



# Holy Cross School

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## Before & After School Program Information

### Program Philosophy

The Holy Cross School Before & After School Program operates to offer families affordable, safe, and nurturing childcare services, before and after school each day. The program is under the direct responsibility of Holy Cross School Inc., and it employs two childcare workers, easy access out through the gym entrance at 290 Dubuc Street. The open area cafeteria will be utilized for small homework groups, games and will be supervised.

\*If using the Program, please pack an extra snack/juice box for your child/children.

### Special features of the Before & After School Program in the classroom include:

- ✓ Early opening – 7:00 a.m.
- ✓ Late closing – 5:30 p.m.
- ✓ Organized activities
- ✓ Outside play for participants (weather permitting)
- ✓ Well supervised care for all participants
- ✓ Monthly payment schedule

### Hours of Operation

Morning – 7:00 a.m. – 8:25 a.m.

Afternoon – 3:00 p.m. – 5:30 p.m.

On days when there is early dismissal after 12:00 p.m. the program opens at dismissal time and remains open until 5:30 p.m. If early dismissal is before 12:00 p.m. there is no After School Program.

**The program is not open on days when school is closed for students.** If school is closed due to inclement weather conditions, the Before & After School Program is also closed.

### Daily Fees

Regular Sessions

- \$3.50 for each morning session
- \$5.00 for each afternoon session

**\*Please see reverse regarding our late fee policy\***

### Payment Schedule

**Each family participating in the program will receive a monthly statement at the beginning of each month starting in October. Cheques are made payable to Holy Cross School Inc.**

### Participant Arrival & Departure

Morning

- All participants enter the program area via the office entrance. Participants must be signed in by a parent or adult\*responsible for dropping the participant off at the Program.

Afternoon

- All participants enter the program after dismissal from their classrooms.
- The childcare providers will ensure students are signed upon arrival.
- Family members must pick up their child at the Program room via the gymnasium doors.
- Parent(s)/adults\* picking up participants must sign them out before leaving.

\*Childcare providers must have the names of all adults who at any time may be picking up a program participant. If the names of no other adults are provided Program participants will be released to **no one** other than the parent(s)/legal guardian(s).

### Expectations for Behaviour

The following expectations are in accordance with the general code of conduct in place for all students enrolled at Holy Cross School

Participants are expected to:

- Speak and act in a respectful manner to other participants and childcare providers.
- Always wear appropriate footwear during the Program.
- Always remain in the designated area.

### Parental Contact

At any time when the Program is in session parent(s) may contact the childcare providers by calling 204 237 - 0173. Any parental concerns may be addressed with childcare providers and the school administration.

### Illness/Medical Problem

If a Program participant becomes ill or experiences a medical problem a childcare provider will contact a parent, explain the situation and request that a parent pick up the participant. If a parent cannot be reached a call will be made to an emergency contact listed on the Before & After School Program registration form.

A **late fee will be charged** if you fail to pick your child up by the **5:30 pm** closing time. Every instance of tardiness will result in a fee of \$10.00 for the first 10 minutes or portion thereof late, and an additional \$5.00 for each 10-minute period or portion thereof to follow. You will be invoiced by the program your child is registered in. Payment must be made within 48 hours of receiving the late fee notice.

If tardiness occurs frequently, administration may have to review whether the After School care is meeting your needs and whether you may be required to make alternate care arrangements.

The Before and After Program can be reached at 204-230-6374 only between 7:00 a.m.- 8:15 a.m. and 3:30 p.m.- 5:30 p.m. If you need to contact the program outside of these hours, please contact the school office at 204-237-4936.