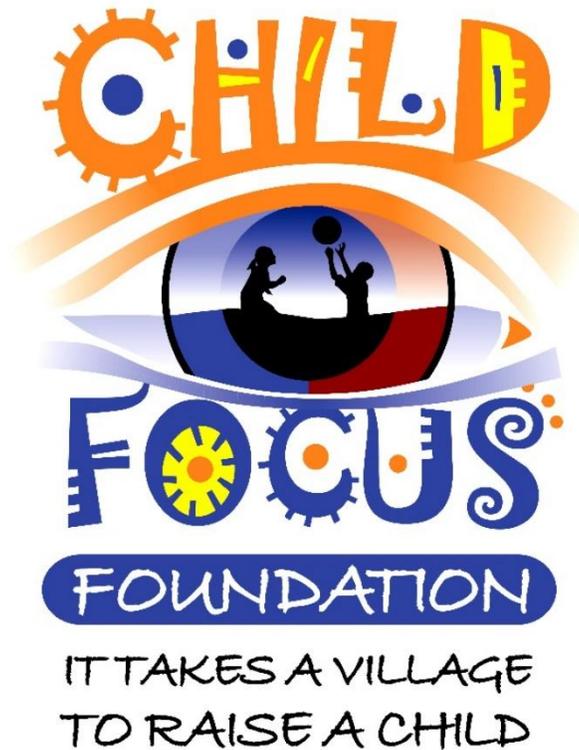


# Parent Handbook 2017-2018





# CHILD FOCUS FOUNDATION

## Welcome!

Child Focus provides quality after school activities for children 4-18 years old. Child focus believes that children should be able to participate in the offered activities as much as possible. This is the reason why (most) of the activities are offered free of charge and bus transportation is offered to (most) activities.

This Parent Handbook is to provide information to parents about the offered activities, services and expectations of Child Focus. In case you have any questions, please contact us.

### Contact information:

Address : Honey Bees Building  
Windwardside  
(Opposite Eugenius Centre)  
Telephone number : +599 416 2318  
E-mail : [childfocussaba@gmail.com](mailto:childfocussaba@gmail.com)  
Website : [www.childfocussaba.org](http://www.childfocussaba.org)

### The staff of Child Focus consists of:

Project Manager : Caroline Teeuwen  
Assistant Project leader : Suzanne Guido-Peterson  
Instructor & Coordinator of the : Melissa Wicker  
Creative Arts Program

**Wishing you a wonderful school year 2017/2018!**

HAVE  
FUN

## **REGISTRATION**

At the beginning of each school year registration to the activity schedule will commence. Children that are registered for an activity are allowed to participate. Please ensure registration of your child.

Registration can be done online at [www.childfocussaba.org/register](http://www.childfocussaba.org/register) or at the office, where a staff member will register your child online for you.

Child Focus recommends children to register for a maximum of **three** activities for the following reasons:

- The amount of activities may not be sufficient to the number of children that register. This way all children will have a chance to participate.
- Many activities are capped at a certain number to ensure safety and learning experience.
- Children have sufficient time for homework and relaxation.

However, you may enquire if activities are available for participation after registration. Child Focus will investigate the amount of activities your child has signed up for and inform you about possibilities based on this information.

To receive more information about an activity that you have signed up for, please go to [www.childfocussaba.org/programs](http://www.childfocussaba.org/programs). Click on the offered activity for more information about time, location, bus driver and registered children.





## IMPORTANT INFORMATION FOR PARENTS

Child Focus puts a lot of time, money, and energy into organizing the activities, and strives to ensure that activities continue as much as possible. This will teach children accountability and dedication. To be able to do so, Child Focus needs your parental help. Also, parents are welcome to come and help out during activities. Please inform Child Focus of your willingness to help out.

The ability to offer these activities free of charge is **very special** and Child Focus would like parents and participators to understand, respect, and appreciate the offered services. Child Focus is of the opinion that collaboration between parents, Child focus, Local Government and others is needed to be able to continue to provide quality activities that stimulate the development of children.

As of the start of the school year 2017/2018 a small participation fee will be charged for additional activities that are organized during holidays. Child Focus charges this fee to be able to pay for some of the costs of these additional activities.

# HOUSE RULES

1. Children are required to remain at the location of the activity at all times.
2. Child Focus encourages children to carry a drink and a snack from home to prevent children from going to the shops unsupervised.
3. Electronics should be put away to ensure participation during activities.
4. Attendance is kept for all activities. In case a child has missed two sessions Child Focus will enquire what the reason of absence is. In case a child misses on a regular basis, the child can be removed from the activity to make space for other children that are interested in doing the activity.

## **BEHAVIOR**

Child Focus's goal is for all children to participate in the activities. However, Child Focus will enforce consequences in case of misbehavior or endangerment of others.

Child Focus considers the following behavior as undesired:

- Disobedience: inability to follow instructions, continuous negative behavior, boundary-seeking behavior, hurting others, usage of foul language, disrespecting others and property.
- Misconduct: inappropriate and/or irresponsible behavior such as breaking the law (possession of drugs/alcohol, vandalism, stealing) and aggressive/violent behavior (threatening and/or hurting others).
- Other behavior: any behavior that does not fit into the other two categories.

Child focus enforces four types of consequences for undesired behavior:

1. **Temporary suspension for one day:**

In case of disobedience: if a child has received three warnings during an activity, then the child will be excused from participation the following time of the activity. Parents will be informed.

2. **Suspension for one month:**

In case of disobedience: a child received additional warnings the following times of participation in the same activity. Parents will be informed.

3. **Suspension until further notice:**

In case of misconduct and endangerment of others: parents will be informed. Referral to Centre for Youth and Family or Guardianship Council will be made.



## **TRANSPORTATION TO AND FROM ACTIVITIES**

Parents remain responsible for their children at all times. Especially when bus transportation is unavailable. Bus transportation is offered by the Public Entity Saba as a service. No rights can be claimed to this service. Child Focus will ensure to inform parents as soon as possible if bus transportation is unavailable. Child Focus encourages parents to transport children to the activity individually or by means of a carpool team.

Child Focus is unable to organize alternative transportation, since this is the responsibility of parents. Unavailability of bus transportation should not be the reason why a child cannot participate in an activity.

Child Focus understands that parents have to work, therefore the following tips are offered:

- Set up a carpool team of for example, three different parents that live in the same village at the start of the activity schedule school year.
- Set up a weekly schedule that divides carpooling turns equally among parents/family members.
- Set reminders for yourself when it is your turn to drive.
- In case your car is out of service, try to inform other parents as soon as possible so alternative transportation can be arranged.

In case an activity takes place in the village where your child lives, please encourage your child to walk to/from the activity so that children that live further away can reach home at an earlier time. This will also relieve the bus schedule for bus drivers, who start their bus shift at 6:00 a.m.

Bus drivers begin picking up children for activities 30 minutes before the activity starts. The intention has been made to keep the bus schedule similar to previous years as much as possible. This way parents are able to identify more or less what the pick-up/drop off time will be. Although bus drivers try their best to be on time, some delays are possible.



## **BUS AGREEMENT**

To be eligible for bus transportation, appropriate behavior is required. In case of inappropriate behavior, suspension of bus service can be applied until further notice. In case of suspension of bus service, parents are responsible for the transportation to/from activities.

### **The desired behavior on the bus is:**

- **Remain seated at all times**
- **Talk with a soft voice**
- **Use respectable language**
- **Keep your hands and feet to yourself**
- **Make space available for others to sit**
- **Follow the instructions of the bus driver**
- **Keep hands and other attributes inside the bus**
- **Consumption of food & drinks is prohibited**



For bus drivers to be able to transport children in a safe manner, desired behavior is required.

**In case of any questions, please call the Child Focus Office at +599 416- 2318.**



### **BUS DRIVER PHONE NUMBERS:**

- Al Levenstone: 416 7442
- Anta Hassell (Bossy Bossy): +1721 526 3497
- Kevin Johnson: 416 6602
- Yvonne Hassell: +1721 526 3496
- Angelo Dore (Biggie): +1721 587 7614
- Guyquade Lavia (Budu): 416 1668

## **PLAYGROUND**

The playground equipment is designed for children ages 5-12 years old. The playground may be used from 8:00am until 6:00pm. Parents remain responsible for their children at all times. Children are allowed to use the playground under supervision of an adult. Child Focus is able to supervise children on the playground that are participation in a Child Focus activity.

Child Focus would like to ask all users of the playground to use the materials for what they are intended and to prevent breakage. The playground materials are very expensive and Child focus would like to ensure that they can be used as long as possible by as many children as possible.

### **Playground agreements:**

The playground agreements are to ensure safety and conservation of the materials.

- Climbing may only occur on the playground dome
- Take turns so that everyone can have fun
- Ask politely to change turns
- Keep hands and feet to yourself
- Give others room to swing/use seesaw
- The benches remain in their designated places
- Keep the playground free of litter, glass, and alcoholic beverages. Use designated trash cans to dispose of litter.
- Bicycles are to remain off the grass and to be driven on the public road
- All objects that can be thrown need to remain on the ground
- Children are required to walk when crossing the road
- Children should keep their shoes/slippers on at all times to prevent injury

