



**CHELSEA
ELEMENTARY
SCHOOL**

**AFTER SCHOOL PROGRAM
(FUN CLUB)
INFORMATION BOOKLET
2016-2017**

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Chelsea After School Program

The Chelsea School After School Program offers services before school hours beginning at 7:00 AM, during lunch and after school until 6:00 PM. We also hold programs on Professional Development Days.

The After School community which includes students, staff and parents remains committed to working cooperatively to create an environment that is safe, fun, peaceful and rewarding. A cornerstone of our philosophy is **respect for oneself and others**.

Please read the following booklet carefully and familiarize yourself with the rules and regulations of the After School Program. Also take some time to go over the behaviour expectations with your child or children. This booklet is a handy resource to help you and your child get the most out of the program.

1. Hours of operation

Chelsea After School Program (Fun Club)	
Morning service	7:00 - 8:05 AM
Lunch supervision	11:37 - 12:27 PM
After school program	2:45 – 6:00 PM
PD Days	7:30 AM – 5:30 PM

Daycare service will begin on **Monday August 29, 2016** (first day of classes) and run until **Thursday June 22, 2017** (last day of classes).

Morning Service

To ensure the safe arrival of all the children, **parents or another responsible adult must accompany their child or children into the school for drop off in the morning. This is important; please follow this procedure every day, with no exceptions.**

After School Program

After school care begins at the end of classes. The students meet with their educators for attendance followed by a snack time.

All children are to remain sitting quietly in their assigned area until educators have given the okay that everyone is accounted for. Following the attendance and snack time the children have free play outside from 3:00 – 3:30. From 3:30 to 5:00 the children have a variety of organized activities, from 5:00 – 5:30 they have a choice of games in the gym or MPR, or Board games in the Library, and from 5:30 – 6:00 there is free play in the gym.

Chelsea After School Program offers a wide range of activities including indoor/outdoor play, Nature Program, arts and crafts, baking/cooking, sports, and science

Change to end of day arrangements/Sporadic Attendance

Parents must advise the Daycare Technician in writing if there are any changes to the end of day arrangements of a student. This covers the following

- a change in the person picking up your child, (please remind them to bring I.D.)
- a change in end of day instructions (students registered 3 or 4 days/week only). If written instructions have not been received students will be kept at the school.
- students attending on a Sporadic basis

Parents must contact the Daycare Technician directly regarding these changes. **Arrangements cannot be made with the educators.**

Ending Service/Reducing number of days of attendance

Parents must provide 2 weeks written notice if they wish to remove their child from the After School program or if they wish to reduce the number of days their child attends the program. If written notice is not given you will be charged 2 weeks fees.

Professional Development Day (PD Days)

The After School Program will provide service on PD Days beginning after the first day of classes and continuing until the end of the school year for a total of 10 PD days throughout the school year.

Hours of operation for P.D. Days are 7:30 – 5:30.

Parents need to register their child / children for each PD Day. The program will have a **sign-up deadline for every PD Day** that must be respected. Once this deadline has passed, no other registrations will be accepted and no refund will be available. Parents will also be charged \$7.39 cancellation/no show fee if parents cancel after the deadline or if their child does not attend the P.D. Day after they have registered. This applies to students who attend on a regular basis or students who are registered as Sporadic but who would like to attend the P.D. Days.

P. D. Day services are available to the entire school population, however, priority is given to students who attend Daycare on a regular basis. If there is room then Sporadic students will be accepted on a first come first serve basis. Information will be made available through the school newsletter and **it is parents' responsibility to ensure their child is registered.** Children showing up without registration will be turned away at the door.

The basic fee for P.D. Days is \$16.15 per day for both regular and sporadic users. Extra activity fees may apply for outings, invited guests or other specific activities. This information will be given to you in the monthly school Newsletter. P. D. Day fees are not included in the monthly fee calculation.

Holidays

The After School Program will be *CLOSED* on Statutory Holidays, over the Christmas break, March break and starting after the last day of school.

2. Fees

Regular user* daily fee	\$8.15
Sporadic user morning fee	\$8.00
Sporadic user afternoon fee	\$12.00
Sporadic user full day fee	\$20.00
PD Day fee	\$16.15 + Activity fee
Late fees	\$5.00 per minute/ per child
P.D. Day Late Cancellation/No Show	\$7.39

A regular user is a child who is registered in the After School Program a minimum of three days per week before September 30th of the current school year.

2.1 Late Fee

As previously stated, any parent or guardian that arrives after 6:00PM (5:30 on P.D. Days) will be charged a **late fee of \$5.00 per minute**. Repeated late pick up can be a cause to terminate service.

Payments

- Payments are due by the 15th of the month. Any other arrangements must be made with the Daycare Technician at the time of registration. Please refer to fee payment schedule for fee payment due dates.
- Payments may be made in **cash, by interact, Visa, or MasterCard**. If the account has not been paid in full by the end of the month, the **child will be refused** access to After School Program until the account is paid in full (with no exception).
- Federal and provincial tax receipts will be issued by the end of February (as mandated by the Government). In this case, please verify that you have given us your Social Insurance Number.

Joint Custody:

- **If you are in a joint custody situation, please make payment arrangements with the Daycare Technician at registration.**
- A copy of the custody calendar must be provided to the Daycare Technician and must be updated each time there is a change.
- The After-School Program will not be responsible for disagreement between parties and payment will be asked to be paid in full.

3. Rules Of Social Behavior

The Chelsea Elementary School Code of Conduct applies at the After School Program. We expect the children to respect the staff, the program schedule and the environment (toys, books, supplies, etc).

If a child is experiencing difficulties at the After School Program, the staff will work with the parents or guardians in an attempt to resolve the situation. The Daycare Technician will notify the parents of any deviations from the Code of Conduct that may occur and the action plan that they expect to follow. However, if after repeated efforts the situation does not improve, the Principal may have the child removed from the After School Program on a temporary or permanent basis.

If parents have any concerns they must contact the Daycare Technician or Principal directly and not go through the educators.

4. Health and Safety Measures

Drop off and Pick up Procedures

Parents must accompany their child into the building in the morning.

When picking up their child at the end of the day parents must enter the building by the front door only. Parents are asked not to take their child directly from the school yard if the students are outside. This is to ensure that children are accounted for and that educators are aware that a child has been picked up.

Emergency information

Parents or guardians are responsible for ensuring that names and telephone numbers of people who will be available in the case of emergencies are kept up to date. It is extremely important that parents share this information with their children.

The parents or guardians must inform the Daycare Technician, in writing, of any other person who is allowed to pick up their child. That person will be required to show photo ID as confirmation of their identity.

Accidents

Parents or guardians will be notified at once of any significant accident. If they cannot be reached the emergency number will be called. If the accident is severe and the Daycare Technician decides that the child should receive medical attention, a staff member will accompany the child to the local hospital emergency centre. Parents or the emergency contact will be advised so that they can meet the staff member there.

Should an ambulance be required, it is the parent's responsibility to defray the cost.

Please note: The only health and accident insurance that applies to students is the normal Quebec Health Insurance Plan. The School Board does not carry additional coverage for injuries or illnesses that may occur at the school and could lead to ambulance transportation, dental care or any other expenses not covered by Quebec Medicare. Parents should ensure that they carry coverage against these eventualities.

Prescription Medication

If a child requires prescription medication:

- A release form must be obtained from the office, completed and signed before any medication will be administered.
- Only medication prescribed by a doctor will be administered
- The prescription or a copy must be left at the office.
- Parents must bring the prescription medicine to the office.
- Over the counter medicine of any kind is prohibited at school
- It is important that the Daycare staff be aware of any serious health problems: allergies, Diabetes, Asthma, Migraines

5. W.Q.S.B Transportation Policy

The Transportation Policy of the Western Quebec School Board states that any student who is registered in the After School program 5 days per week afterschool is not entitled to afternoon bus transportation. Parents must respect this policy; the school will not put a student on the bus if they are registered 5 days/week. Students who are registered 3 or 4 days per week are entitled to busing on days they do not attend the After School program.

Students are able to have bus transportation in the morning and attend the After School Program in the afternoon

6. Clothes and Personal Belongings

Clothes

Parents are asked to provide extra clothing to be kept in the students cubbies. For those hot sunny spring and summer days, a hat is also mandatory.

Personal Belongings

The After School Program is not responsible for loss or damage of personal items that the children bring to school. No electronic devices (iPods, Tablets, etc) or Trading cards are permitted at the After School Program. Staff reserves the right to confiscate these items and hold them in the office until a parent or guardian arrives.

OUR UNDERSTANDING WITH PARENTS

Parents are asked to:

- Fill out the registration and emergency forms with the most current medical information as well as any contact information;
- Notify the After School Program in writing, at least two weeks in advance, if there will be any changes to the child's status;
- Pay on a regular basis as arranged with the Daycare Technician;
- Refrain from visiting the school during After School hours unless otherwise permitted by Daycare Technician or Principal;
- Respect opening and closing hours;
- When picking up children, sign them out and wait in the atrium or outside away from the entrance;
- Register students on time for PD days and verify that the registration form has been received.

I understand that if my child does not follow the After School Program rules either at school, on Professional Development Days, Field Trips and/or during Special Events, or is disrespectful to his/her educator, I will be asked to pick him/her up early and may have to withdraw from all subsequent Professional Development Days, Special Events or the After School Program completely.

The Daycare will:

- Communicate openly and respectfully with the parents or guardians;
- Assure that accurate attendance is taken;
- Issue receipts for all cash payments;
- Issue annual income tax receipts as mandated by Government;
- Follow the indications for all prescription medicine and rules for emergencies procedures;
- Provide a quality program for the children;
- Respect, support and encourage the children.

The children will:

- Respect staff, other children and the environment;
- Arrive promptly for attendance in a quiet manner;
- Play safely and co-operatively;
- Respect the activity schedule;
- Refrain from circulating in the school without the authorization of their Daycare Educator;
- Respect allocated time for snack time;
- Clean and tidy up their place after snack time;
- Pack their bags after class in order to be organised / ready for pick up.