



Action for Healthy Communities
People and Communities in Action

Healthy Active Community Kids (HACK) Parent Handbook



Action for Healthy Communities (AHC)
100, 10578-113 Street NW
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AHC's Objective



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To build the capacity of individuals and groups to improve their lives and communities through a unique community building process, including support, mentoring and training.

AHC's Mission

Action for Healthy Communities Society of Edmonton is committed to fostering individual and group participation and action to improve the comprehensive and holistic health of diverse communities.

AHC's Vision

Active individuals and groups committed to using their skills, knowledge, culture, and values to build a stronger and healthier society.

AHC's Values

Collaboration – We encourage community members to work together toward common goals based on shared concerns and values.

Participation – We are dedicated to a process that fosters community participation in activities that improve health and wellbeing.

Personal Development – We believe that continuous reflection and learning is essential for self-motivation and reaching potential.

Respect – We recognize and honor the diverse needs of all communities.

Excellence – We strive for high quality programs to the communities we serve to achieve successful outcomes.

HACK Program Description

The Healthy Active Community Kids (HACK) program provides a safe and inclusive space to vulnerable elementary school children in west Edmonton schools. HACK offers quality, child development, and fun-filled activities during the after-school time.

Program Activities

The program aims to provide a safe and enriching environment to improve physical, mental, emotional, and social wellness to vulnerable elementary school students. The program includes outreach and support to parents/guardians in addressing needs at home that affect their children's development, thus program staff and parents/guardians work in collaboration to support or prevent, conflicts related to bullying, self-esteem, and nutrition. In this way, the program involves a system-based approach to the students' well-being.



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Main activities of this program have been developed and conducted around the following learning themes monthly

Learning Themes:

September- Respect

October- Healthy Lifestyle

November- Caring

December- Mental Health

January- Community Development

February- Leadership Building

March- Anti Bullying

April- Multiculturalism

May- Relationship Building

June- Safety

July- Self Awareness/ Conflict Management

Activities:

Free Play Stations

Team Building Activities

Physical Activities

Culinary Arts

Science

Music

Arts and Crafts

Mathematical/ Analytical skills

Language and literacy

Songs/chants



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Operational procedures and guidelines

Hours of Operation

The HACK after school programs vary in hours and days depending on the school.

Athlone Elementary School- 12:00pm-4:00pm, Thursdays

Belmead Elementary School- 3:30pm-5:30pm, Tuesday & Wednesday

Sherwood Elementary School- 3:30pm-5:30pm, Tuesday & Wednesday

Brightview Elementary School- 3:30pm-5:30pm, Monday & Friday

The program does not run on statutory holidays, School District staff professional development days, Spring Break or Christmas Break, the program does offer 5 full days of care during July.

(Please see the coordinator of your program for more information)

Attendance

Please notify the coordinator of your child's program as soon as possible if;

- Your child will not be attendance
- Your child will be arriving late or picked up early
- A previously non-authorized person will be picking up your child; he/she will not be released to an unauthorized person without your permission (*Must have this in writing*)

Daily Arrival and Departure

It is the responsibility of the HACK staff to sign children into the program when they arrive and the parent/guardians responsibility to sign their child/children out of the program each day.

Only the parent/guardian names on the registration form or the authorized pick up list may pick up children from the center. All persons, other than the parents, or authorized pick up must provide identification and permission from the parents upon picking up a child.

Missing child

The following procedures will be in place if your child is not present during roll call/ headcount:

- The Site Coordinator will take attendance and gather all of the children together.
- The school office will make an announcement, Washrooms, inside of school and outside of school will be checked.
- Attempts will be made to contact the parents or emergency contacts.



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- If we are unable to contact someone who can confirm your child's whereabouts, we will immediately contact the police and file a missing child report.

Children are expected to be in the program for the entire duration unless otherwise notified by a parent or guardian. It is important that you inform the staff if your child will not be attending the program or leaving early.

Parent/Guardian Participation

Parents/guardians may be invited to attend the HACK program to:

- Discuss issues of concern to parents/guardians
- Volunteer as a guest facilitator
- Provide an opportunity for parents to network with each other and facilitators
- Participate in a HACK event

Late Pick-up

Each center has a pickup time, at this time parents are to pick up their children, no earlier or later unless otherwise notified. If a parent/guardian is late picking up their child, the procedure is as follows.

Procedure:

1. The Site Coordinator will try to reach the parents/guardians at all provided phone numbers.
2. If unable to reach a parent/guardian; those authorized on registration forms as an "Authorized Pick-up" will be called. A message will be left for the parent/guardian at the home phone number regarding what arrangements have been made.
3. If unable to reach an "Authorized Pick-up", those listed "In Case Of Emergency" will be called. A message will be left for the parent/guardian at the home phone number regarding what arrangements have been made.
4. Once a pickup has been made, the person picking up your child will be asked to sign a LATE PICKUP document. After two late pickups, a meeting with the parent/guardian, site coordinator and principal will be required. Upon 3 late pickups, a discussion with the principal, site coordinator and parent/guardian will be made about the possible termination of care from the HACK program.



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Health

HACK does not administer daily medication, if your child is sick or not feeling well, please refrain from bringing him/her to the program until they are well again. Keep in mind the children attending the program are expected to participate in a variety of indoor and outdoor physical activity experiences.

If your child becomes ill during the program hours, we will contact the parent/guardian right away. If we cannot reach you, the emergency contact on the registration form will be contacted.

Allergies

Upon registration it is important to disclose any food allergies or dietary restrictions as HACK will be providing one free snack and a culinary program experience. Registration packages are updated yearly, if a dietary restriction or allergy changes before the year is up, please inform the Site Coordinator of your program.

Weather

As part of our program plan, children will spend time outdoors daily and will participate in activities during hot and cold weather; appropriate summer or winter clothing is strongly recommended. Extreme weather conditions such as intense cold or heat will be monitored by the facilitators and schools.

In the event of extreme weather conditions, HACK will ensure the children's safety by making alternative indoor plans.

Emergency Procedures

In case of an emergency such as a fire, children will be evacuated from the School and parents/guardians will be contacted.

If practical, the children will remain as close to the school as possible for a maximum of one hour. After the 1 hour period, our staff will bring the children to the nearest Community League.



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Staff Qualifications

All HACK staff are considered responsible adults, staff hold a current first aid and CPR and a clear Criminal Record Check, Additionally HACK and AHC hold continuous professional development trainings for staff to further enhance the education of child development.

Guests

Occasionally, practicum students and volunteers will work alongside the facilitators in your child's program. Parents/guardians are encouraged to consult with the regular facilitators if any questions or concerns arise.

Practicum students and volunteers are never unsupervised with the children in our programs and are not counted in our staffing to child ratios. Completed criminal record checks are also required by practicum students and volunteers.

Parents/guardians are welcome and encouraged to contact the Site Coordinator of their program if they are interested in volunteering their time in the program as a guest facilitator.

Guest Facilitators are scheduled in weekly to provide all sorts of activities to the children which reflect our activity planning.

Nutrition Statement

We strongly believe in a well-balanced, nutritious lifestyle, HACK offers one free nutritious snack during each program day, you can find our snack menu in the sign in area of your program.

Additionally, HACK offers a culinary program, during this children learn how to cook nutritious family meals, you can find our culinary menu in the sign in area of your program.

Communication with Families

We strive to build strong, respectful and reciprocal relationships through open communication with our families.

The site Coordinator of your program will send out monthly emails containing our Celebration of Learning Newsletter. This newsletter will go over many of the exciting activities that the children have participated in during the month.



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Site Coordinators may also send out emails to remind families of any important upcoming dates or evaluation documents.

As part of our partnership with Seats for Kids and Kids up Front, families will receive emails for free entertainment tickets from the Program Coordinator.

During the months of October, December, March and June families are required to complete a short evaluation on the program, these surveys will be provided by email, paper.

Guidance and Discipline

Upon registration, it is important to disclose any behavior concerns of your child, guidance and discipline are always approached positively and respectfully by HACK staff members. Any interventions implemented provide opportunities for children to learn self-regulation skills, and promote supportive problem solving skills. All supports cultivate nurturing, responsive behaviour change through conversation, modelling and providing positive feedback and reinforcement.

For children struggling with behaviour management, an incident document will be created. Parents are required to review the incident document with the Site coordinator upon pick up, a signed copy of this document must be kept in the main AHC office. After two behaviour incident documents have been made, a meeting with the parent/guardian, Site coordinator and principal will be required. Upon 3 behaviour incident reports, a discussion with the principal and parent/guardian will be made about the possible termination of care from the HACK program.