

Blessed Sacrament School After School Club (ASC)

Philosophy and Procedures Document

Philosophy Statement and Background Information

We believe in offering service and support to the families of Blessed Sacrament School in a safe, respectful and positive environment.

The CISVA was consulted to ensure adherence to policies and expectations, coverage with Archdiocesan insurance, and expectation regarding hiring of staff, lines of authority and meeting standards of care.

It continues to be our expectation that the ASC will operate as an extension of our school community, using the same philosophy of care extended throughout our School.

The CISVA requires that the Principal of the school oversees the operation of the ASC.

Rules governing participation in the Club:

The same school rules apply for the afterschool Club that apply in School:

1. Be on time – this means coming to ASC at the end of the school day and promptly checking in with the staff.
2. Be prepared – this means bringing any and all materials that a student would take home, as there will be no returning to classrooms once entering the ASC. It also means bringing snacks needed each day.
3. Do your best – this means being a good team member – supporting other members of the ASC, offering help where needed and being your best in terms of your personal behavior.
4. Respect yourself and others – this means treating others as you wish to be treated; following the directions from the various staff/leaders of the ASC and contributing positively to the ASC environment and community. This also means taking care of the school's property and the property of others.

Important information for parents enrolling students:

Parents are expected to know and support school policy and procedures.

To ensure a safe and respectful environment, it is essential that parents always inform the staff of any changes to a child's schedule in advance in writing. (This also includes any child who will be away on any given school day; – without proper notification, this could cause unnecessary worry and distraction to the ASC.) Parents are requested to email afterschool@ess.vancouver.bc.ca with any type of notification that will impact ASC.

The ASC will operate on all full school days. Periods **not covered** include: weekends, statutory holidays, Christmas break, Spring Break, all pro-d days, and half days.

Hours of operation are:

3:00 - 5:15 – Monday, Wednesday, Thursday, and Friday

2:00 - 5:15 – Tuesday

- Daily schedule will include:
 - Time for healthy snack, provided by parents
 - Time for homework, and for the younger children, a time for story or colouring
 - Time for outside play (weather permitting; most days, students have a block of outside play time outdoors so appropriate clothing is required each day).
 - Time for playing inside games, activities, doing crafts, movie, etc.

General Guidelines:

- Parents' permission is required for students enrolled in ASC to be involved in other school activities and parents need to advise the ASC staff of alternate arrangements since ASC staff are unable to leave the group to accompany an individual child to another activity at the school.
- Should hurtful/disrespectful behaviors occur repetitively, students and their parents will be required to meet with the supervising staff, and when necessary the Principal, to determine an appropriate course of remediation. A contract would be created, and would require the student, staff and parents' signatures; should a student not follow the prescribed plan, withdrawal from the After School Club could be considered.
- Pick up and release procedures will be carefully adhered to as per the pickup/release form that parents submit upon registration in the ASC.
- Should a parent/guardian be late to pick up a child, a mandatory late fee will be required. This fee must be paid to the school by the conclusion of the week in which the fee is levied. This additional fee of \$10.00/10 minutes is [\$1.00/minute] is paid to the staff member required to stay for supervision of the child. Three late pickups could result in a child being withdrawn automatically from the ASC.
- As the ASC is funded solely through monthly fees paid by parents, one-to-one support for individual children is not provided in the ASC.

Formalizing enrolment:

1. All forms and documents are required enrollment to be complete.
 - a. Fees are due on **the 8th of each month and must be paid through automatic debit.**
 - b. ***The enrollment fee must be paid by cheque made out to Blessed Sacrament School.*** [This first fee will cover September's monthly fee and is due in August in the form of a cheque]. Please write: **ASC September Fee** on the face of the cheque.
 - c. Other cheques and cash will not be accepted as payment.
 - d. Therefore October – June payments will be deducted from your account on the 8th of each month.
2. Please note: fees are already adjusted to reflect Christmas break, Spring break, all pro-d days and half days of school.
3. There are no discounts for missed days.
4. NO cancellation accepted at any time due to staffing. ASC is a yearly commitment. The only cancellation accepted is if a student no longer attends the school.
5. Late fees are non-negotiable, as they require staff to remain past normal working hours requiring additional pay.
6. Non-sufficient funds fees apply (\$40); should NSF occur a second time, a more formal plan will have to be established with the family to ensure compliance and could result in a child's withdrawal from the ASC.
7. Parents enrolling students must complete the necessary forms, and sign the corresponding Agreement, thereby agreeing to the conditions and procedures as outlined.

_____ Family Name (print clearly, please)

_____ Signature of enrolling parent

_____ Date