

CHRIST CHURCH CATHEDRAL SCHOOL



Lux Mundi *Out of School Care Handbook*

(Revised January 2020)

Christ Church Cathedral School

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INTRODUCTION

Lux Mundi Out-of-School (OSC) Program

Welcome to the Lux Mundi OSC program. Our philosophy is learning through play and experience. Our program includes activities and experiences which will encourage each child to learn through play, develop social, emotional, physical, and intellectual skills, expand his/her knowledge of the world around us, encounter and learn to handle feelings appropriately, develop satisfying relationships and, most of all, have fun!

Our staff give as much individual attention as possible. They take into account the children's different learning styles, and students needing some extra assistance. They are able to work with our support staff and our many resources at Christ Church Cathedral School main campus.

The program runs from 3:00 PM to 6:00 PM Monday to Friday. The program also offers a full day program that runs 7:30 AM to 6:00 PM on Non Instructional or School Closures days.

Our goal for each child in our program is to encourage:

- A positive self concept
- Independence
- Self-discipline
- An awakening to Christian faith
- Respect for self and for others
- Verbal expressions of feelings
- Self-expression in all areas such as art, music, drama, movement
- Physical coordination
- Awareness of health, hygiene, nutrition and safety
- Awareness of nature, science, and the community around

At Lux Mundi we accept all families in all their diversities.

What Does Lux Mundi expect from you?

Lux Mundi staff expect your full support and trust when caring for your children. We expect that your child is picked up no later than 6:00pm. We expect full communication regarding any current infections or illnesses that have occurred in order to keep our classmates, families and teachers well.

We welcome parent participation during various times throughout the year. Parents may be needed, and are most welcome, as chaperones on field trips in the community. Please also consider volunteering on our Parent Support Group (PSG). PSG contact information and a schedule of meetings is available from our main office at Christ Church Cathedral School. If you have any questions, ideas or suggestions for us, please talk with the administrative staff at any time. We know that with your help and commitment, we can

make your experience for your child the most positive learning and recreational opportunity possible.

GOVERNANCE and ADMINISTRATION

The Board of Directors

The nine members of the Board of Directors are elected or appointed according to the constitution at a Special General Meeting of the Board, which is held in May. The Annual General Meeting of the Board is held in October, when the financial report for the year is given to the Society and any unfilled positions on the Board can be filled according to the constitution.

One board member is a parent elected by the PSG in September or October. All board members serve a three-year term and must stand for re-election thereafter. Parents are also elected by the PSG as representatives for their classroom. This person is required to represent his or her son or daughter's classroom. Please consider becoming a part of the Parents Support Group to support your child's classroom. The names will be published in the newsletter and on the School's web site. www.cathedralschool.ca

Members of the Board of Directors:

Board members are as listed on the school website. Elections for some positions will be held in October after which this list will be updated.

GENERAL DAILY ROUTINE

7:30 am:	Centre opens on regular and non-instructional school days
7:30 – 9:30 am:	Free play (indoor or out) or table top activities
9:45 – 10:15 am:	Snack (provided by parents)
10:15 – 12:00 pm:	Outdoor play: climbing, sandbox, outdoor art, games, ball play, neighborhood walks, outings to Beacon Hill Park or the beach, etc.
12:00 – 12:30 pm:	Lunch (provided by parents) followed by hygiene time
12:30 – 1:00 pm:	Prepare for any scheduled field trips
1:00 – 3:00 pm:	Free flow Art / table top activities and scheduled field trips
3:00 pm:	Dismissal from regular school; outside time on these days
3:30 – 4:00 pm:	Snack (provided by parents)
4:00 – 6:00 pm:	Art activities and indoor or gym free play time
6:00 pm:	Facility closes (Promptly)

***E**XPECTATIONS*

To assist staff, students and parents in achieving our purpose we offer these guidelines that help to create a community where learning is valued, where responsibility is exercised and where security is assured.

Expectations for Students

1. To arrive to the Lux Mundi full day program no later than **9:00am**, and to behave appropriately and respect other students and adults.
2. To respect and comply with Facility regulations.

Expectations for Parents

1. To respond promptly and affirmatively to any student misbehaviour while in the Lux Mundi OSC program.
2. To inform Lux Mundi of any circumstances in the home which might affect their child's behavior while in the Lux Mundi OSC program.
3. To follow the fee payment and student withdrawal policies of the Lux Mundi OSC program.
4. To supply written and signed or telephoned explanations of absences/lateness.
5. To keep children at home if sick, and notify Lux Mundi if children will be absent.
6. To ensure that children are **collected from the afterschool care program by 6:00 pm** promptly.

Expectations for Staff

1. To maintain a safe and caring environment for each learner to thrive in.
2. To teach skills, and enrich and extend those skills according to the School Policies.
3. To maintain order, plan carefully, teach meaningfully and present a role model that will be an inspiration to the children.
4. To exhibit conduct that is consistent with the Christian character of the School.
5. To respect the personal worth, dignity and individual characteristics of each child, and keep a spirit of care and concern for all children.
6. To provide fair and just disciplinary treatment for all children as needed.
7. When conflict arises with children, to address the situation in a positive and supportive manner.
8. To keep parents/guardians informed of the progress, performance and conduct of each child.
9. To make themselves available to meet with parents at a mutually agreed time, should the need arise.
10. To be supportive of each other, the School, and parents who are the first educators of their children.

APPLICATIONS AND ENROLLMENT

Family demographics: Sometimes, family demographics can change. Please keep the administration staff and teachers notified of any changes to your family structure so that we have the most current information on all our records and can continue to ensure the safety of your child and provide support as required.

Re-Enrollment: Each year in January the school will send a re-enrollment form home to inquire about your intentions for the following school year. The families in our Lux Mundi OSC Program should complete the section of these forms that indicate their intent to enroll their child(ren) in the program the following year. (It is the prerogative of the Head of School to confirm the re-enrollment of all students.)

Lux Mundi Summer Care Program: During summer months we provide a full day Summer Day Camp program, Monday to Friday. On the re-enrollment form sent out in January, please indicate your interest in this program. The spots fill up fast. We require a completed application and deposit by May 1st.

ABSENCES, WITHDRAWAL AND ILLNESS

Absence / Illness Procedure:

1. When a child is unable to attend due to illness, the program manager must be notified as soon as possible. If the illness is contagious, serious, or is related to or resulting from an incident at Lux Mundi the Program Manager and Assistant Head of the School must be informed so that preventative measures can be taken, if required.
2. If a child does not attend for 10 consecutive days or is absent for 15 days out of 30 consecutive days without the program manager being notified, as per the above procedure, the child will be considered withdrawn. The program manager will commit the vacant space to another child and advise the parent of the withdrawal by mail or email.
3. Lux Mundi OSC assumes NO liability for determining the welfare of a child who is not in attendance due to illness or family holidays.

Program Withdrawal: The Program Manager requires immediate notice when a child is to be withdrawn from the Lux Mundi OSC full time program. The notice must be in writing with a minimum of one full calendar month's notice.

Without proper notice, it is difficult for the program to budget appropriately.

Unexplained absences: If the child does not attend regularly and no reason is provided, it will be assumed that the child has withdrawn at the end of the last month for which the fees have been paid.

Family Vacation Time: School fees are not redeemed if families go on vacation during the school year for any part of a month or thereof. The family, despite their child's

absence of the program, is responsible for their monthly fees. Unfortunately, we are not able to accommodate for family holiday time due to our strict facility budgeting.

PAYMENT POLICY

Lux Mundi OSC Payment and Withdrawal Policy (Full Time Program)

To enable good financial management of the Lux Mundi OSC program, we require prompt payment of fees and one calendar month prior written notice of withdrawal for students in the monthly program during the school year

Procedure:

1. A VOID Cheque and a signed form for automatic withdrawal is required to submit to the office in order to begin a monthly direct withdrawal from your banking institution. Payment can be withdrawn from your account on the 1st or the 16th of each month. If payment is not received by the 10th day of the month, we will assess a late payment of \$20.00 per child. There is a \$25.00 fee for non-sufficient funds.
2. One calendar month's written notice is required should you decide to withdraw your child from the program. Notice must be given by the last day of the month proceeding the month on which you plan to withdraw your child. (For example, notice must be given by March 31st if you plan to withdraw your child for May 1st.)
3. Entry to a program after the 2nd day of the month will be charged at the daily Drop In rate for the program to a maximum of one month's rate.
4. We are unable to accommodate partial payments for extended absences due to illness or vacation time with family. Full month fees must be paid in order to hold the student's space in our program.

Pickup from Margaret Jenkins Elementary

During the school year, we provide an after school bus pickup service to students attending Margaret Jenkins Elementary School who are registered in the Lux Mundi OSC program. A different rate applies as it includes a fee for transportation. Morning care between 7:30 and 8:20am, including transportation to Margaret Jenkins for school start time may also be arranged. Contact Todd Fitzsimmons for details and availability of this service.

Summer Program Fee Policy

Registration is done online through our website: cathedralschool.ca. Your payment confirms your child's registration in the program. Refunds will be issued if the program is not able to run due to insufficient registration on any day, or at the request of a parent if sufficient notice is given (one month) and changes have been approved by Cathedral School staff. If you need to make changes to the dates, please notify the school as soon as possible.

Hours of Operation

Regular hours of Lux Mundi OSC operation on regular school days are from 7:30am to 8:25am (no charge for CCCS students) and from 3:00pm to 6:00pm, Monday to Friday.

On school closure days or non-instructional days, Lux Mundi OSC hours are from 7:30am to 6:00pm (Christmas Break, Spring Break, Summer Break and Pro-D Days)

Lux Mundi Summer Care Program begins the week after the last day of classes. The program *may* close for a few days for administration and preparation reasons. You will be notified of any closure days.

**Please notify the facility manager and / or teachers, your preferred drop off and pick up times. This will ensure that we have proper teacher / student ratios, to abide by our childcare licensing commitment.*

PICK UP AND DROP OFF

Pick up times:

Parents are expected to pick up, or arrange for pick-up of children, no later than 6:00pm.

Late Pick Up

If a parent or guardian has not picked up a child or called the Lux Mundi staff by the scheduled end of program, the staff will try to contact the family first and then alternate persons listed on the authorized pick up list.

If no one is available and the parent has not contacted the Lux Mundi staff by 6:30pm (1/2 hour after the program close) we are required to notify the Ministry of Children and Family Development. A late fee of \$20.00 will be charged for every 15 minutes (or portion thereof) after pick up time. The late charge will be added to your monthly invoice.

Authority to Pick Up a Child

We recognize that unforeseen circumstances can arise that prevent parents from picking up their child at the required time. In these instances, another caregiver or relative may share the responsibility of picking up the child. Please be explicit on the enrolment form to indicate the names of individuals who have authority to pick up the child. We encourage you to indicate as many names as required for this purpose and to keep the list up to date.

If you have made arrangements for an individual to pick up your child and they are **NOT** on your list, the staff need to be advised **EACH TIME**, preferably in writing. The name of the individual also needs to be indicated on the sign in /sign out sheet each time, until the person is formally added to the authorized pick up form. If the

staff are unfamiliar with the individual, identification will be requested, such as a driver's license, as our foremost consideration is your child's safety.

Contingency Plans

Staff will not be able to drop off or pick up children to and from their home, even in an emergency situation, due to potential liability. In the event that a problem arises in picking up a child, parents should have a contingency plan that does not involve the Child Care Facility. Staff will continue to provide care for the children on the premises, until the parent or alternate arrives to pick up the child. The charge levied for late pick up is intended to offset staff overtime costs and ensure the smooth running of the centre.

Signing In and Out

Daily sign in/sign out sheets **must be completed by the staff** upon the child's arrival and departure. Please notify the Lux Mundi staff if someone other than the usual parents or guardian is picking up the child.

Custody and Related Court Orders

If a custody agreement or court order exists, a copy needs to be placed in the child's file at the Facility. The enrolling parent or guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without legal documents on file, the staff cannot deny access to a non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list we will be unable to release the child. The enrolling parent or guardian must provide all consents.

It is the Lux Mundi staff's responsibility not to release a child to an authorized person who is unable to care adequately for a child. If a staff member believes that the authorized person is impaired, or the child will be otherwise at risk, they will offer to call a relative or another authorized person to pick up the child.

Dropping Off Children

Parents should make every effort to be familiar with the daily routines of the program and note any special events that are planned. Late arrival on a day with a scheduled field trip early in the day, may mean there are no staff on site when you arrive and you will be unable to leave your child until the staff return from the field trip.

Parents **may not** drop off late in the day for after school care if their child has been absent throughout the day due to illness or appointments.

DISCIPLINE, GUIDANCE, POLICIES AND PROCEDURES

Discipline is the teaching and learning process by which children develop appropriate, socially acceptable behavior. Guiding children's behavior is a continuous process that adults do with and for children to help them to become self-disciplined.

Intent

It is the intent of the Lux Mundi OSC staff to provide discipline and guidance based on childhood developmental stages that will enable children to respect themselves and others around them.

Christ Church Cathedral School and Lux Mundi OSC Program does not attempt behavior modification, but rather employs aspects of guidance and discipline that can be successful in the home and the child care environment. We work systematically to maintain a positive and supportive environment when discipline is required.

Policy

It is the policy of the Christ Church Cathedral School and Lux Mundi OSC that each staff person should recognize that the children's behavior is influenced by their overall developmental level, the environment outside their home and by the adults who care for them. Staff will ensure that the children's environment (including space, toys, time, and routines) is set up to influence behavior in the most positive manner.

Methods and Practices

The techniques or strategies used to guide the child's behavior will be prevention-oriented and be used to create a positive atmosphere and opportunities for desirable behavior. These guidance techniques will include:

- a. Establishing clear and consistent limits
- b. Offering straightforward explanation of limits
- c. Stating limits in a positive manner
- d. Focusing on the behavior, not the child
- e. Not giving choices when none are available
- f. Allowing appropriate time limits for the children to respond
- g. Re-enforcing appropriate behavior
- h. Maintaining a tolerance for a certain amount of noise, mess and attention seeking as is age appropriate and when the above does not infringe on the rights of others.

Staff Intervention

Should it become necessary for staff to intervene, the staff will ensure that guidance is supportive rather than punitive, maintaining respect for the children involved and using calm and controlled gestures and voices to gain the child's attention. Staff will clarify and reinforce limits, acknowledge the validity of feelings and divert or distract a child if appropriate. Staff will model appropriate choices to children in a non-threatening manner.

Redirecting children to an alternate activity, changing the circumstances causing the unwanted behavior, limiting the use of certain equipment and toys; and as a last resort, using a "time out", are measures staff may use when the children seem unable to solve the behavior difficulties themselves.

Parental Consultation

In the event that a child has recurring behavior problems of an extreme nature, which adversely affect herself/himself, and others around them, staff will consult with the Assistant Head of the School and the child's parents to find a better solution that is of benefit to all concerned. If after several staff-parent consultations, solutions are not forthcoming, the Assistant Head may be required to approach the Head of Cathedral School for advice and a parent may be asked to find alternate care for their child.

At all times, the welfare of all children in our care will be considered. The adults working with the children will remember that children imitate adult examples and the staff will set the best example possible.

Food & Drink Policy

At the Lux Mundi program we ask all parents to provide a nutritious snack and water bottle for your child daily. Please remember we are a **peanut free program**. We share the space with the school which may have some children with an allergic reaction to peanuts. Due to allergies some children may or may not have, we ask children not to share food. There are 2 water bottle stations for your child to fill up their water bottle. During after school care we will ask all children to wash their hands and eat a snack at around 3:30pm. On full time days the children will have snack at 10am, lunch at 12pm, and afternoon snack around 3:30pm. Please let staff know as soon as possible if your child has an allergy towards any food so we may make changes to their registration forms. Please feel free to ask any questions regarding this policy.

The Facility's refrigerator is not large enough to place everyone's lunch kit in the fridge. Please provide a small freezer pack to help keep necessary items cold.

Active Play Policy

During Lux Mundi operating hours the children will participate in outdoor active play from 3:00pm to 4:14pm daily. They will also have the opportunity to have indoor active play from 4:15-5:00 in the gym. It is recommended that all children have appropriate footwear, snacks and water.

We encourage the development of large and small muscle skills appropriate to each child's level of development. Activities include, but not limited to field games, organized groups games, self-directed active games, playground play and independent play.

Screen Use Policy

At times in Lux Mundi the staff and children will use the Smart boards; however the screen time will be limited between 15-30 minutes daily. Please advise staff if you any concerns regarding your child's screen time use.

Sunscreen Policy

Lux Mundi staff will supervise and provide direction for the application of sunscreen. Lux Mundi is not able to supply sunscreen; therefore, families must provide their child with a labeled bottle of sunscreen. We ask if your child has allergies to sunscreen to provide a reasonable safety plan to ensure that your child will not be at risk of sunburn or sunstroke.

Health Policy

Christ Church Cathedral School and Lux Mundi health policy is to ensure the health and wellness of all the children, their families, staff and teachers. We ask all families to observe this policy in order to keep our school a healthy and safe place for our children.

Our program is a very busy, active program that involves outdoor play each day. The children must be well enough to participate in the program, including both indoor and outdoor play. Children will not be kept inside due to illness, as we do not have a “sick room”, or the extra staff to supervise and care for an ill child.

We expect full communication regarding any current infections or illnesses that have occurred in order to keep our classmates and teachers well. We are not able to dispense any medications unless we have a current *Medication Administration Form* completed and signed by you.

It is important to remember that a child’s energy level and behavior can be different when they are on certain medications such as antibiotics or decongestants. Please make sure the staff are aware of any medications that have been administered in order to assess the child’s day properly.

Immunizations:

All children entering our facility must be immunized according to the Capital Health Region immunization schedule or its equivalent in another province. A photocopy of the immunization record must accompany the registration package. If you choose however, to not have your child immunized we ask you to make note of it on your registration form and sign the appropriate section.

Becoming Ill:

If your child becomes ill while playing and studying at the centre, the parent will be called and the child must be picked up as soon as possible. If the parent cannot be reached, the emergency contact named on the enrolment form will be called to arrange for pick up.

Parents will be asked to pick up their child in any one of the following circumstances:

- The child is vomiting
- The child has diarrhea
- The child has signs and symptoms of a fever
- The child is refusing or is unable to participate in the program (including outdoor play) because of ill health
- The child is lethargic due to illness (head cold, severe head ache, or flu)

When can my child return following an illness?

Parents are asked to keep their children home during the day if they have been ill throughout the previous evening or through the night with a fever. They should also stay home if the child has needed medication to control excessive coughing or pain relief.

Children who are at home due to fever and flu symptoms must display a normal temperature for a 24hour period before returning to the centre. When they return, they must be healthy enough to participate in all aspects of the program, indoor and outdoor play.

If the child has been vomiting or has diarrhea, they may not return to the Facility until 24 hours has passed after the last bout has occurred.

Children needing antibiotics for contagious ailments must be taking the antibiotic for 24 hours (or longer with doctor's recommendation) before returning to the centre.

Communicable Diseases / Infections:

If a child gets a communicable ailment such as chicken pox, or pink eye, the facility will follow the guidelines as outlined by the Capital Region regarding required time away. A copy of these guidelines can be made available upon request or from the Capital Health Region Cook Street Office.

Children who need to see a doctor regarding a possible communicable illness (pink eye, severe head cold or harsh cough) can return to the centre if a communicable illness is not present. Parents must provide a dated doctor's note that states the child is not in a contagious state and that they are able to participate in the program with 20 or more young children. If a doctor's note is not possible the student must stay home for a 24 hour period after the last symptoms have disappeared.

Medication Policy

We are not able to dispense any medications unless we have a current *Medication Administration Form* completed and signed by you. Nor are we able to dispense any non-prescribed medications unless the doctor has written specific instructions for the teacher, including child's name, correct dosage, and duration of use. Parents must never put medication of any sort in a child's lunch box, including cough candies, or vitamin pills. Instead, these must be given directly to the staff at which time the staff will ensure we have a current *Medication Administration Form* completed and signed by you.

Lice:

Please notify the centre if your child has been detected with head lice or nits. If lice are detected by a staff member the student will be sent home immediately for treatment. The treatment must be followed through by a parent or guardian. The hair must be combed through with a nit comb, taking out all nits and lice that are visible. Once a treatment is done, the child may return to the facility. A staff member may check the child's hair upon arrival in order to ensure the health and comfort of other students and staff members.

Smoking/Vaping:

It is against the law for anyone to smoke/vape on the School property.

Privacy Policy:

In accordance with the Personal Information and Privacy Act the School has developed Privacy Policies for Parents/Students and for Staff/Volunteers. These are posted on the website and available in the School main office. www.cathedralschool.ca

*C*OMMUNICATIONS

Email

Email is an excellent tool for the communication of clear business-like information, such as dates, times, lists of equipment, attendance reports, setting up appointments and so on. It is also a great system for delivering letters via email attachment and Bev delivers the School's newsletter in this fashion.

Email is far less efficient and can sometimes be counter-productive when used as a communication vehicle to solve complex problems or to state displeasure with how something has transpired. When email is used in this manner, miscommunication is often the result because much of what we communicate when face-to-face is non-verbal and without this component, the message can be distorted inadvertently.

Appropriate use of email:

1. The school uses email to communicate with individuals, groups of parents, or the entire parent body. Topics are likely to include:
 - a. Reminders about events, dates, times, etc.
 - b. Requests for a meeting
 - c. Classroom news and updates
 - d. Forms and other requests for information
2. If your child is going to be absent or late, a phone call to the school office works well. If the office is closed you may try the Lux Mundi phone at 250-812-4996. If you would prefer email, then send it to the staff at luxmundi@cathedralschool.ca or cathedralschool@cathedralschool.ca.

When not to use email:

1. If, as a parent, you are concerned or feel distressed about an issue, do not use email. Instead, please contact the staff involved directly. A phone call or a face-to-face meeting will more likely lead to clear communication and a positive resolution for all.
2. If, as a parent, you have concerns that arise from interactions between students, once again, a phone call or face-to-face meeting with Lux Mundi staff will work better than sending an email directly to other students' parents.
3. If your regular after school pickup routine needs to change, for example, if you are going to ask a relative to pick up your child from afterschool care, then you must ensure that the staff hear from you directly- face-to-face or by phone. **Do not use email for this situation.** Without this direct communication, we will not release your child. This can create undue anxiety for everyone involved.

Response time:

4. Allow at least one full business day for a response to any email. If parents need a quick answer, contact the staff directly.

5. Teachers will not necessarily reply to every email regarding insignificant items or when small matters are resolved quickly, such as lost uniform items, lates, appointments for Doctors through the school day, etc.

Note: The Lux Mundi staff will use the BCC field for group emails. This protects the privacy of the recipients.

Problems and Concerns

Our goal is to be as helpful and supportive to parents as possible. If your child is having problems at home, in the classroom or on the playground, please let the Lux Mundi Staff know immediately. It is always best to speak to the staff first. It is not always convenient for them to meet with parents at those times. It may be convenient to email the staff to set up an appointment to further discuss the situation. The quicker a problem is dealt with the better. We ask that you bring the problem to the attention of the staff before you speak about it with other parents. The channels of communication are as follows:

1. Speak with the staff. She/he knows your child best and is best placed to resolve your problem or deal with your concern. Please do not believe the old story that if you bring up a concern with a staff member, she or he will 'take it out' on your child. That will not happen.
2. Speak with the Coordinator of Lux Mundi.
3. Speak to the Head of School if the problem involves the overall program, or if you do not feel that your concern has been acted upon or understood by the Lux Mundi staff or Coordinator.
4. If you are still dissatisfied with how your concern has been handled, contact the Chairman of the Board of Directors in writing.

It is our desire, with your help, to communicate closely, to deal with concerns on a timely basis and act in the best interests of the children.

Website

The purpose of our website at www.cathedralschool.ca is not only to enable the general public to find out about us, but also to be a useful means of communication with parents. A calendar, current events, newsletters and important information are all posted on the site. We welcome comments and suggestions as to how the site can be made more responsive to the needs of our community. Please look through the website and enjoy the web page for the Lux Mundi OSC Program. Updates and news will be posted regularly.

SAFETY AND SECURITY

Regular Fire and Earthquake drills are held to familiarize the children with the procedures.

Procedure In Case of Earthquake

If a major earthquake disables the city, please follow this procedure:

- **Do not phone** - We must have the line open for emergency calls
- **Park away from the School** - The street entrance and parking area must remain clear for emergency vehicles
- **Check with the adult in charge before taking your child away from the school.**
You will be asked to sign out your child.
- **You may sign out other children only if you are indicated on the authorized pick-up form**

Children will only be released to parents, guardians, or other adults named on the Authorized Pick-up Form. The children will not be left alone. If all attempts to contact parents or those on the Emergency Contact or Authorized pick-up forms fails, then after a reasonable time has elapsed, teaching staff will assume responsibility for children until contact with the families can be established.

Parents are required to purchase a comfort kit for their child through the school office. All the kits are then stored outside the building. These kits have a shelf life of three to five years.

Procedure In Case of Fire

Heat and smoke sensors are located throughout the building. In the event of a fire during Lux Mundi OSC hours, the children will be evacuated as per our fire drills and, if we are unable to re-enter the building, we will call you and ask you to come and pick up your child. We have a business continuity plan in case we are not able to use the building for some days or weeks, and you will be informed if we have to initiate that plan. The staff have full details of the fire evacuation procedure and we have fire drills throughout the year.

Building Security

The safety of the children in our care every day is our highest priority. We have outlined above the procedures in case of earthquake and fire. We have also adopted procedures to ensure that the children are safe at all times when they are in the building or on the playground or on field trips away from the School. Teachers and staff are familiar with these procedures. All our Lux Mundi staff have First Aid and CPR training.

It is important that we have accurate knowledge of who is in the building at any time so that we are able to evacuate and count heads in the event of fire, earthquake or any other incident.

In order to control access to the building:

- The front door off of Vancouver Street is always locked. Please be patient as we come to welcome you and open the door for your access.
- The side door off of the playground is used for student entry in the morning, staff, and when the children are out at play, otherwise it is locked throughout the day.
- Parents and visitors to the School are asked to use the front door of the building on Vancouver Street.
- At times during the winter months the side door can be used. Please identify yourself when using the door access to ensure the safety of our children and staff members.
- **Please sign your child in and out in order to keep close track of our students and their safety.**

For the safety of all children, the front gate must be securely latched upon entering and leaving the playground. If all the children are playing in the playground, we ask that the parents enter through the playground gate, collect their child and leave through the playground gate. This will ensure the front door is closed and locked at all times while the children are playing outside.

EXTRAS

Parent Support Group

The Parent Support Group is made up of all parents/guardians of Christ Church Cathedral School and the Lux Mundi program. It is organized by an elected executive. The group's mandate is to help build community by providing opportunities for family fellowship and fun. In addition, the Parent Association raises funds to purchase special items for the School, the Lux Mundi Program and to support the main campus bursary program. They also operate a phone and email system through class reps to keep parents informed of forthcoming events and volunteer opportunities.

Invitations

Part of our education in a Christian community is to teach sensitivity to other's feelings. Almost nothing is more divisive in the classroom community than one or two children being left out when a party is being planned. We ask that you be sensitive to this and pass the invitations to the teacher to distribute in an appropriate manner.

Volunteering

Participation by parents and friends of Christ Church Cathedral School and Lux Mundi Program play an integral and very important part in the operation of the Facility. The objective is to create a spirit of community, a sense of family among students, staff, parents and friends. Working together, we can provide the best education for the children and ensure the future of our School for generations to come.

There are several opportunities for parents and friends to participate in ways that reduce the stress on staff. This can also improve the operation of the Facility, thereby maintaining low school fees and providing a safe, secure, positive educational experience for the children.

However, we also understand that many parents do not have the time to volunteer in the School and so, with the agreement of the Parent Support Group, we suggest that those who are unable to volunteer consider making a financial contribution.

Because You Asked.....

How can I help support the School?

- by providing financial support. (Tax receipts are given for donations)
- by volunteering in the School and/or participating in the Parent Support Group;
- by becoming a life member of the Christ Church Cathedral Educational Society, or joining on a yearly basis;
- by telling your friends and neighbors how much you appreciate the School. If they have school age children or are looking for a School, suggest that they contact Christ Church Cathedral School.
- by remembering the School in your prayers.

Hours of Operation:

- Before School Supervision (no charge for CCCS students): 7:30 a.m. – 8:25 a.m.
- After School Supervision: 3:00 p.m. – 6:00 p.m.
- Non-instructional Days 7:30 a.m. – 6:00 p.m.

RELEVANT READINGS AND COMMUNITY SUPPORT

1. “Child’s Play” by Silken Laumann – a book about rediscovering the joy of play on our families and communities.
2. “Kids are Worth It!: Giving Your Child the Gift of Inner Discipline” by Barbara Coloroso
3. “The Bully, the Bullied and the Bystander” by Barbara Coloroso - A book about how teachers, parents and the community can help break the cycle of violence.
4. “Parenting through Crisis” by Barbara Coloroso - Helping kids through challenging times such as loss, grief and difficult stages in their lives.
5. “The Explosive Child” by Dr. Ross Green – a book that offers some fresh new ideas on how to deal with explosive, easily frustrated children that may be chronically inflexible.
6. Life Seminars – Living in families – Various parenting courses offered through PERKS Recreation Centre in Victoria. Lead by Dr. Allison Reese and supported by Dr. Allison Miller.
7. “The Epidemic” by Robert Shaw—an excellent book on parenting.
8. “Ten Conversations you Need to Have with your Children” by Rabbi Schmeuly Boteach. Another excellent book on parenting.
9. “Hang On To Your Kids” by Gordon Neufeld and Gabor Mate. How to counteract the power of peer pressure.