



Hello families,

What an exciting start to the new school year it has been.

I want to take this time to clarify and review some of our policies for our Before and After School program (BASC).

Parents: First and foremost, we need parents to notify the office/staff if your child is NOT attending a regularly scheduled before or after school session. We take the care of your children seriously, and will go looking for them and calling you if we do not have prior notice and they do not report in. This can be stressful and takes time from others in our care.

Ratio: Childcare in Manitoba is governed by staff to child ratios. It's important that we know ahead of time how many children will be in attendance in order to staff our programs properly.

Transfer of Care: In order to transfer care of your child to the school, or school to adult picking up, direct contact with a staff member is required.

Before School Care: (BSC) Parents must enter the school with their child(ren) and accompany them to the program. Inside, we ask that everyone remove outdoor footwear or use the shoe covers that are provided during the winter. You are required to sign your child into the program when you arrive. Staff will mark your child(ren) arrival time on a master list. Guided activities like painting, crafts and board games are offered when the centre opens. Children are able to bring a breakfast or a snack to the program (from home) and eat it before they get ready for school at 8:25 am

After School Care: (ASC)

Groups are divided by grade level.

K to Gr.3: Lower level

Gr. 4-8: Outdoor classroom while weather permits

Kindergarten children will be picked up from their classroom and walked down to the program by an assigned staff member and will be signed in. Children from grades 1-8 will be expected to sign in by 3:35 p.m.

If a student has not signed in by that time and no notifications have been provided, a staff member will call the office to see if a message has been left. If not, the student will be paged over the intercom. If the student/staff member does not reply to the page, the ASC staff member will be in contact with a parent/caregiver.

As the students arrive from school, the students are given time to have a snack, complete homework, relax or engage in guided activities. The students enjoy going outside (weather permitting) or use the school gymnasium.

Following our commitment to Love and Logic, it is important that all students are responsible for their own belongings and that they take everything they are going to need to take home with them at 3:20 pm to the After School Care program.

We appreciate your help in supporting our staff with the children in our care. When our childcare programs (daycare and BASC) are outside, we do not allow others to play on the same playground at the same time. This is because it is too difficult to maintain an accurate count of the children in our care versus others and to enforce the school expectations that we have on the playground. Most times, the other playground is available, or this can be an opportunity to explore a new one in the area or your neighborhood.

Making sure items are labelled is very helpful to staff as well.

We ask you to please be mindful of our **Hours of Operation**. Our centres open at 7:00am and close at 5:30pm.

Childcare Parent Handbook (p.9):

Late Fees: All centres close promptly at 5:30 pm. We ask that you arrive with enough time to dress your child, sign them out and exit the building by this time. Children who are not picked up by this time will be billed the following:

- First infraction - \$2.50 will be charged for every 5 minutes after 5:30 pm. or portion thereof.
- Second infraction - \$1.00 will be charged for every minute after 5:30 pm.
- Third or any consequent infraction - \$2.00 will be charged for every minute after 5:30 pm. After the third infraction – a meeting will be scheduled with the Program Director to discuss the situation. If no resolution is found, the family will be asked to make alternate childcare arrangements.

We understand unexpected delays occasionally occur, and we do accommodate families in these situations. However, if late pickups become a chronic problem, we asked that parents arrange an alternate pickup person or adjust work schedules in order to have someone arrive on time.

Late After School Pickup: To ensure the safety and care of children who are not picked up by 3:35 pm., they will be taken to the After School Care program. If prior notification of pick-up after 3:35 pm. has not been given to the office, a \$25.00 administration fee will be charged at the time of monthly billing.

Feel free to reach out to me at any time at: childcare@bsls.ca

We appreciate your partnership in this process and look forward to spending time with all of your children this school year.

Mrs. Penner
Program Director
BSLS Childcare