



**Out of School Care  
Child Handbook  
2019**

## **Introduction**

Welcome to Nessie's Jigsaw out of school care program! We are excited to have you join us here! In this handbook, you will find some information about our program so you know what to expect and what is expected from you. (Parents, please read through this book with your child).

## **General Room information**

You will have a cubby with your picture and name on it to keep your indoor shoes and personal items in. There will be a designated spot for your backpack as well- especially if you have special medication that needs to be kept in it! At times, there may be a pet (such as a fish or hamster) to help look after as well as various living plants that need to be cared for. The room you will be in is called the North and South America Room.

## **Things From Home**

You may bring toys or items from home on Friday's and some days when there is no school Please remember not to bring very special items that may get lost or broken. Materials are "bring at your own risk", and we will not replace lost or broken items. You may choose to share your toy or item with a friend at the daycare or you may wish to play with it alone, both of these choices are ok. If you are using a toy or item that belongs to another child, you must be respectful of how the other child wants their materials to be treated.

## **Nutrition**

Please remember to bring a lunch and some snacks when there is no school. You will have many opportunities to participate in cooking activities at the daycare! If you have a special recipe you would like to share, please bring it in. We encourage you to try new foods and find out what you like and what you don't. During school days, if you wish to have a healthy snack in the morning or leftover lunch from school in the afternoon, there is a snack table with napkins and water jug with cups for you to use. To avoid having food contaminate the toys, you must always eat and drink at the designated table while sitting and you will only have certain times to eat your snacks. We may have children with allergies in the room so even though we encourage you to share the materials in the daycare, we do not allow you to share your food with other children.

## **Activities**

During your time at Nessie's Jigsaw, you get to participate in a wide range of activities. Some examples are: cooking, building toys like Lego, painting, creating art, using the video camera, playing video games, reading books, and playing games. There is also a homework area if you want to start your homework before going home. If there is a special activity that you enjoy doing, we would love to hear about it to see if we can do it at the daycare. This goes for things that you would like to learn more about too!

## **Program Planning and Interests**

We think your ideas are very important and we want to know what you are interested in or want to learn about. This is why we love to get your input on the activities or things you want to learn about. We have lots of prop boxes with themed materials in them to expand on your interests. We also love having your input on creating new prop boxes! We have a variety of ways we gather ideas, sometimes you can use a "planning sheet", contribute to attendance questions, or put suggestions in the suggestion box. Sometimes there will be special groups such as "Movie Review Club" or "Newsletter Club" that you can choose to be apart of or take a turn leading!

## Technology Usage

You may participate in activities that use the internet. You can choose from a list of websites that are safe for children. If you have a specific website you wish to visit that is not on the list, you may ask an adult to view it with you. Children going on websites that are not for children may lose internet privileges. You will be able to have a timed 10 minute turn per day, and we determine turns based on the signup sheet. You are able to take pictures with the daycare camera but please don't use your personal cameras (such as Iphone or Ipod) to take pictures of other children just in case their moms and dads don't want their pictures being taken. We have a movie day on Fridays- sometimes it's a movie just for fun or it may be based around a theme we are exploring. You also have access to cameras and video cameras to explore your photography skills as well as your movie making abilities! We have "video games" on set days of the week. They do change based on other activities so please ask an adult what day you may get a turn.

## Behavior Expectations

### **General**

You are expected to treat the other children and Nessie's Jigsaw staff members with respect, and in return you will be treated with respect.

### **Conflict Resolution and Problem Solving**

If you have a problem, you are expected to try and talk it out with the people involved first before finding an adult. You may choose to ask the older children (some of them are part of the "C-Team" or conflict resolution team), and can help you talk out the problem until a fair solution is made. If you are uncomfortable talking about a problem you may write it down and put it in the "What's Bugging You?" box and an adult will help you find a resolution.

### **Recognition and Consequences**

We are so proud of you when you show positive behaviors like helping a friend, cleaning up a mess that you didn't make, solving a problem by compromising, participating in program planning and making suggestions, sharing materials, or demonstrating a skill that you have. When we see these behaviors we fill out a "caught being good" form and it will be entered into a contest to win a prize each month. In turn, when you are displaying negative behaviors like using inappropriate language, refusing to follow the room rules, showing unsafe behavior on the bus, destroying materials that belong to others or the daycare or not listening to the adults in the room will have consequences. Depending on what the situation/behavior was you may receive an incident form that your parents will sign. If it is a serious situation, you may lose certain privileges, or even be asked not to return to the daycare.

### **Bullying**

Bullying behaviors such as consistent name calling, starting rumors about other children, physically hurting other children (like hitting, kicking or punching), is unacceptable and will be dealt with seriously.

## School and Bus Safety

We take you to school and pick you up from school using our daycare buses. When you are on the bus there are some "DO's" and some "DON'T'S".

### **You are able to:**

Sing, talk to your friends, and wave to cars.

### **You are not able to:**

Stand up while we are driving, take your seatbelt off until you are told it is safe (if there are seatbelts), throw things at other children or the driver, make rude gestures to the other children/other vehicles, or yell/scream loudly unless there is an emergency. You must always go to the meeting point at your school right after the bell. You must always stay at school when you are dropped off. Responsible older children may be asked to help get younger children to the meeting place safely. If you miss the bus you must go to the office so an adult can call your parents or the

daycare. If you are late and miss the bus you must go to the office in your school and tell them you missed your daycare bus.

### **Trips**

We are able to take trips away from the daycare from time to time. Sometimes we may go to a school park or out into the community. Bigger and longer trips are saved for days when there is no school such as PD days or summer holidays. To keep you safe you must wear the field trip shirts so you are identified with our group, and we practice the same rules/expectations on trips as at the daycare. You may not leave the group or location unless a staff member has permitted you to do so. As mentioned before, we like to hear what you want to do so, if you suggest a trip you would like to take we will try and incorporate it into the schedule. Some examples of places we visit are: the library, the grocery store, the zoo, the movie theatre, and restaurants. Older children may be asked to help out with younger children and role model appropriate behavior.

### **Privileges & Visiting Other Rooms**

You are in the oldest room in the daycare which means the younger children look up to you. Sometimes you may go into a younger room to interact with your brother or sister or the other children by reading a story, showing them how to build a tower or helping them color a picture. This privilege will be given to children demonstrating positive behavior towards the other children and adults. If you are chosen to be a helper in another room, you will have a specific amount of time and a specific activity that you will get to do.

Privileges include bringing materials from home, turns on electronics and field trips. Children that are not following the rules or are being unkind or unsafe to the other children or adults will have a consequence of losing privileges.

### **Summary**

Please sign your name on the Child Handbook Acknowledgment form to show you have read this book and you understand the information. If you have any questions please ask! We look forward to having you at Nessie's Jigsaw!