



SES CLASS 506-512-3210  
CLASS 424 506-426-5678

# CLASS



# CLASS

# Family Handbook

625 Main Street | Sussex NB | E4E 7H5

(506) 434-1234 | [class4341234@gmail.com](mailto:class4341234@gmail.com)

2025/2026

## Welcome to CLASS -Creative Learning After School Solutions.

My name is Shirley-Ann Howe and I am the creator and owner of CLASS.

I have had a love for teaching since I was a little girl and I put that love to good use teaching swimming lessons, babysitting and getting my BEd at the University of Alberta. I started The Children's Place in 1996 for 2-5 year olds and when the new building for SES was built in 2002, I created CLASS and offer childcare specifically designed for elementary school age children. Throughout this almost life-long process, my true goal was and continues to be providing a place where children know they are safe, seen, heard and valued. I want them to know they are cared for and loved by us.

To meet this goal, we teach and practice Social and Emotional Learning to help children and educators become reflective, responsible persons working together. Daily Mindfulness lessons are built into the program so that each individual can practice self awareness and learn new self management skills. The children never cease to amaze us as they learn and grow through this new program. It fills our hearts with joy and we are excited to have you join this journey with CLASS.

Thank-you for choosing CLASS and welcome to our community of people who are here for children and to help your child be their best selves.

Love,  
Shirley-Ann

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# Program Statement

Our Purpose & Values

**Our Purpose** is to provide an environment where children know they are safe, seen, heard and valued.

## Our Core Values

### Safety

I know I am safe at CLASS

We work from a base-line of common sense adapting and re-evaluating situations yet never compromising the safety of children, staff and community.

### Growth

I can learn and develop my intelligence, talents and abilities

I take ownership of my professional, social and emotional learning.

### Community

I am an important member of the CLASS team.

It takes a village to love, communicate, listen and work together to enrich the lives of children and their families.

### Integrity

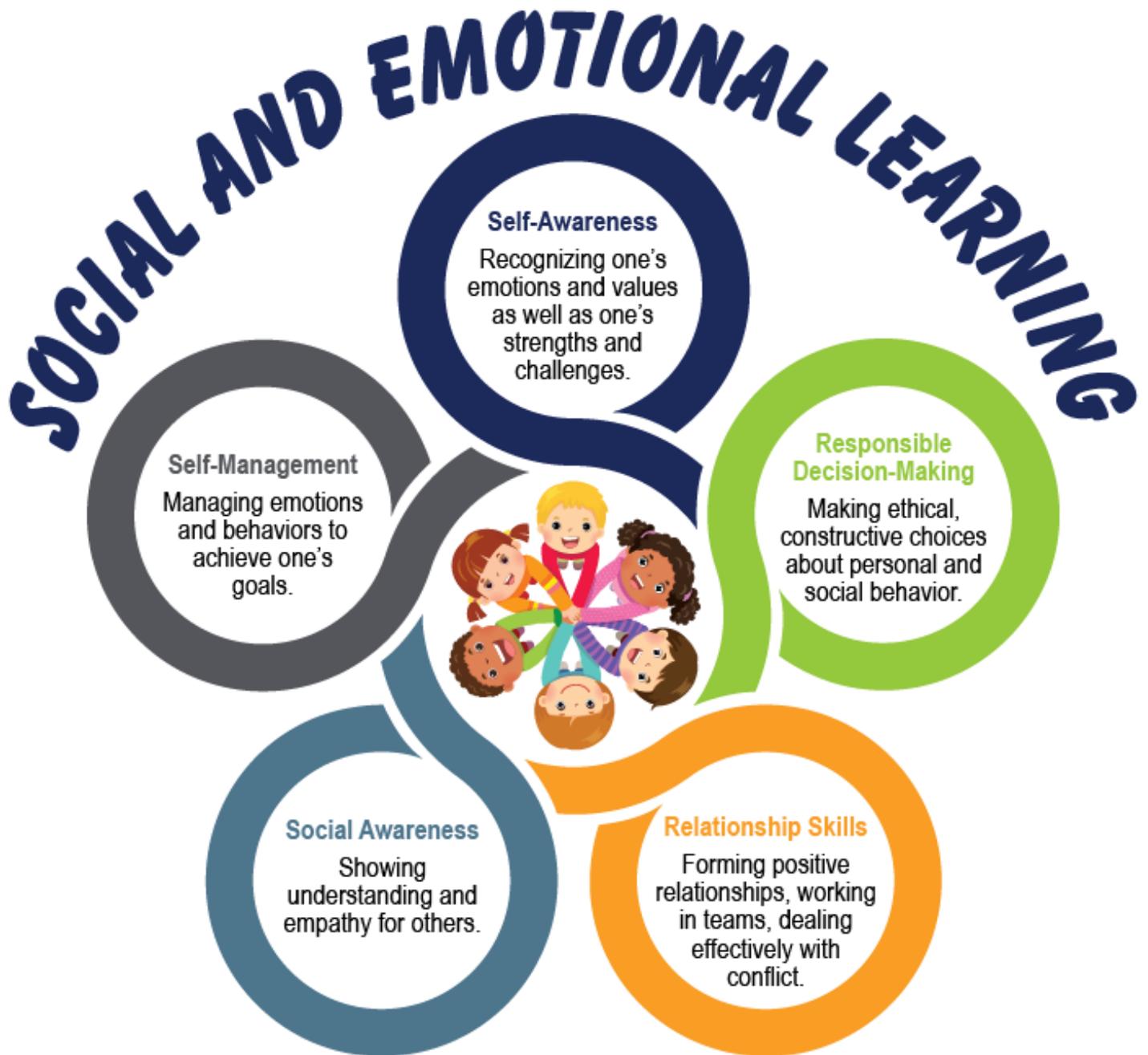
I do the right thing even when it is hard.

Our thought and actions mirror our beliefs, values and standards.

# Program Statement

## Our Approaches

The focus of CLASS is to develop Social and Emotional Learning. Here are the core competencies of SEL:



## Mindfulness

Mindfulness develops the whole brain and it is the cornerstone for Growth Mindset and Social and Emotional Learning. It is the practice of noticing our thoughts and feelings, sensations and anything going on around us. Simply put it is awareness and self-awareness is the first step to SEL.

Scientific studies have proven that mindfulness and meditation can bring changes to the brain with as little as 8 weeks' practice. Research over the past few decades has found that mindfulness training develops:

- *Increased attention, memory, organization and impulse control*
- *Decreased ADHD behaviors—specifically hyperactivity and impulsivity*
- *Fewer conduct and anger management problems*
- *Increased emotional regulation*
- *Increased self-calming*
- *Increased social skills*
- *Increased care for others*
- *Decreased anxiety and depression*
- *Increased self-esteem*
- *Increased quality of sleep (Association for Mindfulness in Education)*

Mindfulness and Growth Mindset are essential and key to SEL.

Please note that this is not a religious practice; however the origin and history of meditation will be discussed.

**Educators practice Mindfulness daily in order to bring their best selves to CLASS.**

## Inclusion

Per the New Brunswick Department of Education and Early Childhood Development, CLASS provides services and an inclusive environment that respects all children and families. The *Early Childhood Services Act* says that this includes: “*the diversity of children and families related to race, colour, creed or religion, national origin, ancestry, place of origin, age, disability, marital status, family status, sexual orientation, sex, gender identity or expression, social condition, and political belief or activity.*” We do this through our SEL and Mindfulness curriculum that teaches self-awareness and social awareness. Together, we build the skills to communicate, cooperate and build relationships that instill the value that all people are important members of society who deserve love and kindness. CLASS works with families, staff, and community groups to continue to build social and global awareness. CLASS continues to work with resources or programs that aid in access to quality, licensed childcare.

SEL

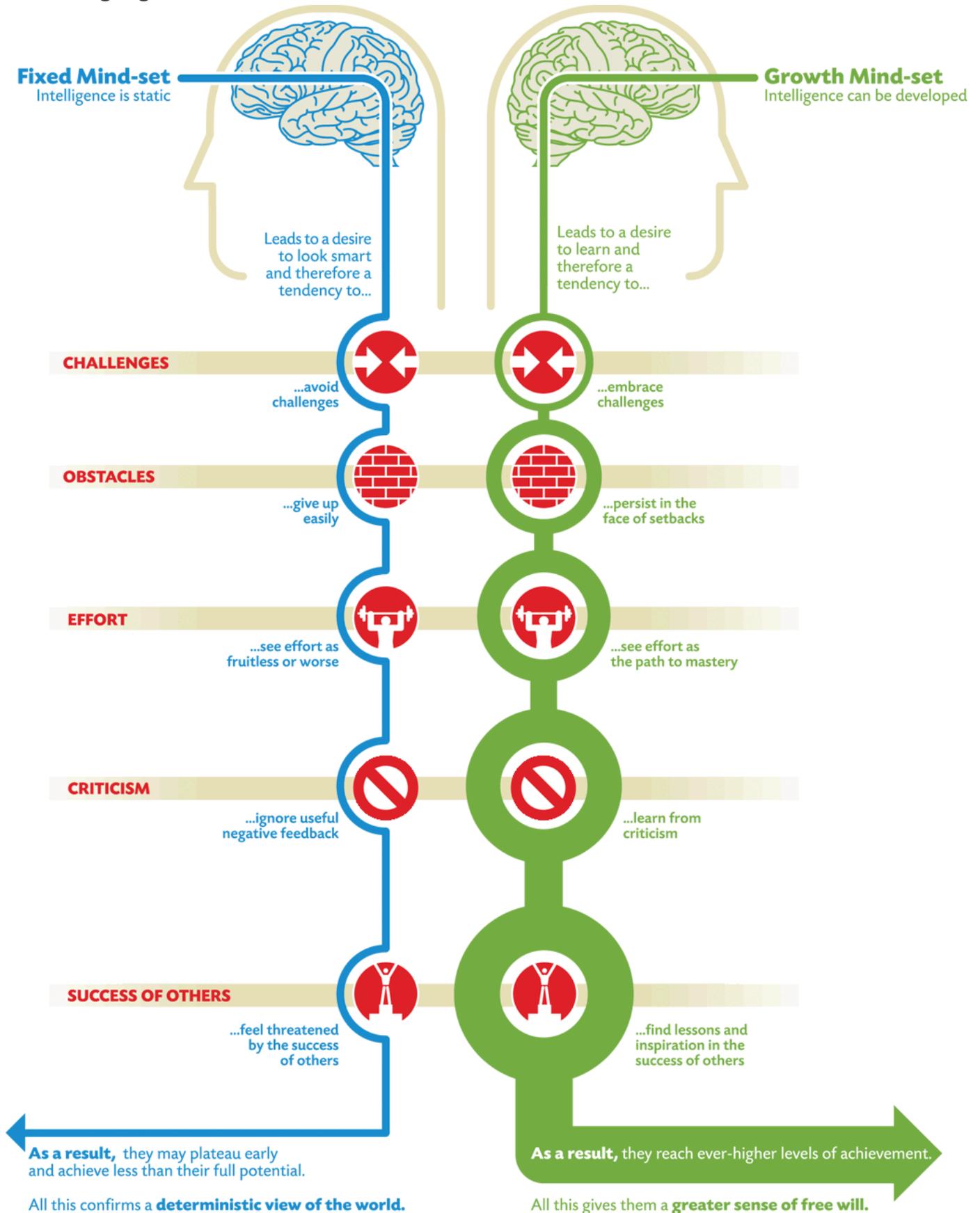
Growth Mindset  
Intelligence can be developed

Mindfulness

This is the practice of being self-aware.

# Growth Mindset

Having a growth mindset is essential for success!



By Carol Dweck, graphic by Nigel Holmes, used with permission

# Child Guidance

## A Positive Approach

### Responses to Children

At CLASS we respond to the child's needs/situation and not the behaviour. We understand that each child has their own individual needs and we strive to build a relationship with them so that we can understand and meet those needs. This relationship builds trust between the educator and child creating a safe space for the child to learn about their own emotions and how to respond to feelings and situations on their own. The emphasis is on teaching the child what to do next time rather than on punishing him or her for their actions. It is important to note that not all difficulties/conflicts require intervention. Children NEED to learn to understand/negotiate/process difficult situations and encounters. It is an integral part of their development.

- Hugs-Hugging has many benefits. It helps with brain development, physical growth, and the release of oxytocin boosts your immune system. In guiding children's behavior it is useful because it helps self-regulate and reduces stress and anxiety. Please note, children will not be hugged if they do not want to be hugged. We use words like "We love you," "We care about you," "I've got you, you are safe," "We are here for you."
- SEL-This is our main approach for helping guide children to understand what happened, how it made them feel, how those feeling lead them to certain actions and how those action in turn affect others. It is built into the curriculum to help recognize and manage emotions; teaching empathy and building relationships.
- Mindfulness-This is an activity-based introduction to mindfulness designed specifically for us! These practices help develop valuable tools such as the ability to self-calm, regulate emotions, and caring for others.
- Re-direction– Guiding a child into acceptable options when engaged in an unacceptable activity
- Logical consequences– Attempting to make the child aware of the results of his/her actions
- Limit setting– Boundaries are set by the educator for the children as a group and for individual children according to each situation
- Modeling-Demonstration of appropriate ways of interacting
- Offering choices-Appropriate choices are offered so children can make safe decisions themselves
- Ignoring– Some inappropriate behavior can be ignored with more emphasis given to appropriate behaviour
- Positive reinforcement- showing genuine approval when children are engaged in positive activity

## Response to Incidents Procedures

### **The following steps are to be taken to deal with the incident:**

- Educators will stop the behaviour immediately in a calm but firm manner
- Educators will direct the child to more appropriate behavior
- If necessary, educators will move with the child to an area where they can regain control and become calm. \* This is a renewal time for the child to adjust mixed feelings and regain composure
- When the child has regained control, educators will talk to him/her about their behavior
- Educators will problem solve and help the child strategies to help them with their self-awareness and self-management
- If ongoing, educators will complete an Incident Log. This written documentation will include a summary of the incident including what the behaviour concern is, what provoked the situation and what action was taken
- Educators will inform the parent/guardian of the situation and will have them initial the Incident Log.
- Educators will notify the director/owner

### **Incidents may include:**

- Endangering the safety of children and/or staff members and volunteers
- Stealing or damaging CLASS or personal property
- Leaving the program without permission - this will result in a call to 911 and the parent/guardian
- Refusing to follow directions as set out by the staff in the program
- Using vulgarity, profanity, or obscenity frequently

### **Additional Support**

If your child requires additional support in the school environment, additional support will also be required for him/her to attend CLASS. Applications for funding for additional support must be sent in the previous school year.

## PLEASE NOTE:

If the child's behaviour escalates (after the previous steps have been followed) to the point where the immediate safety of that child, other children or staff is threatened, the parent/guardian will be notified and expected to pick up the child immediately. If the behaviour continues, staff will schedule a conference that includes the parent/guardian, child (optional), the owner and educators to help determine possible solutions and develop an action plan. If the behaviour persists and continues to disrupt the program, CLASS reserves the right to suspend the child from the program. Removal from the program will be considered in extreme situations when the safety of child and staff are in jeopardy. Parents/guardians will be asked to find alternative care if the situation cannot be resolved, and if it is determined that we are not able to meet the needs of the child.

# Registration

## Programs

### **Before School: \$100/month or \$200 for just before school**

This option allows for early drop off to CLASS 424. Educators walk the children to their entry door at 8:00am.

### **After School: \$390/month**

This option allows your school age child/ren to come to CLASS every day after school.

### **All Inclusive: \$440/month**

Combines all after school days and full days during the school year. This includes storm days, PD days, one week of Christmas Break, and March Break. All full days will be at CLASS 424.

### **Summer: \$185/week**

This is a separate program that runs for the summer months at CLASS 424. For more info, see page 18.

## Hours of Operation

Before School Care | 6:30am - 8:00am

After School | school dismissal - 5:45pm

Full days | 7:45am - 5:45pm

## Closures

CLASS will be closed during all stat holidays, Truth and Reconciliation Day, Thanksgiving, Easter Monday, Victoria Day, and a week during Christmas Break. If school is closed early due to inclement weather, CLASS will be open. If school is closed early due to a power outage CLASS will be open and parents/guardians will be contacted for pick up.

## Fees

Monthly fees will be debited on the **1st of each month**. CLASS does not accept cash or e-transfer. If you opt for e-transfer, there will be a \$20 service charge for each one. An e-transfer may be accepted for your initial payment to complete the registration process. This is exempt from the \$20 e-transfer fee.

<b>\$50 registration</b> per child per school year	<b>After School</b> 1 child \$390/mo 2 children \$775/mo	<b>All Inclusive</b> 1 child \$440/mo 2 children \$875/mo	<b>Before School</b> 1 child in AS \$100/mo 1 child not in AS \$200/mo
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All Inclusive must be chosen at time of registration.

Fees are subject to change at the discretion of the owner.

Please speak to the director if a situation arises regarding payments.

A subsidy up to \$12.75 per day is available for after school

Email  
sd-ds@gnb.ca  
or phone  
1-(833)733-7835

A subsidy up to \$24.25 per day is available for full days

**Referral Rewards** When you tell a friend how wonderful the CLASS program is and that friend enrolls their child/ren in CLASS, YOU receive \$200 cash and your friend receives \$100!

### **Late Pick-Up Fees**

At close, you will be phoned and required to pay an additional \$10 per child. 15 minutes after close the penalty goes to \$20 per child and an emergency contact will be phoned. 30 minutes after close the penalty is an additional \$1 per minute per child.

### **Missed Payment**

If your payment is declined due to insufficient funds, an additional fee of \$45 will be added. Bounced payments must be paid within 48 hours of notice. A late payment fee of \$10/day will be charged for payments not paid by the 1st. If payment has not been paid after 2 weeks, your child will not be allowed to attend. A year end receipt will be issued for up-to-date payments. If there is an outstanding balance, you will be notified by text or phone call then an email. If no payment is made it will go to collections. In accordance with our company value: integrity, it is our policy that we do not enrol any families that leave CLASS without paying the amount owing. A year end receipt will not be issued if there is an outstanding balance.

### **Enrolment**

#### **To enrol your child we must have**

- a completed Child/Family Information form with **2** emergency contacts
- a completed Authorization /Consent form
- NON-REFUNDABLE registration fee - \$50 per child per school year
- NON-REFUNDABLE deposit –1 month fee

#### **Disenrolment**

CLASS is a private business and under the direction of the owner. We are dedicated to providing a quality experience and there may be times when the program is not suitable for all children and their families. We must consider all children and there may be times we cannot allow a child to continue without lowering our standards due to excessive attention being allotted to a particular child. If we have gone through the full extent of our Response to Incidents Procedure and have seen no improvement. We reserve our right to give two weeks' notice. You also have this right and we do require two weeks' written notice as well. In cases of extreme behaviour from children or parent/guardian, we reserve the right to opt for immediate disenrollment.

# Daily Routine

## Arrival and Departure

### Sussex Elementary School

CLASS educators meet children outside the school as teachers bring their classes out around to the buses. We head outside first thing and are able to take advantage of all the things your school has – the gym, the playgrounds, the woods and track area.

### Full days at CLASS 424:

Parents/guardians are required to bring their child into the building and ensure that they wash their hands at the door. A staff member will let you in through the second door.

### Alternate Pick Up

If you are not picking up your child please text 506-512-3210 to let them know who is picking them up that day. Pick up must be done by someone who is on the pickup list you have provided on the child profile. Staff may request ID.

## Absences

If at any time your child will not attending CLASS please inform the staff or you can call or text the director.

## Outdoor Play

We head outside to play so that children may have active play after school. We try to go out in any weather within reason. Please be sure your child is dressed appropriately each day.

## Indoor Play

Inside the cafeteria educators set up centers for creativity and exploration based on the children's interests. Our set up follows the NB Curriculum.

## Homework

At CLASS we understand how much work homework can be. If you feel that your child would benefit from doing homework at CLASS, it will be done 4:30-5:00. It is recommended that reading be done at home with parents. Please note it is the parent/guardian's responsibility to keep in touch with the teacher about any extra projects. Projects are to be completed at home.

## SEL/Mindfulness

Each day we take a few minutes to take a few deep breaths. Shirley-Ann has created our own meditations that reflect what we are doing in Social and Emotional Learning. Staff members have received training from Shirley-Ann and from Smiling Minds. The Smiling Minds curriculum is also used throughout the year.

# Daily Routine



# Well-Being

**Licensed Child Care CLASS** is a licensed program and this ensures child/educator ratios are correct at all times and the required percentage of staff are qualified to work with children. We are limited to 15 school aged children per educator. Licensing guarantees that the facility and program have been **inspected, approved and spot checked by** the following agencies:

- *Fire Marshall*
- *Public Health Department*
- *New Brunswick Department of Education and Early Childhood Development*

**Transportation** is not provided by CLASS. We are fortunate to be located within walking distance of many activities and we often leave the program property on walking adventures (going for hikes or walks, participating in local events or programs offered by local groups, visiting businesses or sites of interest). We do stay within town limits unless otherwise notified.

**Pet Visitation** Pets and the human-animal bond provide many benefits for people, including physical and emotional. They promote social interactions among children and provide comfort and companionship. When the occasional pet visits at our program, children will be taught how to properly approach, handle and act around pets. In line with Public Health Standards, children will be supervised while interacting with pets, children and staff will thoroughly wash hands after contact and pet records will be available.

**Snacks/meals** are to be provided by parents/guardians. Please be sure to send something extra that is substantial. Children eat lunch at 11:30 during a school day and are often quite hungry by the afternoon.

**Allergy Information** is posted at each location. Please ensure these are up to date if your child's health changes.

**Duty to Report** Staff is required **by law** to report any suspected cases of child abuse or neglect.

## Custody and Access

**CLASS** must be informed of relevant custody negotiations or restrictions (who can pick up or see your child). We require official documentation or we cannot deny a parent access to his or her child. If an unauthorized parent attempts to make contact, we will request s/he leave and will follow that with a 911 call.

## Child Information and Belongings

It is the parent/guardian's responsibility to provide updates on any information such as new allergies, phone numbers, emergency contacts, etc. We do not encourage children bringing special toys or electronics. Children should have a light pair of indoor shoes such as crocs or slippers with a hard sole. It is helpful to have a spare change of clothes at CLASS. Please make sure your child's belongings are labeled with their name.

It is the parent/guardian's responsibility to provide diapers/pull-ups, wipes, diaper cream, and a plastic mat if the child requires these items.

## Emergency Evacuation

We exit outside cafeteria doors and walk down sidewalk to the Grade 3-5 playground equipment adjacent to the track. Attendance sheets and first aid bags are taken out every time. Our alternate location is CLASS 424 Main Street. CLASS practices fire drills monthly. In the event of an emergency closure, parents will be notified via email and/or phone call/text.

## Illness

Parents/guardians are required to provide specific reasons for a child's absence as we are required to report illness patterns to Public Health Officials. We are not being nosy; we just need to fill in our forms!

## Lice

It is our policy that if your child has lice, they may return after treatment AND are free of any live lice and nits.

## Administration of Medication

We can only administer medication, whether over the counter or prescribed, that has been provided by the parent. Parent/guardian must fill out a general form called **Administration of Medication Consent and Record Form** or **Administration of Medication Consent On-Going Treatment**.

All medication must:

- *be in its original container with original label*
- *be identified with the dosage and frequency*
- *have full name of the child*
- *have expiry date*

## Managing Illness — Parent's/Guardian's Role

Your involvement as a parent is important! You can take the following steps to help ensure that early learning and childcare facilities are safe and healthy places for all children.

**Step 1:** Make sure you provide up-to-date information about your child's immunization to CLASS. If you choose not to immunize your child, you must sign a waiver available from the Department of Health.

**Step 2:** If your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child **NOT** attend.

You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- *Fever (oral temperature 38.5° C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater) accompanied by behavior changes or other signs of illness*
- *Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur*
- *Vomiting illness with two or more episodes of vomiting in the previous 24 hours*
- *Mouth sores associated with an inability of the child to control his/her saliva*
- *Rash with fever or behavior changes*
- *Infections (ex. **infected eyes with discharge**) until 24 hours after treatment started by physician*
- *Infestations (ex. **scabies, head lice, pinworm**) until after first treatment with a medicated product*

**Step 3:** If your child does not attend due to illness, you must let the staff know your child's illness symptoms.

**Step 4:** If your child gets ill at CLASS, you will be notified and asked to make arrangements to pick up your child within one hour of being notified. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

**Step 5:** You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving CLASS.

**Step 6:** For some illnesses, there is a required time period where your child cannot attend CLASS. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in Appendix B "New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities" of the "Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities". The guide is available from the CLASS operator or administrator.

If your child has been diagnosed with any of the illnesses in this guide, you **must** follow the requirements in order for the facility operator to allow your child to be re-admitted to the facility.

**Step 7:** When you bring your child back to CLASS after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to CLASS.

# Parent Engagement

## Communication

The CLASS program is the only program in the Sussex area that provides licensed childcare solely for school aged children and we are committed to providing a space where children know they are safe, seen, heard and loved; a place where they are supported in their growth and social and emotional learning. Feel free to discuss any issues that are important to you. Your active participation and presence are welcome and encouraged.

If you have any questions or concerns, you can speak with any of our educators or discuss issues with:

the Director, Heidi, at CLASS-SES @ 434-1234  
the Owner, Shirley-Ann, @ 512-3569

or contact Amanda Wills 506-566-2647 (Quality Assurance Monitor)  
Jodi Hennessy 506-654-2745 (Inspector)  
who works with the Early Learning and Child Care Department.

## Tours

We encourage every prospective family to come and visit us at our center. This gives families the chance to see the center beforehand and for us to meet one another and go over the Family Handbook together. It's the perfect time to help ease your child in to a new place and answer any questions you may have. If tours are unavailable due to Public Health regulations or it simply does not fit the family's schedule, parents may opt for a phone call.

## Facebook

CLASS has Facebook page where you can view photos and updates on no school days and special occasions.

## Newsletters and Updates

CLASS will send out regular emails to keep you updated on important information or to let you know what we will working on in the upcoming month. Please make sure to check your email on a regular basis. Please note that you may need to initially check your spam folder and let your email know that you recognize emails from CLASS.

## Conduct

Our center maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. This includes defamation on social media. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

# Summer Program

## Programs

Our CLASS Summer Program is at 424 Main Street. We have daily games and activities planned according to our focus that day. Children may choose if they want to participate. We spend a lot of the summer exploring different parts of Sussex and plan visits to different businesses and groups. Our overall focus is to be outside and to have unstructured time so that curiosity, wonder, and joy are experienced.



## Registration

We start registration in April of each year. A deposit of one week is required to hold your space/s for the summer. Families can sign up for the weeks they need child care.. CLASS will be closed the first full week of August.

## Fees

1 week | \$185 | 1 child    1 week | \$365 | 2 children    early drop-off | \$25/week | 1 child  
Payment schedule: June 23, July 7, July 21, August 11

## Arrival and Departure

Drop-off starts at 7:45. Parents are asked to bring their children inside to be greeted by an educator. Early drop-off is 6:30.

Pick-up by 5:45

You can call or text 506-426-5678.

## Daily Routine

### Indoor play

Each morning we will be inside during arrival time where there will be centers set up based on their children's interests.

### Outdoor Play and Outings

Usually by 9:30, CLASS will likely be out on an adventure. We walk to different places that are close by such as Discovery Park, Sunnyside Playground, Barbour's Park, and O'Connell Park. Just give us a call or a text and we will let you know where to drop off.

## Summer Essentials

During the summer we are on the go a lot and it is imperative your child has everything they need to be comfortable. They must have the following items every day:

Waterbottle

Sneakers

Change of clothes

Large lunch

Hat

Sunscreen

# CLASS 424

## CLASS 424

Looking for an enrichment program for your child after school?  
Sign them up at CLASS 424 where they will have daily exploration opportunities for:



**Ages:**

School Age

**Where:**

424 Main Street, Sussex, NB

**Phone Number:**

506-426-5678

**Programs:**

### After School

When: school dismissal to 5:45pm

Fee: **Part time:** 2 days/week \$188/month

3 days/week \$282/month

4 days/week \$376/month

Book your dates before the 1st of each month.

OR

**Full time:** \$390/month for After School

\$440/month for All Inclusive

### Before School

When: 6:30 am—8:00 am

Fee: **after school families:** \$100/month per child

**non after school families:** \$200/month per child

Currently there is transportation provided from Sussex Elementary School to the program via bus. In the fall we will be walking.

## Contact us to be on the waitlist:

Heidi | Director/Educator

(506) 434-1234

class4341234@gmail.com

CLASS-Sussex School Age Child Care

www.class-sussex.ca



# Updates

## What's new?

### **Before School Care - Page 10**

This program is new! It takes place at CLASS 424 at 424 Main Street. Drop-off starts at 6:30am and our educators walk the children to their school door at 8:00am.

Fees:

\$100/month for CLASS families—This is added to your after school fee.

\$200/month for non CLASS families

### **Summer - Pages 10, 18**

Fees have changed to \$185/week.

CLASS summer program will take place at CLASS 424, 424 Main Street.

### **Registration Fee - Page 10**

Fee has changed to \$50

### **Full days - Page 12**

All full days will take place at CLASS 424, 424 Main Street.



CREATIVE LEARNING AFTER SCHOOL SOLUTIONS



# CLASS

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