



Parent Handbook

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Purpose of Kids' Club

Kids' Club is a Westlife program and a way for Westlife to give back to the community through a reliable club for your child (K-Gr. 4) to engage in and grow. Westlife Kids' Club will include diverse activities, snacks, games, and free time to wind down after school.

Kids in kindergarten to grade 4 will engage in a welcoming environment where they can learn new life skills, make new friends, have fun through games and various activities based on your child's interest and needs, and work on homework.

Procedures

Days Off

We will be following the **Rocky View School Calendar** as far as days off, including PD days and holidays. Summit Kids' (Westlife Kids Ministry will be hosting PD day camps which are free for Kids' Club Registrants and open for others in the community).

Communication

We welcome any and all communication! Please feel free to contact Kids' Club Director Jamie Sommerville via email (kidsclub@westlifechurch.ca) or phone (by text or phone call) (587-807-0689).

Payment

A registration fee of \$150 will go towards holding your spot, and will go against your last month's payment unless you give written notice of withdrawing from the program one month prior. Without one month's notice of withdrawal, the registration fee will be non-refundable. A monthly payment of \$500 will be due the first of each month. A \$50 late charge will apply for late payments.

Pick Up

Kids will be picked up from Elbow Valley School and walk over to Westlife Church Monday-Thursday once school ends 3:10pm and Friday at 1:55pm. **If you require pick up from Elbow Valley, please ensure that this is noted in your application and that you have notified the school.** Please remind your child that we will be walking over so they should wear clothes that will ensure they are warm. For more information on our safety plan for this walk please refer to our [Safety Plan](#).

The program will be running for everyone, including those who are dropped off once the team returns to Westlife from Elbow Valley. The aim of start time is Monday-Thursday 3:30-3:45pm-6pm and Friday 2:15-2:30pm-6pm. **Please note: If you are dropping your child off do not leave your child unattended. Wait for a staff member to sign them in.** Staff may





be delayed on return due to traffic, ease of pick up, and weather, and we thank you for your understanding in any event where we are delayed getting kids to the club safely.

End of Day

Please remember that pick up is at 6:00pm. Come to the Southern front door of the building. Please call 587-807-0689 and our team will bring your child to you. To ensure our team has time to rest and prepare for the next day, a \$1/minute late fee will apply for late arrivals. If you are going to be late please let our team know as soon as possible.

What Does your Child Need

Please remember to provide your child with indoor shoes (preferably ones that can stay at the church), a water bottle, and weather appropriate clothes. Please remember your child is walking from the school to the church in ALL WEATHER.

Snacks

We will provide daily snacks for your child once we get back to the church. If your child has any specific dietary needs please ensure that we have been made aware of it in your registration. If there is any adjustment to their needs please inform the Kids' Club Director as soon as possible. We will be following [Alberta Health Low-Risk Prepared Foods Fact Sheet](#) to inform our snack options. If you would prefer for your child to have their own snacks, please inform the Kids' Club Director.

Safety

Kids' Club takes the safety of your child very seriously while they are in our care, both on your child's way to the church and while the child is at our program. We have adopted Westlife's Abuse Prevention Policies to ensure your child's safety. If you would like a copy we would be more than happy to share those with you.

Safety on the way to Kids' Club

School Pick Up

Authorized School Pick Up Form: Pick up service is available for parents to specific schools which can be found on our website www.westlifechurch.ca/kids-club. Please ensure that you have marked on your registration form that your child needs to be picked up and that you have given Westlife Kids' Club permission to do so. Additionally, you must inform the school that Westlife Kids' Club Staff are authorized to pick up your child. [CLICK HERE FOR THE PERMISSION FORM ATTACHED TO THIS DOCUMENT](#).





Safety Plan: We have worked with the Rocky View traffic to ensure the utmost safety as we commute to Westlife after school. We will be walking from Elbow Valley School using the marked crosswalk to cross the street. When crossing, one Westlife Kids' Club staffer will go to the middle of the road ensuring traffic is stopped using a hand-held stop sign. Our other staffer will lead the children across the road with the first staff member following only after all of the kids have crossed. Both staff will wear a reflective safety vest to ensure visibility. To ensure your child's safety we will be in continuous conversation with the RCMP, Alberta Transportation, and Rocky View County for any suggestions they may have to make our commute as safe as possible. Guardians will be notified if the plan changes at the recommendation of authorities.

Dropping your child off

The program will start for everyone once the staff return to Westlife from picking students up at Elbow Valley. The aim is for the program to start between 3:30 and 3:45 depending on weather, traffic and ease of pick up. **Please note: If you are dropping your child off do not leave your child unattended. Wait for a leader to sign them in.**

Safety During Kids' Club

Supervision: Your child will always be in the care of two unrelated individuals. All staff and volunteers are to pass a Police Information Check including a vulnerable sector check (these individuals are considered screened personnel). Guest speakers and teachers may come in on occasion but will never be left unsupervised with the children.

Ratios

We will ensure that the classroom is maintained with 1 screened personnel at all times (ratio requirement: 1 personnel per 6 elementary children). The classroom will be staffed with at least 2 personnel for the duration of Kids' Club (this may include teenagers).

Facility

The Westlife Summit Kids' wing is where Kids' Club will primarily take place unless they require the use of the kitchen, go outside or are waiting for pick up in the foyer. The Summit Kids' Wing was carefully designed as an interactive learning environment for kids. Each room has a dutch door with a window on the top half of the door to ensure that there is a plain line of sight of children at all times. During the hours of Kids' Club while it is Westlife office hours, the Summit Kids' wing doors will be locked. If there are other programs using the Kid's Wing the classroom will additionally be locked to ensure that no unauthorized persons can enter. If you require your child or you need to contact Kids' Club, please call 587-807-0689 at any time and a staff member will answer.





Washroom Guidelines

There are two designated washrooms in the Summit Kids' Wing. Children will only use these two washrooms to ensure privacy and safety. Children will be allowed to go to the washroom without supervision upon asking the teacher. If your child requires assistance a screened adult personnel may assist them but the door is to be left ajar with another screened personnel within earshot of the door to maintain the child's privacy.

Releasing Children

We will only release your child to those who are on your "Authorized Pick Up List" found in your registration. You can add or take away from this list at any time by contacting the director. Individuals will be asked for government issued ID, so please provide us with the name that can be found on the ID they will use to pick up your child. Please inform us of all individuals who are not allowed to pick up your child and provide us with any critical information you think we should know to ensure the safety of your child. We kindly ask that you make us aware of any shared custody agreements, restraining orders, or cease and desist orders.

Health and Safety

Absences

If your child is not able to attend Kids' Club please inform the director via email (kidsclub@westlifechurch.ca) or phone/text 587-807-0689 before 1:00 pm.

Illness

If your child has a fever, puking, or diarrhea, we ask that you keep your child at home. If your child develops any of these systems while in our care we will inform you immediately and ask you to pick them up.

Incidents

Incident reports are to be filled out every time the first aid kit is opened. We will inform you of any incidents that involve your child. There will be a trained first aid person on the property at all times. There is a first aid kit in each classroom and an AED in the building.

Emergency Procedures

Fire

- If a fire is in the room, call 911 immediately.
- Kids' Club personnel will ensure they have all children.
- Children will go out the nearest fire exit; a fire escape plan is posted in all rooms by the door.
- One personnel will lead the children out and one will follow behind the last child. Closing the door as they leave.
- Once outside, they will retreat to the far North West Corner where you will meet the Ministry Head, and ensure that all your children are present and accounted for. Ask the children in your





group if anyone is missing.

- Confirm numbers and any missing individuals to the Supervisor.

Lock Down

- Do not run out of the room.
- Look out the door and gather anyone that you can into the classroom.
- Close and lock the door of the classroom and black out the window.
- Turn off all lights.
- Close all the blinds in the classroom.
- Have children/people gather along the wall where you cannot see out the window or in the bathroom in the room and KEEP QUIET.
- Call 911.

Tornado

- **If there is time...**

- Have children file out of the classroom and into the GYM hallway or Preschool room, ensure that this is an organized line, one leader in front of the other in the back.
- Have children line up and crouch down by the supporting wall (the wall with the gym storage rooms).
- Have the children get as curled up as possible along the wall.

- **If there is no time...**

- Find the supporting wall in the room (the one opposite all windows)
- Have children and staff crouch along this wall with faces away from the direction of the windows.
- If there is not enough space, have older/bigger children and volunteers crouch over the younger children.
- Text Supervisor with location and names of individuals.



Appendices

Authorized School Pick Up Permission Form

Dear Elbow Valley School,

We _____ (PARENTAL NAME), authorized Westlife Kids' Club Staff to pick up _____ (CHILD'S NAME) after school daily during the months of September to June of the school year of 2025 to 2026.

Print Name of Guardian

Signature of Guardian



Daily Schedule

Please be aware that this schedule may vary based on the activity for the day or when we arrive at the church.

Monday - Thursday	3:30 - 3:40	Washroom Break
	3:40 - 4:00	Snack
	4:40 - 5:40	Classroom Activities (Free Choice Centres)
Friday	2:15 - 2:25	Washroom Break
	2:25 - 3:00	Gym
	3:00 - 3:10	Washroom Break
	3:10 - 3:30	Snack
	3:30 - 6:00	Activities (Free or Structured)