

# AFTER SCHOOL PROGRAM INFORMATION

## 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. 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 to 5:30 p.m. Monday to Friday

**Ages:** 5 to 12 years (Grades Kindergarten to 6)

Program Locations	Bussing provided from Schools
*Paul Reynolds Community Centre	Mary Queen of Peace, Roncalli and Macdonald Drive Elementary
Kilbride Lions Community Centre	N/A
Shea Heights Community Centre	

### \*Paul Reynolds Community Centre site:

- Registration at PRCC will be based on their ages.
- Discovery group will include children in Kindergarten to Grade 3.
- Explore group will include Grades 4 to 6.
- Bussing will be provided from the schools to PRCC.

## Daily Activities

- Arrival at the program, store belongings and wash hands.
- Participants eat snack (must bring own snack).
- Zone play (**Imagination zone**- arts/crafts; **Building zone**-various types of blocks, puzzles, science type activities; **Active zone**-games, sports, music, outside, gym, drama; **Quiet zone**-books, board games, listening activities, writing/drawing)
- Special activities/outside or gym play
- Zone Play/end of day pick up
- Activities will focus on physical activity, fundamental movement, and art.
- Outdoor play is a key element of the program.
- Swimming will be offered at PRCC, and you will be notified of the swim days for each group.

## Registration

Please ensure that your RECconnect Profile Account is updated with contact information and emergency contacts. It is extremely important that you list any allergies or underlying medical conditions prior to attending the After School 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

At spring registration, a deposit payment per child is required upon registration to secure his/her space and will be applied to your first month's fee for September (\$100 of this deposit is nonrefundable and one month's notice is required for any refund or withdrawal. You must contact us prior to August 1<sup>st</sup> if you wish to cancel your registration for September.

Payment for the After School Program is set based on 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 if necessary.

When registering for an 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. ASP runs from September until June with the last payment date of June 1<sup>st</sup> 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 form 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 1 will stop monthly payments for November 1). Refunds for partial months cannot be accommodated.

Refunds requested for September must be submitted prior to August 1<sup>st</sup> and will be processed less the non-refundable \$100 / child deposit.

Please see following link for refund application: [Refund Application](#)

## What to Bring

- It is recommended that masks be worn in the program.
- A backpack and lunch bag. (labelled with child's name)
- 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 and reusable water bottle.
- Healthy snacks for the day. Participants must bring their own utensils and microwaves are not available for use.
- Toys, or electronic devices are not permitted at the program.
- Ensure all personal items are marked with your child's name.

- At designated sites, swimming attire (bathing suit, towel, and brush) (dependent on public health levels).

### **Arrival and Departure:**

- Pick up/ Drop off procedures will allow for social distancing.
- Masks are recommended to be worn in the building.
- Parents/Guardians will wait outside the program space and phone numbers will be posted for you to call to pick up your child at the end of the day. Staff will bring your child to you.
- Assigned staff will sign in/out the children.
- 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 for Leave Form](#) is required for child(ren) **eight years and older** to leave the program site unaccompanied by a parent / guardian. Without this form, children will not be granted permission to leave the site unattended.
- Staff must stay until all children are picked up, so it is appreciated when parents / guardians are prompt in picking up children. A supplementary fee of \$1 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 parent or guardian arrive on site appearing to be under the influence. Staff will immediately contact their supervisor as well as the RNC.

### **Health & Safety Measures**

- Staff, parents/guardians and participants are encouraged to wear masks.
- Stuffed toys or other toys should not be brought into the program.
- Leaders will ensure the group maintains social distancing as much as possible, and practice good hygiene etiquette.
- Children must bring their own snacks, and utensils.
- If your child is not feeling well, please keep them home. <https://www.gov.nl.ca/covid-19/>
- Please note allergies listed on the newsletter and refrain from bringing those items to the program.

### **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 your child will be absent from our program, you must contact the program Field Worker directly by phone or text or leave a voice mail on the program line before 2 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**

A **full day program** may be offered at an additional cost, due to an in-service or professional development day based on the interest from parents and staff/facility availability. Registration is open to the public and on a first come, first serve basis. Please provide your child with two

snacks and a lunch on a full day program.

**Half day program** or early dismissals will be offered at an additional cost, based on staff/facility availability and guardian interest. Registration is on a first come, first serve basis.

**Please note the following procedures for Full Day, Half Day or Early Dismissals:**

- Professional Development (PD) /Early Dismissal (ED) dates may be offered at specific locations throughout the year, at an additional charge.
- Guardians will be notified by email when they can register on RECconnect.
- PD/ED days will only be offered if staff and facilities are available and if a minimum number of participants are registered on Active Net.
- PD/ED days will be open to the public and early registration is recommended.
- Spaces are on a first come, first serve basis.
- Guardians must register by deadline date which is one week (5 business days) to ensure facility, staff and registration numbers are warranted to offer the PD/ED day. No registration will be taken after the deadline date.
- Guardians need to indicate the school in which their child 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) for the PD/ED day will not be picked up or accepted into the program. Participants who are not registered for the PD/ED must be picked up by their parents/guardians.
- If the PD registration is full, guardians can put your participant's name on the waitlist and will be called if a space becomes available.
- 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.
- There will be no refunds for PD days, unless we cancel due to low registration.

## **Unexpected Closures**

### **Procedures for Guardians:**

If facilities are closed unexpectedly (poor weather, power outage, no water, etc.), the program will be cancelled. Refunds will not be issued for unexpected closures due to weather or power outages, and phone lines will be updated by the Fieldworker to provide the information to guardians.

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

## **MANAGING ILLNESS**

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

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

## Medications/Allergy Information

Please do not bring nuts or nut products. If your child 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 your child requires support to participate in our programs, please contact Inclusive Services Leader/staff at (709)576-4450 or (709)576-6972 or email [inclusion@stjohns.ca](mailto:inclusion@stjohns.ca) or visit our website <http://www.stjohns.ca/living-st-johns/recreation-and-parks/inclusive-services>.

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

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

If younger children experience an occasional ‘accident’ surrounding toileting, 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.

## Staff 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](mailto:recreation@stjohns.ca) or the number below:

Location	Phone Number	Email
Paul Reynolds Children’s Program	576-2273 (CARE)	<a href="mailto:recreation@stjohns.ca">recreation@stjohns.ca</a>
PRCC End of day School contacts	Roncalli 689-5517 MDE 691-8295 MQP 699-5230	
Kilbride Lions Community Centre	368-8542	<a href="mailto:lyan@stjohns.ca">lyan@stjohns.ca</a>
Shea Heights Community Centre	570-2123	<a href="mailto:mcochrane@stjohns.ca">mcochrane@stjohns.ca</a>
Paul Reynolds Community Centre Front Desk	576-8631	<a href="mailto:recreation@stjohns.ca">recreation@stjohns.ca</a>
H.G.R. Mews Community Centre Front Desk	576-8499	<a href="mailto:recreation@stjohns.ca">recreation@stjohns.ca</a>

## 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 | -Kindness       | -Safety          |
| -Honesty | -Responsibility | -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"> <li>- Unacceptable behavior will be discussed with patron/participant</li> <li>- Adult patrons/participants will be asked to leave the program/facility</li> <li>- Guardians of a child/youth patron/participant will be notified of the unacceptable behavior and will be asked to arrange immediate pick up</li> </ul>	
<b>First Occurrence</b>	<ul style="list-style-type: none"> <li>- The procedure above will be followed</li> <li>- 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.</li> </ul>
<b>Second Occurrence</b>	<ul style="list-style-type: none"> <li>- The procedures above will be followed.</li> <li>- 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.</li> </ul>
<b>Third Occurrence</b>	<ul style="list-style-type: none"> <li>- The procedure above will be followed.</li> <li>- The patron/participant may be removed from the program/facility on a part-time or full-time basis.</li> </ul>
<p><b>If the Recreation Division is unable to ensure the safety and well-being of a 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.</b></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](mailto:inclusion@stjohns.ca) or 576-2574/4450.