

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.

We have caring and experienced staff who are carefully screened and selected to ensure that your child's needs are met while in our program. All staff are trained in the High Five® Principles of Healthy Child Development (<http://www.highfive.org>), policies and procedures, physical literacy, supervision, safety protocols, and first aid.

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

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

Program Activities:

- Physical activity (sports, games, activities to incorporate physical literacy)
- Building/exploration (various types of blocks and other building materials)
- Quiet activities to relax (books, puzzles, board games, listening activities)
- Imagination/creativity (arts, crafts, drama, music)
- Welcome area for parent information, bulletin boards, and sign in/out. Monthly newsletters will be distributed by email with details on activities and events each month.

Program Locations	Schools Served
Paul Reynolds Community Centre – Discovery Grades K to 3*	Mary Queen of Peace, Roncalli and Macdonald Drive Elementary
Paul Reynolds Community Centre – Explore Grades 4 to 6*	Mary Queen of Peace, Roncalli and Macdonald Drive Elementary
Kilbride Lions Community Centre	Hazelwood Elementary (based on availability). Please call the centre to discuss transportation options.
Shea Heights Community Centre	No transportation. Please call the centre for details.

If your child attends a school other than the ones indicated above, transportation is the responsibility of the parent/guardian and your child must be signed in by a parent/guardian upon arrival in the program.

Registration

Your online RECconnect Profile Account should be updated to include all contact information, including people who are authorized to pick up your child(ren), or any medical concerns. It is the guardian's responsibility to ensure this information is updated prior to registering children. If there are any changes in your contact information or alternate contacts, please update online or call our front desk for assistance at 576-8631 or 576-8499.

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

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.
- Suitable clothing for weather (i.e. Snow pants, hats, mitts and/or a change of clothing). We go outside for 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).
- Snack is provided every day but for full day or half day/early dismissal programs, please bring a packed nutritious lunch and snacks (a.m. and p.m.) No access to microwave.
- Toys or electronic devices such as iPods, and handheld games are not permitted at the program.

Ensure all personal items are marked with your child's name. The program is not responsible for lost items. We will only keep lost and found until the end of the program where it will be donated.

Arrival / Departure

- All children must be signed in and signed out by an authorized person (16 years or over) upon arrival and before leaving the program. Participants who are not signed in, are not considered to be under the supervision of staff.
- If someone other than those listed pick up your child, we ask that you give this information to the staff in writing. Staff will request a photo ID from that individual.
- Please advise us if there is something that maybe affecting your child's behaviour (i.e. lack of sleep, feeling unwell, etc.) so that we can understand and work with your child while in our care.
- 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.

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.

If for any reason your child will be absent from our program, please call staff or leave a voice mail 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 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 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.
- Last minute requests will not be accommodated.

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.

Fall & Winter Break (School Board Closeout):

Fall Break happens in November and Winter Break happens in February. Both days are offered as one day registered programs opened for public registration. These days are known well in advance and are promoted online and in City Guide. Fall and Winter break follow the same policies as PD/ED days, see explanation under PD/ED. No refunds will be offered for PD days.

Nutrition

Children are served a nutritious snack daily based on the Canada’s Food Guide. Menus are posted on site. For tips and resources on preparing healthy meals, snacks and satisfying your picky eaters check out the following website: www.easternhealth.ca/Veggies&Fruit

Health / Illness

Children who exhibit symptoms of diarrhea, vomiting or fever are requested to stay out of the program until they have been symptom free for at least twenty-four (24) hours. If program staff feel your child is not well enough to participate in the program or exhibits any of the above noted symptoms, you may be called to pick up your child.

Medications / Allergy Information

Please do not bring nuts or nut products to the program. Additional food related allergies or restrictions will be shared at the start of the program.

If your child requires [medication](#), has [allergies](#) or any [medical condition](#) please complete the appropriate form located on our website or email recreation@stjohns.ca or call 576-8631 or 576-8499.

Prescription medication for your child must be in its original container with the physician’s instructions on the label. Over the counter medication **will not** be administered.

Inclusion / Support Services

If your child requires support to participate in our programs, please contact Inclusive Services Staff at 576-4450 or 576-6972 or email inclusion@stjohns.ca or visit our [Inclusive Services webpage](#).

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	Program Number
Paul Reynolds Community Centre	(709) 576-2273 (CARE)
Kilbride Lions Community Centre	(709) 368-8542
Shea Heights Community Centre	(709) 570-2123

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

- 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.
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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.
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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.
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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.

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.