



Canmore Community Daycare Society

Bow Valley Before & After School Care Programs

www.canmoredaycare.com

Roundhouse Main Office
606-B 7th Avenue, Canmore AB T1W 2H5
Ph 403-678-5762 fax 403-678-5805
info@canmoredaycare.com

Out of School Care (OOSC)
1033 Cougar Creek Drive, Canmore AB T1W 1C8
OOSC Ph. 403-679-2233 Junior K Ph.403-679-2234
oosc@canmoredaycare.com jk@canmoredaycare.com

Out of School Care (OOSC) Summer Program Supplemental Handbook

(Updated April 2023)

Location: 1033 Cougar Creek Dr. Elizabeth Rummel School

Summer Daily Routine

Daily hours are 8:00AM – 5:45PM.

The front door of the school will be unlocked in the morning from 8:00-9:00 for drop of time. Other times please go to your child's designated door for drop-off and pick up.

Marmot door is on the East side of the school where the Grade 1 doors are. Please ring the white doorbell on the right of the door.

Eagles' door is at the main entrance please ring the OOSC doorbell.

Wolves' door is at the back of the school where the Grade 3 doors are.

Please continue check your child for sickness and do not bring them if they are unwell.

All children must be picked up by 5:45PM. Please pick up at the same location as drop off. We will let you know by a sign on the door if we are anyone else.

For early pick up please contact your educator by text to know the location they will be in at the time of pick up.

A parent **MUST** sign in their child with a teacher at their drop off location and check in regarding permission forms for field trips to ensure they have been signed electronically and on time.

Program activities start at 9:00AM. For trips we ask you to be school by 9:00AM.

Permission forms will be emailed to you the week prior. We will ask you Monday morning to sign the permission forms to give consent.

All food for the day is brought by the child. OOSC will provide PM snacks. Everything else will need to be packed. All our programs are **nut free environments** due to life threatening allergies. Any lunch or snack containing nuts will be sent home with a note and will not be allowed to be eaten on the premises.

If you do not require care for your child on any given week, please give **two weeks** notice so you will not get charged.

TIMETABLE

Regular day (no field trips): this is the approximate timing/schedule of our activities.

8:00-9:00AM Centre time in classrooms.

9:00-10:00AM: All students, morning activities #1

10:00-10:30AM: AM snack

10:30AM-12:00PM: Morning activities #2

12:00PM-1:00PM: Lunch time

1:00PM-4:00PM: Afternoon activities #1

4:00PM-4:30PM: PM snack (**Provided**)

4:30PM-5:45PM: Afternoon activities #2

Everyone picked up by **5:45PM**

We will be off school premises for trips/outings so our schedule may vary. Children will be required to be on site by a specific time for field trips. This will be communicated on the permission forms.

Also, refer to weekly emails with monthly calendar and permission forms. If you need to reach the group while they are off premises, please call:

Marmots: 403-678-7570

Eagles: 403-678-7755

Wolves: 403-678-1390

Please let us know **if your child will be absent on certain days**. Either email ooscmanger@canmoredaycare.com or text your educators at the number above.

What you will need (please label all belongings)

- Indoor and Outdoor shoes that are closed toed (no open toed shoes please).
- Sun hat is **mandatory**, preferably with brims for better protection.
- Sunscreen with minimum 30 SPF (please ensure it has not expired).
- A leakproof water bottle (for walks and small field trip where we may not have access to water).
- Backpack
- Lunchbox
- Spare clothes in case of accidents (spills or otherwise)
- Swimsuit in case of spontaneous water play (water play is a big part of our summer!)
- For planned water days, please provide a towel, spare clothes or swimsuits, and water shoes (no flip-flops or any opened toed shoes) shoes will get wet.
- Lightweight raincoat/ shell jacket. Weather in the mountains can be unpredictable. Please **do not bring umbrellas.**

Safety

- Closed toes shoes are mandatory to prevent injury.
- A sun hat (mandatory) and sunscreen (minimum SPF 30) to protect children from the sun.
- Water bottle to stay hydrated from physical exertion and the heat.

Friendly reminders

- Please do not bring any toys or equipment from home. (Scheduled show and tell will be done)
- If your child is sick, please do keep them at home until their symptoms are gone.
- If your child becomes sick at our program, we will call you on the numbers provided. We kindly ask that you promptly come to pick them up. We will keep them away from the other children in the group.

Questions or Queries:

Contact email oscmanger@canmoredaycare.com