

AFTER SCHOOL PROGRAM



ST. JOHN'S

Program Information

We would like to extend a warm welcome to participants in the City of St. John's After School Program. Our program is based on Canada's HIGH FIVE® quality standard for children's recreation and sport. We strive to provide your child with a relaxed, safe environment which promotes healthy child development with an emphasis on physical activity.

High Five® is used by organizations across Canada. It helps deliver high quality programs that are safe, welcoming, and respectful to the individual needs of each child.

The City of St. John's promotes the acceptance and inclusion of all individuals regardless of economic status, national or ethnic origin, religion, culture, body size, sexual orientation, gender identity, age, or ability.

Hours of Operation: 3:00p.m. to 5:30 p.m. Monday to Friday.

Ages:

- 5 to 12 years (K-6)
- Registration at Paul Reynolds will be ages (K-3 & 4-6)

Program Locations	Schools serviced for Bussing
Paul Reynolds Community Centre	Mary Queen of Peace Elementary Roncalli Elementary Macdonald Drive Elementary
Kilbride Lions Community Centre	Hazelwood Elementary (NEW)
Shea Heights Community Centre	NA

Daily Activities

Activities in the After School Program will focus on physical activity, fundamental movement, and creative exploration with an emphasis on daily outdoor play. A typical day may include:

- Arrival
- Snack
- Zone play (Imagination, building, active and quiet)
- Outside & gym play

Swimming will be offered at Paul Reynolds and guardians will be notified regarding swim days.

Registration

Please ensure that your RECconnect profile account is up to date and accurate. It is extremely important that any allergies or underlying medical conditions are listed prior to attending program.

Please note that we will be offering spaces for children from kindergarten to grade six and these spaces are guaranteed for the current school year only. A waitlist will be maintained for the current school year and will be discontinued in June.

Payment

During spring registration, the payment for September is required to secure a space in program. This amount includes a \$100 non-refundable deposit.

Payment for the After School Program is an average of 190 school days per year with the total amount paid in 10 equal monthly installments. Alternate payment options may be discussed with the Recreation Accounts Representative on an individual basis.

When registering for the After School Program using a credit card and availing of the monthly payment plan (automatic monthly credit card deductions from October to June), the credit card that you are using must not expire before the date of your final payment. The program runs from September until June with the last payment date of June 1st therefore the credit card being used must not have an expiry date between September and June. If so, please contact your credit card provider and request a replacement card with an expiry date past your last scheduled payment date, otherwise your registration cannot be processed online.

Refund

To withdraw or obtain a refund, an application must be completed and submitted one month in advance. This form must be submitted on or before the first of the month to stop payment/refund for the next month (i.e., notice given on October 1st will stop monthly payments for November 1st). Refunds for partial months cannot be accommodated.

Refunds requested for September must be submitted prior to August 1st and will be processed less the non-refundable \$100 / child deposit. Please see following link for refund application: [Refund Application](#)

What to Bring

Please ensure all personal items are marked with the participant's name.

- Backpack
- Lunch bag
- Suitable clothing for weather (i.e., rain gear, snow pants, boots, mitts, hat, change of clothes, etc.) **We spend a lot of time outside. Come prepared for the weather!**
- Sneakers for inside
- Sunblock (30+)
- Hat
- Water bottle
- Healthy snacks for the day. Participants must bring their own utensils and microwaves are not available for use. Please note allergies listed on the newsletter and refrain from bringing those items to the program.
- Toys or electronic devices are not permitted at the program.
- Swimming attire (Paul Reynolds)

Arrival and Departure

- Staff will sign in/out the children.
- Any person picking up the child(ren) may be required to show a photo ID upon pick-up. A parent/guardian must notify the staff if another person is picking up their child(ren), and they are not on the authorized pick-up list.
- Authorized pick up person(s) must be aged 16 years or older.
- Participant information will be confirmed and permission slips, allergy forms (if needed) will be emailed prior to the first day. If there are any medical concerns or issues that leaders/staff need to be aware of, please contact us prior to the start of the program.
- A Consent to Leave Form is required for child(ren) eight years and older to leave the program site unaccompanied by a guardian.
- A supplementary fee of \$1.00 per minute will be charged after five (5) minutes passes beyond the designated pick-up time.
- For the participant's safety, the City of St. John's, as advised by the Royal Newfoundland Constabulary, will follow specific procedures should a guardian arrive on site appearing to be under the influence.

Communication

Your RECconnect account is used by staff to generate contact information for guardians, alternate pick-up lists and medical needs. For the safety of your child, please ensure this account is up to date with current information. Email will be the main method of communication for program newsletters and other relevant information will be posted on the white/bulletin board at each site.

Important: If for any reason a participant will be absent from our program, you must contact the program Fieldworker directly by phone or text or leave a voice mail on the program line before 2:00 p.m. (see contact numbers below). When we are not notified of absences, it causes delays and concerns for program and school staff.

Scheduled School Closures

Throughout the school year there may be full days, half days and early dismissal. These days may be offered at an additional cost based on the interest from guardians and staff/facility availability. Please note the following:

- Registration is open to the public.
- Registration is first come first serve.
- Guardians need to indicate the school in which the participant attends upon registration. If a participant is registered from another school other than the ones that we service regularly, guardians are responsible for dropping off their child at the program site.
- Participants who are not registered (on the roster) will not be picked up or accepted into the program. Participants who are not registered must be picked up by their parents/guardians.
- You will be notified in advance of any school board closeout days, if any are offered throughout the year. These days will follow the same policies as full day programs.

Unexpected Closures

If facilities are closed unexpectedly (poor weather, power outage, no water, etc.), program will be cancelled. Refunds will not be issued for unexpected closures.

If only one of the schools close unexpectedly due to power outage or water issues, and other schools we service are still attending the program, then guardians must pick up their children from school and will be permitted to bring them to the program after 3:00 p.m. Should an unexpected school closure occur outside of the regular school dismissal time, guardians are responsible to pick up the participants at their school.

Managing Illness

If for any reason a participant will be absent, you must contact program staff by phone, text or leave a voice mail on the program phone listed below. We encourage guardians to put these numbers in your mobile device.

- Participants must stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting).
- Guardians must ensure that you list your child's underlying health conditions and or present symptomatic due to allergies.

Medications/Allergy Information

Nuts or nut products are not permitted in our program. If a participant requires medication, has allergies or any medical condition please contact us. Prescription medication must be in its original container with the physician's instructions on the label. Over the counter medication will not be administered in the program.

Inclusion/Support Services

If support is required to participate in our programs, please contact Inclusive Services Leader/staff at 709- 576-6972 or email inclusion@stjohns.ca or visit our [website](#).

Recreation Division program staff, including Inclusion Counsellors, are **NOT** able to support the following:

- Personal care (i.e., toileting, hygiene)
- Feeding
- Extreme behavioural issues (i.e., aggressive behaviour which compromises the safety of the participant, other participants, and staff).

If participants experience occasional toileting incidents, staff will determine if the participant is developmentally ready to clean themselves and change their clothing independently. If so, they may do so with staff encouragement. If not, the guardian must be called to come to the site to provide the personal care required.

Contact Information

If you have any general inquiries on the After School Program, please call the H.G.R. Mews Community Centre at 576-8499 or the Paul Reynolds Community Centre at 576-8631 or email recreation@stjohns.ca.

Code of Conduct

The City of St. John's, Recreation division, is committed to providing quality programs and services where participants may develop socially, cognitively, physically, and emotionally. The code of conduct has been developed to ensure there is a mutual understanding of what is acceptable behavior and unacceptable behavior. The Recreation division maintains appropriate staff levels and makes every reasonable effort to ensure meaningful participation.

Acceptable Behavior

The Recreation division expects that staff, patrons, participants, and guardians exhibit the following behavior while visiting facilities and participating in programs and services:

Respect
Honesty

Kindness
Responsibility

Safety
Healthy Choices

Unacceptable Behavior

Behavior with potential to harm oneself, others, property or which would otherwise negatively impact program quality is unacceptable and will not be tolerated. Behavior expectations will be displayed in the facility and discussed with participants on a regular basis. Staff will use discretion to take appropriate action if unacceptable behavior occurs and typical outcomes are listed below:

Procedure for Addressing Unacceptable Behavior	
<ul style="list-style-type: none"> - Unacceptable behavior will be discussed with patron/participant. - Adult patrons/participants will be asked to leave the program/facility. - Guardians of a child/youth patron/participant will be notified of the unacceptable behavior and will be asked to arrange immediate pick up. 	
First Occurrence	<ul style="list-style-type: none"> - The procedure above will be followed. - Patrons/Participants and guardians (if applicable) are encouraged to work with staff to identify solutions to assist the patron/participant in displaying expected behaviors in the future.
Second Occurrence	<ul style="list-style-type: none"> - The procedure above will be followed. - The patron/participant may be re-introduced to program/facility following a meeting, with guardians (if applicable) to establish an individualized plan to prevent further unacceptable behavior.
Third Occurrence	<ul style="list-style-type: none"> - The procedure above will be followed. - The patron/participant may be removed from the program/facility on a part-time or full-time basis.
<p>If the Recreation division is unable to ensure the safety and well-being of patrons or participants, others, the security of property or program quality, we reserve the right to remove the patron/participant displaying unacceptable behavior from the program or facility.</p>	

Inclusive Services

Support may be available for those who require assistance to participate. When barriers prevent successful participation, Inclusive Services staff may be consulted for recommendations to foster successful participation. For further information, please contact Inclusive Services Staff at inclusion@stjohns.ca or 576-6972.

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