

**LETHBRIDGE COMMUNITY OUT OF SCHOOL ASSOCIATION  
IT'S A BLAST PROGRAM**



Welcome to the 2018-2019 BLAST School Year. We hope you all enjoyed your summer! You will find important Policies below as well as important program information. Please take the time to read this newsletter and ask your program Team Leader or Program Leader any questions or concerns you may have. You may also find other related parent information on the BLAST website.

A few important topics to discuss are the following:

1. **IDing Families and Pick Ups:** BLAST STAFF will ID you if the program staff is not familiar with you or if you have an alternate pick up come and get your child. It is our staff's expectation to ensure your child is going home with the right person. Please refrain from being upset with the staff as they are only complying with BLAST Policies and ensuring everyone is safe.
2. **How will my child get to and from BLAST?** Our staff will accompany the children or the teachers until the children are comfortable on where to go. If other arrangements need to be made please let your programs leader know.
3. **Footwear:** Every child is expected to have clean and functional footwear while at BLAST. With all of the physical activity the children participate in as well as outdoor activity it is expected the children come prepared. Due to licensing regulations and safety concerns; we cannot allow the children to come to program in their socks or bare feet. As BLAST is in coordination with the school we also have to follow the caretaker's expectations which include no winter boots in the gym.
4. **Emergency Evacuation-Where do I go if my child has been evacuated?** Each location has a designated space that your child and staff would go to if and when an emergency evacuation would occur. Please check with your programs staff as to where yours is!
5. **Late pick up and child not attending the program:** YOU MUST CALL OR EMAIL the main BLAST office if your child will not be attending the program and is expected in. Why is this important? Our staff is expected to follow our missing child procedure, if your child is not accounted for they must call you to see where they are. If your child does not show up for afterschool program and they cannot get a hold of you, they will contact your emergency pickups. To avoid a missing child fee and our staff frantically looking to find where your child is located; please contact the BLAST office. If you are late picking up your child after 6:00PM there will be a late pick up fee. Please refer to attached Late Pick Up Policy as well as Child Finder's Fee.
6. **Sick Child:** When a parent is called to pick up their child due to illness, it is imperative the parent or alternate pick up come within 20 minutes of being called. This is to avoid the potential for other children coming in contact with the illness as well as reassuring your child you will be there as soon as possible. If a

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child has been picked up for illness; they are not to return to program until 24 hours after symptoms have subsided or after being cleared by a doctor. Please refer to Sick Child Policy for further clarification.

7. Behavioural Warnings and Suspensions/Immediate Pick Up: We as an organization want to ensure your child is being given the best possible care. There are times where behavioural situations arise and meetings with parents and or guardians need to take place as well as immediate pick up or suspensions if the concern has not improved. . Please read the attached Policy in regards to this.
8. Communicating with your program staff: If you have any concerns or questions please talk to your program staff. They are there to ensure you are informed and to ensure your child is getting the best care possible. If at any point you feel as though you are not being heard; please contact the BLAST office and we will be sure to address this.

<b>TOPIC:</b>	<b>PICK UP OF CHILDREN</b>	<b>DATE APPROVED:</b> <b>February 22, 2010</b>
<b>APPROVED BY:</b>	<b>MANAGEMENT</b>	<b>DATE REVISED:</b> <b>June 2017</b>

**It's a BLAST, ensures that children who are picked up from the program are: picked up by an authorized person, picked up in a timely manner and picked up by a capable person, someone who is deemed to be able to safely care for the child according to the following:**

**Identification of Parents or Authorized Pick up**

It's a BLAST staff are required to ask all parents and anyone picking up children from the BLAST program for photo identification to verify their identity.

It's a Blast believes that the program staff are responsible for the care of the children in the program, until they are picked up by an authorized person. In order to ensure that the pick up person is authorized, BLAST staff follows the following procedure:

1. If the pick up person is unknown to the Staff Member as an authorized pick up listed on the current registration form, the Staff will ask to see picture ID.
2. This ID is then compared to the names on the registration form. A pick up person can be listed as the Registering Parent/Guardian, Emergency Contact or Other Authorized Pick Up. If the name on the ID matches the name listed in one of these locations, the Staff will ask the person to sign out the child on the Attendance.
3. If the name does not match, to any of the locations- further authorization is required.
4. A call is placed to the Registering Parent to verify that they are aware and give permission for the pick up.
5. The Staff will not release the child, until they have confirmation that the pick up is authorized.
6. If further direction is required, the Staff will call the Program Supervisor.

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Any time the Blast Office, receives information that a different person is authorized to pick either on a continual basis (they will be added to the registration form) or one time (they are not added), this information will be communicated to the program as soon as possible. Staff, are responsible for recording this information in the logbook and or registration form (if necessary) to ensure that all staff have accurate information.

**Unauthorized Person**

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the child care staff. The staff person in charge will speak with the individual and explain the policy that no child will be released without written or verbal authorization from the registering parent / guardian.

In an emergency situation, verbal permission via telephone will be allowed from the registering parent as long as the parent confirms personal information about the child (name, address, phone #, child's birthdate) and the name, address, and phone number of the pick-up person. The pick-up person is required to present photo identification to verify their identity.

Staff will document the time of the call and the information shared.

Whenever difficulties exist, all reasonable efforts will be made to ensure the safety of the children and staff. If necessary, the team leader may call the police for assistance.

**Alleged Impaired Authorized Pick up**

It is the staff's legal responsibility to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes that a child will be at risk, the staff person in charge will:

- Offer to call another person authorized to pick up the child or
- Call the Program Supervisor, who then can diffuse the situation
- Program Supervisor may contact the Police or Child and Family Services if she feels that the child is at risk.

<b>TOPIC:</b>	<b>EMERGENCY EVACUATION</b>	<b>DATE APPROVED:</b>  FEBRUARY 13, 2009
<b>APPROVED BY:</b>	<b>PROGRAM COORDINATOR</b>	<b>DATE REVISED:</b>  May 24, 2017

1. It's a BLAST ensures that emergency procedures are made known to all staff and children.
  - a. Each program will receive a Site Specific Information Booklet, which has maps and instructions, for each BLAST Program. Each BLAST Relief staff member will also receive a copy of the booklet. It will also be reviewed on Set Up Day for each Program.
  - b. Parents and children receive the information during New Family Orientation.

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2. It's a BLAST posts a map of the Emergency Evacuation Route on the Parent Board at the Program Location in each of our Licensed rooms.
3. It's a BLAST staff will review with the children how, when and where they would go in case of an Emergency Evacuation.
4. It's a BLAST staff will take the Offsite Backpack (which includes the Offsite Binder that has the portable records for the children) and a First Aid Kit, as well as the Attendance Sheets and the program cell phone on every evacuation.
5. In the event of a required Emergency Evacuations, the It's a BLAST program will:
  - a. Evacuate the School/School Grounds to the designated emergency location (ie. Large fire at the school, intruder in the school, etc).
  - b. In the case that the designated Emergency Location is not a safe environment (ie. Fire close by), the program will evacuate as directed by the Executive Director/Program Coordinator in conjunction with information received from the City of Lethbridge or its' representatives.

**In the event of an Emergency Evacuation, BLAST staff will:**

1. Be aware of what is going on, and participate as outlined on the Emergency Evacuation map to leave their room with their children.
2. Staff will gather the children in an orderly manner near the exit outlined on the map or if the group is in an alternate space the closest door.
3. Staff will do a quick head count and check the name board for children in the bathroom or alternate spaces. If there are children in the bathroom, 1 staff will go to the bathroom to get the child (ren) and meet the group outside.
4. It's a BLAST staff will take the Offsite Backpack (which includes the Offsite Binder that has the portable records for the children) and a First Aid Kit, as well as the Attendance Sheets and the program cell phone on every evacuation.
5. Staff will turn off lights (if able to from within the room) and close all doors as they exit.
6. Staff will lead the children in an orderly manner, without stopping to get any personal items.
7. The group will follow the designated route to the meeting spot.
8. One staff member will be at the front of the line, and one staff at the end of the line. If there are more than 2 staff, the other staff members will be placed in the middle of the line.
9. When the group is a short but safe distance away from the School the staff will ensure that all children are in attendance by calling out the names on the Attendance and confirming the amount of children attending the program at the time matches the headcount. This Attendance Procedure is not complete until the number of children signed in on the Attendance is the same as the number of children with the group.
10. En route, a staff member who can do so safely will call the Executive Director.
11. Staff will take direction from the proper authorities. If they are not returning to the school, program staff will call the parents to pick up from the Emergency Evacuation Location.
12. In the case where a group is outside and they have been asked to evacuate, they will go directly to the Emergency Evacuation location.
13. In the event that the Emergency Evacuation prohibits the use of the designated Emergency Evacuation location, program staff will follow the direction of the City of Lethbridge representatives and authorities.

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Upon arrival at the Evacuation Area

1. The staff will ensure that all children are in attendance by calling out the names on the attendance and confirming the amount of children attending the program at the time matches the headcount. Staff will ensure the children are calm and reassured that their parents will be notified where to pick them up.
2. Staff will call and leave messages for the parents in regards to what has happened and where they can pick up their child.

It's a BLAST office will ensure the following resources are informed that the Program Location has been evacuated, and of the location where the children have been evacuated to, in order to ensure parents know where to pick up their children. These resources will then post the information on their social media portals.

- BLAST Website
- BLAST Office Voicemail
- BLAST Emergency After Hours phone number
- City of Lethbridge Communication Department- Media Consultant 403-320-3913. This will update the City Website, Facebook, Twitter, Radio Stations etc.
- Lethbridge College- Social Media Department [socialmedia@lethbridgecollege.ca](mailto:socialmedia@lethbridgecollege.ca), 403-320-3276 or text 403-393-3687

<b>TOPIC:</b>	<b>ATTENDANCE AND MISSING CHILDREN</b>	<b>DATE APPROVED:</b> FEBRUARY 22, 2010
<b>APPROVED BY:</b>	<b>MANAGEMENT</b>	<b>LAST REVISED DATE:</b> August 28, 2018

It's a BLAST will ensure that every child who is registered to attend our After School programs will be in attendance or confirmation is received that they will not be attending. This will be done promptly from the time the children are dismissed from school. If a child expected to the program for that day does not show up to program and no message has been received stating otherwise, the staff will follow the Missing Child Procedure.

The Missing Child Procedure is not followed for Before School, Full Days, Holiday and Summer programs as the parent / guardian is responsible for bringing and signing the child in.

**PROCEDURE**

The Team Leader (or designated Program Leader), must follow through with the process of Attendance until all children are accounted for.

- Daily messages from the BLAST office are emailed to the program's email address before programming starts, and should be written in the Logbook and transferred to the attendance sheets. When a message is received that a child will not be attending, put an **AB** over the **IN** for that day. If clarification on a message is needed, call the office at 403-320-3988 to confirm. Any late messages received by the BLAST office will be called to the program as soon as possible.
- Check in the children by writing in the time that they arrive from school, which should be no longer than 10 minutes after the dismissal bell (15 minutes for larger programs). Each location will have a designated attendance area to eliminate confusion with children / staff.

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- Attendance is not complete until all children are accounted for and the headcount, attendance and name board numbers match.
- If a child who is marked **NR** (not registered) shows up at the program stating they are supposed to attend, keep the child until the day's attendance has been confirmed with the BLAST office. If not, the parent needs to be called to pick up the child.
- When all children are checked in, count the number of signed-in children on the clipboard. The number should match the number of children in the room as well as the name board. If not, determine who is missing. This should be done within 10 (15 for larger programs) minutes of the school bell ringing.
- For any missing children, the following checks should be made:
  - Speak to the office: Did the child attend school today? Were they picked up early from school? Did the teacher see anyone pick up the child or who they were with when the bell rang?
    - i. If the school attendance confirms that the child was absent, we will no longer try to locate the child and will mark the BLAST attendance with an AB. We will also do this in the event of a note in the School's Attendance/Early Pick-Up Binder.
    - ii. If there is acknowledgement that the child was there (by a teacher or another individual), but picked up by a relative, BLAST staff will continue to attempt to locate that child.
  - Ask the school to page the child to go to the BLAST room.
  - Do a check around the school to see if they are in the bathroom or playground.
  - This checking needs to be done quickly as we must have confirmation from an authorized individual on the child's registration form (preferably the registering parent) as to where the child is.
  - Use the registration form to start calling the registering parent and if a response is not received, continuing calling authorized individuals on the child's registration form. **At every phone number leave a message stating you are calling from BLAST, we had your child booked to attend program today and they have not arrived. We need confirmation as to where your child is. Were there other arrangements? Please call back our BLAST After Hours Line at 403-634-7885 to confirm.** We do NOT give out program cell phone numbers. If an Emergency Contact number is long distance, but in the province, they should still be called (remembering to use 1 + area code + number).
  - If the program staff is unable to reach the registering parent, they must immediately contact the **Executive Director Emergency After Hours Phone at 403-634-7885** to discuss further action. If contact cannot be made with the parent/emergency contacts immediately via the Executive Director, the Executive Director/Program Coordinator must contact **Alberta Child Care Licensing at 403-381-5543** prior to 4:30 pm or **1-800-638-0715** after 4:30 pm.

<b>TOPIC:</b>	<b>CHILD FINDER FEE</b>	<b>DATE APPROVED:</b> MARCH 24, 2016
<b>APPROVED BY:</b>	<b>BOARD OF DIRECTORS</b>	<b>LAST REVISED DATE:</b> July 20, 2017

It's a BLAST will ensure that every child who is registered to attend our After School programs will be in attendance or confirmation is received that they will not be attending daily. This will be done promptly from the time the children are dismissed from school. If a child expected to the program for that day does not show up to program

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and no message has been received stating otherwise, the staff will follow the Missing Child Procedure. The children's safety is our first priority.

If a child does not arrive on a day they are scheduled, and the BLAST office has not been notified by a parent, we may have to make several phone calls to locate the child. This takes a staff member out of required ratios and distracts them from the supervision of all children in our care for a period of time.

You will be charged a \$25.00 Child Finder Fee if calls are required. This fee is per family, per occurrence. The program staff will give two verbal warnings of this policy and then on the third offence fees will begin.

You must call the It's A BLAST office at 403-320-3988 or email at [blast@itsablastprogram.com](mailto:blast@itsablastprogram.com) before 1:00 pm Monday – Thursday and 11:00 am on Fridays to let BLAST know. A verbal message left at the program will not meet this requirement.

The Missing Child Procedure is not followed for Before School, Full Days, Holiday and Summer programs as the parent/guardian is responsible for bringing and signing the child in.

<b>TOPIC:</b>	<b>LATE PICK UP CHARGES</b>	<b>DATE APPROVED:</b> May 13, 2016
<b>APPROVED BY:</b>	<b>EXECUTIVE DIRECTOR</b>	<b>LAST REVISED DATE:</b> March 6, 2018

Our programs are licensed to end at 6:00 p.m.; therefore, all children MUST be picked up by then. Any parent, or other person, arriving to pick up between 6:00 p.m. and 6:15 p.m. will be given a 'Late Slip' and a Late Charge of \$25.00 will be incurred. An **additional \$25.00**, for every **5 minute increment** after that, will be charged until the child is picked up. I phone is the time we use to avoid any dispute.

Late pick up charges must be paid within **five (5) business days**. Your child care service will be in jeopardy for repeat late offences.

<b>TOPIC:</b>	<b>SICK CHILD</b>	<b>DATE APPROVED:</b> FEBRUARY 13, 2009
<b>APPROVED BY:</b>	<b>EXECUTIVE DIRECTOR</b>	<b>LAST REVISED DATE:</b> June 27, 2017

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1. In order to ensure the safety of a sick child, the other children in the program and staff members, IT'S A BLAST requires a parent to remove their child from the program immediately according to the following criteria:
  - a. A child is vomiting, has a fever, diarrhea or a new unexplained rash or cough.
  - b. The sick child requires greater attention than can be provided without compromising the care of the other children in the program.
  - c. A child displays an illness or symptoms that a staff member knows or believes may indicate that the child poses a health risk to the other children or staff members.
    - i. Staff will assess the child by:
      1. Asking the child how they are feeling? Where specifically does it hurt (head, throat, stomach)?
      2. Feel the child's forehead- Are they really warm? Cool?
      3. Visually check the child's appearance- Is their face red? Flushed? Etc...
    - ii. The Staff identifying and assessing the child will inform the Team Leader.
2. The Team Leader (or Acting Team Leader) will contact the parent/guardians or emergency contacts of the sick child to arrange for immediate pick up from the program.
3. If the parent does not arrange for immediate pick up (within approximately 20 minutes) the staff will contact the Executive Director to deal with the situation.
4. A child can return to the program when one of the following is met:
  - a. The parent provides a written note from a physician that the child does not pose a health risk.
  - b. The License Holder / Executive Director is satisfied that the child no longer poses a health risk to the other children or staff members and the child has been symptom free for 24 hours.
5. A sick child (according to above criteria) will be kept as far away as practicable from the other children, while being supervised, until the parent arrives. The staff will find a quiet place, away from the other children and have the child rest (Eg: The quiet center, a chair by the leaders table etc.). The staff will have a visual on the child at all times and tend to the child as needed until the parent and or guardian have arrived.
6. It's a BLAST will report all incidents of Communicable Disease to Alberta Health.
7. Parents are notified of the above Policy thru Program Postings, Parent Handbook, a Sick Child Handout, and New Family Orientation.
8. It's a BLAST Staff will fill out the Sick Child Contact Form detailing the following information:
  - a. Date, Time, School, Program, Child's Name and Grade
  - b. Staff Member who identified the child as sick
  - c. Describe the Symptoms (Staff will refer to the above list or call the Program Coordinator/Executive Director to clarify)
  - d. Describe what assessments were done and the Staff who did the assessment
  - e. Name and Time of Person Contacted
  - f. Staff Member and Position who contacted
  - g. Time the child was picked up
  - h. Any notes from the Contact
9. It's a BLAST Staff will then contact the Executive Director and record the following on the Sick Child Contact Form:
  - a. Date, Time, Staff Member
  - b. Any other notes
10. The Executive Director will then follow up and fill in the following on the Sick Child Contact Form (depending on the type of illness, according to the above criteria):
  - a. Was the Health Unit Contacted? Date, Time and Directions
  - b. Was Licensing Contacted? Date, Time and Directions
  - c. Parent Contact prior to returning to the Program
    - i. Date, Time, Spoke With and Notes



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- d. Verify with the Program, child's approval to return
  - i. Date, Time, Spoke With and Notes
- e. Date the child actually returned to the Program
- 11. The details from this Sick Child Form will be entered into the Accident and Illness Spreadsheet and reviewed for trends or issues by the Executive Director.
- 12. Once the Sick Child Form is completed by the Executive Director, it will be given to the Programming team for a double check. This review is used to ensure all areas of the form are completed as per licensing requirements and It's a BLAST procedures. If corrections are needed, the form will be returned to the Executive Director with an explanation of information needed. The Executive Director will amend the form and return it to the reviewer.
- 13. Once the form is completed as per standard, the reviewer will complete the "Reviewed By" section on the form.
- 14. Completed forms are given to the Office Manager to be filed in the child's file.

It's a BLAST records and tracks all accidents and illnesses at it's programs on a spread sheet. These records are reviewed by the admin team for trends and learning opportunities for our programming

*See Critical Incident Reporting for more information on serious accidents and illnesses.*

<b>TOPIC:</b>	<b>COMMUNICABLE DISEASES</b>	<b>DATE APPROVED:</b>
<b>APPROVED BY:</b>	<b>EXECUTIVE DIRECTOR</b>	<b>DATE LAST REVISED:</b> September 18, 2017

Parents will be informed to seek alternate child care or keep their child at home if the child is not well enough to participate in the regular activities of the BLAST Program, the illness requires greater care from the staff than can be provided without compromising the care of the other children in the program, or their child has received one or more of the following diagnoses:

1. Chicken Pox- The child can return to program when he or she has been confirmed that they are no longer contagious by a family physician.
2. Diarrhea or loose stool-Immediate pick up. The child will not be permitted to return to program for a minimal of 24 hours after the symptoms has subsided.
3. Hepatitis A-The child will not be permitted within 14 days after the onset of the illness or seven days after the onset of Jaundice. The child will need clearance from a family physician.
4. Head Lice, Scabies or other infestation-Immediate pick up. The child cannot return to program until full treatment has been completed, and all lice have been removed from the child's head. 48 hour time line.
5. Wheezing/Persistent coughing-The child should remain at home until they have been assessed by their family physician and have been given clearance from the family physician.
6. Measles-The child will remain at home until 4 days after the onset of the rash, and the family physician has deemed the child is no longer infectious.

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7. Mouth Sores with drooling-Immediate pick up. The child will be able to return once the family physician has determined the child isn't contagious or infectious.
8. Mumps- The child should remain at home until 9 days after the onset of the Parotid Gland swelling, or until cleared by their family physician.
9. Pertussis or Whooping Cough- The child should remain at home until 5 days after the antibiotics have been completed; Until 3 weeks after the onset of symptoms; or until the coughing has stopped and the child has been cleared by the family physician.
10. Purulent Conjunctivitis (Pink Eye)-The child can return to program 24 hours after antibiotic eye treatment has been initiated.
11. Rash with a fever or behavioural change-The child will remain at home until they have been cleared by their family physician that the child isn't infectious or contagious.
12. Rubella-The child will remain at home until at least 4 days after the onset of the rash, or up to 7 days at the option of the local health authority or family physician.
13. Strep Throat- The child will remain at home until 24 hours after appropriate antibiotic treatment has begun and cessation of fever.
14. Symptoms of possible severe illness-Lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, chest pain, etc.-The child should be seen by their family physician and cleared before returning to program.
15. Temperature of 38 Degrees or higher-Immediate pick up. The child cannot return to program until 24 hours after the cessation of fever.
16. Tuberculosis-The child will remain at home until the family physician has cleared their health.
17. Vomiting-Immediate pick up. The child will remain at home until vomiting has stopped for 24 hours.

<b>TOPIC:</b>	<b>BEHAVIOURAL WARNINGS, SUSPENSIONS AND TERMINATION OF CARE</b>	<b>DATE APPROVED:</b> May 13, 2016
<b>APPROVED BY:</b>	<b>EXECUTIVE DIRECTOR</b>	<b>LAST REVISED DATE:</b> March 6, 2018

Lethbridge Community Out Of School Association- It's a BLAST, believes it is reasonable to expect children to follow basic rules of safety, respect, courtesy and fair play. If, however, a child has difficulty meeting these expectations on a regular basis the following consequences may take place:

In the event that a child cannot manage at the program due to any of the following actions listed below or actions otherwise decided by the Executive Director; the Executive Director may use their discretion and have the child picked up immediately as per BLAST Policy-Immediate Pick-Up and or Termination of care, dependent on the severity of the incidents that occur. The following reasons may initiate a call for pick up to the Registering Parent or Guardian:

- Striking another child or adult
- Bringing a weapon (real or fake) to the program
- Threatening children or staff

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- Self-Harm or Suicidal talk
- Derogatory or abusive language
- Running away
- Property or equipment destruction
- Theft of program or other participants' belongings
- False accusations regarding staff, children or volunteers

First Offense: The Parent or Guardian will be asked to pick up their child immediately from the BLAST Program. Dependant on the severity of the incident; the Executive Director may choose to suspend the child from the BLAST Program for a minimum of one day to a maximum of three days.

Second Offense: The Parent or Guardian will be asked to pick up their child immediately from the BLAST Program. Dependant on the severity of the incident; the Executive Director may choose to suspend the child from the BLAST Program for a minimum of one day to a maximum of three days. Following the suspension a meeting will be held with the Executive Director, Program Coordinator and the parent to discuss a plan to best assist the child in their success at the BLAST Program. A copy of this plan will be given to the Parent or Guardian to review and sign. If this plan deems unsuccessful a meeting will be held with the Executive Director, a member from the Programming Team and the Parent or Guardian to discuss further options.

Third Offense: The Parent or Guardian will be asked to pick up their child immediately from the BLAST Program. After all attempts have been made to rectify the situation as stated in the above steps; the Executive Director will inform the Parent or Guardian that services will be discontinued and the child will be terminated immediately with consideration for alternate care arrangements. Advisement of such will be through a verbal or written notice provided by the Executive Director to the Parent or Guardian.

It's a BLAST ensures that Behaviour Warnings, Suspensions and Termination of Care Policy used in the program are communicated to parents, staff and children.

Along with this Policy is our Immediate Pick-Up Policy, which the Parent or Guardian sign and date accepting the Policy and its guidelines.

- Parents have access to the Behaviour Warnings, Suspensions and Termination of Care Policy in the Parent Handbook located on the It's a BLAST Website. Staff will also review the program rules and expectations and policy with parents during New Family Orientation.
- Parents will be given a copy of the policy and sign a waiver for the Immediate Pick-Up Policy within the first week of attending the BLAST program.
- Staff will receive training through New Staff Orientation, New Staff Training, Yearly Training Sessions.
- Children receive information through our BLAST chatter time, postings at the program regarding Problem Solving Steps, kind words etc. During New Family Orientation.

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<b>TOPIC:</b>	<b>IMMEDIATE PICK UP-BEHAVIOURAL</b>	<b>DATE APPROVED:</b> August 3, 2017
<b>APPROVED BY:</b>	<b>EXECUTIVE DIRECTOR</b>	<b>LAST REVISED DATE:</b>

Lethbridge Community Out Of School Association-It's a BLAST requires that: If during a child's day the child shows aggressive behaviour towards other children or staff, they are endangering themselves or other children, or the staff at the program has exhausted all efforts to de-escalate the child and the incident occurring, you will be required to pick up your child from the program.

If your child is in an emotional state and identifies any form of self-harm or suicidal talk you will be contacted by the Executive Director or Program Coordinator immediately. This also includes violent or threatening talk to the Program Staff.

If you are called from the Executive Director or the Program Coordinator to pick up your child from program, we require your child to be picked up within one hour. If for any reason or circumstance you are unable to pick up your child, it is the responsibility of the parent or guardian to find an alternate person within the time frame allotted. This person must present a valid government I.D. upon arrival. If you are unable to meet these requirements please contact the Executive Director to discuss alternate options.

Staff Procedure:

1. If Staff feel during a child's day the child shows aggressive behaviour towards other children or staff, they are endangering themselves or other children, or the staff at the program has exhausted all efforts to de-escalate the child and the incident occurring; or the child in care is in an emotional state, identifies any form of self-harm or suicidal talk; the Staff must call the Executive Director or Program Coordinator immediately for further instruction.
  
2. Once instruction has been given to the staff the Parent or Guardian will be contacted for Immediate Pick-Up.

The Parent or Guardian will be required to sign a waiver within the first week at BLAST Programming, stating they understand the Immediate Pick-Up Policy and will be kept on the child's file for future reference.

**LETHBRIDGE COMMUNITY OUT OF SCHOOL ASSOCIATION  
IT'S A BLAST PROGRAM**

Each parent will be offered a copy of the Policy as well as a copy of the signed waiver.

Immediate Pick-Up Waiver is attached to this Policy.

**Immediate Pick-Up Waiver**

Lethbridge Community Out Of School Association-It's a BLAST requires that: If during a child's day, the child shows aggressive behaviour towards other children or staff, they are endangering themselves or other children, or the staff at the program has exhausted all efforts to de-escalate the child and the incident occurring, you will be required to pick-up your child from the program.

If your child is in an emotional state and identifies any form of self-harm or suicidal talk you will be contacted by the Executive Director or Program Coordinator immediately. This also includes violent or threatening talk to the Program Staff.

If you are called from the Executive Director or the Program Coordinator to pick up your child from the BLAST Program, we require your child to be picked up within **one hour**. If for any reason or circumstance you are unable to pick up your child, it is the responsibility of the parent or guardian to find an alternate person within the time frame allotted. This person must present a valid government I.D. upon arrival. If you are unable to meet these requirements please contact the Executive Director to discuss alternate options.

Child's Name: \_\_\_\_\_

BLAST Program: \_\_\_\_\_

I \_\_\_\_\_ have read and agree to the requirements stated above.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_