



**Before School
Program
2022 / 23
Parent
Handbook**



O-YA's Before School Program

Thank you for registering in O-YA's Before School program. We know that a safe and high-quality program is important to your family and we look forward to welcoming your child this fall. This handbook will help parents by providing important information about our program and how it operates. If you require additional information, please inquire by email at info@o-ya.ca.

O-YA's Before School Program is for children in Grades 1 - 6 and runs Monday - Friday from after 6:30 am (Full Time) or after 7:30 pm (Part Time) until bus pickup.

Program Fees

For the 2022 / 23 school year, O-YA's Before School fee is \$160 / month for Full Time and \$130 / month for Part Time.

Payments can be made by e-transfer to info@o-ya.ca or by using O-YA's Square reader for credit / debit cards (there is an additional fee of \$5 per month for this option).

Program fees will only be waived / reduced if O-YA is required to close by a government order (example: Ottawa Public Health COVID measures). Program fees are still due if participants do not attend because of illness or vacation.

Transportation from O-YA to School

It is parent's responsibility to arrange transportation for students from O-YA to school (whether that is by bus, walking or bike).

Bus Cancellation Days

O-YA's Before School program does not run on School Bus Cancellation days. It is parent's responsibility to check whether school busses are running.

Loss of Power / Water at O-YA

O-YA's Before School Program will not run if there is no power or running water at the Osgoode Youth Association building for an estimated duration of over 30 minutes. Notification of this will be communicated to parents by email or phone.

School Closure Days

In the event that St. Leonards school is closed, O-YA's Before School Program will also close. It is parent's responsibility to check whether the school is open.

PA Days & School Holidays

O-YA's Before School program does not operate on OCSB PA Days or on school holidays. O-YA runs Day Camps on most PA Days and some holidays. You must register separately for these camps. Details are available on www.o-ya.ca.

COVID-19

O-YA follows City of Ottawa / OCDSB / Ottawa Public Health & Government of Ontario direction for all COVID-19 & other public health policies. If a participant has COVID-19 symptoms, has tested positive for COVID-19 or falls under any other Ottawa Public Health / Government of Ontario indication for isolating, they may not attend O-YA's After School Homework Club. O-YA uses the school screening tool provided by the Government of Ontario for determining whether a student can attend school / O-YA.

O-YA also follows this direction for all other COVID-19 prevention / protection measures (masking, hand washing, physical distancing, vaccine requirements, etc.).

Personal Belongings

O-YA does not take responsibility for or provide safe keeping for personal belongings brought to programs. If an item is valued or important it should remain at home.

Behaviour Management

Staff use positive behavior management practices with a strengths based approach, and we make every effort to work with children on an individual basis when negative behaviours are displayed.

However, should your child be involved in an unacceptable behaviour incident, they may be suspended until a specific behavior management strategy can be established. Intent and severity of the incident will be reviewed before a child is discharged from the program. Parents will be consulted, and your involvement and input are important.

Three SUPER EASY Rules (to have fun and be safe)

1. Use Kind Words
2. Keep Your Hands / Feet to Yourself
3. Follow staff / volunteer instructions

Code of Conduct Rules

In order to provide a safe and enjoyable environment at O-YA's Before School Program, all participants are expected to:

Speak nicely to each other, Youth Workers and volunteers

Keep hands and feet to yourself

Touch only what belongs to you unless you have permission

Stay within the activity area

Listen to and comply with instructions given by O-YA's staff and volunteers

Take care of O-YA's facility, equipment and furniture

Be responsible for any personal items brought to O-YA (O-YA is not responsible for lost, broken or stolen items)

Consequences for Breaking The Rules

5 Minute Time Out

If a student breaks a rule, depending on severity, O-YA Youth Workers use a 1-2-3 system of discipline.

1 = 1st warning, 2 = 2nd warning, 3 = 5 minute time out either immediately and/or during free time. At each warning, students will be told which rule they broke and given a suggestion of how to improve their behaviour.

Parent/Guardian Called To Pick Student Up

If a student gets three 5 minute 'time outs', parents/guardians will be called to pick their child up immediately. While students are waiting for pick up, they must wait in the Executive Director's office. Severity or intent of rule breaking may result in a call to parents with no preceding 'time outs'.

If a parent will not pick up their child immediately, a one week suspension will be considered.

One Week Suspension

If a student's parents/guardians have to be called 3 times for early pick up, that student may be suspended from O-YA's Before School Program for 1 week (5 school days from the time of suspension). Parents/guardians will receive verbal notice of this upcoming suspension at the second 'call for pick up'. Severity or intent may result in a one week suspension with no preceding 'calls for pick up' or written notice.

Program Suspension

If a student is suspended from O-YA's Before School Program for three 1 week periods, that student will then be suspended from O-YA's Before School Program for the remainder of the school year. Parents/guardians will receive written notice of this upcoming suspension at the second suspension. Severity or intent may result in program suspension with no preceding suspensions or written notice.

Bullying, threatening, intimidating or violent behaviour will not be tolerated and may result in immediate program suspension.

Suggestions, Questions & Comments

O-YA welcomes your questions, suggestions or comments to make our Before School Program a great environment and experience for your child. You are more than welcome to speak to any of O-YA's Youth Workers when you drop off your child. Or, if you would like to speak to the Executive Director, please call 613-826-0726 or email info@o-ya.ca and we would be happy to set up a meeting.