

# CHRIST CHURCH CATHEDRAL SCHOOL



## *Lux Mundi Out of School Care Handbook*

*(Revised April 29, 2022)*

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 manage 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 school dismissal to 6:00 PM Monday to Friday. The program also offers a full-day program that runs from 7:30 AM to 6:00 PM on non-instructional or school closure 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 welcome children from all faiths, backgrounds and identities.

### **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.

# ***GOVERNANCE and ADMINISTRATION***

## ***Director of Lux Mundi***

Todd Fitzsimmons has led our out-of-school care program for over 20 years. He supervises the Lux Mundi staff and is the main point of contact for questions and concerns parents may have about the program. He can be reached at: luxmundi@cathedralschool.ca.

## ***Accounting Department***

Our Accounting department is led by Cindy Hayley, Director of Finance for Christ Church Cathedral School. Any concerns regarding billing or payments should be directed to: accounts@cathedralschool.ca.

## ***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](http://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:	Facility opens
7:30 – 9:30 am:	Free play (indoor or out) or tabletop activities
9:45 – 10:15 am:	Snack (provided by parents)
10:15 – 12:00 pm:	Outdoor play: climbing, outdoor art, games, ball play, neighborhood walks, outings to Beacon Hill Park, the beach, etc.
12:00 – 12:30 pm:	Lunch (provided by parents) Children wash their hands before eating.
12:30 – 1:00 pm:	Prepare for any scheduled field trips
1:00 – 3:00 pm:	Free flow Art / tabletop 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
<b>6:00 pm:</b>	<b>Facility closes (promptly)</b>

# ***EXPECTATIONS***

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 after-school-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 Director of Lux Mundi 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.

**School Re-Enrollment:** Each year in January the school will send a school re-enrollment form home to inquire about your intentions for the following school year (It is the prerogative of the Head of School to confirm the re-enrollment of all students.) Families whose children will use Lux Mundi Out-Of-School Care will need to complete a Lux Mundi Enrollment form each year to ensure all details are current.

**Lux Mundi Summer Care Program:** During summer months we provide a full-day Summer Day Camp program, Monday to Friday. An enrollment form and online registration form will be posted on our website. Payment is required in full at time of registration.

## *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 Director of Lux Mundi and 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 of the monthly program (September to June) without the Director of Lux Mundi 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.

**Full-time Monthly Program Withdrawal:** The Director of Lux Mundi 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. For example, notice must be given by March 31<sup>st</sup> if you plan to withdraw your child for May 1<sup>st</sup>. Without proper notice, it is difficult for the program to budget appropriately.

**Lux Mundi Summer Program Withdrawal:** Please see section: *Summer Program Fees, Refund & Cancellation Policy* on the following page.

**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:** Monthly Lux Mundi fees are not reimbursed if families go on vacation during the school year. 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\*)**

**\* Applies to Christ Church Cathedral School students during the school year, September to June.**

To enable good financial management of the Lux Mundi OSC program, we require prompt payment of fees and a minimum of one calendar month prior written notice of withdrawal for students in the monthly program during the school year. If the notice period for cancellation is less than 30 days, fees may still be collected.

#### **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 1<sup>st</sup> or the 16<sup>th</sup> of each month. 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 31<sup>st</sup> if you plan to withdraw your child for May 1<sup>st</sup>.
3. Entry to a program after the 2<sup>nd</sup> 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.

### **Summer Program Fees, Refund and Cancellation Policy**

Registration for our summer program is done online through our website [cathedralschool.ca/lux-mundi-summer-program](http://cathedralschool.ca/lux-mundi-summer-program). Fees must be paid online in full at time of registration. No refunds will be processed after May 27<sup>th</sup>, 2022 for the Summer 2022 program.

**Please note: Registration is not finalized until payment and Lux Mundi enrollment forms have been received.**

## ***Hours of Operation***

Regular hours of Lux Mundi OSC operation on regular school days are from 7:30 am to 8:25 am and from 3:00 pm to 6:00 pm, Monday to Friday.

On school closure days or non-instructional days, Lux Mundi OSC hours are from 7:30 am to 6:00 pm (Christmas Break, Spring Break, Summer, 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 Director of Lux Mundi, and/or teachers, of your preferred drop-off and pick-up times for the Summer Program. 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 6:00 pm.

### **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 6:30 pm (1/2 hour after the program closes) 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. Our accounting department will invoice you for the late charge.

### **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 enrollment 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 facility.

### **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 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. Reenforcing 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**

If a child is unable to co-operate in a camp, staff will meet with parents/guardians to seek a resolution to the situation. A letter may be sent to the parent/guardian to follow up after the discussion. If there is no satisfactory improvement in the child's behavior, the child may be removed from the program/camp with notification to the parents/guardians. In case of severe incidents and behavior concerns, where the safety of the other children may be at risk, parents/guardians may be contacted to remove the child from the program immediately.

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 3:30 pm. On full-time days, the children will have snack at 10 am, lunch at 12 pm, and afternoon snack around 3:30 pm. Please let staff know as soon as possible if your child has an allergy to 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 3:00 pm to 4:14 pm 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 are 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 have 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 that if your child has allergies to sunscreen you 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 all children. The Lux Mundi program is a busy and active program. The children must be well enough to participate in a variety of activities, including both indoor and outdoor play.

### **Immunizations:**

A photocopy of your child's current immunization record must accompany the registration package.

### **Illness:**

**Children who have any symptoms of illness must be kept home.** If your child becomes ill while at the facility, 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 enrollment form will be called to pick up the child within one hour.

Parents will be asked to pick up their child if the child displays one or more of the following symptoms:

- Sore throat
- Cough
- Runny nose and congestion not related to allergies
- Headache
- Vomiting
- Diarrhea
- Nausea
- Fever
- The child is refusing or is unable to participate in the program (including outdoor play) because of ill health
- Lethargy due to illness (head cold, severe headache, or flu)

We expect full communication regarding any current infections or illnesses in order to keep our classmates and staff well.

### **When can my child return following an illness?**

Children who are at home due to fever and flu-like symptoms must display a normal temperature, without medication, for a 24-hour period before returning to the facility. When they return, they must be healthy enough to participate in all aspects of the program, including 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 facility.

**Communicable Diseases / Infections:**

If a child gets a communicable ailment such as COVID-19, a flu virus, chicken pox, or pink eye, the facility will follow the guidelines as outlined by the Vancouver Island Health Authority (VIHA) or Provincial Health Orders regarding required time away.

Children who have contracted a communicable illness may return to the facility once symptoms have cleared completely. In the case of COVID-19, children must stay at home at least 5 days after the onset of symptoms or positive test result.

**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.

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 so they can take this into consideration when planning activities.

**Lice:**

Please notify the facility 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 to ensure the health and comfort of other students and staff members.

**Smoking/Vaping:**

It is against the law for anyone to smoke on the School property. This includes electronic cigarettes.

**Privacy Policy:**

In accordance with the Personal Information and Privacy Act, the School has developed privacy policies for the collection of student information. Parents of Cathedral School students are required to sign a form acknowledging their understanding of how we manage personal student information. Lux Mundi enrollment forms also outline our privacy policy and require a signature for consent.

# COMMUNICATIONS

## 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 sharing information, documents, and the School's weekly newsletter.

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](mailto:luxmundi@cathedralschool.ca) or [cathedralschool@cathedralschool.ca](mailto: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 pick up routine needs to change, for example, if you are going to ask a relative to pick up your child from after school 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.

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 Director 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 Director of Lux Mundi.
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 to act in the best interests of the children.

### **Website**

The purpose of our website at [www.cathedralschool.ca](http://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 fail, then, after a reasonable time has elapsed, teaching staff will assume responsibility for children until contact with the families can be established.

Parents of Cathedral School students 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. Additional kits are kept for Lux Mundi children who are not students at the school.

### **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. Staff members with First Aid and CPR training are on site at all times.

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 facing Vancouver Street is always locked. Guests arriving to the front door must press the buzzer for entry.
- The side door next to 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.
- For Lux Mundi drop-off and pick-up on days when regular classes are not in session, e.g., Christmas, Spring and Summer, please use the gate next to the playground. If there is no one outside, please come to the door on the Burdett Avenue side of the building.

- **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.

## ***RELEVANT READINGS AND COMMUNITY SUPPORT***

For the latest information regarding communicable disease prevention please refer to:  
<https://bccdc.ca/>

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.