**West Central Kids’ Club**



Before and After School Program

Policy and Registration Package

2023-2024

West Central Public School

Phone: 306 922 8339

**Registration Process**

***\*Available throughout the year***

* Complete the attached registration form and program commitment.
* Registration fee $25/family (one-time yearly fee)
* Include postdated cheques for the monthly fee dated the 1st of each month, CASH & ONLINE PAYMENT WILL NOT BE ACCEPTED. (Preference postdated cheques for the entire year)
* Include a cheque for $25 deposit per child, do not date, just fill out. If not used, it will be returned at the end of the year. This will cover the *late pick-up* fee.
* Return forms and cheques to Ms. Olson at the office.
* Accept the invitation you will soon receive to join our group on Edsby.

**Kids’ Club Program**

This is a program where all students are welcome (K-gr.8) to a safe, caring environment before and after the school day. Students will be offered a snack in the after-school portion as well as play-based programming for their stay. We will be primarily situated in the OuR Room, but may also spend time in the gym and of course outside, weather pending.

**Participants**

All registered participants of the West Central Kids’ Club must be school-aged children attending West Central Public School. They also 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. Do not send items of value of which could be damaged or lost. Personal technology and cell phones are **NOT** allowed at the program.

**Fees & Payment Requirements**

In a regular school week, there are maximum 5 days to be cared for at the program. Full-time constitutes 4 or more days/week and part-time is 3 or less days/week. Drop-in needs to be purchased at least 24 hours before use and is valid for the duration of the school year.

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| --- | --- |
| Registration (annual one-time fee) | $25.00 |
| Late Deposit (non-dated cheque) | $25.00/child |
| Full-time Care Fee | 4 or more days each week |
| Part-time Care Fee | 3 or less days each week |
| Drop-in Fee (optional) (non-refundable) | $20.00/child/day *Sold in sets of 5* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1st childPart-time | 1st childFull-time | 2nd childPart-time | 2nd childFull-time | 3rd childPart-time | 3rd childFull-time |
| **Monthly Fee** | $170 | $225 | $130 | $175 | $105 | $150 |

**Please make all cheques payable to West 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 the 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

**Registration and payment for September will be due by June 20, 2023**

***\*\*Lack of commitment or low enrollment may result in program termination.***

**Payment of Fees**

The $25 *late pick-up* deposit, $25 registration fee, as well as all monthly fees from September to June will be paid by cheque at the time of registration. The deposit fee will not be dated due to it becoming void after 6 months and will be returned if not used, at the end of the year. All monthly fees for the year will be paid by post-dated cheques, dated the 1st of each month and payable to West Central Public School. CASH & ONLINE PAYMENT WILL NOT BE ACCEPTED. 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** 5:30pm each day. Failure to do so will result in forfeiture of the child’s $25 deposit. The deposit 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 West Central Kids’ Club. No exceptions.

**Withdrawal from Program**

One full calendar months’ notice must be given, in writing to the Program Supervisor, to withdraw from the West Central Kids’ Club. Unused post-dated cheques will be destroyed, or returned to the parents/caregivers upon receipt of the written notice.

**Hours of Operation**

**Morning: 7:30am-8:30am**

**Afternoon**: **3:30pm-5:30pm**

\*The program *will not* be available on PLC days, school breaks, conventions or statutory holidays. **It will operate on days where busses are cancelled**.

**Arrival & Pick Up of Children**

Drop off and pick up of children will be done through the north (Kindergarten) entrance with the “old” doorbell. Under no circumstance will any child be allowed to leave with anyone other than those authorized, in advance, by the parent/guardian. Children must not be dropped off before 7:30am or picked up after 5:30pm. Forfeiture of the deposit will result from any pick up after 5:30pm.

**Snacks**

Healthy, nut-free snacks are provided for each registered child in the afternoon. Water bottles are necessary as we do not have access to fountains. If your child is fussy, or has allergies, please send snacks from home.

**Incident & Emergency Plan**

If an incident occurs to 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 case of an emergency, such as a fire or evacuation, the 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.

**West Central Kids’ Club**

**2023-2024 Registration Form**

*Child(ren) Information*

Full name of Child 1: Grade:

Full name of Child 2: Grade:

Full name of Child 3: Grade:

*Parent/Guardian Information*

Name of Primary Parent(s)/Guardian(s):

Address:

Home phone #

Cell phone #

Work phone #

Email:

Name of Additional Parent/Guardian (if applicable):

Address:

Home phone #

Cell phone #

Work Phone #

Email:

*Emergency Contacts*

Name: Phone #

Name: Phone #

**West Central Kids’ Club**

**Program Commitment**

 ***September - December***  Circle one:

Full name of Child 1: PT FT Drop-in

Full name of Child 2: PT FT Drop-in

Full name of Child 3: PT FT Drop-in

 ***January - March***  Circle one:

Full name of Child 1: PT FT Drop-in

Full name of Child 2: PT FT Drop-in

Full name of Child 3: PT FT Drop-in

 ***April - June*** Circle one:

Full name of Child 1: PT FT Drop-in

Full name of Child 2: PT FT Drop-in

Full name of Child 3: PT FT Drop-in

|  |  |
| --- | --- |
| Registration (annual one-time fee) | $25.00 |
| Deposit (used if late to pick up) | $25.00/child |
| Full-time Care Fee | 4 or more days each week |
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| --- | --- | --- | --- | --- | --- | --- |
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