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HALTON DISTRICT SCHOOL BOARD

Extended Day Program (Before & After School Care)



Parent Handbook

September 2010 – June 2011

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Extended Day Program (Before & After School Care)

The Halton District School Board (HDSB) is pleased to offer a fee-based Extended Day program to 4 and 5 year olds enrolled in the full day, all day Early Learning Program. This will provide a more integrated program than wrap around child care, which has students moving between programs and locations. The core day program, delivered by a Teacher-Registered Early Childhood Educator (RECE) team and the Extended Day program, led by a RECE, will be complementary.

This program is designed to provide families with a seamless school day and provide children with more opportunities to learn and grow.

The staff to student ratio will be an average across the Board of 2:26 as outlined in the Extended Day Regulations set out by the Ministry of Education, with a maximum allowable staff to student ratio of 2:30.

Staff Qualifications

The Extended Day program will be led by RECEs and a second adult per extended day classroom. All ECE staff will be certified in First Aid and CPR. The Early Childhood Educators are registered with the Ontario College of Early Childhood Education.

Registration Fee (After September 7, 2010)

The HDSB requires registration for the Extended Day Before and After School Programs by May 31st of each year for the upcoming school year. A **non-refundable deposit of \$ 75.00** is required to secure your child's space for September. In the event that the Extended Day program does not operate, the deposit will be returned.

Payment of Extended Day Fees

Payments for the Extended Day program are made through the cashless system as set up by the HDSB. All payments for the Extended Day program will be made using this system.

Cashless Schools is an online fee payment program that allows parents to make electronic payments for the Extended Day program. Parents can log in to the Parent Centre to deposit money and pay fees. Parents that do not have access to a computer at home should contact Susan Thrasher at 905-335-3663 ext. 3259.

Payments are required by the 15th of each month for Extended Day fees for the following month (i.e. Payment of fees by the 15th of September will be for service provided in October). Extended Day fees will **not** be invoiced on a monthly basis. It is the parent responsibility to ensure monthly payments are made through the Cashless Schools program and accounts remain in good standing.

Email reminders will be sent out monthly however it is the parent's responsibility to ensure payment is made through the cashless system by the due date.

Payment is due no later than the 15th of each month.

If payment is not received by the 15th of the month, child care will be suspended until the account is paid in full. If the account remains in arrears on the 30th of the month, the before and after school care will be terminated.

Before and after school care will not be reinstated until all account balances are paid in full. Parents will be financially responsible for Extended Day fees regardless of the student's attendance. There is no reduction in Extended Day fees for vacation or illness.

Note: Payment for September Extended Day fees will be required by August 15th of each school year using the cashless system.

Payment will be required for the balance of September (less the two-week security deposit) and October fees by **September 15th** for families enrolling in the Extended Day program for the 2010-11 school year.

Late Pick-Up Fees

The Extended Day program closes at 6:00 p.m. If a parent is unable to pick up the child by 6:00 p.m., alternate pick-up arrangements **must be** made in order to meet the closing time of the program. Parents arriving late to the program will be charged a **late fee levied at the rate of \$15.00 per quarter of an hour or part of, starting at one minute past the program end time.**

For example:

6:01 pm – 6:15pm - \$15 per child

6:16 pm – 6:30 pm –additional \$15 per child

Late fee payments will be made using the cashless schools system. Failure to pay late fees may result in termination from the Extended Day program.

A third late pick-up during the school year may result in two weeks notice of termination of placement in the Extended Day program.

Should a parent be more than an hour late after the program closes (6:00 p.m.), with no communication from the parent or the designated emergency contact person, the Halton Regional Police and Children's Aid Society will be notified.

NSF Charges

Any fees that do not clear the designated bank account will be charged a \$30.00 handling fee. Should child care fees continue to be in arrears, child care service will be terminated.

Withdrawing Your Child from the Extended Day Program

Should a parent/guardian choose to withdraw a child from the Extended Day program, he/she will be required to provide a **two-week written notice** to the program staff or faxed to Susan Thrasher at 905-335-9519.

Rates

Registration for the Extended Day program will be accepted on an ongoing basis. Full time requests will be given priority. Part time care will be considered but not confirmed until program space availability is determined.

Extended Day rates for 2010 – 2011 School Year are as follows:

Before School Care Only	Monday to Friday	\$ 53.00 per week
After School Care Only	Monday to Friday	\$ 72.00 per week
Before and After School	Monday to Friday	\$ 125.00 per week

Child Care Subsidy

Child care subsidy, or financial assistance with the cost of child care, is available to families who are working, attending school, or looking for work. To determine eligibility, please contact the Region of Halton, Coordinated Intervention Services at 905-825-6000, and ask for Intake for Child Care Subsidy. Please note, eligibility for financial assistance is based on a family's income and reason for child care.

Tax Receipts

A tax receipt can be printed off using the cashless schools web based payment system at the parent's discretion. Official tax receipts will not be issued by HDSB. It will be the responsibility of the parent/guardian to print this information from the web based cashless payment system.

In cases where Revenue Canada has requested a parent to submit official receipts, please contact Susan Thrasher at 905-335-3663 ext. 3259.

Hours of Operation

The Halton District School Board provides before and after school care for students ages 4 and 5 years old. The program will operate during the school calendar year and will operate before school from 7:00 a.m. until school starts and after school until 6:00 p.m. on each school day, September to June. The bell times at each school will vary.

Parents will need to make alternate arrangements for PA Days, Christmas Break, March Break and during the summer months. **Child care will not be provided on these dates.**

Due to the gradual entry process for JK and new to SK students, the Extended Day program will begin on the child's first full day of kindergarten. Parents will need to find alternate child care arrangements during the gradual entry process.

Statutory Holidays and School Closure Dates

The Halton District School Board recognizes all statutory holidays. **There is no reduction in fees for these days:**

- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Year's Day
- Family Day
- Good Friday
- Victoria Day

For a complete list of the 2010-2011 statutory holiday, school closure and professional activity dates please refer to the Board's website at www.hdsb.ca/calendar.

School Closures / Inclement Weather

During the school year it may be necessary to close schools due to inclement weather. This decision is made prior to 6:00 am and communicated to radio stations/television stations by 6:30 am.

Parents **may also** be contacted electronically through the use of SYNERVOICE or may check the Board's website in cases where there may be a concern over potential closure.

If the decision is made by HDSB to close schools due to inclement weather, the extended care portion of the day will be cancelled. A refund will not be offered for these closures.

Under no circumstances is a child to be dropped off at the program and left unattended.

The decision to cancel buses or close schools is broadcast on the following stations:

AM Radio Stations: CFRB (1010 AM), CJOY (1460 AM), CHML (900 AM), CKOC (1150 AM), CHWO (740 AM), CHFI (680 AM).

FM Radio Stations: CHFI (98.1 FM), WAVE (94.7 FM), Y108 (107.9 FM), CING (95.3 FM), CKFM (99.9 FM), KLITE (102.9 FM), CBC (99.1 FM), CIMJ (106.1 FM).

Television Stations: CHTV Morning Show, CITY TV

Websites: www.haltonbus.ca
www.hdsb.ca

Switchboard: A voice message will be left on the Halton District School Board's main telephone number 905-335-3665.

Illness and Medical Conditions

In order to prevent the spread of infectious diseases, it is recommended that a child be kept at home if he/she shows signs of illness.

If a child develops symptoms of illness while attending the Extended Day program (this may include a fever of 38 degrees Celsius or higher), the program staff will contact the parent to request pick up of the child.

In the event the parent/guardian cannot be reached, program staff will contact the emergency contacts listed on the child's registration form.

Medication Authorization

Extended Day program staff may administer medication only when parents/guardians provide written authorization. All medication must be kept in the original, labelled container and dated within the last month. Parents/guardians must sign the medical authorization sheet for each occasion.

All medication will be stored in a locked box located in a locked cupboard of the program room or refrigerator when applicable.

Please remove medication from the centre once it is no longer needed.

The HDSB staff will not administer over the counter drugs unless accompanied by a doctor's note. The note must state the dosage and reason for administration (ie. For high temperatures over 102 degrees; to be administered for allergic reactions).

Health and Safety

The following health protocols can be reviewed and downloaded from the Board's website www.hdsb.ca. Select Parent Info>Resources>Health Protocols.

- Anaphylaxis Operating Policy & Procedure
- Anaphylaxis Protocol
- Asthma Protocol
- Diabetes Protocol
- Pediculosis (Head Lice) Operating Policy & Procedure
- Seizure Disorder Protocol

Nutrition

A nutritional snack will be provided in each portion of the Extended Day program. Menus are based on a 4-week rotation and will be posted.

Special dietary restrictions for medical or religious reasons will always be observed. With sufficient notice, the program will try to accommodate requests for special diets. **Parents/guardians will need to provide in writing, a list of food restrictions and/or allergies to the program staff before your child begins to attend the before and after school program.**

Arrival and Pick-Up

All parents are required to accompany their child to the Extended Day program room and to come to the room to pick up their child at the end of the day. Parents **must** complete the information on the daily sign in/out form.

Under no circumstances, is a child to be dropped off at a program and left unattended.

Under no circumstances, will a child be allowed to leave the program alone.

Please make sure program staff are aware of any alternate pick up arrangements for the child. The person must be at least 18 years of age or older. In the interest of safety, no child will be released to an individual without prior consent from the parent/guardian. In order to verify the identity of the individual picking up the child, we will require a piece of photo ID before the child will be released.

Emergency Contact and Alternate Pick-Up Information

Please complete the emergency contact section on the child's registration form. Please ensure that the emergency contacts are persons who are able to pick up the child in the event of illness or accident when parents/guardians cannot be reached. Emergency contacts may be required to pick up the child immediately from the program.

A child will only be released to persons listed on the emergency contact and authorized pick up list found on the registration form.

Updated Parent Information – Change of Information

School main offices will close each day at 4:00 p.m. As a result, it is important that the Extended Day program staff has the most up to date information for the parent and child. Please notify the program staff, in writing, of any changes to work information, telephone numbers, address and the list of authorized persons allowed to pick up the child from the program. Change of information may also include a change to custody agreements. Please ensure that the program staff has a copy of the most up to date paperwork for the child's file.

Accident / Incident Reports

Staff are required to complete an Accident/Incident Report in the event of an injury to a child while he or she is in the Extended Day program. This form is shared with the parent and must be signed and is kept on file. Parents may have a copy by request.

Program Absence

If a child will be absent from either the before and after program, please notify the program staff immediately. The staff will complete the attendance for the program accordingly.

Mohawk Gardens	905-632-3946
Palermo	905-469-1138
Escarpment View	905-878-3166
PL Robertson	905-878-6176

Notes

Notes



Halton
District
School
Board

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