

**St. Joseph's After-School Program
Out-of-School Contract for 2020/2021**

Date: _____

Child's Last Name: _____

Child's First Name: _____

Child's Birthdate: _____ Gender: M _____ F _____
YY/mm/dd

Parents or Guardians: _____

Box # _____ Physical Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Centre Goals and Objectives:

St. Joseph's After-School Program provides out-of-school care for children after school. We offer a safe, stimulating environment for each child to develop physically, socially, intellectually and emotionally. We work with parents to try to ensure consistency between environments for their child(ren) and to keep open and effective communication between the centre and parents.

Hours of Operation and Fees:

The school requires a deposit of \$150 upon registration.

The After-School Program's hours are:

Monday, Tuesday, Wednesday, Friday: 3:00 to 6:00

Thursdays: 2:00 - 6:00.

*Daily rates:

Monday, Tuesday, Wednesday, Friday: 3:07 - 4:30: \$16.00 / 4:35 - 6:00 - \$20.00.

*Thursday: 2:00-3:30: \$16.00 / 3:35 - 5:00: \$20.00 / 5:05 - 6:00: \$24.00.

* Fees subject to change.

My child _____ will be attending the After School

Program on Monday, Tuesday, Wednesday, Thursday, Friday (please circle the days your child will attend) from _____ (times).

Thursday times from _____ (times).

Billing:

When you register your child/ren you will be asked to sign up for the days and times that your child will be attending the program. For example, if your child is attending Mondays, Wednesdays and Fridays, from 3:00-4:30pm, you will be scheduled in for these times and you will be billed for those days and times from September to June. If you need an extra day of care (a "drop in" day), you will have to give notice to the instructor to be sure there is room on that day for your child, and that day will be added to your regular monthly bill.

Again, if your child is sick or not able to attend the ASP for other reasons, the amount you will be charged for that scheduled day will be your usual daily rate for that day of the week. If you are changing times and/or days, two weeks' notice must be given using the forms available at the Small Hall. There is no exemption from payment for illness, holidays, etc. **Two weeks' written notice is required for terminating enrollment in the program. There is a re-registration fee of \$50.00 (per child) if you re-enroll within the school year.**

We ask that parents still call the school office (250-847-9414) or leave a message at the Small Hall (250-877-2901) if your scheduled child(ren) will not be coming to the program as this is a safety measure to ensure all children are accounted for and no child is "lost en route."

The Centre will be closed for:

All Statutory Holidays

School Christmas Break

Spring Break (depending on SD54 timetable)

Summer Holidays- July and August

Adjustment Period:

The After-School Program has an adjustment period for new children and families entering the centre. A two-week orientation time is allowed for children new to the program. This will provide the parents and staff with assurance that our centre can meet the care needs of the individual child and family.

If, within this two week period the centre does not fulfil the family's expectations, the parents are able to remove their child without two weeks' written notice. The parents will be responsible only for the days attended in the two weeks adjustment period.

Parent Responsibilities:

Once your child's attendance is confirmed and a schedule is created with the Centre's Supervisor, you are responsible for the following:

- Pick-up of your child no later than 6:00pm.
- A \$10.00 fee for every 10 minutes for late pick-up will apply after 6:00pm.
- If, for emergency situations, you will be later than 6:00pm you must notify the Centre as soon as possible.
- When your child is ill he/she should be kept at home.
- If for any reason your child will not be attending the program because of an illness, please notify the school or leave a message at the Small Hall (250-877-2901) immediately by telephone, so we know your child is accounted for.
- If there are any health problems which the centre staff should be aware of, please provide details in order for staff to provide quality care to your child.
- Medication authorization forms must be completed for ongoing and temporary administration of medication to your child.
- Please provide an Immunization Record of your child from a Physician or from the local Health Unit for the Centre's records.
- If your child contracts a communicable disease, the Centre must be immediately notified and a physician's report of clearance must be submitted before your child can return to the Centre.
- Ensure the Centre has accurate and up-to-date information regarding emergency contact people and their numbers in case a parent cannot be reached in emergency situations.
- If an address or phone number has been changed at work/home, please update the registration information at the Centre.
- An extra set of clothes and footwear should be sent to the Centre. Also, please send your child in appropriate clothing for the weather and seasons.
- If you are permanently removing your child from the Centre please notify the Centre, in writing, with two weeks' notice.

Centre Responsibilities:

When providing care for your child, the After-School Program staff will:

- Ensure the facility will comply with all requirements of the Community Care Facility Act and Child Care Licensing Regulations.
- Maintain health and safety regulations.
- Ensure that the physical structure and play areas are safe for children.

- Notify parents of any health and/or social problems or concerns that are identified for their child.
- Participate, within reason, with health officials in their child's health program, including vision, speech, hearing, and general health screening; upon parents' request or permission.
- Advise parents of any medical emergencies, reactions to medication, sudden illness or accident.
- Not send children home with anyone other than pre-authorized persons as indicated on the registration forms.
- Provide nutritious snacks each afternoon based on the Canada Food Guide.
- Your child will have the opportunity to participate in adequate indoor and outdoor experiences.

My signature indicates that I understand the After-School Program's policies and obligations, and agree to abide by them. Failure to do so may mean the removal of my child from the Centre.

Parent/Guardian (Print name)

Signature

After-School Program Supervisor

Signature

Date

Persons Authorized to Pick-up my Child:

Name: _____ Relationship to Child: _____

Home#: _____ Work#: _____

Name: _____ Relationship to Child: _____

Home#: _____ Work#: _____

Name: _____ Relationship to Child: _____

Home#: _____ Work#: _____

Immunization Record:

Please indicate, by circling, the most recent immunizations and date:

	1 st 2 months	2 nd 4 months	3 rd 6 months	MMR 12 month	4 th 18 month	5 th 4-6 years	6 th Grade 6	7 th Grade 9
Diphtheria	X	X	X		X	X		X
Pertusis	X	X	X		X	X		
Tetanus	X	X	X		X	X		X
Polio	X	X	X		X	X		
Measles				X	X			
Mumps				X	X			
Rubella				X	X			
HIB	X	X	X		X			
Hepatitis B							X	

Is there any other information we need, that would help us in caring for your child? Any limitations? _____

St. Joseph's After School Program (ASP)

Parent Information Handbook

Dear Parents:

Welcome! The information contained in this hand-out is to answer questions about our After School Program.

The purpose of our program is to provide a safe, positive and caring environment for children after school.

If you have questions or concerns about your child or the program, please don't hesitate to contact me, or Hayden Drygas, Principal of St. Joseph's School. Your comments and concerns are important and let us know that you value the After School Program.

Sincerely,

Claudia Busatto, ASP Coordinator
250-847-9414 School
250-877-2901 Small Hall

PROGRAM OVERVIEW

The beginning of our daily routine will include checking in, and a time for relaxing. During this time your child may choose to play outside (if there is supervision), to read, or to play quiet games. Then there will be a nutritious snack. Afterwards, a chance to participate in outdoor and/or inside games and activities will be offered.

Toward the end of the afternoon, opportunities to do quiet activity (including homework) will be offered.

PROGRAM POLICIES

Hours and Fees

Fees will be set according to the schedule that you filled out with the days and times. Payment is due on the 1st of every month. You will receive a statement at the beginning of September listing the amounts owing for each month. You will receive notice of any late payments. If payments are not received by the given date, your child(ren) will no longer be able to attend the program.

Payment is required for all scheduled days regardless whether your child attends. There is no exemption from payment for illness, holidays, etc. **Two weeks' written notice is required for terminating enrollment in the program. There is a re-registration fee of \$50.00 (per child) if you re-enroll within the school year.**

The After School Program will operate from September to June, from 3:00pm to 6:00pm, Monday, Tuesday, Wednesday and Friday. On Thursdays it will operate from 2:00 to 6:00. **All children are to be picked up at or before 6:00 pm.** The After School Program will not operate during school holidays, non-instructional or pro-d days, but will be open early on those school days with early dismissal.

Supervision

Staff will be present and at all times be monitoring children inside and outside of the facility. **Children WILL NOT be left unsupervised.**

Arrival and Departure

Children are to check-in with staff at arrival. A parent or another authorized adult MUST enter the Small Hall and sign-out the child(ren), noting the time of departure. We can only release children to an ADULT who has been previously authorized by you.

* Please be advised that if a non-custodial parent arrives to pick up a child, the staff will contact the custodial parent/guardian to confirm this arrangement, if previous arrangements were not made. Your child's safety is our priority!

Children will not be released if abuse is suspected or the person picking the child up appears incapable of providing safe care.

The After School Program follows St. Joseph's School policy in reporting cases of suspected child abuse. This policy follows legal requirements.

BEHAVIOUR MANAGEMENT

We want all children to feel safe and welcome. The After School Program will adhere to St. Joseph's School policies regarding behaviour management. Conflict situations can be avoided by closely monitoring the children at play and re-directing them before trouble occurs. Negative behaviours do sometimes occur and these will be dealt with by using discussion about the behavior and why it isn't acceptable. Self-esteem and dignity must be kept intact. If discussion is ineffective, then opportunity to have time away from the group will be provided. Staff will inform parents regarding negative behaviour and action taken, at pick-up time. Further actions beyond these outlined may be required and will be carried out in consultation with the principal.

Sickness or Absenteeism

In keeping with St. Joseph's school policy, please keep your child home if they have a cold or other illness (such as diarrhea, pink eye, vomiting). Illness will be less likely to spread to others. We request that you call the school office if your child is going to be absent so we know that the child is safely elsewhere.

In the event of a child becoming ill or injured at the centre, parents will be notified immediately and asked to collect their child.

Medication

Medication can only be administered to a child when written consent is given by the parent/ guardian or physician. Non-prescription drugs must have a doctor's consent. The drugs must be in their original bottle, clearly labeled with child's name and dose instructions.

- All staff has first aid training as per licensing policy.

Snack

We will have a daily nutritious snack. Often, children will be encouraged to help prepare snack. Once in a while, we will be baking with the children and these efforts will be used for snack. **Please note:**

We will make every effort to provide "child friendly" appealing snacks, keeping in mind allergies and dislikes; however, there may be times when the snack provided is not to your child's liking. They may choose to eat or not, but no other snack will be provided.

Clothing

Except in very inclement weather, we plan for outside play time. Children should come prepared for the weather. Please label all shoes and clothing. This will keep our lost and found to a minimum. Slippers or shoes are required for indoor use or in the event of a fire drill or actual emergency situation.

Smoking

Please note that there is **No Smoking** permitted on school property. This policy is in compliance with St. Joseph's School and licensing policy.

CONSENT FORMS

Neighborhood Walks and Walks to Local Park:

I give permission for my child _____ to participate in spontaneous neighborhood walks and walks to our nearby local parks with the After School Program Staff. I will be notified and a separate consent will be obtained for field trips away from the centre.

Parent/Guardian Signature _____

Date _____

Photo Permission:

It is required by Child Care licensing to have a photograph of each child enrolled in the ASP program in his/her registration file. I hereby give consent for my child _____ to be photographed for licensing purposes. I understand that these photographs may be used for bulletin board displays or community displays. For any photos being published in the media consent will be obtained at that time.

Parent/Guardian Signature _____

Date _____

