatment (application of ointments, etc.) will be administered without authorization through this form. No Medicine will be given if it is not in its original container or bottle and includes proper measuring tools. Directions on container of bottle must be followed exactly. Staff will require detailed instructions from parents in the administration of any medicine or special medical relate requests. Only prescription medications will be administered. No over the counter medicines will be administered, please do not send them to the program.

An EpiPen form is required for all children that have anaphylactic allergies. Parents are responsible to ensure that the EpiPen is current and available to our staff.

If your child is absent due to a contagious illness or infection (contact your doctor if you are unsure), immediately notify the center with the particulars and your physicians' name and number. Staff will endeavour to inform other parents as soon as possible to what exposures a child may have been susceptible to. Afton Imagination and staff relies on you, the parent, to monitor your child's health and keep them home from the program in the likely event that they have contagious ailments such as the flu (or flu-like symptoms), chicken pox, measles, etc. If your child is not well enough to go outside or participate full, please keep them home.

In addition, notify the program staff immediately of your child has been in contact with any surface/skin irritants such as impetigo, ringworm, or other contagious infections, or head lice, etc. If your child or anyone from your family has had exposure with delayed notification, please contact staff immediately. Please be informed that the affected child's confidentiality with be respected if/when informing other parents of medical conditions or potential medical conditions within our program. Afton Imagination will only inform parents that their child may have been exposed to a contagion and that for further information they should contact a public health nurse.

Emergency Procedures: Fire Drill, Lock Down, Evacuation

Fire Drills

Afton Imagination will practise monthly fire drills, with different scenarios, times, exits and document such practices each time. During each practice children are escorted outside to the designated area. A staff member leads children outdoors; another staff member will check the space to ensure everyone is out and then join the group and complete a roll call. Staff will take out the roll call list, phone, and child files. Last staff out check the building and rooms, ensures that they are empty and takes out the first aid kit. Extra staff are disbursed with children at time of drill.

Muster/evacuation area should an incident occur is at the far end of the big parking lot at the end of the mailbox banks.



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Evacuation

When an evacuation scenario occurs, we will follow our fire drill procedures with our destination being set as the above. If any destination changes occur parents will be notified.

Lost & Found

Stray items are stored in a lost and found bin for your convenience, usually near the main door. Please check this area regularly. If unable to locate the bin, please ask a staff member. When the container becomes overflowing, we display items for a week, and whatever is not claimed is donated.

Snacks & Meals

Afton Imagination will provide 1 snack daily. Our two-week menu will be posted. If changes to the menu are required a note will be made about the change. We provide healthy choices of fruit, vegetables, and dairy and grains as directed by the Canadian Food guide. If your child will not eat the provided food, please send a snack of your choice. Please be aware of any food allergies posted. We are a nut free facility and other allergies will be posted on the parent board. As per health and safety guidelines all food carrying containers brought from home must be clearly labelled with child's name.

Food Allergies

Limited food products that have adverse effects on children and staff may vary from year to year based on the individual requirements. Please be sure to check the program information desk for these alerts. Peanuts and tree nuts are BANNED. Other restrictions are on a need basis. Afton Imagination requires full disclosure on any food allergies.

Outdoor Environment

Outdoor exploration and play are integral parts of the program. Children will spend time outdoors everyday, except when inclement weather does not permit us to do so. Please ensure that your child is dressed for each season. It is a good idea to send along extra socks, underwear, hats, mittens, sunscreen, etc. for each child to keep at the program. Be aware your children will get dirty and wet; their outdoor clothing and footwear should be suited to this fact. Please be sure to label ALL your child's clothing and boots/shoes, as children can have similar items. (Note in the winter, we can be outside until -19C).



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If you feel your child is not well enough to participate in outdoor activities, they should be kept home for the day. We require that children have separate outdoor and indoor footwear. Indoor footwear must remain at the center. Indoor footwear must be rubber soled non marking. All shoes should be easy for the child to put on themselves. Send lace up shoes only if your child can tie them themselves.

Family Legalities

If family dynamics change before or during the year, please inform administration or staff of the changes to payment structure, receipts, billing, pick up, or emergency contacts based on the new parent roles and/or schedules.

We will require new forms yearly from each household (if parents live separately) to ensure that payment and fees are mutually agreed to by both parties.

When and if mutual written agreements from each parent can not be provided to Afton Imagination, we will need a valid copy of the court orders, separation agreements, parent plan and/or any other court document pertaining to child custody and child support to validate childcare receipts.

If any scenarios not mentioned above will affect Afton Kid's obligations to our families, please contact the administration.

Statutory Holidays & Closures

Afton Imagination complies with employment contracts and adheres to the following holidays:

New Year's Day

Islander Day

Good Friday

Easter Monday

Victoria Day

Remembrance Day

Truth and Reconciliation Day

Thanksgiving Day

Christmas Day

Boxing Day



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New Children

New children may be introduced to the program throughout the year, providing a space is available. We encourage all new parents to talk with staff and arrange a visit to the program.

Daily Routine

The children will be dropped off by the bus and then ready for pick up at your convenience. If your child is to be picked up by someone other than someone listed or a familiar face to them, please send a note, and please be sure that your child is aware of any changes. When picking up your child(ren) please allow them a 10 minute window to tidy up their space and get ready to leave independently (staff will assist when needed), as this is an important part of the work/play cycle.

Sharing

Children should be discouraged from bringing money, jewelry, and 'special' toys to the program. Books, if clearly marked with child's name, are welcome, as are special discoveries or things of interest. Please discourage your child from bringing large, soft material (plush) or aggressive items to our center as we have limited space and encourage peaceful interaction.

Sexual Abuse & Harassment Prevention Policy

Afton Imagination declares a ZERO TOLERANCE for sexual abuse, harassment, molestation, corporal punishment, or neglect.

Afton Imagination declares a "transparent policy" with children and staff.

Guidelines for responding to incidents of alleged abuse or harassment.

- Completion of written incident report

- Reporting to child protection services, police, and any relevant party

- Assure serious and compassionate response to allegations, without admitting legal liability or making public statements without legal council

- Confidentiality for alleged victim and perpetrator

- Immediately suspending alleged perpetrator pending outcome of investigation – consultation with lawyer and reporting to insurance company



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Other Concerns

Afton Imagination has attempted to cover and address most areas of concern for most parents, however if you can think of any scenario that we have not covered please contact the center administration and we will make every effort to answer your questions or concerns. In cases where situations arise additional policies may be enforced and posted within the center.

Note: Please be assured that any communication regarding your child by any staff member of Afton Imagination will be held in the strictest confidence.

Please sign and return a copy of the Parent Handbook. We require this on file with your child's enrollment in our program.

Afton Imagination and the Rural Municipality of West River thank you for enrolling your child with us.

Afton Imagination Contacts

Cody MacDonald cservices@westriverpe.ca (902) 675-7000

Susan Morse admin@westriverpe.ca (902) 675-7000

Center Staff kids@westriverpe.ca (902) 675-2842

I/We _____ have read the 'Parents Handbook' and the 'Behavior Management and Guidance Plan' and agree to the term and conditions as mentioned in both documents.

Date: _____

Signature:

Date: _____

Signature:

Child's Name: _____