East Central Public School

Before & After School Program (K-Grade 6)

**2023 – 2024**

**Policy & Registration Package**

Phone: 306-922-8329

June 7, 2023

Dear East Central Parents/Guardians:

**RE: Registration Process for before and after school care for the school year 2023-24**

Registration process:

* Complete the attached registration form
* Include post-dated cheques for the monthly fee dated the 1st of each month

UNDER NO CIRCUMSTANCES WILL CASH BE ACCEPTED.

* Include a cheque for $25 deposit/child, dated September 1, 2023
* Return form and cheques to Mrs. Miller at the office.

In the event we receive more registrations than we can provide service for applicants will be accepted on a first come, first served basis and others will be added to a wait list.

For parents interested in learning more about the Before and After School Program, please contact the school at any time.

**Program Plan**

Children enrolled in the program can expect a safe, enjoyable experience with staff before and after the school day. Students will be given a snack in the morning and after school as well as play-based programming for their stay. Students may also have the opportunity to do crafts and be read to from time to time. Students will primarily be situated in one of our unused classrooms but may also spend time in the gym or outside when possible.

 **Participants**

All registered participants of the East Central Before and After School Program must be school-aged children (Kindergarten to Grade 6), attending East Central Public School and must be able to manage their own personal care, such as eating and using the washroom.

**Expectations of Participants**

Participants and their families must have respectful attitudes, use appropriate language and demonstrate courteous behavior at all times. There is Zero Tolerance for inappropriate attitudes, language and behavior. School administration reserves the right to discontinue service for any child(ren) who does not meet these expectations.

**Fees & Payment Requirements**

In a regular school week, there is a maximum of 17.5 hours of care offered. Over a period of a regular school month this adds up to 70 hours of care. Any child who receives less than 20 hours of care per month will be considered Part-time. Full-time care will constitute 20 or more hours of care per month.

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| Deposit  | $25.00/child/year |
| Full-time Care Fee  | 20 hours or more per month  |
| Part-time Care Fee  | Less than 20 hours per month |

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| --- | --- | --- | --- | --- | --- | --- |
| **Fee** | **1 Child****Part-time** | **1 Child****Full-time** | **2 Children****Part-time** | **2 Children****Full-time** | **3 Children****Part-time** | **3 Children****Full-time**  |
| **Monthly Fee** | $75 | $150 | $150 | $300 | $225 | $450 |

**Please make all cheques payable to East Central Public School, dated the 1st of each month.**

**Receipts will be issued each month, which can be used for income tax purposes.**

**A fee of $5.00 will be charged per lost receipt request.**

**Program Commitment**

A commitment of full or part time to the program will be accepted for each of 3 blocks of time throughout the school year (as outlined below). Post-dated cheques must be provided at the time of the commitment. Commitments must be made with payment 1 week before the start of the block.

Block 1 – September to December

Block 2 – January to March

Block 3 – April to June

**Payment of Fees**

The $25 deposit, as well as all monthly fees from September to December **will be paid by cheque at the time of Registration**. The Registration Fee will be dated for September 1 and all monthly fees for the year will be paid by: ***Cash,*** *due* the first of each month or **post-dated Cheques**, *dated* the 1st of each month. Make cheques payable to East Central Public School. Any days lost due to job action, weather or any other unforeseen circumstances will not be refunded.

**Late Pick Up Fee**

Children must be picked up before 6:00pm each day. Failure to do so will result in forfeiture of the child’s $25 deposit, that must be replaced with another cheque before the child can return to the program.

**NSF Cheques**

There will be a $50 charge for each NSF cheque that is received. Receiving a 2nd NSF cheque from a family will result in immediate termination from the Before & After School Program. No exceptions.

**Withdrawal from Program**

One full calendar month’s notice must be given, in writing to the Program Supervisor, to withdraw from the Before & After School Program. Unused post-dated cheques will be destroyed, or returned to the parents, upon receipt of the written notice.

**Hours of Operation**

**Hours for scheduled school days:**

**Morning**  7:30am – 8:30am, when the school staff begins supervision

**Afternoon** 3:30pm – 6:00pm

**\*The program will be not be available on PLC Days, school breaks, conventions or statutory holidays.**

**Arrival & Pick Up of Children**

Drop off and pick up of children will be done through the front doors. **In the mornings, parent MUST NOT park in the staff parking spots to drop off your children.** Under no circumstance will any child be allowed to leave with anyone other than those authorized, in advance, by the parent/guardian. Children must be picked up before 6:00pm and must be signed out each day. Forfeiture of the deposit will result from any pick up after 6:00pm.

**Snacks**

Healthy, nut-free snacks are provided for each registered child in the morning and in the afternoon, with a water fountain on-site for drinks. If your child is fussy, or has allergies, please send snacks from home.

**Incident & Emergency Plan**

If an incident occurs involving a child while at the program, the program staff will talk to the child(ren) and notify parent(s). If the incident is serious, the parents will be called to pick up their child. If a child needs immediate medical attention, an ambulance will be called, at the expense of the family. School insurance will be applicable to any injury situation.

In the case of a school closure (i.e. no water or power), the supervisor will be notified as soon as possible by the staff and asked to make calls to the parents/guardians for child pickup.

In case of an emergency, such as a fire or evacuation, parents/guardians will be called to pick up all children immediately. The staff will stay with the children, in a safe location, until everyone has been picked up.

**East central Public School Before and after school program**

**2023-24 Registration Form**

**Child(ren) Information:**

**LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

First Name of Child 1**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_**

First Name of Child 2**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_**

First Name of Child 3**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_**

**Parent/Guardian Information:**

**Name of Primary Parent(s)/Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Home phone # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Cell phone # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Work Phone # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Name of Additional Parent/Guardian (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Home phone # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Cell phone # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| Work Phone # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Emergency Contacts:** |
| Name Home # Cell #  |
| Name Home # Cell #  |

**Payment Summary**

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| **Fee** | **1 Child****Part-time** | **1 Child****Full-time** | **2 Children****Part-time** | **2 Children****Full-time** | **3 Children****Part-time** | **3 Children****Full-time**  |
| **Monthly Fee** | $75 | $150 | $150 | $300 | $225 | $450 |

**UNDER NO CIRCUMSTANCES WILL CASH BE ACCEPTED**

**Program Commitment:**

**September - December**

**Child(ren) Information:**

**LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Circle one:**

First Name of Child 1**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_** PT or FT

First Name of Child 2**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_**  PT or FT

First Name of Child 3**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_** PT or FT

**January - March**

**Child(ren) Information:**

**LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Circle one:**

First Name of Child 1**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_** PT or FT

First Name of Child 2**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_**  PT or FT

First Name of Child 3**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_** PT or FT

**April - June**

**Child(ren) Information:**

**LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Circle one:**

First Name of Child 1**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_** PT or FT

First Name of Child 2**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_**  PT or FT

First Name of Child 3**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade**: \_\_\_\_\_** PT or FT