

FAMILY RESOURCE CENTRE OF WEST HANTS
AFTER SCHOOL PROGRAM PARENT HANDBOOK

Operating Under the Nova Scotia Before and After School Program (NS BAP)

Program Sites: Falmouth District School

Program Year: 2026/27

LAND ACKNOWLEDGEMENT

The Family Resource Centre of West Hants acknowledges that we are located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

We honour the original caretakers of this land and recognize their enduring connection to the communities, waters, and forests of this region.

As an organization committed to supporting children and families in all their diversity, we strive to foster learning environments rooted in respect, inclusion, and relationship.

WELCOME

Welcome to the Family Resource Centre of West Hants After School Program.

Our program operates under the Nova Scotia Before and After School Program (NS BAP) framework and is offered at:

Falmouth District School

We are proud to provide a warm, safe, and welcoming space where children can move, play, build friendships, and feel a strong sense of belonging after the school day ends.

We recognize that families come in all shapes and sizes. Many families choose after school care because they rely on it to support their work and family responsibilities. Our role is to partner with you — to support your child's well-being, development, and success in a community-centred environment.

If at any time you have questions, concerns, or ideas, we encourage open communication. We are here to work together.

PROGRAM FRAMEWORK

The Family Resource Centre of West Hants After School Program operates in partnership with the Nova Scotia Before and After School Program (NS BAP) and receives funding tied to NS BAP standards.

NS BAP is a recreation-based program built on:

Outdoor play, Physical literacy, 24-hour movement guidelines, Inclusive and culturally responsive practices

The program is designed to support a seamless day of wraparound care for families while promoting healthy, active childhood development.

Children spend significant time engaged in active, outdoor play in all seasons. Screen time is not part of our program.

OUR PHILOSOPHY

At the Family Resource Centre of West Hants, we believe:

Every child is capable, every family deserves support, play is essential to learning.
community matters.

Our program supports the development of the whole child:

Socially – Building friendships, cooperation, empathy

Emotionally – Strengthening confidence, self-regulation, resilience

Physically – Developing coordination, strength, physical literacy

Intellectually – Encouraging curiosity, creativity, and problem-solving

We recognize and celebrate diversity in culture, identity, ability, and family structure.

PROGRAM ELIGIBILITY

Children from Pre-Primary to Grade 5 (up to age 11) are eligible to apply for the program.

Priority enrollment is given to:

Pre-Primary, Primary and Grade 1 students

If spaces remain after priority enrollment is complete, enrollment may be extended to children attending the school site up to Grade 5 and/or age 11.

HOURS OF OPERATION

The After School Program operates:

Monday to Friday

From school dismissal until 5:30 PM

On instructional school days only.

The program is closed:

Storm days (no charge), School holidays, In service days and any day school is closed or early dismissal.

FEES

Daily Rates:

Falmouth District School: \$12.25 per day

Fees are charged per registered day.

There is no charge for storm days and holidays.

Childcare subsidy is available for eligible families.

All accounts must remain current to maintain enrollment.

LATE PICK-UP POLICY

The program closes promptly at 5:30 PM.

Late fees apply as follows:

\$2.00 at 5:30 PM

Late fees after 5:30 will be an additional \$2.00 for every 5 minutes thereafter

If you anticipate being late, please contact the program immediately.

Repeated late pick-ups may require a meeting to review whether the program can continue to meet your family's needs.

REGISTRATION & REQUIRED FORMS

Enrollment requires completion of:

Family Information Form, Child Health Information Form, Guardian Agreement & Medical Consent, Photo Usage Permission (optional) and custody documentation (if applicable)

Families are responsible for keeping contact, health, and custody information up to date.

Two weeks written notice is required for withdrawal from the program. Withdrawal without notice will result in billing for an additional two-week period.

COMMUNICATION PLAN

Open communication between families and staff is essential.

Primary method of communication:

Email:

Secondary:

Phone calls can be made to 9027985961

Families are asked to notify the program if:

A child will be absent, someone different is picking up or if there are changes in custody arrangements, any health updates as well if there are changes at home that may impact a child's day

If a longer or more sensitive conversation is needed, a phone call or meeting can be arranged.

ATTENDANCE

Children are signed in upon arrival and signed out at pick-up.

Parents must notify staff if a child will not attend. It is not the classroom teacher's responsibility to notify the After School Program.

If child leaves school early due to illness, the After School Program must also be notified.

Attendance documentation is a safety requirement under NS BAP standards.

DAILY ROUTINE

A typical afternoon may include:

Arrival and check-in

Snack time

Outdoor and active play

Games and child-led activities

Creative play and social interaction

Clean-up and preparation for pick-up

Children are encouraged to participate while also being supported in taking breaks when needed.

NUTRITION

A nutritious afternoon snack is provided daily. We are a peanut-free program.

Children may eat any remaining food from their lunch. Families must inform staff of allergies or dietary restrictions.

Water bottles are encouraged.

WHAT TO BRING

Children should bring:

Weather-appropriate clothing, indoor shoes, water bottle, extra clothing (recommended)

Please label all items. The program is not responsible for lost or damaged belongings.

BEHAVIOUR GUIDANCE & SUPPORT

Our Approach

We understand that behaviour is communication.

Children are learning how to:

Regulate emotions, solve problems, navigate friendships, express frustration and cope with change

We use a restorative, relationship-based approach focused on teaching skills, empathy, and accountability.

Staff Will:

Model calm, respectful communication

Set clear and consistent expectations

Use positive reinforcement

Offer choices

Redirect respectfully

Facilitate restorative conversations

Maintain dignity for every child

Staff will never use physical punishment, humiliation, isolation, or withhold basic needs.

TIERED BEHAVIOUR SUPPORT

Tier 1 – In-the-Moment Support

For typical challenges, staff will:

Check in privately

Help identify feelings

Coach alternative behaviours

Offer calming strategies

Facilitate restorative conversations

Tier 2 – Ongoing Pattern of Concern

If behaviours become frequent or impact participation:

Observations will be documented

Parents will be informed

A collaborative meeting may occur

Strategies will be implemented

Tier 3 – Behaviour Support Plan

If behaviours significantly impact safety or persist:

A Behaviour Support Plan will be developed

Parents will be involved

SchoolsPlus may be consulted (with consent)

Clear strategies and review timelines will be established

SENDING A CHILD HOME

Sending a child home is a serious decision and will only occur when:

A child poses immediate risk of serious harm to themselves or others

Reasonable supports have been attempted

Safety cannot be maintained within staffing capacity

If this occurs:

Parents will be contacted immediately

The incident will be documented

A follow-up meeting will be scheduled

A plan will be created for successful return

Suspension is not used as punishment.

HEALTH & ILLNESS

Children must be well enough to participate fully in outdoor play.

A child may be sent home if they:

Have fever with other symptom

Are vomiting or experiencing diarrhea

Have difficulty breathing

Show unusual lethargy

Have symptoms of communicable illness

Families are encouraged to have backup care plans.

MEDICATION

Medication may only be administered when:

In original container

Clearly labeled

Parent permission provided

Medication must not be left in backpacks and will be stored securely.

SAFETY PROTOCOLS

Children participate in all school safety procedures including:

Fire drills, Lockdown drills, Emergency evacuations

In emergencies:

Emergency services will be contacted if required

Parents will be notified

Documentation will be completed

DUTY TO REPORT

All staff are legally obligated to report suspected child abuse or neglect under the Children and Family Services Act.

PICK-UP PROCEDURES

Children will only be released to authorized individuals listed on registration forms.

Photo ID may be requested.

Children will not be released to anyone appearing under the influence.

If a child is not picked up:

Parents will be contacted, Emergency contacts will be contacted, Authorities may be contacted if necessary

CONFIDENTIALITY & PRIVACY

Personal information is collected only to provide quality care.

Information is protected under provincial privacy legislation and will not be shared without consent unless required for safety or legal reasons.

SCHOOL CLOSURES

The program is closed whenever the school is closed.

No charge for storm days.

WITHDRAWAL

Two weeks' written notice is required for withdrawal.

Failure to provide notice results in billing for an additional two-week period.

CONTACT INFORMATION

Family Resource Centre of West Hants

(902) 798-5961

61 Morrison Drive

Windsor, Nova Scotia B0N 2T0

Program Site: Falmouth Elementary School

Program Email: bapfalmouth@gmail.com

Executive Director: frcwhed@outlook.com