

AFTER SCHOOL PROGRAM INFORMATION

Program Information

On behalf of the City of St. John's Recreation Division, we would like to extend a warm welcome to participants of the 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.

All staff are trained in the High Five® Principles of Healthy Child Development (<http://www.highfive.org>), policies and procedures, physical literacy, supervision, safety and COVID protocols, and first aid.

We understand that there is much uncertainty returning to the After School Program. We would like to ensure you that we have all necessary safety and cleaning protocols in place for all facilities and programs. The Government of Newfoundland and Labrador recently released guidelines for the After School Program (see link below) which are very similar to the Day Camp guidelines used this past summer.

<https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/recreation-and-sport-based-after-school-programs/>

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

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

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

*Paul Reynolds Community Centre site:

- The After School Program will look slightly different at the Paul Reynolds Community Centre site. We have divided the program into three rooms to accommodate each of the three schools we service, following the Camp Adventure model (5-12 years) versus the Discovery (6 to 8 years) and Explore (9 to 12 years).
- Each school group will remain together throughout the afternoon.
- Bussing will be provided from the PRCC schools and arrangements will be made with the schools to escort the children to the bus outside the school. After School Staff are not permitted into the school. The staff will have a sign to identify the City of St. John's (Paul Reynolds Community Centre) bus. School administration will be provided with a list of participants for their reference. Please discuss this with your child and guardians are encouraged to send a note to their child's teacher to advise that they are attending the program. A yellow school bus is utilized for the transportation.
- Children must wear masks on the bus and into the facility. They can remove them once they arrive in the program space.
- **PRCC Participants** - Due to COVID we are not permitted in the school and will not be able to check absences with school administration. **Staff will attempt once to reach guardian from the school if necessary and if attempt is not successful, the bus will return to the program.**

Daily Activities

- Room set up will be set up to allow for physical distancing.
- Leaders/staff will have equipment kits for use with their leader group and assign materials to participants to avoid sharing of supplies (i.e. labeled art kits, assigned seating space, own basket for personal items).

- Children will be assigned their own space where they will eat, store their belongings and be provided with individual art materials and or table-top games for their exclusive use.
- 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.
- Regular handwashing/bathroom routines will be in place as part of the daily routine.

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). Monthly payments for the remainder of the school year (October 1 to June 1) can be made using pre-authorized credit card monthly payments.

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), the credit card that you are using must not expire before the date of your final payment (e.g. ASP runs from September until June with the last payment date of June 1, 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 also require one month's written notice and will be issued less the non-refundable \$100 / child deposit.

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

What to Bring

- A back pack or similar bag to hold all items.
- Individual hand sanitizer (labelled with child's name). Hand sanitizers will also be available throughout the facilities.
- Face mask
- **As per the Provincial Guidelines only programs with food establishment license can serve food therefore we are unable to serve snacks. Each child will have to bring their own snacks from home.**
- Suitable clothing for weather (i.e. Snow pants, hats, mitts and/or a change of clothing). We go outside in all kinds of weather!
- Sneakers for inside play.
- Sunblock (SPF 30+), hat and reusable water bottle.
- At designated sites, swimming attire (bathing suit, towel, and brush).

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- Toys or electronic devices are not permitted at the program.
- Ensure all personal items are marked with your child's name.

Arrival and Departure:

- Face Masks must be worn into our facilities. Assigned staff will sign in/out the children each day to avoid contact. Parents/Guardians will not be permitted into 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.
- Pick up procedures will allow for social distancing. Signage will be posted to identify separate entrances and exits.
- It is requested that one guardian be identified as providing the pickup each day where at all possible.
- **Screening forms are not required if participants are arriving directly from the school as they would have completed screening for the school. Screening will be required if participants come directly to the program from home.**
- Alcohol based hand sanitizer with 60% alcohol content will be placed in all entrances to the program area.
- Signage will be posted reminding persons not to enter, referencing the screening questions and symptoms.
- All persons in the program are required to be documented as per government guidelines. (i.e. participants, guardians, program or maintenance leader/staff, respite workers, guest speakers etc.).
- Participant information will be confirmed and permission slips, allergy forms (if needed) will be emailed prior to the first day of camp. 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.

Safety Measures

- All leaders/staff are trained in the HIGH FIVE® Principles of Healthy Child Development (www.highfive.org), policies and procedures, physical literacy, supervision, safety/cleaning protocols and first aid.
- Participants and staff are required to wear masks on the bus, and in the main shared areas of the program (i.e. lobby).
- Leader/staff will use visual cues and signage to support children in understating social distancing concepts.
- We will be following the Provincial Guidelines for After School Programs. Please refer to these below for further information.
- Those considered particularly vulnerable to the effects of COVID-19 or who have family members considered vulnerable, should use discretion in availing of after school programs. See www.gov.nl.ca/covid-19/files/Supporting-Vulnerable-Populations.pdf for more information.
- After school program staff may prompt children for personal care and other supportive needs but may not physically assist. A consistent designate may be identified to help children with these needs, if required. This person must complete the same public health screening as staff and participants when entering the program facility. The role,

responsibilities and schedule for the designate are to be determined in consultation with the family/guardian/caregiver and City staff.

- Leaders are assigned a group of 10 children as per established City of St. John's ratio and leaders only change when necessary (i.e. scheduled breaks). The guidelines indicate a 1:15 ratio but City programs use 1:10 ratio. Leaders will ensure their group maintains social distancing, and good hygiene etiquette.
- Participants who are in the same family or school group will be kept in same program space.
- Three groups may occupy one large room or outdoor space if there is sufficient space to maintain physical distancing between groups at all times.
- Leaders are not required to wear masks in the program space but will practice, model and support children in good hygiene efforts such as handwashing, covering a cough and use of tissues or crease of elbow for coughing and sneezing.
- Leaders will adapt activities to ensure public health measures are adhered to, physical distancing can be achieved, and materials will not be shared.
- Facilities and equipment will be cleaned daily in accordance with public health guidelines. Additional attention to high use areas such as washrooms, doorknobs, tables, and chairs.

Snacks:

- We will not be offering snacks after school, due to COVID; as per the Provincial Guidelines only programs with food establishment license can serve food therefore we are unable to serve snacks. Each child will have to bring their own snacks from home.

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.

Unexpected Closures

Procedures for Guardians:

If schools 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.
- If a child displays COVID-19 symptoms during the program, the following steps will be taken:
 - Contact guardian immediately
 - Seek support from a second staff member
 - Isolate or physically distance the child (isolation is preferred, if possible)
 - Practice good hand hygiene protocols for the child and staff
 - Wear gloves and masks (both the staff and child)
 - Contact the parent/guardian to immediately come to the facility to pick up their child; and,
 - Remove any materials used by the child and sanitize according to sanitization guidelines (see cleaning, sanitization and disinfection requirements below).

- Staff who present with COVID-19 symptoms, will be removed from the area and must return home to self-isolate, and complete the online self-assessment tool.

www.gov.nl.ca/COVID-19

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, or have questions concerning COVID with vulnerable populations, please contact Inclusive Services Leader/staff at (709)576-4450 or (709)576-6972 or email inclusion@stjohns.ca or visit our website <http://www.stjohns.ca/living-st-johns/recreation-and-parks/inclusive-services>.

More information can be found at:

<https://www.gov.nl.ca/covid-19/files/Supporting-Vulnerable-Populations.pdf>

Recreation Division program staff, including Inclusion Counsellors, are **NOT** able to provide support for 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 or the number below:

Location	Phone Number	Email
Christine Jones – Roncalli Elementary	576-8388 / 689-5517	cjones@stjohns.ca
Nadine Martin – Macdonald Drive Elementary	576-8369 / 691-8295	nmartin@stjohns.ca
Jennifer Rose – Mary Queen of Peace	576-8269 / 699-5230	jrose@stjohns.ca
After School - Paul Reynolds Children's Program Line	(709) 576-2273 (CARE)	recreation@stjohns.ca
Kilbride Lions Community Centre	(709) 368-8542	lryan@stjohns.ca
Shea Heights Community Centre	(709) 570-2123	nmurphy@stjohns.ca
Paul Reynolds Community Centre	576-8631	recreation@stjohns.ca
H.G.R. Mews Community Centre	576-8499	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 participating in programs and services:

- | | | |
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| -Respect | -Kindness | -Safety |
| -Honesty | -Responsibility | -Healthy Choices |

Unacceptable Behavior

Behavior with intent 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) may 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 procedures 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 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.</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 576-2574/4450.