



# Before/After School Club (BSC/ASC) Registration

**Before and After School Clubs must be filled out each school year. This registration does not automatically roll over from one year to the next.**

***Included:***

- Welcome note
- Philosophy and Procedures Document for CLUB members and their parents
- BSC, ASC or Tuesdays Only Registration Form
- Pick-up and Release forms/Emergency and Health Information Form specific to BSC/ASC (please fill these out separately from the school registration package)
- BSC/ASC Fee Form – PAD Agreement



## Welcome to BSC/ASC 2022-2023

Welcome to the BSC/ASC! Please be sure to have the package carefully completed and returned to the school. We have several staff members to service the Club, as well as a Club coordinator.

We are pleased to offer two options for after school care:

1. **Tuesday Early Dismissal Only:** For families interested in after school care for early dismissal days only (Tuesdays). We will require a MONTHLY fee of \$175/month paid on the 8<sup>th</sup> of each month through automatic debit.
2. **Full-time:** For families interested in after school care every day or multiple days a week. We will require MONTHLY fees of \$350/month paid on the 8<sup>th</sup> of each month through automatic debit.

**\*\*\* Important:** This program is a yearly commitment. No withdrawals will be accepted after September 30<sup>th</sup>. Any withdrawal prior to this date requires at least two week's notice. Fees will be due on the 8<sup>th</sup> of each month through automatic debit (please sign ASC PAD Agreement).

### Club Days:

- BSC/ASC will run on all **full days** in the school year
- No ASC on **half-days** (noon dismissal) or **Pro-D days**
- **BSC** runs on all days except Pro-D Days
- ASC on **Tuesdays** runs from 2pm – 5:15pm
- Missed days of school will not result in reduced fees as staffing is in place for all Club members

### ASC Club Schedule:

- After School Club will include a snack time, playtime and quiet time.

### Club Rules:

- No electronics (phones, tablets, laptops, etc)
- No toys from home
- Extra snack from home required (remember, nut free!)

### **CONTACT**

Elia Domingos, Coordinator of After School Club (ASC) ([afterschool@ess.vancouver.bc.ca](mailto:afterschool@ess.vancouver.bc.ca))



# 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 CLUB PARTICIPATION

### 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 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 ASC Staff 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](mailto: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 ENROLLMENT**

1. All forms and documents are required enrollment to be complete.
  - a. Fees are due on **the 8<sup>th</sup> 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 8<sup>th</sup> of each month.
2. 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 (\$45); 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** \_\_\_\_\_

**Signature of enrolling parent** \_\_\_\_\_

**Date** \_\_\_\_\_



## BSC, ASC or Tuesdays REGISTRATION

### This Registration is for:

- Before School Care (BSC)
- After School Care (ASC)
- Tuesdays Only

**FAMILY NAME:** \_\_\_\_\_

1. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_
2. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_
3. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_
4. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Work Phone \_\_\_\_\_

Email: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Work Phone \_\_\_\_\_

Email: \_\_\_\_\_

### EMERGENCY CONTACT (other than parents) and daytime PHONE number:

**Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Relationship to student(s):** \_\_\_\_\_

I/we have received, read, and agree to the Philosophy statement, rules and guidelines for our After School Club, and have initialed and signed all appropriate forms. I agree to maintain my financial obligations to the ASC as outlined in the Fee Statement.

**Enrolling Parent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Blessed Sacrament School BSC/ASC Pick-Up and Release/Emergency Contact and Health Information

**FAMILY NAME:** \_\_\_\_\_

1. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_
2. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_
3. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_
4. Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gr. in Sept.2023 \_\_\_\_\_

Please list ALL the names of persons who have permission to pick up your child(ren) from our ASC, including each parent and others, and their relationship to your child(ren). Only those listed below will be allowed to take your child(ren) from our ASC, unless we have written notification from a parent to allow otherwise. All pertinent information regarding emergency and medication information must be included for your child's enrollment in the ASC. **PLEASE PRINT LEGIBLY.**

### PICK UP/RELEASE

|           |                            |                      |
|-----------|----------------------------|----------------------|
| Full Name | Relationship to Child(ren) | Daytime Phone Number |
| Full Name | Relationship to Child(ren) | Daytime Phone Number |
| Full Name | Relationship to Child(ren) | Daytime Phone Number |
| Full Name | Relationship to Child(ren) | Daytime Phone Number |

### EMERGENCY CONTACT/RELEASE

|           |                            |                      |
|-----------|----------------------------|----------------------|
| Full Name | Relationship to Child(ren) | Daytime Phone Number |
|-----------|----------------------------|----------------------|

### MEDICAL AND HEALTH INFORMATION

- No**, my child does not have any medical problems or known allergies
- Yes**, my child has the following medical problems or allergies: \_\_\_\_\_
- Is the allergy/condition life threatening?     **Yes**     **No**
- If yes, does the child carry an EpiPen?         **Yes**     **No**

Family Doctor Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Enrolling Parent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## FEES: Pre-Authorized Debit (PAD) Agreement BSC/ASC/TUESDAYS ONLY

**FAMILY NAME:** \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

### FEE PAYMENT OPTIONS

*Please check all that apply:*

- Monthly debit:** Pre-authorized debit on the 8<sup>th</sup> of each month (Sept 8<sup>th</sup> 2023 – June 8<sup>th</sup> 2024)
- Full Payment:** Payable on September 8<sup>th</sup> 2023
  - **EFT:** Provide a blank cheque marked «VOID» or Banking Information for EFT from your bank.  
**EFT Payee:** Blessed Sacrament School, 3020 Heather Street, Vancouver, BC V5Z 3K3  
 Transaction Type: **Electronic**  
 First Due Date: **September 1<sup>st</sup>, 2023** *Payments are recurrent, first of each month September to June.*
  - **CASH:** Please make payment by the 1<sup>st</sup> of each month
  - **CHEQUES:** Cheques payable to Blessed Sacrament School

### PROGRAM & FEES (per student)

*Please check all that apply:*

- Before School Care (BSC)** - \$150.00/mo
- After School Care (ASC)** - \$325.00/mo
- Tuesdays Only** - \$175.00/mo

Number of children \_\_\_\_\_ x Monthly Fee \_\_\_\_\_ = \_\_\_\_\_ **Total Monthly Withdrawal**

**Enrolling Parent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I, as the account holder, authorized the financial institution whose name appears on the attached voided cheque, to debit my account at the identified branch under terms and conditions agreed to by me with the payee (**Blessed Sacrament School**) until such time as written notice to the contrary is given by me to the payee. The branch of the financial institution at which I maintain the account is not required to verify that the payment (s) is/are drawn in accordance with the authorization. A debit in paper, electronic or other form in the amount may be drawn on my account up to 10 times per calendar year. I will notify **Blessed Sacrament School** in writing of any changes in the account information or termination of the authorization prior to the next due date of the pre-authorized debit. I understand that no recourse will be provided through the clearing system (i.e., no automatic reimbursement in the event of a dispute). I further understand that I may seek reimbursement or recourse from **Blessed Sacrament School** in the event that a pre-authorized debit is erroneously charged to my account. If my bank or financial institution does not recognize a pre-authorized debit for whatever reason (for example, insufficient funds in the account), the prepayment arrangement is subject to cancellation. Blessed Sacrament School NSF policies will apply. This agreement will remain in effect until **Blessed Sacrament School** receives a written notice of cancellation from me or my financial institution, or until I submit a new pre-authorization form.