

St. Martin's Out of School Care  
Parent Handbook  
&  
Policy Manual  
2020-2021 School Year

Room #121 - 4314 54A Ave, Vegreville, AB. T9C 1C8  
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# Welcome to St. Martin's Out of School Care

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## INTRODUCTION

This parent handbook explains our policies and procedures. It outlines what you may expect from the OOSC program and what OOSC expects from you in return. Our working together and keeping the lines of communication open is the basis for your child's happiness and security.

## PHILOSOPHY

Our philosophy is to provide quality care for students attending St. Martin's Out of School Care Program. Students will be in an environment that will promote their optimum development. It is also our philosophy to create a safe, secure and relaxed atmosphere where children are encouraged to develop friendships, pursue interests and build confidence through a variety of developmentally appropriate activities such as crafts (creativity), computer/homework time (intellectual), and games/gym/outdoor play (social/physical). We strive to provide supportive, qualified, and caring staff that will promote each child's self-esteem and nurtures emotional needs. Our staff respects each child as an individual. We create an environment that is inviting, comfortable, inclusive, child directed, orderly, and most of all, FUN. We promote healthy and active lifestyle choices by modeling good eating habits, and encouraging physical activities such as sports, games, and outdoor play. OOSC supports school character-building virtues such as kindness, empathy, and good sportsmanship.

## FACILITY/ PROGRAM PREMISES

St. Martin's Out of School Care Program is located primarily in room 121, north of the gymnasium in St. Martin's Catholic School (indoor space equals at least 2.5 square meters per child). Room 121 has designated areas for play, crafts, snack and administrative/staff needs. Our program has access to the school's gymnasium, kitchen, washroom facilities, and the school's outdoor playground which are all within easy and safe walking distance. It is essential that each child has clean indoor non-marking running shoes to wear at the program. Shoes can be left in designated lockers that coincide with their respective classrooms. The rules and boundaries already established by the school will be upheld during the operation of the Out of School Care Program.

## HOURS OF OPERATION

The program is open from **7:15 am – 8:30 am** and from **2:55 pm – 5:45pm** with the exception of early dismissal days which will be modified to **1:55 pm – 5:45pm**. The program will follow the school calendar. Any time there is school closure, our program will not be operational. Please refer to the attached school calendar for school closure dates. **A fee will be charged if parents fail to pick up their children before or at closing time. The fee is \$10.00 for every 15 minutes they are late. After three such fines the late fee will increase to \$15.00 every 15 minutes.**

## **ADMINISTRATION & STAFF**

The Out of School Care Society does not operate as part of St. Martin's School. It is a nonprofit society which is run by a Program Supervisor. The Program Supervisor is governed by the St. Martin's Out of School Care Society Board of Directors.

By law, at least ½ of the staff members on duty have valid first aid certification. All staff and volunteers must provide a current Child Welfare Check and a Criminal Record Check with Vulnerable Sector search through the RCMP dated not earlier than 6 months prior to the date of commencement and within 8 weeks of starting and every 3 years after that date. The Government of Alberta requires that all Licensed Out of School Care Program staff working directly with children must be certified. The three levels of certification are:

- Child Development Assistant
- Child Development Worker
- Child Development Supervisor

St. Martin's OOSC Program Supervisor has or is working towards obtaining an Alberta Child Care Child Development Worker. The Program Supervisor's duties include but are not limited to: administrative responsibilities, scheduling, program planning, child care, snack planning, purchasing of groceries, snack preparation, tidying/clean up of facility, hiring of staff and staff training.

All support staff will have or will be working towards obtaining an Alberta Child Care Child Development Assistant Certificate. Regulations allow a maximum of 6 months to obtain this. Before an individual is hired they go through a 2 step interview process and references are checked.

The duties of the support staff include but are not limited to: child care, activity preparations, tidying up/clean up of facility.

All staff are orientated to the program by meeting with the program supervisor and reviewing and familiarizing themselves with the Parent Handbook and Policy Manual. They job-shadow the other support staff to have an understanding of expectations and responsibilities as well as getting to know the students.

## **ADMINISTRATIVE RECORDS**

St. Martin's OOSC must maintain on the program premises up to date administrative records containing the following information.

- Particulars of the daily attendance of each child, including the arrival and departure times
- Particulars of the daily attendance of each primary staff member including arrival and departure times and hours spent providing child care
- Evidence of the Programs Supervisor's and staff members' child care certification
- Current First Aid certificates for the program supervisor and each primary staff member as required
- Verification of a criminal record check, including a vulnerable sector search is required and updated every 3 years.

## **ADMISSION & ENROLLMENT**

St. Martin's Out of School Care is open for children from kindergarten to grade 6 who need care on a full or part time basis as spaces are available and licensing requirements are met. Registration forms must be completed in full upon entrance to the program and also at the beginning of each new school year to keep our files up to date. It is essential that you notify us of any changes in writing (for example, emergency contacts, changes in custody or guardianship or pick up arrangements). It is a licensing requirement that we have the up to date records on our premises which include the following information:

- Child's name, date of birth, and home address
- A completed enrollment form
- The parents' name, home address, and telephone number
- The name, address and telephone number of a person who can be contacted in case of emergency
- If medication is administered
  - Written consent of the parent
  - Name of medication
  - Time of administration
  - Amount Administered
  - Initials of the persons who administered the medication
- The particulars of any health care provided to the child, including written consent of the child's parents and;
- Any other relevant health information about the child provided by the child's parent i.e. Allergies and immunizations

It is the responsibility of the parent/guardian to notify the program of any changes to the registration.

Parents/guardians are required to sign that they have read the St. Martin's Out Of School Care Parent & Policy Handbook.

## **FEES, STATEMENTS & SUBSIDY INFORMATION**

A \$25.00 per family registration fee will be charged at time of registration in the program. The cost of the Program is \$6.00/hour with a one hour minimum charge. After the first hour, time is rounded to the nearest quarter hour. For example if you pick your child up at 4:37pm it will be rounded down to 4:30pm pick up. For example, if you pick up your child at 4:39 pm it will be rounded up to 4:45pm pick up time.

Statements are sent out the first week of the month for the actual hours attended as well as any additional late fees. Payment is due by the 15<sup>th</sup> of the same month. Cheques are payable to St. Martin's Out of School Care Society. Etransfer is also available- send the amount of your monthly invoice to email: [stmnoosc@eics.ab.ca](mailto:stmnoosc@eics.ab.ca). A service charge of \$10.00 will be invoiced for all NSF cheques. If payment is received after the 15<sup>th</sup> a \$10.00 late fee will be applied. If payments are late 3 months consecutively the monthly late fee will increase to \$20.00. Please speak to the Program Supervisor if you are unable to make your payment and need to make special arrangements.

St. Martin's Out of School Care is a licensed facility and therefore the Alberta Child Care Subsidy is available for those families that qualify. To apply or for more information please visit the Government of Alberta, Children & Youth Services, Child Care Subsidies Website: [www.child.alberta.ca](http://www.child.alberta.ca). Computer access is also available at the local Alberta Employment & Immigration Office. It is the parent's responsibility to keep the subsidy assessor and the school office updated with their subsidy status. It is also the sole responsibility of the parent or guardian to submit all necessary information to the Child Subsidy Program.

## ARRIVAL & DEPARTURE

Parents will be asked to contact with us for the dates and number of hours that they require care during a one month period. At the end of the month, the next month's calendar will be sent home. We require parents to fill out this calendar and return them to the Program Supervisor by the requested date. It is very important that you submit your completed calendar by the due date. We rely on these calendars to arrange the number of staff required, failure to submit your schedule on time may result in unavailability of your requested dates.

We require that you notify the staff if your child will be late or absent during his/her scheduled hours. Messages can be left via text or voicemail on the OSC Program Supervisor's cell phone: 587-280-1550. Messages are checked regularly. **Failure to notify the program of unscheduled absences prior to 7:15 a.m. for the morning program and 12:00 p.m. for the afternoon program will result in the parent being charged for 1 hour attendance. After three occurrences, the fee will increase to \$10.00/no show.**

With current policies/procedures in place- 1 designated parent/guardian must accompany students to the ENTRANCE of the school where our program resides. (Gym doors) and MUST fill out a screening questionnaire DAILY to decide if the child should enter programming that day. Once the questionnaire has been filled out, staff will guide students into the classroom and will sign them in to the program. Parents/ Guardians are not permitted entry into the school unless it has been approved by our schools Principal.

When arriving at the school in the morning for drop off, or in the afternoon for pick up please call or message the programs phone at 1-587-280-1550 so that program staff can take your child to their locker to gather their belongings and then can meet you at the program entrance door to complete the above mentioned steps for entry/dismissal.

We accept responsibility for your child only during our program hours when he/she is physically present in the program.

No child will be allowed to leave except with a competent authorized person. No child shall be released to any person not duly authorized by a parent/guardian and ID may be required.

If a child is scheduled to attend the program but does not arrive, the following steps will be taken:

- The Program Supervisor will contact the office or student's teacher to verify the child is not absent, went home sick, or had a note regarding the child's whereabouts
- Have the office page the student over the school intercom asking them to proceed immediately to OOSC
- Have a staff member of St. Martin's school look for the student
- If the student has not yet been located, the parent/guardian or emergency contact person is called
- If after 40 minutes the student's location has not been determined, the police and other authorities will be contacted.

**\*\*IF PARENTS/GUARDIAN FAIL TO REPORT A STUDENTS ABSENCE AND AUTHORIZES HAVE BEEN FALSELY CALLED A \$50.00 FINE MAY BE CHARGED TO THE PARENT/GUARDIAN\*\***

## LATE PICK UP

A fee will be charged if parents fail to pick up their children before or at closing time. The fee is \$10.00 for every 15 minutes they are late. After three such fines the late fee will increase to \$15.00 every 15 minutes.

## **INCIDENT REPORTING**

The staff of St. Martin's OOSC will complete incident report forms for (but not limited to) incidents as listed below. A copy of all incident report forms are filed and kept on the premises. The Program Supervisor reports all incidents to the Board Chair within 24 hours via email or phone call.

The following incidents must be reported to the North Central Alberta Child and Family Services Licensing Officer immediately using the prescribed form.

- An emergency evacuation
- Unexpected program closure
- An intruder on the program premises
- A child left on the premises outside the program's operating hours
- An illness or injury to a child that required the program to request emergency health care or requires the child to remain in the hospital overnight
- An error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requiring the child to remain in the hospital overnight.
- An unexpected absence of a child from the program (example: lost child or child left on premises after operating hours) A child removed from the program by a non-custodial parent or guardian without proper notification and permission from custodial parent/guardian.
- The commission of an offence by a child under an Act of Canada or Alberta
- The allegation of physical, sexual, emotional abuse and/or neglect of a child by program staff member or volunteer.
- The death of a child

Incident report information and forms are available at:

**<http://humanservices.alberta.ca/documents/CDEV4029.pdf>**

An incident reporting annual summary and analysis report will be completed annually to help identify how they can prevent incidents that impact children's safety by examining underlying causes and trends and will be submitted to licensing. Information is available at:

**<http://humanservices.alberta.ca/documents/CDEV0001.pdf>**

# Child Health & Safety Policy

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Our health policy has been developed to minimize the health risks that are inherent to the children in group settings. Parents/Guardians are required to keep their child at home or pick them up immediately if the child is displaying any of the following symptoms:

- Vomiting
- Diarrhea
- Fever (38°C or higher)
- Undiagnosed rash/skin condition
- Lethargy and irritability inconsistent with the child's normal behavior
- Persistent pain
- Cough
- Requiring greater care and attention than can be provided without compromising the care of the other children in the program
- Contagious conditions including (but not limited to) diseases such as mumps, measles, chicken pox, pink eye, lice or impetigo
- Displaying or having any other illness or symptoms the staff member knows or believe may indicate that the child poses a health risk to persons on the program premises

## Student & Staff Health (Covid-19)

If students or staff are ill with any common cold, influenza or COVID-19 like symptoms,

You are **legally** required to self-isolate if:

- You test positive for COVID-19.
- You have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- You have been in contact with someone known to have COVID-19.
- You have travelled outside Canada within the last 14 days.

You **do not** have to self-isolate if:

- You are awaiting asymptomatic test results.
- You have no symptoms of illness.
- You have symptoms of illness that are related to a pre-existing illness or health condition.



- You have tested negative for COVID-19.
- You have tested negative for COVID-19 and have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. We do always suggest you stay home when sick with any illness, until symptoms resolve; however, if your COVID test is negative, this is not legally required.

Contact 811 for guidance or complete the AHS Self-Assessment.

## Stay Home When Sick

- All students and staff who have symptoms of COVID-19, OR travelled outside Canada in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.
- Those unsure if they, or a student, should self-isolate should be directed to use the Alberta COVID-19 Self-Assessment Tool. ○ If still concerned, they can be advised to contact 8-1-1, or the local public health unit to seek further input.
- Children and students are to be supported by their school to learn at home if they are required to isolate due to illness or because they are a close contact of a case of COVID-19.

## Illness While On-Site

- Students exhibiting signs of illness must be moved to the infirmary room.
- Parents / caregivers must be notified and advised to pick-up their child immediately.
- Parents must designate an emergency contact for student pick-up. Within the Alberta Government's pandemic response, this is something that all families must adhere to.
- Staff will communicate to families that they are expected to designate an emergency contact who will be able to immediately pick up the student if parents / guardians are unable to do so.
- An immediate pick-up assumes that the student will be picked up in less than an hour.
- Staff supervising symptomatic students must;
  - Keep all other staff out of the infirmary room;
  - Provide the student with a face mask;

o Use strict handwashing techniques;

o Maintain physical distancing

If the staff suspects that a child may be ill, staff are at liberty to contact parents to have the child picked up. This assessment can be done by observing a child (pale coloring, glossy eyes, or clammy feeling skin) or listening to the child's own assessment such as "I don't feel well", "I feel sick", or "my throat hurts". A sick child will be kept away from the other children while ensuring the safety of everyone as listed above. The sick child will be directly supervised by a primary staff member.

OOSC may provide or allow for the provision of health care to a child ONLY if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

We are required by law to record and document the following information of an ill child: name of child, date the child was observed to be ill, name of staff member who identified the ill child, time the parent was initially contacted, name of the staff member who contacted the parent, time the child was removed from the program and the date the child returned to the program.

Children with communicable conditions/diseases will not be allowed to attend the program until their infectious period is over and they no longer pose a health risk to children or staff of the program. Children with symptoms must adhere to the policies in place as listed above before able to return to program.

In the case of lice the following will be required:

- If there is a suspicion of lice, each child will be checked upon arrival of the program by the staff member present for any nits or lice. We request that a parent stay at the program during the check in case your child is not nit or lice free. Should this be the case, you will be required to immediately remove your child from the program. Your child's locker will be treated by a staff member for the lice. You will be asked to remove the belongings in the locker and take the belongings home to treat the lice accordingly by the proper procedure protocol. If you are not aware of these procedures, you must contact Capital Health Link, or speak to the nearest pharmacist or physician on ways to treat lice as reoccurrence is very high if not done correctly and could result in your child being asked to be removed the next day. Should you feel that your child is being incorrectly diagnosed by a staff member, you still must immediately remove your child from the program and proceed to get a written note from your physician indicating that your child is nit and lice free. Only then, will reentry be allowed on the same day. All children will continue to be checked under rigorous protocol until there are no incidences of lice for two weeks.

### **SERIOUS ILLNESS MEDICAL INCIDENT REQUIRING HEALTH CARE**

Staff will administer first aid as trained. Training will sometimes require immediate medical attention or the contact of 911. Parents will be responsible for the cost of emergency service. Staff will notify the child's parents or emergency contact person immediately. Staff will stay with the child until such time medical help arrives or parents/emergency contact comes to take over.

Accidents and illnesses that require medical care will be reported at the end of the day by the Program Supervisor.

## **MEDICATION**

Medications may be administered when written parental consent is obtained using the fully completed Medication Care Form, which includes the name of the medication, the time of administration, the amount administered and the initials of the person who administered the medication.

Medications will be stored in a locked cabinet in the office unless required to be quickly accessible for emergency cases. The medication is to be in the original labeled container and the medication is administered according to the label directions.

## **SMOKING**

There is NO SMOKING permitted on the premises or anywhere child care is being provided.

## **SNACKS**

Each student will be responsible for bringing their own afternoon snack for program- within their lunchkits. There is to be no sharing of food between students. There is also no use of the communal microwave at this time, so snacks sent must not require a heat up.

# **Supervision Policy & Practices**

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Supervision in our program is recognized as being a key to preventing injuries, accidents, and incidents.

Procedures for child supervision are conducted both indoors and outdoors as follows:

- Daily arrival and departure times are recorded and kept on file as stated in the Arrival and Departure Policy.
- Attendance will be taken again when transitioning from one location to another, both on and off program premises (example: to the gym, outdoors), when arriving or leaving the program premises and on a periodic basis to ensure all children are accounted for
- Staff will position themselves around the premises to supervise all areas utilized and be readily available to assist children and intervene if necessary
- Staff will have students' emergency contact information on hand at all times
- Staff will conduct regular safety checks of the environment, remove any hazards and report any potential hazards to school maintenance
- Child/Staff ratios will be observed at all times in accordance to licensing
- Staff and students will know the location of the first aid kits
- Regular fire drills are executed to assure everyone is comfortable with procedures and the meeting location.
- Each child's developmental needs will be met by developmentally appropriate activities and equipment that improves the needs of all children in the program according to their age and developmental abilities.

Any deficiencies are reported and recorded to the Program Supervisor, who then reports them to the Board so that the problem can be attended to.

## **EVACUATION PROCEDURES**

- Evacuation procedures are posted in a visually accessible area near the doors in all rooms.
- A list of emergency phone numbers will be posted by the bulletin board near the phone, as well as in the children's portable record file.
- After hours emergency program contact number is posted clearly visible on the door of room 121 and the south school entrance.
- In the event that OOSC needs to evacuate St. Martin's School premises (severe weather, fire, etc), staff and children will proceed to St Joseph's General Hospital located at 5241 43 Avenue, Vegreville, AB. with the students' information in the staffs' possession. The staff will then contact the parent/guardian/emergency contact individuals.

## **OPEN DOOR COMMUNICATION**

- St. Martin's OOSC is committed to open door communication with children, families, staff, the school and the community in a respectful and professional manner. We strive to facilitate positive relationships and experiences.
- We encourage and ask for regular communication and feedback with all families and welcome suggestions, and ideas. Please bring any concerns you have to our attention so we can make our program the best that it can be for the children.
- St. Martin's OOSC occasionally sends questionnaires to help us evaluate and improve our program
- Staff is expected to interact with parents/guardians in a respectful and professional manner to foster the relationship between our program and the families our program services.
- We expect that parents/guardians treat us with the same respect and professionalism. St. Martin's OOSC will not tolerate mistreatment of any kind to our staff, children or other parents. Failure to comply may result in immediate dismissal from our program.
- Monthly newsletters are sent home to the families.

## **FREEDOM OF INFORMATION PRIVACY & PROTECTION LEGISLATION (FOIPP)**

FOIPP was implemented by the Government of Alberta in 1998. The legislation prevents schools from providing information to the public about students. Its purpose is to protect the privacy of all individuals, therefore, the program cannot give out the children's or parent's names, phone numbers or other personal information.

## **FIELD TRIPS**

- Given the current circumstances we are facing with Covid-19, fieldtrips are not permitted at this time. Should these restrictions be lifted, parents will be notified and permission slips will be sent home.

# **Child Guidance Policy**

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## **EXPECTATION OF BEHAVIOR**

Each child encouraged to take responsibility for the choices they make. They are expected to make choices that are safe for them and others. They are expected to respect themselves, others and property. Child management is essential in building skills of self-control, accountability, responsibility, self-respect and respect of others and property. St. Martin's OOSC is committed to providing an environment that is welcoming, safe and free from bullying.

## **PRACTICES TO GUIDE NEGATIVE BEHAVIOR INCLUDE:**

- Discussion of guidelines and expectations at the beginning of each school year or upon each new child's enrollment. There will also be individual or group discussions with the children and staff as part of an ongoing skill development.
- Reinforcing of good behavior
- Redirecting activity if poor choices are causing conflict
- Renewal time to allow the child time to regain control and contemplate an acceptable resolution.
- Role modeling by staff of appropriate behavior
- Supporting and encouraging positive conflict and resolution skills
- Management action that will be age appropriate, such as a loss of privilege or limited choice of activity
- All child disciplinary action taken will be reasonable for the circumstances

## **STAFF WILL NOT:**

- Inflict or cause to be inflicted any form of physical punishment, verbal physical degradation or emotional deprivation.
- Deny or threaten to deny any basic necessity.
- Use or permit the use of any form of physical restraint, confinement or isolation.

## **STAFF WILL**

- Communicate behavior issues to the parents upon pick up time or via a phone call.
- Record misbehavior, when it has been occurring regularly or is extreme.

If appropriate or serious behavior persists, a meeting with the parents, Program Supervisor and a board member will be set up to discuss possible solutions.

# **Dismissal Policy/Withdrawal from the Program**

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Children are entitled to a pleasant and harmonious environment in our program. The OOSC staff cannot serve children who display chronically disruptive behavior. If the staff is unable to resolve a serious problem with a child's behavior after following the approach outlined above, the Program Supervisor will request an e-meeting to discuss the problem with the parents/guardians. A joint plan for dealing with the problem will be established. Parents will be informed at this time that dismissal of the child from the center is a possibility. Open communication will be maintained between the parents and the staff. If the problem cannot be resolved the parents will be given a notice of dismissal in writing.

If you decide to withdraw your child from the OOSC, you are requested to give one month's written notice of your intent to withdraw your child from the program.

## **PARENT/GUARDIAN RESPONSIBILITIES & INVOLVMENT**

Parents are responsible for the following:

- Ensuring your child is dressed appropriately for all weather conditions.
- Notifying the staff of absences, changes in arrival and/or departure routines, changes in family circumstance (phone number, emergency contacts, etc.) or circumstances that may affect your child's behavior at OOSC
- Keeping sick children home if he/she may spread infectious disease through the program and if he/she is not well and adhering to the strict health policies put in place this year for the safety of the children and staff within our program.
- Providing indoor shoes to wear in the program at all times to comply with safety and fire drill procedures.
- Giving one month's written notice if you decide to withdrawal your child from the program
- Reading and familiarizing yourself with the Parent Handbook/Policy Guide.
- Supporting staff as they endeavor to provide the best possible care for your child
- Reading all letters and notices
- We expect that parents/guardians treat us with the same respect and professionalism. St. Martin's OOSC will not tolerate mistreatment of any kind to our staff, children or other parents. Failure to comply may result in immediate dismissal from our program.

St. Martin's OOSC welcomes and asks for parental feedback on how we can improve our program. We send out a parent questionnaire yearly.

# ACKNOWLEDGEMENT, CONSENT & PERMISSION

I/We, \_\_\_\_\_, the parent/guardian of  
PRINT PARENT'S/GUARDIAN'S FULL NAME

\_\_\_\_\_, agree to the following as initialed below:  
PRINT CHILD'S FULL NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE: DATE \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ **FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT:** I/We understand that the information collected on these forms is for the sole purposes of the St. Martin's Out of School Care Program

\_\_\_\_\_ **ST. MARTIN'S OUT OF SCHOOL CARE HANDBOOK:** I/We have read and understand the expectations and responsibilities as outlined in the Parent Handbook.

\_\_\_\_\_ **DISCIPLINE POLICY:** I/We have read and agreed with the Discipline Policy as stated in the St. Martin's Out of School Care Handbook.

\_\_\_\_\_ **PROGRAM HEALTH POLICIES & PROCEDURES:** I/We have read, understand, and agree to follow all the Health policies and procedures listed in the Parent Handbook to ensure that our programs Students and Staffs health, safety and well-being are protected.

**Please sign only ONE of the three following photo options listed below:**

\_\_\_\_\_ **PHOTO PERMISSION OPEN (PUBLIC RELEASE, CRAFTS & ACTIVITIES):** I/We hereby authorize St. Martin's Out of School Care the release for publication or telecast in any medium, or photograph of my child to promote or celebrate the St. Martin's Out of School Care Program. I/We will allow the St. Martin's Out of School Care Staff to take pictures to display in school, in a photo album and for crafts and activities.

\_\_\_\_\_ **PHOTO PERMISSION LIMITED (NO PUBLIC RELEASE-CRAFTS, ACTIVITIES ONLY):** I/We hereby authorize St. Martin's Out of School Care Program to take pictures of my child to display in the school, St. Martin's Out of School Care photo album and for crafts and activities.

\_\_\_\_\_ **NO PHOTO PERMISSION:** I/We hereby **DO NOT authorize** St. Martin's Out of School Care staff to take pictures of my child to use for public release, crafts or activities. If your child happens to be in a picture, your child's face will be covered.

\_\_\_\_\_ **DISTAL SUPERVISION:** authorize my child to be allowed distal supervision. I understand that staff will provide direct supervision and check on my child at reasonable intervals. (Distal Supervision is defined as intermittent, direct supervision by a staff where there is a planned location specified, time limited program activity for children 10-12 years of age.)