

Before- and After-School in Manor Park

September 2016 - June 2017



Child's name _____ Gender _____ Date of Birth _____

School _____ Teacher _____ Grade _____

Person(s) to whom child can be released (other than parents) _____

Emergency contact (other than parents) _____ Phone (c) _____ (w) _____

Doctor _____ Phone _____ Address _____

Details of medical conditions or allergies: _____

Is your child supported by outside agencies? (CAS, CISS, CHEO, OCTC) No - Yes (specify: _____)

Is your child receiving educational supports in school (IEP, Learning support teacher resources, behaviour consultant) No - Yes

| Program | Time | Days of Week | Cost |
|----------------------|---|--|--|
| Before-school | 7:15 – 8:30 am on school days | Monday to Friday | <input type="checkbox"/> \$130 per month |
| After-school | 3:00 – 6:00 pm on school days | <i>Please select your days:</i> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday | <input type="checkbox"/> 5 days per week: \$270 per month Monday to Friday <input type="checkbox"/> 3 days per week: \$170 per month Days must be consistent each week <input type="checkbox"/> 2 days per week: \$120 per month Days must be consistent each week |

| | Parent | Parent |
|------------------|--------|--------|
| Name | | |
| Home Address | | |
| Postal Code | | |
| Phone (h and c) | | |
| E-mail | | |
| Employer | | |
| Employer Address | | |
| Phone (w) | | |

Custody arrangements, if any: _____

Consent to Photograph your Child: Photographs may be taken of children while attending the Manor Park Before- and After-School Program. These photographs may be posted on official MPCC social media, used for classroom décor, newsletters and / or for promotional purposes.
 I DO NOT want images of my child/ward used as indicated I DO NOT want to receive **promotional** emails from the MPCC

Parental consent for registration: I have read the Manor Park Before- and After-school Program policies, including photo policy, fees, assumption of risk, withdrawals and refunds, and accept the conditions. I consent to receiving emails from this program.

By signing below, I authorize the MPCC to collect and use the personal information on this form for the purpose of the management and administration of the program. I authorize the MPCC to disclose such personal information to third parties, as may be required for this purpose, including legal and insurance companies. The MPCC may also be required or permitted to disclose such personal information pursuant to relevant privacy or other laws.

I have read and agree to abide by the rules, regulations, policies and procedure of the MPCC.

Signature of Parent / Guardian

Date

Before- and After-School in Manor Park is operated by the Manor Park Community Council (MPCC)
 100 Braemar Street, Ottawa, ON K1K 3C9 613.741.4776 mpcc@manorpark.ca manorpark.ca

For office use: Sept Oct Nov Dec Jan Feb Mar Apr May June Start _____ End _____

‘Before- and After-School in Manor Park’

June 23, 2016

PARENT HANDBOOK

1. Program

- 1.1 ‘Before- and After-School in Manor Park’ is operated by the Manor Park Community Council (MPCC), as a 3rd Party Provider on behalf of the Ottawa Carleton District School Board (OCDSB). The MPCC is a community-based, not-for-profit organization.
- 1.2 Programs will provide children in Junior Kindergarten (JK), Senior Kindergarten (SK) and grades 1-6 with a safe, fun and friendly environment in which to enjoy quality recreational activities which complement their regular school day. Children will be encouraged to develop friendships and new skills. Programs will balance sports with crafts, quiet time with active play, and individual- with group- activities. Both structured and unstructured activities are included.
- 1.3 A bilingual and inclusive atmosphere will be provided whenever possible.
- 1.4 Before- and after-school programs are part of the Extended Day Program. Additional programming (on PA Days, during March Break and Christmas Break) may be added to the Extended Day Program where sufficient interest exists.

2. Hours and Days of Operation

- 2.1 ‘Before- and After-School in Manor Park’ takes place in the Manor Park Public School located at 100 Braemar Street, Ottawa.
- 2.2 Before-school program – from 7:15 a.m. until the start of the school day (approx 8:30 a.m.), on days regularly scheduled as part of the academic year by the OCDSB, also known as ‘instructional days’.
- 2.3 After-school program -- from the end of the school day (approx. 3:00 p.m.) until 6:00 p.m. on days regularly scheduled as part of the academic year by the OCDSB, also known as ‘instructional days’.
- 2.4 Parents may register their child in the before- school portion, the after-school portion, or both.
- 2.5 Extended Day programs following the academic calendar of the OCDSB.
- 2.6 Additional programming on PA Days, during March Break, or for six days during the Christmas Break may be offered at an additional charge, should sufficient interest exist.
- 2.7 In the event of emergency closure of the Manor Park Public School, the programs will not operate. No refunds, credits or substitutions will be provided for Before- or After-School program fees.

3. Pick-up and drop-off times:

- 3.1 Arrival time for Before-School program is 7:15 a.m. or later. Children must be accompanied by parent/guardian into their classroom and an instructor must be made aware of his/her presence.
- 3.2 In the unlikely event that the Before-School program instructor is not on-site upon arrival, the custodian will let you into the school but parents must remain with their child until the program instructor arrives.

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(Registration Package, 2016-2017)

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- 3.3 Parents are expected to pick up children in the After-School program no later than 6:00 p.m. Late pick-ups will be penalized at the rate of \$1.00 per minute thereafter. Penalties must be paid on or before the last day of the month in which they were issued. If late penalties are not paid on time, the child will not be allowed to attend the program. After three (3) instances of late pick-up, the MPCC reserves the right to discharge the registrant from the Extended Day program.
- 3.4 When picking up their children, parents, or their designates will be required to sign them out on the appropriate form.
- 3.5 Children will only be released to those adults identified on the registration form. Should it be necessary for another adult to pick up the child, parents must notify the MPCC in writing.

4. Registration

- 4.1 All children must be **PRE-REGISTERED**. One (1) registration form per child is required.
- 4.2 Registration will be accepted beginning in March for the following September, and on an on-going basis throughout the school year provided there is sufficient space and staff to accommodate the registrant.
- 4.3 The program can accept a limited number of participants.
- 4.4 Registration is not considered complete unless accompanied by full payment of one (1) month's fees or alternate arrangements for the payment of fees has been made. Post-dated cheques for the full balance of the academic year are required as outlined in section 8.6.

5. Absenteeism

- 5.1 Fees cannot be refunded, credited or reduced due to a child's absence. No substitution can be made as a result of absenteeism.
- 5.2 Parents will notify the MPCC office when an absence is likely and the possible date of return by calling 613.741.4776 or emailing mpcc@manorpark.ca.

6. Code of Conduct

- 6.1 The MPCC expects the participants in the Before- and After-School programs, of any other Extended Day program, to respect the instructors, the facilities, and one another. Participants are expected to behave in a cooperative and peaceful manner.
- 6.2 If instructors become aware of that a pupil has engaged in an unsafe activity, the principal of their school will be notified, and action may be taken pursuant to the 'Safe Schools Act'.
- 6.3 Should a child present a behavioral problem that disturbs the program's operation, staff will consult with the child's parents to find a solution. The MPCC reserves the right to review the situation, and may consider a child ineligible for participation in the program. No refund will be made.
- 6.4 Methods for promoting positive behaviour shall be age appropriate.

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6.5 The MPCC prohibits the following practices:

- (a) corporal punishment of the child;
- (b) deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect;
- (c) depriving the child of basic needs including food, shelter, clothing or bedding;
- (d) locking the exits of the child care centre premises for the purpose of confining the child; or
- (e) using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

7. Parental Participation

- 7.1 Parents are viewed as partners in learning, providing valuable perspective of children's home life and their child's development.
- 7.2 Parents are welcome to drop in and observe our programs. Comments, suggestions and volunteers are always welcomed.

8. Fees

- 8.1 Fees will be paid **in advance** on a monthly basis or a lump sum payment. No child will be admitted to the program unless fees are paid.
- 8.2 **Fee Structure:**
Monthly fees reflect annual fees that have been distributed evenly over the entire 10 (ten) month school year.

Before-school program

Full-time: \$130.00 per month

After-school program

Full Time: \$270.00 per month

Part Time: 3 days/week \$170 per month; 2 days/week \$120 per month;

Note: part-time days are selected upon registration and must be consistent from week to week.

- 8.3 These fees are in effect from September 2016 to June 2017 for instructional days only. Monthly fees **DO NOT** include public holidays, PA Days, March Break, or Christmas Break.
- 8.4 Receipts to parents for income tax purposes will be issued in February for the preceding calendar year. For example, receipts will be issued in February 2017 for January-December 2016.
- 8.5 A \$25 charge will apply to cheques returned by the bank (ie NSF, non-sufficient funds, etc.). Should cheques be returned on more than one occasion, a different method of payment must be used and the MPCC reserves the right to terminate registration.
- 8.6 Post-dated cheques, payable to the MPCC and dated the 15th of the previous month (December's payment would be dated Nov 15th, January's payment Dec 15th, and so on).

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All cheques for the full academic year must be provided prior to August 15, 2016 to complete registration. The spot for your child is secured once we receive the completed registration form and one month's fees.

- 8.7 Receipts for payments made by cheque transactions are available upon request.
- 8.8 The MPCC is moving from cheque payments to pre-authorized debits (PAD) for both recurring monthly fees and sporadic one-time fees associated with 'Before- and After-School in Manor Park'. The PAD system means that fees will be automatically withdrawn from your bank account. The automated withdrawal system will be in effect for January 2017 fees. Recurring monthly fees will be debited on the fifteenth of each month (or next business day). For any one-time fees (ie. late fees, additional days or PA Day fees), parents will receive ten day's written notice detailing the debit. To institute the automatic withdrawal, parents will be provided with a PAD agreement form which must be completed and returned. Any post-dated cheques provided upon registration, but over-riden by automatic withdrawals, will be returned.

9. Field Trips:

- 9.1 Activities will take place in classrooms, library and gyms as well as outdoor on OCDSB property.
- 9.2 Whereas some of the green space adjoining the Manor Park School and Manor Park Community Centre is designated as City of Ottawa, excursions to this non-OCDSB property (ie. tennis courts, skating rink, Fire Engine playground structure, splash pad, washrooms in the community centre) are considered 'Field Trips'.
- 9.3 Registration in 'Before- and After-School in Manor Park' automatically includes parental approval to 'Field Trips' as described in 9.2.
- 9.4 'Field Trips' to any locations beyond those described in 9.2 will require written permission from parents.

10. Consent and Assumption of Risks *(Please read carefully):*

- 10.1 Registration in 'Before-and After-School in Manor Park' automatically gives consent to the following assumption of risks:
- 10.2 I am aware there may be inherent risk to participating in the program. I have full knowledge of the nature and extent of the risks involved in participating in the program and I am voluntarily assuming the risks involved. I fully understand that I will be solely responsible for any injury, loss, or damage my child / my ward causes or sustains.
- 10.3 I am unaware of any health related problems that my child / my ward may have that could cause injury while engaging in the program.
- 10.4 I release the Manor Park Community Council, the City of Ottawa, and their respective employees, volunteers, or instructors from any claims, damages, actions or causes of actions arising out of or in consequence of any loss, injury, or damage to any person or property

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incurred while engaged in the program.

11. Serious Occurrences:

- 11.1 MPCC supports the safety and well-being of the program participants by providing a greater transparency for families about serious occurrences that occur in the program, as well as remain accountable to the Ministry of Education / Ministry of Child and Youth Services. In the event of a serious occurrence, the Program Supervisor will post a Serious Occurrence Notification Form to inform families of the situation and any follow-up actions will be taken to avoid similar situations in the future.

12. Withdrawal:

- 12.1 Withdrawal notice must be provided to the MPCC in writing.
- 12.2 Withdrawal notice must be received no later than the 1st of the month to entitle a refund for the subsequent month's fees. For example, February 1 notice in writing to receive refund for March fees. This provides one (1) months' notice.
- 12.3 As of July 1, 2016, an applicable administration fee of \$50 will be applied to all withdrawal requests.
- 12.4 Refunds will not be pro-rated.
- 12.5 Written requests for a withdrawal submitted after April 1, 2017 will be required to pay fees through to the end of June 2017.

13. Subsidy:

- 13.1 Limited financial assistance, also known as 'Child Care Subsidy', is available to families living in Ottawa and where parents are working, going to school and also meet other financial requirements.
- 13.2 The City of Ottawa administers the 'Child Care Subsidy'.
- 13.3 To apply for 'Child Care Subsidy', please register online through the Child Care Registry and Waitlist (<https://onehsn.com/Ottawa>).

14. Snacks:

- 14.1 Providing children with nutritious snacks at an early age helps to develop healthy eating patterns later in life, and stimulates positive growth and development of the mind, body and spirit.
- 14.2 Children are required to bring a nutritious snack containing two food groups and a drink each day. All food must be prepared, stored and served to maintain maximum nutritional value. Ice packs are an easy way to keep cold foods at the appropriate temperature.
- 14.3 All food and drink provided must be labelled to ensure that the correct child is consuming the appropriate snack.

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14.4 For the safety of those with allergies, snacks must be peanut- and nut-free.

14.5 **Sample snack menu** (based on Canada's Food Guide):

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------------|--------------------------------------|---|-------------------------------|---------------------|
| Pita, green beans & hummus | Kale chips & orange slices | Yogurt & strawberries | Banana & wheat germ | Trail mix |
| Apple slices & Wow Butter | Rice cakes with jam and cream cheese | Cheese & whole wheat crackers | Tzatziki & bread sticks | Bran muffin & honey |
| Salsa/ guacamole & salt-free nachos | Ham/cheese mini pita pockets | Home-made granola bars with cranberries | Fruit salad & yogurt | Biscuits & jam |
| Dried fruit & crackers | Raw veggie sticks & dip | Fruit kabobs & oatmeal raisin cookie | Apple sauce & graham crackers | Mini pizzas |

15. Other:

- 15.1 The MPCC is unable to accommodate children who require the administration of medication during the program period. Exceptions include asthma puffers and epi-pens. Accommodations can be made for the administration of over-the-counter medication on full-days of programming (i.e. PA day programs), given a doctor's note is provided.
- 15.2 The MPCC values the diverse needs of children, recognizing individual abilities and nurturing development in an environment that promotes the growth of self-esteem and mutual respect. The MPCC aims to provide an inclusive environment to the best of our abilities. To best serve children in the program, we ask parents to indicate whether children receive community supports, such as, Child Integrated Support Services (CISS), Children's Aid Society (CAS), CHEO, Ottawa Children's Treatment Centre (OCTC). Please also indicate whether your child receives educational supports in school (IEP, Learning support teacher resources, behavior consultant).
- 15.3 Photographs: On occasion, photographs may be taken of children at play while attending the programs. These photographs will be used for pedagogical documentation, in printed materials, and/or for promotional purposes. Should you not allow your child to be photographed, please advise the staff in writing.
- 15.4 Illness: Parents are requested not to send ill children to the program. Should a child become ill, instructors will contact the parents to arrange for the child to be taken home.
- 15.5 All children are required to have a pair of indoor shoes for the program. Shoe storage will be provided.
- 15.6 Fees are transferrable between siblings only.

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