



Policy 10.03

Category: School and School Community Relations

Out of School Care Program

BACKGROUND

CAPE school draws its students from all areas of the city and surrounding area. It also does not provide bussing. For parents who work outside the home, quality childcare after school can be cost prohibitive. Coordination of work and school hours can be challenging. CAPE school supports the operation of a childcare program operating in the school outside the hours of instruction offering reasonably priced, quality child care.

POLICY STATEMENT

1. The CAPE Charter Board supports the offering of an Out of School Care Program as a way of assisting families and for the benefit of our students.

DEFINITIONS:

2. **Caregiver:** a paid trained person that provides care and supervision of a child or multiple children at a time, whose age ranges in this case from five years to twelve years.
3. **School Care Program:** program specifically for children who are between 5 and 12 years old attending elementary school operating before and/or after regular school hours.

GUIDELINES

4. CAPE shall direct the Out of School Care Program. Fees charged for the program shall be the responsibility of CAPE and any earned revenue from the program shall belong to CAPE and be used to support the program.
5. The Out of School Care Program shall have an operating license granted by the Province under the Day Care licensing regulations. The Service Plan of the Program, and the operating license shall be kept on file, and made available, upon request, to the CAPE Charter Board, the School Council, Alberta Education, and any other government agency.

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6. Employees hired by CAPE to supervise students shall be considered employees of CAPE. These employees, as caretakers of children are required to:
 - 6.1 hold a valid first aid certificate;
 - 6.2 hold a valid CPR certificate;
 - 6.3 be at least 18 years of age;
 - 6.4 have a valid criminal check on file; and
 - 6.5 have a valid child welfare check on file.
7. The Principal shall administer and supervise the program, and designate areas of the school for use by the program participants.
8. The CAPE Secretary-Treasurer shall manage the financial aspect of the program, and maintain, or cause to be maintained, all pertinent financial records.
9. Proper student registration and release forms must be completed and kept up to date as per licensing regulations.
10. CAPE shall have procedures in place for emergencies involving injury of students and emergency site evacuation.
11. CAPE shall have procedures in place for the accounting of each student participating in the program and release of students to parents or guardians authorized to pick up students.

References:

CAPE charter

Child Care Licensing Act

Child Care Licensing Regulation

Education Act

CAPE Policy 5.04

CAPE Policy 9.01

CAPE Policy 7.07

CAPE Policy 9.03

CAPE Policy 9.05

CAPE Policy 9.06

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