

# PSP Before and After School 2019-2020 Information Guide

## Ages 3-12

All Recreation Leaders  
are trained in healthy  
child development –  
the HIGH FIVE® way!

We never call in  
sick or get  
posted!



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### **MISSION STATEMENT**

**Kidz & Youth 1<sup>st</sup> – in mind & action.**

### **VISION STATEMENT**

**Quality programming of recreation through positive leadership.**

**Fun! is the #1  
reason why  
children participate  
in recreation and  
sport!**

**+425.000 children are being  
positively affected by their  
experiences with HIGH FIVE  
Organizations across the  
country!**

Dear Parents,

Welcome back to another exciting school year!

This Information Guide is to highlight important details about our Before & After School (BAS) Program, along with helpful tips to make your child's experience the best possible. Please take the time to review the guide and keep it handy throughout the year as an information source.

We believe that our Community Recreation programs provide your child(ren) with the opportunity for healthy child development and a great way to make friends through our HIGH FIVE® commitment. The HIGH FIVE quality standard ensures your child's experience with BAS will be safe, unique and age appropriate. It also ensures your child will have a positive and memorable experience along the way!

BAS offers a variety of activities every week and provides the opportunity to participate in creative arts, active games in the gym or outdoors and quiet play when needed. We provide a nutritious breakfast and afternoon snack with the occasional treat on special occasions. Check out the Program Plan and Menu posted on our Parent Boards for more information!

We see parents as partners in our programs and welcome your comments and suggestions as we are always striving for success! You can expect our Recreation Leaders to introduce themselves as they are the front line staff leading your children through activities

We also have many other great pre-school and school-aged programs that run throughout the year. All registration for these programs including PA Day Adventures and Snow Days can be registered for at [online.pspetawawa.com](http://online.pspetawawa.com)! Please feel free to contact us should you have any questions or concerns regarding our programs.

Sincerely,

**Recreation Complex  
30 Festubert Blvd.**

Chrissy Slaney, Program Supervisor  
Phone: 613-687-2932  
Email: [Slaney.Christina@cfmws.com](mailto:Slaney.Christina@cfmws.com)

**South Side Community Centre  
1578 Wolfe Ave.**

Michelle Durocher, Program Supervisor  
Phone: 613-687-2104 x239  
Email: [Michelle.Durocher@hotmail.com](mailto:Michelle.Durocher@hotmail.com)

## **Program Hours and Locations**

Recreation Complex: Monday-Friday 630am-6pm  
L'Equinoxe, Jeanne-Lajoie, St. Francis of Assisi, Our Lady of Sorrows and Valour School

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South Side Community Centre: Monday-Friday 630am-6pm  
St. Francis of Assisi and Valour School

As guardians of bused students, you will have to contact the RCJTC at 613-732-8419 or [trans@rcjtc.on.ca](mailto:trans@rcjtc.on.ca) to arrange for busing transportation with BAS selected as your primary caregiver. It is important and recommended by RCJTC to do this in early August to ensure your child has an available seat and can be approved to take that bus to and from school.

## **Customer Service**

You can register online from home or at the front desk at either location. Our staff can also assist you in any changes you may need to make to your registration or Personal Information Form. All programs offer an accessible area for parking within close walking distance.

## **Preparing your Child for BAS!**

We offer a facility tour and program orientation to help your child(ren) become familiar and comfortable with our setting. The first day arriving to our program, the staff will introduce themselves to the children and show them where to put their belongings.

## **Procedures for Attendance**

It is up to the guardian to contact us in the event a child is sick or will not be attending the program to ensure accurate attendance. It is also important to notify BAS Leaders if the child is picked up from the school and BAS will not be required to avoid searching for them.

If a participant does not arrive for BAS who signs in and out without a guardian, the home telephone number and guardians will be contacted within 30 minutes to determine the location of the child. It is important to call and notify the program if the child will not be attending.

Attendance is recorded at the beginning of a program, during any transitional periods, and at the end of the day at a minimum. Head counts will be taken periodically throughout the day.

## **Procedures for Drop-Off and Pick-Up**

All authorized pick up or drop off persons must be recorded by the guardian on the Personal Information Form (PIF) at the time of registration or to be added on at a later date. Only written consent is allowed. Participants must be 12 years or older to sign in and out without a guardian. Written consent may be provided by the parent indicating otherwise.

All participants must be signed in and out each day. Children are to be walked into the facility and left in the care of staff before departing. If the pick up person is an unfamiliar face, names will be

verified before children are released into their care along with photo identification. If the person is not identified as an authorized pick up person, the guardians will be contacted to obtain verbal consent until the person can be added to the Personal Information Form the next day. In cases of custodial agreements, written consent must be provided if a guardian is not authorized to pick up their child with legal documentation provided.

If a participant attends After School Care at the South Side Community Centre, registered participants will be picked up by staff at their respective school and walked back to the facility. In order to be released into the programs care by the school, participants must be registered for After School Care. If a child is not registered for the program, the child will be walked by a staff member to the school's main office and the secretary will be informed of the situation and asked to contact the parents/guardians of the child.

### **Snow Day Program & Procedures**

On snow days, our BAS Program remains OPEN! If buses are not running due to snow storms or icy road conditions, the Community Recreation van will not be able to transport the participants to school. Our Snow Day Program operates out of the Recreation Complex for guardians wishing their children to stay in a recreational environment or are unable to get their child(ren) to school. Registration can be done in advance or on the morning of at drop off.

Children who are normally walkers will still walk to and from school if parents choose not to access the Snow Day Program. However, for children who are transported by bus and NOT registered in our Snow Day Program, children will have to be picked up by **9am**.

### **Health Concerns**

Program and facility staff must be aware of all participants' health and safety concerns at their program site to ensure a safe environment and to manage an emergency effectively. The Personal Information Form must be filled out thoroughly highlighting any health concerns and pertinent information. A Supervisor may contact you for further information if required.

### **Emergency Procedures**

All program sites and staff members have access to first aid kits and emergency medical services. All staff members are certified in Standard First Aid. In the unlikely event of a serious injury, emergency medical services will be called immediately to respond to the situation. The guardian will be contacted with information regarding the incident.

### **Administration of Medications**

If the participant must take medication during the day, the medication waiver must also be completed with instructions. No personnel may give medication to a child, with the exception of an EPI-PEN and Asthma Inhaler during emergency situations. The participant must wear the epi-pen and bring their inhaler with them all times. Staff may assist with any medication, but a child must be able to self-administer it before being allowed into the program.

All medication must be in its original container with the child's name, medication information, and dosage requirements. Any medications not in the original container will NOT be accepted. Only one

day of medication is to be in the container. No medications are to be left in a child's bag or in any other uncontrolled environment. All medications are secured in a lock box located behind front desk and signed in/out by guardians and staff. Please ensure medication is not expired.

## **Allergy Awareness**

We take every precaution to ensure the health and safety of each child. All allergies must be identified on the Personal Information Form and whether or not they carry medication or an epi-pen. All program staff is trained on recognizing allergic reactions and the use of epi-pens.

BAS is proactive in preventing food allergic reactions as participants should never trade food with other participants nor eat anything with unknown ingredients. Leaders read all labels and will not allow any peanut/nut product to be eaten in the facility. For any other food allergies, please discuss with the Program Supervisor and Leaders to establish a plan.

## **Behaviour Management**

All children are to be treated in a positive and respectful manner that supports healthy child development and HIGH FIVE®'s Commitment to Children Policy. All Leaders are obligated to adhere to the HIGH FIVE Principles and Design Guidelines to ensure proper behavioural guidance. Kidz 1<sup>st</sup> has zero tolerance for any form of bullying, neglect, racism, sexual harassment, humiliation, substance abuse, and disrespectful behaviours towards others.

Leaders use a variety of behavioural guidance techniques and focus on the positive to reinforce acceptable behaviours. We resolve conflict through a child-centered approach. Behaviours or actions which are unacceptable will be documented and discussed at the end of the day or by phone if necessary. Based on the intent and seriousness of the situation, participants may be suspended or removed from the program. Your support is appreciated in having a follow-up discussion on acceptable behaviours and actions at BAS.

## **Integration & Inclusion**

Community Recreation is an established recreation service provider for all ages that actively practices integration and inclusion. Our programs are accessible for all families with mild to moderate needs. We are also committed to ensuring each and every child can attend a recreation program regardless of financial circumstances. Contact the Recreation Coordinator to discuss participation in a recreation program.

## **Lost & Found**

Each facility has a lost & found box for lost articles during BAS. Unclaimed articles remaining in the facility by the end of June will be donated to the Thrift Shop or discarded as we have to make room for our summer programs. It is important to label your child's belonging so we can ensure the item is returned to the rightful owner prior to storing it in the lost and found box.

## **What to Bring to BAS:**

While it is prudent to provide for both rain and shine and all other eventualities, please remember that children must be able to carry their own belongings.

- School belongings (suitable sized back pack with comfortable straps)
- Appropriate seasonal wear (suitable clothing for rain/snow, hat, etc. – all labelled please.)
- Indoor footwear (labelled indoor shoes may be left overnight in our designated shoe bin)

**BAS Fees:**

| <b>BEFORE AND AFTER SCHOOL FEE LIST FOR 2019-2020 (HST not included)</b> |              |                           |                                 |              |                           |
|--------------------------------------------------------------------------|--------------|---------------------------|---------------------------------|--------------|---------------------------|
| <b>CAC MEMBERS - Weekly</b>                                              |              |                           | <b>NON CAC MEMBERS - Weekly</b> |              |                           |
| <b>BEFORE</b>                                                            | <b>AFTER</b> | <b>Before &amp; After</b> | <b>BEFORE</b>                   | <b>AFTER</b> | <b>Before &amp; After</b> |
| \$60.00                                                                  | \$60.00      | \$120.00                  | \$ 90.00                        | \$90.00      | \$180.00                  |
| <b>Fees Subject to Change</b>                                            |              |                           |                                 |              |                           |

**LATE FEE:** If you have not picked up your child by 6pm closing, a charge will be administered per child at \$5.00 (<5 min), \$10.00 (5-10 min), \$15.00 (10-15 min) and \$20.00 (15-20 min).

**BAS Payment Options:** cash, cheque, debit, credit, NPF or military pay deductions and pre-authorized debit and credit card plans. We do not accept post-dated cheques.

## **Community Recreation Cancellation, Transfers and Refund Policy**

1. All classes/programs are subject to cancellation if there are insufficient registrations; full refunds will be issued or you may transfer to another program (space permitting).
2. Cancelled classes or programs due to weather conditions or facility operational issues will be made up either at the end of the session or at another time during the program depending on facility availability or a full refund on the portion that was missed will be issued.
3. Voluntary withdrawals require two weeks' notice for a full refund.
  - a. With less than two weeks notice, voluntary withdrawals are subject to a 10% administrative fee.
  - b. Full refunds will be issued for cancellations due to medical reasons accompanied by a doctor's note.
  - c. Withdrawals due to CF commitments prior to the start of the program will be refunded. Withdrawals during the program will be refunded on a prorated basis.
4. If a refund request is made after a course or program is already underway, only the remainder of the activity fee will be refunded less a 10 % administrative fee.
5. No refunds will be issued for program suspensions. Any program removals will be discussed with the appropriate Program Coordinator.
6. All refunds must be approved by the Recreation Coordinator.

**Youth 1st Centre**      **Ages 10+**

**South Side Community Centre**

**1578 Wolfe Ave**

**Open Fridays & Saturdays 6-10pm**

**Free with CAC/Youth Access Card or \$2 Drop In**