

Inspiring children through literacy, wellness, and playful learning.

Inspired Kids NB
Afterschool Program
Parent Handbook
2025-2026

913 Smythe Street
Fredericton, NB
E3B 3G8
506-458-8206

What is Inspired Kids Afterschool Program?

Inspired Kids Afterschool is a not-for-profit center offering afterschool care. We are licensed under the Department of Education and Early Childhood Development.

What is Christian about this afterschool care centre?

This centre affirms that Jesus Christ is Lord. The centre also affirms that the Word of God, the Bible, gives the basic framework for understanding life.

Who can attend this afterschool care centre?

The center is open to children of all creeds, races, ethnic or national backgrounds. To be registered, the child should be enrolled in kindergarten up to Grade 5.

Who financially supports the school?

1. Tuition
2. Gifts from churches, individuals, groups or organizations
3. Fundraising efforts

When is after-school care available?

Afterschool care is available daily from Monday to Friday from 2-5:30. Care will also be available for storm days and District Professional Days and non-statutory holidays.

How will tuition payments be made?

Tuition payments can be made bi-weekly at a rate of \$200. Payments can be accepted with a cheque or EMT. At the time of application, a non-refundable registration fee of \$50.00 is due.

Alternatively, you may choose to send your child part-time on specific, individual days. The cost per day is \$20.00 for Monday, Tuesday, Wednesday, Thursday, or Friday. For part-time care storm day care will be available at \$50.00 a day.

What if payments are late?

The accountant will issue an invoice within 1 month of late payment or NSF cheque. It will be the parent's responsibility to make payment as soon as possible with late fees if applicable. Late fees will include any bank charges incurred to an NSF cheque. With an account 2 months overdue, the child may be dismissed from the program. All fees will still need to be paid. Please contact Richard Shupe for any financial issues.

What is the daily schedule?

Please see the attached daily schedule.

What does your child need to bring to afterschool care?

Your child will need a pair of indoor shoes, an extra change of clothes (pants, shirt, underclothes, and socks) that will remain at the centre. Please label everything. Clothing can be stored in a large Ziploc bag with the child's name on it. Each child will have a small locker space to keep his/her belongings. Your child will also need to bring a nutritious snack each day, lunch on storm days.

What is the routine for everyday drop off and pick up?

Students can be dropped off at the centre or pick up is available at Priestman Street Elementary School. The child will be kept under the educator(s) supervision until the parents arrive for pick up.

Children must be picked up by 5:30PM. A late fee will be charged for children left at school longer than 10 minutes past close (fee is \$25.00 for the first 15 minutes past 5:30PM and \$5.00 for each additional minute). Please contact the educator if for some reason you will be late in picking up your child. The educator is obliged to call proper child welfare authorities if the child is not picked up by 30 minutes past school closure and no phone call has been received from the parent.

What if someone else is dropping off or picking up your child?

If someone other than the parents will be picking up a child, the educator must be aware of the arrangement in advance.

What is the procedure for fire or emergency evacuation?

At the first sign of fire or emergency evacuation all students and educator(s) are to line up at the door in an orderly manner. The children will be taken to a designated place at the back of the parking lot away from the building where roll call will be taken and parents called for emergency pick up.

Smoke Free Places Act

Please note, this centre adheres to the Smoke Free Places Act of New Brunswick. The purpose of this legislation is to protect New Brunswickers from exposure to second- hand smoke and to ‘de-normalize’ tobacco use.

What if your child is ill?

If your child is not well, we ask that you keep your child home for the day and contact the centre. If your child becomes ill at afterschool care, the educator will contact you to pick up the child within 1 hour of notification. A separate area is provided for the child until he/she is picked up. Please refer to the added sheet from the NB government titled “Managing Illness in Child Day Care Facilities- Parent Role”.

What if your child is on medication?

The educator will not administer any medication at any time. Expectations will be made in the case of emergencies (e.g. EpiPens)

What if your child is absent?

If your child is absent from school, we ask that a written note or verbal communication with the educator accompany the child when they return explaining the absence. If you are aware that your child will not be at the afterschool centre on a given day, please call the centre by 2:00PM.

Child Guidance Statement

Positive child guidance techniques are used to support and encourage children in learning independence and appropriate, acceptable behaviour. These practices help to develop relationships that promote children's well-being and sense of belonging.

Positive Child Guidance Practices

The goal in child guidance is to assist individual students in self-control and ensure our center maintains a secure, safe and encouraging environment where students can learn and grow. To promote an environment that encourages positive behavior we ensure children can move freely between learning centres, ensure adequate supply of appropriate equipment and materials, ensure a good balance of activities, have enough time for activities, prepare children for transitions, provide appropriate supervision, involve children in various levels of responsibility, use positive language, model and teach appropriate respect for diversity and respect children's feelings.

We do not tolerate corporal punishment, physical restraint, humiliation, verbal abuse, depriving children of an activity etc. Please be assured that we strive to treat all students in a fair, consistent and loving manner. Examples include setting reasonable limits and guidelines that make sense to the children, gentle reminders, redirection to a constructive activity, positive child guidance, explaining natural consequences, anticipating children's needs, and offering children the opportunity for a new activity, among others. The child will always be under the supervision of the educator.

Requiring Dismissal of the child

A child will be dismissed from the program if behavioural issues hinder the rest of the class. The parents of the child will be informed at all times of unacceptable behaviour and the approach the educator(s) will take to correct the problem. Parents are strongly encouraged to work with the educator(s) to make the afterschool environment enjoyable for all. The educator(s) will work with the parents and will keep the board of directors informed. Following a 1- month trial of corrective behaviour with no progress, a child may be excused from the program, following a combined meeting with the parents and board of directors.

Discharge Policies

Should parents wish to remove their child from the program; a one-month notice is required in lieu of further payments. A full month's tuition will be charged for removal of a child part-way in the month. It is the board's discretion to pro-rate fees for partial month removal.

Withdrawals and Transfers

The centre should be notified immediately if students are withdrawing or transferring. All accounts need to be settled in a timely manner.

What about abuse?

Any cases of suspected child abuse will be reported to proper authorities.

What about storm days and holidays?

The centre will follow Anglophone School District West (formerly District 18) for storm cancellations. Please listen to a local radio station for information or call the District Transportation number (506-453-5455). On storm days, the centre will be open from 7:30AM to 5:30PM

Conferences & Documentation

Parents: If you would like to have a conference with the educator at any time, please make an appointment with the educator so appropriate time and confidentiality can be allocated. Each child will have a documentation folder. Highlights of the child's learning and activities will be recorded. These may be accessed at any time by parents/guardians/child.

Parental Involvement

This centre is a parent-sponsored ministry that benefits greatly from the involvement in and around the centre by parents of our students. Parents are always welcomed in the centre and play a large part in the planning of events for the afterschool program. We strive to balance the spiritual, physical social and emotional aspects of your child's learning process. We also take the responsibility to provide a safe, secure, loving atmosphere in which your child's growth can flourish.

We have one parent from each class sit on the board of director for a one-year term. We ask that all families help with fundraising activities to the best of their ability.

Complaints/Grievances

Any complaints or grievances should be directed toward the Board of Directors. A list of members is posted outside of the classroom including phone numbers and email addresses. The issue will be dealt with immediately if possible or at the very next director meeting. The Board of Directors meets regularly once per month. If necessary, the Board will reconvene for a special meeting. All these issues and further communication by both parties should be done in writing.

Inclusion Policy

Our policy is to work closely with our parents/families to meet the needs of every child. SSKids is an inclusive environment creating a sense of safety and acceptance for children of all backgrounds (race/ ethnicity/ abilities/religion/faith/ creed). We will meet with parents before their child starts at our center to discuss any needs of the child. If a child requires additional support/resources, we will work with the parents to ensure these supports and resources are in place.

To ensure these needs continue, the educator checks in with parents daily at drop off and pick up and addresses any needs immediately. In addition, parents /families can speak directly to a board member regarding the needs of their child. The board also meets monthly with the educator to discuss any supports/resources that may be required. If the child will have support staff, we work closely with this support staff to ensure that the child's needs are met. This includes meetings before the support staff starts, as well as ongoing check-ins.

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Our goal is to maintain a close relationship with the parents/family and support staff to ensure that the child's needs are met throughout the year. We place great value on maintaining a meaningful, supportive and open relationship with the child, parents/family, and support staff.

Insurance for driving on field trips etc.

Parents should fill out a Drivers Abstract form and let their insurance company know that you will be driving children occasionally (if you volunteer to do so). All drivers need to have \$1,000,000 liability insurance. Children must use seat belts and booster seats (in accordance with New Brunswick laws and regulation) when transported. It is the parent's responsibility to make sure a booster/car seat is available at the centre for their child (if needed).

Daily Schedule

2:30- 2:45 PM Arrival & Free Play

Open centers (blocks, art, board games, puzzles etc.)
Soft music, relaxed atmosphere
Children unwind from school day

2:45- 3:00 PM Prayer & Devotion Circle

Opening Prayer
Short Bible Verse or story with discussion
Faith and Feelings Check In

3:00-3:30 PM Snack & Social Time

Snack from Lunch Boxes
Conversation about the day and gratitude moments

3:30- 4:30 PM Guided Free Play or Creative Stations

Rotation through stations: dramatic play, art, sensory bins, reading, blocks etc
Staff encourages cooperative and imaginative play

4:30- 4:45 PM Indoor Cleanup & Prepare for Home

4:45- 5:30 PM Outdoor Play & Movement

Emphasis on teamwork

Parent's Declaration

We desire to enroll our child in this afterschool care centre, and we are willing to have our child training accordance with the afterschool care centre's Statement of Faith.

In making this application we understand that:

- The teacher has full discretion in the classroom guidance of my child. Guidance will be done in a loving, caring manner. Examples are redirection to a constructive activity, positive child guidance, explanation of natural consequences etc.
- Our/ my cooperation is expected in regular tuition fees paid in the form of post-dated cheques or prompt EMT payments. Cheques are to be made out to the Fredericton Christian Preschool Please refer to the cover letter of your information package for the tuition rates.
- We/ I will be asked for practical help (i.e. helping with fundraising, faithful prayer etc.)
- Our/my child will go on field trips and other social activities (please send in parental consent form)
- The program reserves the right to dismiss any student who has refused to cooperate in class.

Signature of parent(s) or guardian

Date: _____

A \$50.00 non-refundable cheque is required to complete this application.

Please hand in the following documents with a completed application form (The Provincial Child profile form)

- The Parent's Declaration
- The Consent for Outings
- The Parental Consent for Emergency Care and Transportation
- An updated copy of the child's immunization record

I have read the Inspired Kids NB Afterschool Program Parent Handbook and I understand its contents.

Name: _____

Signature: _____

Date: _____

*Please return to the educator(s) the first day of attendance at the program.