

West Central Kids' Club



Before and After School Program

Policy and Registration Package

2024-2025

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- (can be included in first months' fee or as a separate cheque)
- Include post-dated 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 a \$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 Mrs. Elles or 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 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 a maximum of 5 days to be cared for. 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. For drop-in service, please let me know by noon (if possible) via Edsby -if there is no response, call the school.

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 <i>Sold in sets of 5</i>

	1 st child Part-time	1 st child Full-time	2 nd child Part-time	2 nd child Full-time	3 rd child Part-time	3 rd child Full-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, 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 2024* will now be accepted until June 25 or August 28, 29 & 30 9am-3pm.

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 should 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 (upon request)

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 when buses 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.

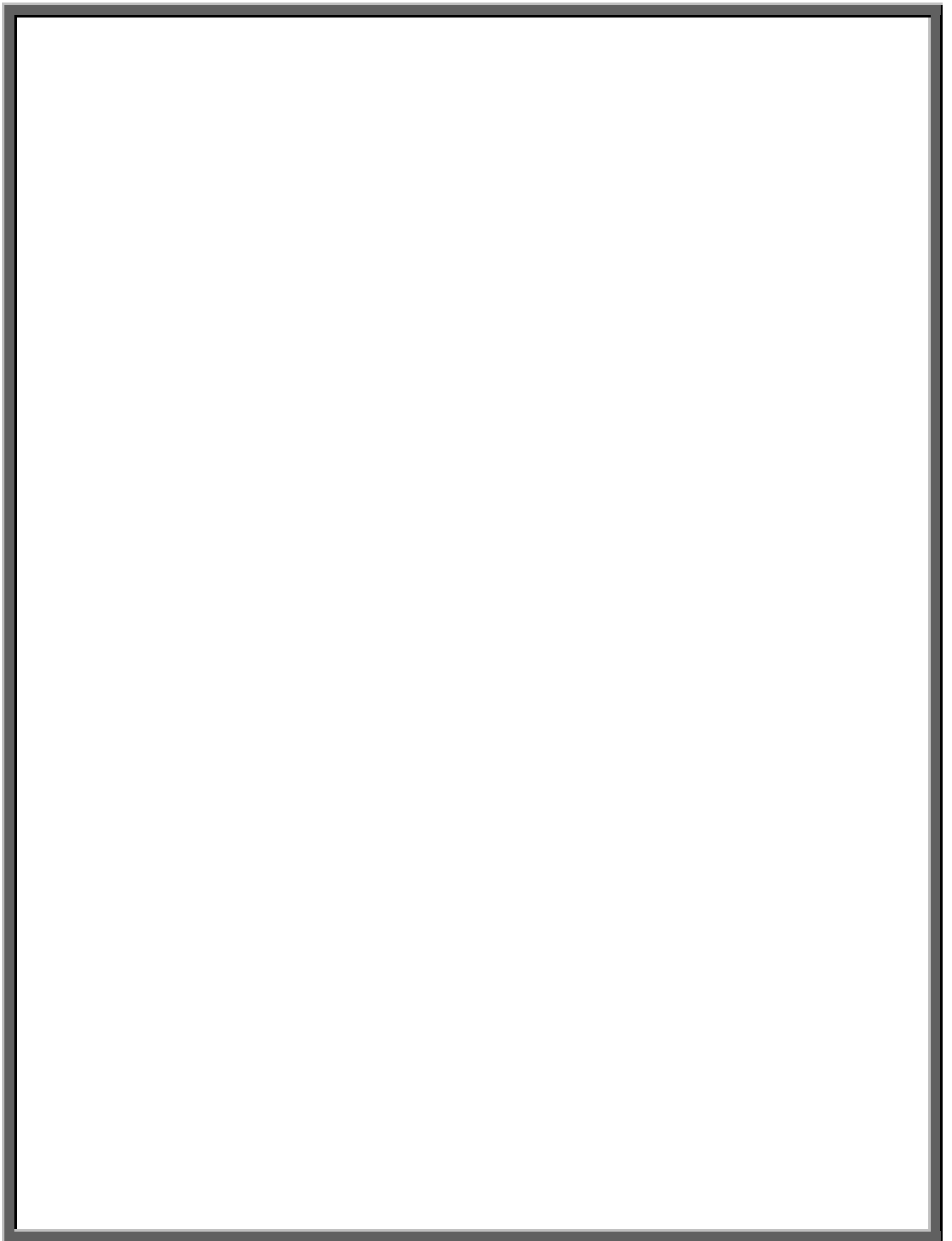
Snacks

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

2024-2025 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

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