

TCRCE AFTER-SCHOOL PROGRAMS

Registration Package Checklist



Tri-County

Regional Centre for Education

The TCRCE After-School Program Parent Handbook is to be read and the following forms are to be completed and returned as part of a full registration package (please ensure to sign and date forms where indicated):

✓

- 1. TCRCE After-School Program Parent Handbook read and understood
- 2. 2021/2022 TCRCE After-School Program Application Form
- 3. Fee Agreement (2021/2022) Form
- 4. Medical Information Form
- 5. Media Release Form
- 6. Pre-authorized Debit Authorization Form (If paying by PAD)

Please remember to:

1. Provide complete addresses including street numbers and postal codes.
2. Provide phone numbers for workplaces, doctor, and all emergency contacts.

NOTE: A Completed Debit Authorization Form and a **VOID CHEQUE** or **AUTHORIZATION FORM** from your bank to withdraw from your bank account will be required with your registration or postdated cheques depending on your method of payment.

Registrations will be returned to the applicant if all forms including this checklist form are not filled out properly, dated and signed.

Signature

Date

Signature

Date

79 Water Street Yarmouth, Nova Scotia B5A 1L4
Phone: 902-749-2800 Fax: 902-749-5697 E-mail: afterschool@tcrcce.ca

RE-ENROLMENT (current participant in 21/22 program) NEW ENROLMENT Desired starting date: _____

1. CHILD's Name (first) _____ (last) _____ SCHOOL: _____ Grade: _____ (21/22 Year)

Date of Birth _____ (m/d/y) Male Female

Does this child have any allergies? Yes No If Yes, please specify: _____

Does this child have any medical concerns, special needs or require special support/assistance that we should be aware of? Yes No If Yes

Please specify: _____

AFTER SCHOOL FULL TIME PART-TIME _____ 4 DAYS/week _____ 3 DAYS/week _____ 2 DAYS/week _____ 1 DAY/week

*If Part-time, please specify desired days; flex schedules may be requested but are not always able to be accommodated—monthly schedules are required

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

CASUAL *Casual applicants pay the daily fee the day they use the service

2. CHILD's Name (first) _____ (last) _____ SCHOOL: _____ Grade: _____ (21/22 Year)

Date of Birth _____ (m/d/y) Male Female

Does this child have any allergies? Yes No If Yes, please specify: _____

Does this child have any medical concerns, special needs or require special support/assistance that we should be aware of? Yes No If Yes

Please specify: _____

AFTER SCHOOL FULL TIME PART-TIME _____ 4 DAYS/week _____ 3 DAYS/week _____ 2 DAYS/week _____ 1 DAY/week

*If Part-time, please specify desired days; flex schedules may be requested but are not always able to be accommodated—monthly schedules are required

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

CASUAL *Casual applicants pay the daily fee the day they use the service

PARENT/GUARDIAN INFORMATION: (The individual listed below as the Account Holder/Legal Guardian #1 is the individual who will receive the Income Tax Receipt for fees paid.) * **PLEASE PRINT FIRST AND LAST NAME**

ACCOUNT HOLDER/
LEGAL GUARDIAN #1 _____

LEGAL GUARDIAN #2 _____

Phone Numbers: (H) (____) _____

Phone Numbers: (H) (____) _____

(W) (____) _____ (C) (____) _____

(W) (____) _____ (C) (____) _____

Mailing Address: _____

Mailing Address: _____

City: _____ Postal Code: _____

City: _____ Postal Code: _____

Employer: _____

Employer: _____

Account Holder E-mail Address: _____

*Note: This e-mail address will be used to send notices from time-to-time regarding activities, program updates, information about your account, etc., for the 2021/2022 program. Account Holders are to advise of changes in e-mail addresses.

***Please contact your TCRCE After-School Program administration should we need to be made aware of specific custody issues.**

EMERGENCY contacts – I/we authorize the following individuals to pick up my child(ren) and/or act as emergency contacts when I/we are unavailable:

1. NAME:	_____ (first)	_____ (last)	Home/Work Phone _____	Cell Phone _____	Relationship to Child(ren) _____
2. NAME:	_____ (first)	_____ (last)	Home/Work Phone _____	Cell Phone _____	Relationship to Child(ren) _____
3. NAME:	_____ (first)	_____ (last)	Home/Work Phone _____	Cell Phone _____	Relationship to Child(ren) _____
4. NAME:	_____ (first)	_____ (last)	Home/Work Phone _____	Cell Phone _____	Relationship to Child(ren) _____
5. NAME:	_____ (first)	_____ (last)	Home/Work Phone _____	Cell Phone _____	Relationship to Child(ren) _____

ACCOUNT HOLDER: _____ (Please identify the parent/guardian name for Income Tax receipt production.)

If the above Account Holder will be cost-sharing the program fees with another individual, please indicate:

Name of that individual: _____ Phone#: (____) _____ E-mail: _____

Please identify the cost-share arrangement: Acct Holder #1 (name) _____ % Acct Holder #2 (name) _____ %

Please provide any further clarification regarding the cost-share arrangements: _____

***Additional Account Holders are required to submit a second application confirming details and consent. The creation of multiple accounts enables each Account Holder to receive individual Income Tax receipts.**

PAYMENT METHOD OPTIONS:

PRE-AUTHORIZED DEBIT (PAD) PAYMENT: Please complete and attach the PAD agreement.

POST-DATED CHEQUES: Attach 10 post-dated cheques dated for the 20th of each month from Aug. 20th, 2021 – May 20th, 2022 including the child's name and school on the front of each cheque. Cheques are to be made payable to TCRCE After-School Program.

APPLICATION FEE - \$20 Per family before 12 Noon June 30, 2021 APPLICATION FEE - \$30 per family after 12 Noon June 30, 2021

Application Fee charge to PAD, upon acceptance Application Fee by cash or cheque, attached to this form

Payments will be made by DEPARTMENT OF COMMUNITY SERVICES on behalf of the Parent/Guardian.

Note: Written confirmation of acceptance of financial responsibility by your community Services representative **MUST** accompany this form. It is the parent/guardian's responsibility to obtain this written confirmation for inclusion with this form.

PROGRAM & APPLICATION INFORMATION:

- Applications must be submitted each year for returning students. **There are NO automatic re-enrollments.**
- Students may only register for a TCRCE After-School Program operating within the school in which they are enrolled.
- Application fees are non-refundable
- New payment information **MUST** be submitted each year for returning TCRCE After-School Program participants.
- All post-dated cheques and application fees **MUST** be included with this application to be eligible for processing.
- If the registration form is incomplete or payment arrangements are not included with the application, it will be returned to you as incomplete.
- PAD's are processed monthly on the 20th of each month, beginning August 20th, 2021, for 10 consecutive months ending on May 20th, 2021.
- Applications will be received beginning Wednesday May 31, 2021 at 8:30 a.m.
- The registration fee is \$20 for those applications received in our office by 12 noon June 30, 2021 and \$30 for applications received in our office after 12 noon on June 30, 2021.
- Priority enrollment will be offered to those applicants enrolling full-time (5 days per week), followed by part-time applicants based on the desired number of days. The date and time applications are received in our office will also be considered when comparing applications of equal number of day requirements. Please note: Priority will be given to returning students and their siblings who are registering full-time.
- **Applications take 24 to 48 hours to process.** Students may not attend the program until written or verbal confirmation of acceptance is received.
- Parents/guardians are required to contact our TCRCE After-School Program office to notify us of any changes to emergency contacts, mailing address, emails addresses, phone numbers, banking information, etc.
- It is required to give a **30-day notice** prior to the 20th of the month to withdraw or to change your registered program. The written notice, when withdrawing, is to include the child's name and the date of the last day attending. A **Fee Agreement Change** form and **\$15 fee** is required if changes are made to the amount of days attending. You will be billed for time where required notice was not provided.
- **PLEASE NOTE:** Where a program is at capacity, no part-time and casual registrations will be accepted. Students removed in the first month of enrollment will not be refunded. Also, it may not be possible to accommodate individuals requesting to decrease their enrollment schedule.

***No registrations will be accepted the week prior to or the week after school starts. You may submit applications, but they will not be reviewed or approved until the week after school starts.**

I/we have read the 2021/2022 TCRCE After-School Program Parent Handbook and understand the stated policies as well as the information on this application form and agree to abide by them.

Signed: _____ Dated: _____

Signed: _____ Dated: _____



TCRCE AFTER-SCHOOL PROGRAMS

79 Water Street Yarmouth, Nova Scotia B5A 1L4
Phone: 902-749-2800 Fax: 902-749-5697

FEE AGREEMENT 2021/2022

PLEASE PRINT CLEARLY & USE BLACK/BLUE INK

STUDENT(S) NAME: _____

PARENT(S) FULL NAME: _____

DATE: _____ PROGRAM SITE: _____

FULL TIME – 5 DAYS/week (100%)

PART-TIME _____ 4 DAYS/weeks (80%) _____ 3 DAYS/week (60%)

_____ 2 DAYS/week (40%) _____ 1 DAY/week (20%)

All Part-Time applicants must provide a schedule prior to the days attending.

CASUAL – Must pay the day service is provided.

• Full-Time/Part-Time Fee per Month \$_____.

• Casual Fee per day - \$_____.

All fees for the TCRCE After-School Program must be paid on the 20th day of the preceding month, beginning August 20, 2021. All Casual/Daily applicants are to pay the day they use the service.

Payment Options: Payments for Full and Part-time applicants will be paid by postdated cheque or Pre-Authorized Debit (PAD) plan only. Postdated cheques or PAD must be provided with your application before it will be processed. Casual applicants may pay their daily fee with cash.

I/we, _____, understand the information discussed with me regarding this Fee Agreement. I/we agree to give a 30-day written notice prior to the 20th of the month of intent to discontinue or change use of the services provided by the TCRCE – After School Programs. The written notice is to include the child’s name and the date of the last day attending. I/we agree to the conditions, fee structure and payment within this contract.

Parent(s)/Guardian(s) Signature: _____ Date _____

Staff Signature: _____ Date _____

TCRCE AFTER-SCHOOL PROGRAMS

79 Water Street Yarmouth, Nova Scotia B5A 1L4
Phone: 902-749-2800 Fax: 902-749-5697

Payment and Fee Information

All fees for the TCRCE After-School Program must be paid on the 20th day of the preceding month, beginning August 20, 2021. All Casual applicants are to pay the day they use the service.

Payment Options: Payments for Full and Part-time applicants will be paid by postdated cheque or Pre-Authorized Debit (PAD) plan **only**. Changes to payment methods must be received 30 days prior to the 20th of the month. Post-dated cheques beginning with August 20th, 2021 or banking information for PAD must be supplied at the time of application.

Monthly Program fee options:

Full & Part-time Schedules	1 Child per Month	2 Children per Month	3 Children per Month
100% 5 days/week	\$184.00	\$322.00	\$460.00
80% 4 days/week	\$156.00	\$274.00	\$391.00
60% 3 days/week	\$117.00	\$206.00	\$293.00
40% 2 days/week	\$ 78.00	\$137.00	\$196.00
20% 1 day/week	\$ 39.00	\$ 69.00	\$ 98.00

➤ Full-time applicants receive a 20% discount and part-time applicants receive a 15% from the Daily Fee.

Casual/Daily Fee Schedule	Collaborative Learning Days	◆ Full Day Service
1 Child – \$12.00	1 Child - \$16.00	1 Child - \$25.00
2 Children – \$21.00	2 Children - \$28.00	2 Children - \$44.00
3 Children – \$30.00	3 Children – \$40.00	3 Children – \$62.00

➤ There is a 25% discount for each additional Child

All discounts have been calculated and are reflected in the above payment options.

◆ Full Day Service is not included in the monthly fees but is offered if there is enough interest. If parents choose to use the Full Day Service, they must sign up and pay the fee 5 working days prior to the In-Service day.

There is no refund for non-attendance.

A **non-notification fee of \$5.00** will be charged to full-time and part-time attendees if written or verbal notification is not received when there is an absence. All fees are to be paid to the Head Program Leader the next day your child attends the program.

NSF cheques or insufficient funds through pre-authorized debit will be subject to a \$15.00 NSF charge. Repeated NSF charges may result in the removal of the child from the program.

Part-time applicants must specify which days per week they need on their application. If Part-time applicants use days other than those stated on the Fee Agreement they will be charged for the extra days at the daily rate as outlined in the fee schedule. The amount is to be paid the day the service is used. Substituting one day for another is not permitted.

A **Fee Agreement Change** form and **\$15 fee** is required if changes are made to the amount of days attending.

PLEASE NOTE: Where a program site is at capacity, no part-time or casual registrations will be accepted. Students removed in the first month of enrollment will not be refunded.

Cheques are payable to: **TCRCE After-School Program** – 79 Water Street, Yarmouth, NS B5A 1L4.

AUTHORIZATION

Account Holder Information:

Name(s): _____

Address: _____ City/Town: _____ Province: _____ Postal Code: _____

Phone Number: (Home) _____ (Work) _____ E-Mail: _____

I/we authorize the Tri-County Regional Centre for Education and the financial institution designated (or any other financial institution I/we may authorize at any time) to debit my/our bank account as per the fee agreement instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our TCRCE After-School Program account(s). Regular monthly payments for the full amount of services delivered will be debited to my/our specified account on the 20th day of each month preceding the month the service is provided starting August 20th, 2021. I understand that it is my responsibility to pay any outstanding fees dated prior to this application. This is to confirm this is a personal pre-authorized debit and not a business pre-authorized debit or a funds transfer pre-authorized debit.

This authority is to remain in effect until the TCRCE After-School Program has received written notification from me/us of its change or termination. This notification must be received at least thirty (30) days prior to the 20th of the month at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca
Please provide the following information and complete all sections:

_____	_____	
Bank/Financial Institution Name	Street Address	
_____	_____	_____
City	Province	Postal Code

**Please attach a VOID CHEQUE or
AUTHORIZATION FORM from your bank to withdraw from your bank account.**

I (we) have read and understand the Authorization above and all the provisions contained in the Terms and Conditions below (page 2), which form part of this authorization. I (we) are responsible to manually pay any amount owing, prior to the Tri-County Regional Centre for Education receiving this authorization.

Signature

Date

Signature

Date

When form is completed please return pages 1 & 2 to: **TCRCE After-School Program**
79 Water Street, Yarmouth, NS B5A 1L4
Phone: 902-749-2800 Fax: 902-749-5697

This document is in compliance with Payments Canada (www.cdnpay.ca) who are responsible for Canada's payment systems.

Terms and Conditions

I/we acknowledge that this Authorization is provided for the use of Tri-County Regional Centre for Education and their financial institution and is provided in consideration of my/our financial institution agreeing to process debits against my/our account in accordance with the Rules of the Canadian Payments Association.

I/we warrant that all persons whose signatures are required to sign on this account have signed this Agreement.

The debit amount may vary according to the transactions processed during the billing period. When a debit exists on my/our TCRCE After-School Program account, the amount will be withdrawn on the account on the 20th of the month or the following business day as per our fee agreement. Pre-authorized debit will begin on the 20th of the month preceding the month the service is provided starting August 20, 2021. If applications are submitted after August 20, 2021 I/we understand that it is my/our responsibility to pay any outstanding fees dated prior to this application.

In the event that a payment is returned non-sufficient funds ("NSF"), I/we consent to the Tri-County Regional Centre for Education processing an additional PAD in the amount of \$15.00 representing the NSF fee.

I/we consent to the Tri-County Regional Centre for Education processing the following additional fees as outlined in the TCRCE After-School Program Parent Handbook when applicable:

- \$5.00 fee will be charged for failing to notify the ASP Office that your child will not be attending the program.
- \$10.00/family per 15 minutes or part thereof will be charge for late pick-up after 5:30pm.
- \$15.00 for Fee Agreement Change if changes are made to the amount of days attending.

Termination of this agreement is permitted at any time, upon notification to the TCRCE After-School Program. I/we will provide the TCRCE After-School Program written notice of changes in the account information or the termination of this authorization 30 days prior to the 20th of the month. Further information on my/our right to cancel a PAD agreement can be obtained from the Canadian Payments Association at www.cdnpay.ca. (Allow 15 days for the processing of a termination or change request.)

I/we acknowledge that by providing this authorization to the Tri-County Centre for Education, I/we are also providing authorization to our financial institution.

I/we) acknowledge our financial institution is not required to verify that payment(s) are withdrawn in accordance with this authorization including, but not limited to, the amount.

I/we acknowledge that my/our financial institution is not responsible for verifying whether conditions of service have been met before processing the pre-authorized debit.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

Office Use Only:

Customer # _____
First Payment Date: _____
Last Payment Date: _____



TCRCE AFTER-SCHOOL PROGRAMS

79 Water Street Yarmouth, Nova Scotia B5A 1L4
Phone: 902-749-2800 Fax: 902-749-5697

MEDICAL INFORMATION FORM

2021-2022

REQUIRED INFORMATION:

Child's name _____ D.O.B. _____

Child's physician _____ Phone: _____

Child's Health Card# _____ Expiry: _____

****To be filled out if Medication is required:**

Medication _____

Name of prescribing physician _____

Child's need for the medication _____

Dose _____ . Time(s) to administer _____

I/we, _____, give permission for the employees at the TCRCE After-School Programs to give _____ the above medication in the dosage indicated at the time indicated above. I/we understand that staff will only give medication to my child if my instructions and instructions on the prescription coincide and if the medication was originally prescribed to my child.

Any verbal instructions: _____

SIGNATURE REQUIRED:

Parent(s)'s signature _____ Date _____

Staff Signature _____

NOTE: Please fill out a separate form for each child attending the program



TCRCE AFTER-SCHOOL PROGRAMS

79 Water Street Yarmouth, Nova Scotia B5A 1L4

Phone: 902-749-2800 Fax: 902-749-5697

MEDIA RELEASE FORM (2021-2022)

Please carefully review the following waivers, check the appropriate boxes (one box in each of section one, two, and three), then sign below. Each family must return a completed form. The use of photographs by the TCRCE After-School Program is at the discretion of the parent(s).

SECTION ONE

I give permission for a photo image of my child(ren) to be used on bulletin boards, displays, presentations, and informational materials within the program site my child(ren) attends.

Or

I do not give permission for a photo image of my child(ren) to be used on bulletin boards, displays, presentations, and informational materials within the program site my child(ren) attends.

SECTION TWO

I give permission for a photo image of my child(ren) to be used on bulletin boards, displays, presentations, informational material and/or Website outside of the program site my child(ren) attends. Examples: Primary Orientation, Community Events - to promote the program

Or

I do not give permission for a photo image of my child(ren) to be used on bulletin boards, displays, presentations, informational material and/or Website outside of the program site my child(ren) attends. Examples: Primary Orientation, Community Events - to promote the program

SECTION THREE

I give permission for a photo image of my child(ren) to be used for promotional purposes on the TCRCE After-School Program website.

OR

I do not give permission for a photo image of my child(ren) to be used for promotional purposes on the TCRCE After-School Program website.

Parent(s) /Guardian(s) Signature

Date

Staff Signature

Date

TCRCE
AFTER-SCHOOL PROGRAMS



**PARENT
HANDBOOK**

2021 - 2022



Tri-County
Regional Centre for Education

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TCRCE After-School Program 2021-2021

WELCOME

Thank you for choosing the TCRCE After-School Program for your child. We hope your experience with us will be an enjoyable one. The Program is offered as an option to parents when selecting care for their children in the time following afternoon dismissal and is designed for students' grade Primary to Six. The Program operates at participating schools within the Tri-County Regional Centre for Education at the invitation of the Principal and providing it is financially feasible.

Please Note: Students may only register for a TCRCE After-School Program operating within the school in which they attend.

The TCRCE After-School Program provides a variety of activities for your child. Children in the program have the opportunity for fun, recreation, and social enrichment. The Program begins immediately upon dismissal from afternoon classes and operates until 5:30 pm. The Program encourages children to pursue their own interests, develop friendships, try new things and respect themselves and others. Programming activities are planned by the Head Program Leader and are recreation based and include art, reading, creative play, crafts and games. Children spend time outdoors everyday (weather permitting) and are active indoors in play areas.

Your child will receive a nutritious snack, which meets the Province's healthy eating guidelines, each day while in attendance. If your child has a special diet, you are encouraged to send a snack suitable to their dietary needs.

We strive to maintain an employee-student ratio for the After-School Programs 1:15 or better. The convenient location within the school removes transportation worries for parents and allows children to transition from school to childcare with ease. The safety and security of your child will always be our top priority.

This parent handbook outlines what you may expect from the TCRCE After-School Program and what the Program expects in return from both you and your child. We hope your family's experience with our Program is a positive and enriching one.

Please take the time to thoroughly read the information in this handbook.

***It is understood that once enrolled in our program you agree to and understand the policies and procedures outlined in this booklet.**

****We reserve the right to change or alter the policies and procedures within this handbook at any time.**

OUR PHILOSOPHY

It is our goal to maintain a safe, healthy and inclusive environment in which children can grow socially, emotionally, intellectually and physically.

We understand children spend long hours at school and childcare, therefore we strive to provide stimulating creative learning through a variety of activities. To provide a supportive place where children can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

PROGRAM EMPLOYEES

The on-site program employees, who provide the after-school care for your children, typically have a minimum of one-year experience in the childcare field and Head Leaders typically have three or more years' experience. CPR/First Aid training and re-certification courses have been completed by all TCRCE After-School Program employees. Courses are updated as needed. All employees have completed a Child Abuse Registry check and a Criminal Record check.

Performance evaluations are conducted annually for all employees. The TCRCE After-School Program provides on-going professional development workshops and seminars to cover a variety of topics essential to our program's implementation and operation. Program employees are constantly re-training to enable us to provide the best quality care possible.

All programs are based on meeting the individual needs of the developing child. Our emphasis is on providing a safe, healthy, and inclusive environment. We will promote active learning through appropriate play materials and the way the program employees work with your children. Children are encouraged to explore the materials around them in a fun, safe, and caring environment. Whenever possible the employees will follow the children's lead. This fosters learning as well as self-confidence and independence. Employees will encourage self-help skills in children at all times and especially in conflict resolution.

The program is based on the following ideas:

- TCRCE After-School Program employees understand how children mentally construct the world and how this changes development.
- Teaching builds upon but does not direct or control the thought and actions of children.
- School aged children spend a full day within the academic framework therefore children will be given choices as to what areas they will play in.
- The children will get as much physical activity as possible. We have use of the gym and playground. Both are used to their full potential.

We endeavor to provide excellent programming for your child and provide you with the sense of security your child is in good hands.

A list of the TCRCE After-School Program sites contact information is on page 11.

REGISTRATION

All parents interested in utilizing the TCRCE After-School Program are required to register their children by submitting an application for each new school year. This information is necessary to understand the desired program participation level as well as to ensure our employees have immediate access to current student, parent and emergency information. Incomplete forms and forms that do not include the necessary payment information, will be considered null and void and will be returned to the parents for re-submission. Parents will receive a Confirmation Notice to verify you of your child's enrollment status.

Applications take 24 to 48 hours to process. Students may not attend the program until written or verbal confirmation of acceptance has been received.

PLEASE NOTE: Where a program site is at capacity, no part-time or casual registrations will be accepted. Students removed in the first month of enrollment will not be refunded.

Registration Fee: The registration fee is **\$20.00** for families whose registrations are completed correctly and in our office on or before 12 noon on June 30, 2021. The registration fee is **\$30.00** for families whose registrations are completed correctly and arrive in our office after 12 noon on June 30, 2021.

PLEASE NOTE: No registrations will be accepted the week prior to or the week after school starts. You may submit applications, but they will not be reviewed or approved until the week after the first day of school.

Monthly Fees: Priority enrollment will be offered to applicants enrolling full-time (5 days per week), followed by part-time applicants based on the desired number of days. The date and time applications are received in our office will also be considered when comparing applications of equal number of day requirements. Some applicants may not be accommodated due to limited program space and employee availability. We recommend parents register early to ensure the greatest opportunity for entry into the program. If necessary, waiting lists are formed for individual school programs.

Parents who would like their children enrolled on a casual basis will be considered after full-time and part-time applications are processed but may not be accommodated due to program demand and daily employee to student ratio requirements. A specific number of days per week will need to be identified at time of application.

In order to participate as a casual attendee, all parents **MUST** notify the Head Program Leader at the site their child attends by phone or email no later than 12 noon, the day of, to let them know your child will be attending the program.

The TCRCE After-School Program fees are prorated into ten equal monthly payments and calculated based upon the number of actual scheduled school days, less all professional development/assessment and holidays. Parents are not charged for holidays or non-teaching days within these calculations.

Sibling discounts of 25% for subsequent children will apply to the TCRCE After-School Program fees.

Parents are asked to notify the Program of telephone, email or address changes occurring throughout the school year as well as any changes to banking information. All applications must identify emergency contacts in case of illness and/or cancellations. The TCRCE After-School Program is to be informed of any changes to these contacts.

PAYMENT AND FEE INFORMATION

Payment of Fees

All fees for the TCRCE After-School Program must be paid on the 20th day of the preceding month, beginning August 20, 2021. All Casual/Daily applicants are to pay the day they use the service.

Payment Options: Payments for Full and Part-time applicants will be paid by postdated cheque or Pre-Authorized Debit (PAD) plan only. Changes to payment methods or amounts must be received 30 days prior to the 20th of the month. Post-dated cheques beginning with August 20, 2021 or banking information for PAD must be supplied at the time of application.

Cost Sharing Fees: Parents/guardians who cost-share fees with another parent/guardian may choose to pay separately. To pay separately individual applications are required identifying the agreed upon cost-share arrangement. **Application fees are applicable to each application.** Separate accounts allow each Account Holder to receive individual Income Tax receipts.

There is no refund for non-attendance. Please ensure the person holding the account and the child's name and school are listed on all cheques, money orders or correspondence.

A Fee Agreement Change form and \$15 fee is required if changes are made to the amount of days attending.

NSF cheques or insufficient funds through pre-authorized debit will be subject to a \$15.00 NSF charge. Repeated NSF charges may result in the removal of the child from the program.

Fee options:

Full & Part-time Schedules	1 Child per Month	2 Children per Month	3 Children per
100% 5 days/week	\$184.00	\$322.00	\$460.00
80% 4 days/week	\$156.00	\$274.00	\$391.00
60% 3 days/week	\$117.00	\$206.00	\$293.00
40% 2 days/week	\$ 78.00	\$137.00	\$196.00
20% 1 day/week	\$ 39.00	\$ 69.00	\$ 98.00

➤ **Full-time applicants receive a 20% and part-time applicants receive a 15% discounted rate from the daily fee.**

Casual/Daily Fee Schedule	Collaborative Learning Days	◆ Full Day Service
1 Child – \$12.00	1 Child - \$16.00	1 Child - \$25.00
2 Children – \$21.00	2 Children - \$28.00	2 Children - \$44.00
3 Children – \$30.00	3 Children – \$40.00	3 Children – \$62.00

➤ **Casual/Daily and Full Day Service - 25% discount for each additional child**

Full Day Service is not included in the monthly fees but is offered if there is enough interest. If parents are interested, they must sign up and pay the fee 5 working days prior to the In-Service day.

Note: Part-time applicants must specify which days of the week they will need on their application. If Part-time applicants use days other than those stated on the Fee Agreement they will be charged for the extra days at the daily rate as outlined in the fee schedule. This amount is to be paid the day the service is used. Substituting one day for another is not permitted.

Make cheques payable to: **TCRCE After-School Program** – 79 Water Street, Yarmouth, NS B5A 1L4.

Accounts in Arrears

All Full-time and Part-time payments are processed on the 20th of each month. Consistent payments in arrears may result in the suspension of your child from the Program until your account is brought current. More than one suspension may result in the removal of your child from the Program and limit any future registration into the Program. If necessary, further action and collection efforts will be taken for recovery of the amount owed.

Withdrawal from Program/Program Changes

The TCRCE After-School Program requires a 30-day **written** notice to withdraw your child from any of our program sites. The written notice is to include the child's name and the date of the last day attending. You will be charged for the days within this period if sufficient notice was not provided. The notice is to be given to the Special Projects Supervisor or Head Program Leader of the site your child attends. The Special Projects Supervisor will discuss with the Account Holder any refunds owing or fees outstanding to close out the account.

Increase/Decrease of Days: A 30-day notice is also required when reducing a specific program's participation frequency. Account holders who want to increase or decrease the number of days their child attends are asked to contact the Special Projects Supervisor or Head Program Leader of the site their child attends. When possible, these changes will be made. **A Fee Agreement Change form** and \$15 fee is required if changes are made to the amount of days attending. Where wait lists exist, individuals desiring a decrease in their enrollment schedule may not be accommodated.

Exceptions to 30-day notice: For extenuating circumstances such as family illness or loss of employment exceptions to the 30-day notice will be considered. Proof of such circumstances may be required for refunds. Please discuss any extenuating circumstances with the Special Projects Supervisor.

Holding Spaces: The TCRCE After-School Program cannot hold spaces for extended periods of time due to the demand for our program. Should you require an extended leave period, you must withdraw from the program and re-register when the program is needed.

INCOME TAX RECEIPTS

Income tax receipts will be issued for each calendar year before the end of February, in accordance to Revenue Canada regulations. The receipt will be in the name of the Account Holder/Guardian #1 identified on the application form. Additional Account Holders are required to submit a second application confirming details and consent. The creation of multiple accounts enables each Account Holder to receive individual Income Tax receipts. Receipts will be given to the Head Program Leader of each site to distribute to parents. If receipts are not obtained by parents by this method, they will be e-mailed or mailed to them. If you do not receive your Income Tax receipt, please contact the Special Projects Supervisor.

For account information please contact our: TCRCE After-School Program Main Office at 902-749-2800, or by e-mail to afterschool@tcrce.ca

PROGRAM OVERVIEW

Hours of Operations & Holidays

The TCRCE After-School Program begins immediately following afternoon dismissal and operates until 5:30 p.m. The Program does not operate when school is not in session. Summer holidays, Christmas break, March break, all holidays and the final day of school (Report Card Day) are days the program does not operate and are not charged in the monthly rate. The in-service/professional development days are also not included in the monthly fee, but the service may be provided if there is enough interested. *Please see **In-Service/Professional Development Days** section.

The TCRCE After-School Program Head Office and all Programs will be closed on the following days:

New Year's Eve	Good Friday	Victoria Day	Thanksgiving Day	Christmas Day
Heritage Day	Easter Monday	Labour Day	Remembrance Day	Boxing Day

***The Program is closed on storm days or when school is closed early due to special circumstances.**

Professional Development Days

The TCRCE After-School Program provides full-day programming on In-Service days if parents demonstrate enough interest. A number of In-Service days are set aside for the TCRCE After-School Program employees and full-day programming will not be provided during these times. When full-day programming is provided parents are required to sign their children up and pay the fee 5 working days prior to the In-Service day. Supplies are purchased for the number of children attending and late registration or those who have not paid will not be considered.

Storm Days & Other Unavoidable Program Closures

If school has been cancelled prior to the start of the school day, the TCRCE After-School Program is also cancelled. The TCRCE website and local radio station will provide notice of closures. If school is cancelled after children are in attendance and children are sent home, the TCRCE After-School Program is cancelled from that point on. Parents must have alternate childcare arrangements made for storm days. These arrangements must be listed on your registration form. Parents are advised to discuss with their children where they should go in the event of early dismissal.

There will be **no refunds** in the event of school closure due to storm days.

Vacations

There will be no refunds issued for student absences due to family vacations. Please advise program employees of planned absences.

Sick Days

If children are too sick to attend school, they are too sick to attend the TCRCE After-School Program. Parents are to have alternate childcare arrangements when their child is sick. If children are sick for five consecutive days or more, a refund will be issued when a note from a doctor is received by the Special Projects Supervisor indicating the dates and length of illness.

Additional Fees

Extra Days: If Part-time applicants use days other than those stated on the Fee Agreement they will be charged for the extra days at the daily rate as outlined in the fee schedule. This amount is to be paid the day the service is used. Substituting one day for another is not permitted.

Non-notification Fee for full-time/part-time attendees: For the safety of your child we require written or verbal notification advising Program employees your child will not be attending the program. If notification is not received, we must assume your child is “lost in transit” and take appropriate measures. Notification is to be received no later than 12 noon on the day your child is absent.

Non-notification Fee for Casual attendees: All parents **MUST** notify the TCRCE After-School Program by e-mail or verbally to let them know your child will be attending the program. Notification is to be received no later than 12 noon on the day your child is to attend.

All attendance is to be reported to the employees of the site your child attends.

If you fail to notify a \$5.00 fee will be charged. All fees are to be paid to the Head Program Leader the next day your child attends the program.

Late Pick-up Fee: The TCRCE After-School program ends at 5:30 p.m. Parents are required to pick up their children no later than the 5:30 p.m. deadline. Families with children still at the After-School Program after closing will be charged a late pick-up fee and the following procedures will be followed:

1. There will be a late pickup charge of \$10.00/family per 15 minutes or part thereof;
2. More than five incidents without notification may result in dismissal from the program;
3. Late fees will be added to your account and you will be notified of the charges;
4. Late fees are charged to cover the cost of the instructor’s wages to remain with your child(ren).

It is the responsibility of the parents to be aware of the TCRCE After-School program site phone number so when they are running late, they can contact Program employees of expected delays.

Authorized Pick-Up

A child will only be released to those indicated on the pick-up list. If an unauthorized person is to pick up a child written notification or an e-mail from the child’s parent/guardian must be provided to the Head Program Leader. Photo ID to confirm their identity will be required at time of pick-up. If authorization cannot be confirmed and the individual persists, police may be contacted to intervene. We regret any inconvenience this may cause, but the safety of your child will be our primary consideration.

Signing Out: Parents are required to sign their name to the parent “Sign in/Sign Out” sheet along with the pick-up time at the end of each day. This insures our employees are aware the child is leaving. Parents who wish for their children to leave the TCRCE After-School Program without being picked up need to fill out the appropriate forms well in advance.

Parents are reminded to allow sufficient travel time during times of inclement weather to ensure your arrival prior to 5:30 p.m. Parents should consider making arrangements to have a suitable person available to pick up your child should road/storm delays be encountered.

Emergency Contacts

All applications **must identify individuals other than the parents or legal guardians** that TCRCE After-School Program employees may contact should we be unable to reach you. These individuals may be required to be responsible to pick your child up from the Program due to unexpected program closures.

Health Policies

All of the TCRCE After-School Program sites are **SCENT FREE**.

Parents are responsible to identify all pertinent allergies or medical information that TCRCE After-School Program employees should be aware of to ensure the general health and well-being of your child while under our supervision.

Medication

All parents must complete a Medication Information Sheet for any medications a child will be bringing with them to the TCRCE After-School Program site. **All medication must be given to the Head Program Leader with clear instructions on how/when they are to be given and must be in the original bottle.**

Non-prescription drugs will not be administered at any time by TCRCE After-School Program employees.

If your child contracts a contagious disease or illness, please advise the TCRCE After-School Program employees and keep your child at home until a doctor certifies your child is able to return at no risk to other children. Parents may wish to refer to the TCRCE website to review the specific TCRCE Policies with respect to Communicable Diseases, etc.

If your child becomes sick during the afternoon, you will be notified. It is expected an authorized person will pick up the child as quickly as possible.

Accidents

If a child has an accident while attending the TCRCE After-School Program, the employees will assess the situation and act according to the following procedures:

- In the event of an accident that may require medical attention a TCRCE After-School Program employee will contact you immediately for instructions.
- If you are unavailable, a TCRCE After -School Program employee will call your emergency contact.
- If neither contact is available, emergency transport may be called as TCRCE After-School Program employees may not transport any child in their personal vehicle.
- In the event of any accident identified as being possibly life threatening or requires immediate medical attention, an employee will first call for emergency assistance and then inform the parent.
- TCRCE After-School Program employees are responsible for all children in the program and may not be able to accompany your child in an ambulance but will make every effort to contact someone to accompany your child.
- There are always TCRCE After-School Program employees on site who are trained in emergency first aid and CPR and will administer any necessary treatment as required.

Outdoor Items & Activities

Children will be taken outside every day except in times of bad weather. Please dress your child appropriately for going outside, this includes appropriate footwear, jackets, etc. that are able to adequately protect your child from wet/damp weather. During the winter months please send your child with the proper outdoor clothing, including boots and snow pants.

Effects of the sun can be very hazardous to young skin. Please provide sunscreen for your child – Program sites do not have access to their own sunscreen so please make sure to send some with your child if they are prone to sun burns.

We cannot keep one child inside if the group is going out. Our numbers are too large to have an employee sit with one child.

Nutrition

The TCRCE After-School Program provides a healthy snack for the children participating in the program. Employees, with the help of the children, prepare snacks. All sites have at least one employee who has taken the provincial Food Handlers Education Program.

The TCRCE After-School Program is peanut free on all sites.

At all times, the TCRCE After-School Program uses the following guidelines to ensure your child is receiving healthy and nutritious snacks at their ASP site:

- Enough food, but not too much;
- Food which provides the essential nutrients;
- Minimal use of food which is low in nutritional content;
- Baked goods containing sweeteners will rarely be served.

Please send an afternoon snack with your child if you think he/she may not like the snack being served or find they are still hungry after eating what we provide.

Snacks will not be tailored to an individual child's need. If your child is on a special diet you are encouraged to send a suitable snack. Any snack you send with your child cannot be shared with others, please remind your child of this. Children who are found to be sharing food on repeated occasions will no longer be permitted to bring snacks to the space.

ACCOMMODATING SPECIAL NEEDS

The TCRCE After-School Program is committed to supporting and including all elementary children in our programs. Our employees will do their best to accommodate students with special needs. If your child has teacher assistant support in their school setting, they may need support in the After-School setting. The TCRCE After-School Program has established an intake process for families who have indicated their child may need additional support in our program. The ability of the program to accommodate special needs students will be assessed by the Special Projects Supervisor and the Head Program Leader in consultation with Student Services. A Special Needs assessment interview will be held with parents and decisions will be made based on the information reviewed and discussed at the meeting. This process will be followed every year as applications are submitted.

If you wish to enroll a child with special needs, please contact the Special Projects Supervisor to start the process.

BEHAVIOUR EXPECTATIONS

In order to ensure a safe, secure and inclusive After-School Program for all students an Expected Behaviour Matrix has been developed that is modeled on the Provincial School Code of Conduct. In an effort to provide consistency in the lives of students, the employees of the TCRCE After-School Program support and follows this code of conduct at each site.

The Program strives to create a positive environment and have procedures in place to address inappropriate/aggressive behavior. Parents will be informed of any unacceptable behavior and every attempt will be made to resolve the situation. If a child fails to respond to verbal reminders or displays consistent inappropriate/aggressive behaviour, parents will be informed, and the process followed. Depending on the severity of the incident or if the behavior causes continual disruption, we reserve the right to deny access to its programs.

Communication between our Program employees and parents is essential to identify a solution to deal with persistent inappropriate/aggressive behaviour. The Program employees believe in dealing positively with situations and every child will be treated on an individual basis. There will be on-going dialogue with parents as we look to reach a positive conclusion to the situation in the best interest of the child and the program. Confidentiality will be maintained in all situations. As a last resort when all avenues have been exhausted a child may be withdrawn from TCRCE After-School Program.

PARENT FEEDBACK

If you become concerned with any aspect of the TCRCE After-School Program, we would encourage you to first discuss it with the on-site Head Program Leader. If you are not satisfied, you may address your concern with the Special Projects Supervisor.

TCRCE After-School Program Contact Information

Tina Hanley

Phone: 902-749-5696 or toll free 1-800-915-0113 E-mail: afterschool@tcrce.ca

Drumlin Heights Consolidated School

Head Program Leader: Laura Gould - Cell #: 902-740-1561 – asp.drumlin@tcrce.ca

Hillcrest Academy

Head Program Leader: Patricia Doucette – Cell #: 902-874-2384 – asp.hillcrest@tcrce.ca

Meadowfields Community School

Head Program Leader: Kandy Moulaison - Cell #: 902-740-6495 – asp.meadowfields@tcrce.ca

Plymouth School

Head Program Leader: Susan Turner-Bain - Cell #: 902-740-6498 – asp.plymouth@tcrce.ca

Port Maitland Consolidated Elementary

Head Program Leader: Susan Surette - Cell #: 902-740-2482 – asp.portmaitland@tcrce.ca

Code of Conduct Matrix

TCRCE After-School Program Behaviour Expectations

<p>Respect for</p> 	<ul style="list-style-type: none"> • Give your best effort • Dress, speak and act appropriately • Follow the school rules • Be responsible • Always do your best • When inside use quiet “indoor” voice • When outside play safe • Respect program and school property • Work quietly • Be prompt and use your “listening ears” at all times • If you have a problem tell the Head Program Leader
<p>Respect for</p> 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Be honest • Use kind words • Respect other’s property and space • Encourage others to do their best • Cooperate and respect ASP employees • Walk, do not run in the school • Use good manners and appropriate language at all times • Respect Program and school materials and equipment • Always wait your turn • Encourage others to do their best • Follow the Program and school rules • Play fair (i.e. wait your turn) • Do not throw inappropriate things in the school or outside (i.e. pencils, paper, rocks, snowballs) • Always put thing back where you found them when finished • Do not leave the Program area without permission from an employee • Always show respect for others
<p>Respect for</p> 	<ul style="list-style-type: none"> • Do not litter/Pick up trash • Recycle • Respect the Program’s and school’s equipment & property • Flush toilet & wash hands when using the bathroom • Keep school and play areas tidy and clean • Always pick up after yourself
<p>Respect for</p> 	<ul style="list-style-type: none"> • Respect what others say and do • Be a good listener • Follow instructions and rules • Respect others efforts and contributions • Be positive and kind with others • Share materials and equipment with others • Know and practice the rules • Play fair • Use “indoor voices” when doing activities inside the school



Tri-County
Regional Centre for Education

TCRCE After School Program

79 Water Street
Yarmouth, NS B5A 1L4
www.tcrce.ca