



BEFORE AND AFTER SCHOOL PROGRAM

**Parent Handbook
2017-2018**

BEFORE AND AFTER SCHOOL PROGRAM

The Before and After School Program (BASP) is a service offered by Springs Christian Academy to accommodate the working hours of parents and staff. The Before and After School Program provides a friendly and comfortable atmosphere where the students may become involved with a variety of activities, various gym times and outside play (weather permitting). A homework room is available for those who want a quiet place to study. Children are supervised by staff members and senior high assistants who work to achieve safe, quality care for all of the children.

This Parent Manual will explain the policies of the Before and After School Program.

1. **Location:**

The Before and After School Program is located at the 595 Lagimodiere campus.

2. **Hours of the Program:**

The Before School Program operates from 7:00 a.m. till 8:30 a.m.

The After School Program operates from 3:35 p.m. till 5:30 p.m.

3. **Who is eligible to use the program:**

- The program is offered to all Springs Christian Academy students in Kindergarten to grade 6. Completion of the Before and After School Program's registration form is required for your child to attend the program on a drop in or regular basis.
- For safety reasons, Kindergarten to grade 6 students are not allowed to wait by themselves or with older siblings anywhere inside or outside the 595 Lagimodiere campus during the Before and After School Program hours.

4. **Guidelines of the Before School Program:**

- The parent/guardian must walk the student into the program and a care worker must acknowledge receiving the child from the parent/guardian. The parent/guardian signs in their child and records the time into the attendance book.
- If a Kindergarten to Grade 6 student is dropped off at the school before 8:20 a.m., that student must be brought in the Before School Program. If a student is dropped off after 8:20 a.m., there is outside staff supervision until the entry bell rings at 8:55 a.m.
- At 8:30 a.m. the Before School students will go outside (weather permitting), where they will be under the supervision of Springs Christian Academy staff.

5. **Guidelines of the After School Program:**

- Kindergarten to Grade 6 students are dismissed from classes at 3:35 p.m. Students who plan to attend the After School Program may go directly outside (weather permitting) to the south playground, where they are supervised by BASP staff. Students will be brought inside to the After School Program at 4:00 p.m.
- If students have not been picked up by 4:00 p.m., they will be taken to the After School Program and parents will be charged for the service.
- On early dismissal days, the After School Program is available from 2:00 p.m. till 5:30 p.m.
- **All children must be picked up by 5:30 p.m.** There is an automatic \$10.00 surcharge per child for every ten minute period after 5:30 p.m. After 6:00 pm, the surcharge is \$10.00 for every 5 minute period. It is the responsibility of the **parent to be on time or to arrange a ride** for their child if they cannot be on time. Children picked up late on a regular basis may be suspended or removed from the After School Program.
- **The parent/guardian must be sure that the After School Program worker acknowledges the departure of the child. The parent/guardian must sign the child out and record the time before leaving the After School Program.**

6. **Identification of Persons Who Will Pick Up Your Child(ren)**

- Please use the registration form attached to this manual to identify the people who will be picking up your child on a regular basis.
- If there is a person who is not allowed to pick up your child, please indicate that on the form and attach any documentation, such as a court order, relevant to the situation. (Copies of any custody or restraining orders must be on file with SCA to enable us to take appropriate action for a situation).
- Arrangements may be made to allow another adult to pick up your child on a particular day, providing written or verbal permission has been given by the parent/guardian. If permission is given, a phone number must be left where the parent/guardian can be reached to confirm this information.

7. **Emergency Contact Person**

- An emergency contact person is required for every child in the Before or After School Program. This is a person (in Winnipeg) who may be reached if a parent cannot be reached. Please be sure that one or more emergency contact persons are identified on the registration form.

8. **Illness**

- Sick children should not be sent to the Before or After School Program for the protection of other children and staff.
- Any communicable disease including (head lice, strep throat, fifth disease, chicken pox, German measles, hand-foot & mouth disease, impetigo, pink eye, scabies and scarlet fever) need to be reported to the Program Director or school office so that we can be aware of symptoms in other children and notify parents.
- If a child should become sick in the Before or After School Program, a staff member will call the parent/guardian to pick up the child as soon as possible. Should the parents not be able to be contacted, the emergency contact person will be called. Please make arrangements with your emergency contact person to pick up your child in your absence if it is deemed necessary.

9. **Injuries**

- Depending on the severity of an injury, a parent/guardian may be called to pick up an injured child.
- As per SCA policy, if there is a situation that requires a call for an ambulance, the ambulance will be called first, followed by a call to the parent/guardian. If the parent cannot be reached, the emergency contact person will be called.
- **Please note:** If a child is taken to the hospital by ambulance, the charge for this service will be directed to the parent of the child.

10. **Change of Information**

- If there is a change of personal information (address, home phone number, cell phone number, emergency contact person or persons who may pick up a student) please inform both the BASP Director and the school office as soon as possible.

11. **Footwear**

- For safety regulations, children in the Before and After School Program will be required to wear footwear. Children who do not have shoes must wear their boots.

12. **Snacks**

- A small snack is provided to the students attending the After School Program, however we recommend that students who will be in the After School Program till 5:00 or 5:30 p.m. pack an additional snack to include in their lunch-kits or backpacks.

- Due to nut allergies please do not send snacks with peanuts or peanut products. Safety of all the children needs to be our first consideration.
- Due to food allergies it is extremely important that students not give their food to other students.

13. **Billing and Payment Processes**

- Parents/guardians will be billed monthly according to attendance. Those that are attending the Before or After School Program on a regular basis are required to submit post dated cheques at the time of registration.
- Any discrepancies of attendance may be directed to the the BASP Director.
- Payments should be directed to the school office clearly indicating the payment is for the BASP. Please make cheques payable to Springs Christian Academy.
- Any outstanding fees must be paid by the end of June.

14. **Fees**

- Current fees for use of the Before or After School Program:

1 Child – (Half-Time Kindergarten Student Only)

Before School @ \$32.50 per month

After School @ \$37.50 per month

Before & After @ \$70.00 per month

1 Child:

Before School @ \$65.00 per month

After School @ \$75.00 per month

Before & After School @ \$140.00 per month

2 Children:

Before School @ \$110.00 per month

After School @ \$140.00 per month

Before & After School @ \$250.00 per month

3 Children:

Before School @ \$140.00 per month

After School @ \$160.00 per month

Before & After School @ \$300.00 per month

Drop in fee: \$6.00 per visit per child

Late Surcharge for pick-up after 5:30 pm: \$10.00 for every 10 minutes per child

Late Surcharge for pick-up after 6:00 pm: \$10.00 for every 5 minutes per child

15. **In-Service Days**

- There will be no Before or After School Program on in-service days during the school year. There will be Before School Program on the last day of school; however, there will be no After School Program on the last day of school.

16. All staff members at the Before and After School Program are committed to the beliefs and vision of Springs Christian Academy as stated in the School Mission Statement. All BASP workers are required to complete Criminal Record checks and Child Abuse Registry forms.

Before and After School Program Phone Numbers :

7:00 a.m. – 8:30 a.m. BASP Cell Phone Number: (204) 999-4478

8:30 a.m. – 3:35 p.m. SCA Lagimodiere School Office: (204) 235-0863

3:35 p.m. – 5:30 pm. BASP Cell Phone Number: (204) 999-4478

Before and After School Program Director

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