

Wild Rose Before and After School Program Parent's Handbook

2022/2023
School Year

Updated: August, 2022

Program Philosophy

Wild Rose Before and After School Program aims to provide a safe, caring, and welcoming environment on school days for children after school. Children will participate in outdoor play, crafts, active games, board games, and free play. Weather permitting, the Program Coordinator is encouraged to take the children outside for activities. The Wild Rose Before and After School Program is managed by a volunteer Executive Committee and relies on the respect and cooperation of all family members. Daily operations within the Wild Rose Before and After School Program and Program Coordinator are overseen by the Executive. While the program operates from within a Saskatchewan Rivers School Division building, the Before and After School Program is in no way managed or affiliated with the school staff or the Saskatchewan Rivers School Division.

Who Can participate?

The program is intended for school-aged children who attend Wild Rose Public School between Grades Kindergarten to Grade 8. Children must be able to manage their own personal care, such as eating and using the washroom.

Rules and Policies

To ensure a safe and properly functioning group, we have the following procedures that must be followed. Please ensure both you and your child(ren) are aware of these rules and policies:

- **Sticking together-** the group must stay together at all times. All children must accompany the Program Coordinator when the group goes outside or elsewhere.
- **Bullying-** name calling, pushing, hitting, and excluding other children will not be tolerated. Consequences for the child who is bullying others will include consultation with parents/guardians and possible discontinuance from the program. Participants and their families must have respectful attitudes, use appropriate language, and demonstrate courteous behaviour at all times. THERE IS ZERO TOLERANCE FOR INAPPROPRIATE ATTITUDES, LANGUAGES, AND BEHAVIOUR. The Executive Committee reserves the right to discontinue any child who does not meet these expectations.
- **School Rules-** We must follow all of the school rules that apply to our program. It is a privilege to use the school facilities, so we are responsible for respecting the school and its property and equipment.
- **Attendance and Registration-** only children registered in the Wild Rose Before and After School Program are able to attend. Registration is available throughout the year, as long as there is room in the program. Registration notices will be advertised on the program Facebook page, sent home through appropriate school communication (email/newsletters/school Facebook page). Registration forms are available at the main office of Wild Rose Public School, by emailing wildrose.afterschool@gmail.com, or by contacting any member of the Executive Committee. Registration one year does not ensure that your child is registered next year. You must register your child(ren) each year. Families currently registered with the program will be given opportunity to register first, afterwards registration will be on a first come, first serve basis.
- **Clothing-** we encourage the children to dress appropriately for the weather, as the Program Coordinator will take the children outside as often as possible. It is also important for children to have appropriate footwear: no socks or bare feet. Indoor footwear worn during school hours is expected to be worn inside at the program as well. Wild Rose Before and After School Program is not responsible for lost, stolen, or damaged clothing. Please label all clothing, bags, and belongings with your child's name.
- **Pick up doors-** The Wild Rose Before and After School program will have access to the South facing door that is near the gym/kitchen area of the school. Parents can park in the South East area of the parking lot for pick-ups.

Behaviour Expectations

Behaviour management includes methods such as talking to the children about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents/legal guardians. Parents/legal guardians contacted about behaviour problems are expected to cooperate in assuring the elimination of inappropriate behaviour. One the other goals of our behaviour process is to help children develop self-discipline and give them choices whenever possible. Limits are set on behaviour to provide a safe and caring environment where children can play and learn and are aimed to reach three primary goals:

1. To prevent children from injuring themselves or others.
2. To prevent the destruction of property.
3. To help children learn respect for themselves, other children, and adults.

Adults are expected to model the desired behaviour that is expected of the children. Profanity, threats, or disruptive behaviour will not be tolerated.

Member Responsibilities

- **Illness-** a child with an illness or a communicable disease should not attend the program. If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other participants while the parent/legal guardian is contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child within an hour of notification may result in dismissal from the program. **Note-** The Program Coordinator cannot administer medication.
- **Child absences-** if your child will be absent from the program, please notify the Program Coordinator in the morning as you would notify the school for attendance for that day. If you child leaves part way through the school day, please notify the Program Coordinator of their absence.
- **Personal belongings-** are the responsibility of each family. Do not send expensive valuables of any kind with your child to the program. (Including but not limited to: Nintendo DS, cell phones, Mp3 players, Ipads, Ipods, etc.) The Wild Rose Before and After School Program is not responsible for the damage, loss, or theft of these items.
- **Updating information-** parents/guardians are expected to provide updated information regarding individuals approved for alternate pick-ups and personal contact information. Please update this information and any other important information about your child with the Program Coordinator and/or the Executive Committee.
- **Snack-** At this time, we ask that families please send snacks for their own child from home for after school. Snacks should be healthy, **nut-free and kiwi-free**. Once the program is established the Parent Board will explore the option of program provided snacks.

Hours of Operation

Currently, the program is only offered after school and not before school.

The program runs **regular school days- 3:00pm-6:00pm**

Holidays, PLC Days, & Weekends- NO PROGRAM

The Wild Rose Public School Calendar will be followed in all instances. There will be no program available on school holidays, PLC Days, and on days when school busses are canceled due to snow blizzards/storming weather. **The program will operate on days of extreme cold temperatures where busses are canceled.** The program will begin on the first day of school and ends on the last day of school. A monthly calendar will be posted in the After School Program room.

Fees & Payment Requirements

Registration Fee*- \$25/per Family ANNUALLY

Monthly fees:

Full Time Fee- \$215/per child per month (attending 11 or more days a month)

Part Time Fee- \$165/per child (Kindergarten days, or 10 days or less per month)

Drop-in Fee- \$20/child each visit (registration fee must be paid and the registration form must be filled out prior to utilizing drop-in).

*The Registration fee is non refundable and applicable to all children attending the program, including full time, part time, and drop-in. Registration fees will constitute membership in the Wild Rose After School Program Parent Board where all members will have one vote per family. All registration fees for the 2022/2023 school year will be used to cover initial start-up fees, such as insurance and any administration fees.

The Registration fee will be dated with the current date and all monthly fees for the year will be paid by post-dated cheques, dated the 1st of each month and payable to *Wild Rose Before and After School Program*, or e-transfer payment is also accepted and can be paid the 1st of every month and sent to: wildrose.afterschool@gmail.com. (Please ensure e-transfers clearly state the child's name for easy tracking). Fees for drop-in visits are payable on the same day the child attended the program. Non-Sufficient Fund Cheques will be charged a \$50.00 fee. Receiving a second NSF cheque from a family will result in immediate termination from the Wild Rose After School Program.

The ***Parent Form of Understanding*** at the end of this handbook and ***Emergency Contact List*** on the registration form must be signed and submitted prior to your child beginning at the program.

Note- Any days lost due to job action, weather, or any other unforeseen circumstances will not be refunded. Fees may require adjustment at any time throughout the year as needed due to program costs and number of participants. For example, if during the year registration is below program costs, a meeting will be held and adjustments will be prepared and approved by the Parent Board.

Withdrawal from the Program

One-month (30 days) notice must be given to the Executive Committee as notification for withdrawal from the Wild Rose Before and After School Program.

Pick-up of Children

Parents/legal guardians must come into the school to collect their child at pick up as well as sign their child out each day. Children will not be sent out to meet parents/guardians in waiting vehicles. A child will be released only to the person(s) (minimum of 16 years of age) designated by the parent/legal guardian on the registration form. If a child is to be released to someone not listed on the application, the Program Coordinator must be notified otherwise the child will not, under any circumstances, be allowed to leave.

Parents can come to the Science room where the Wild Rose After School Program will run out of. Note if you come early, children could be in the gymnasium or outside in the school playground. Children must be picked up **no later than 6:00pm**. A \$20 late fee will be charged on each occasion that pick up is later than 6:00pm. If the child has not been picked up by 6:15pm, the additional contacts will be called to pick up the child. If the program is not able to reach the parent/legal guardian/additional contacts, we will contact the RCMP. Any additional fees incurred after 6:00pm are due prior to your child resuming regular attendance. Consistent tardiness could be cause for discontinuation form the program.

Incident and Emergency Plan

If an accident occurs to a child while at the program, the Program Coordinator will talk to the child(ren), fill out an Incident Report Form and discuss it with the parent/legal guardian at pick up. If the incident is serious, the parent/legal guardians will be notified immediately of the situation. A decision will then be made if the child is to be picked up or not. If the injury is a serious medical emergency, an ambulance will be called at the expense of the family.

In the case of a facility emergency (ex. fire, no water, or power outage) parents/legal guardians will be called to pick up their children immediately. The Program Coordinator will stay with the children in a safe location until all participants have been pick up.

Program Questions or Concerns

If there are any question, comments, or concerns about the program or how the program operates, please discuss with the Program Coordinator or the Executive Committee. While the policies and rules of the program mirror those of Wild Rose Public School, the school/staff does not run this program and will not be held responsible for any complaints, concerns, or injuries relating to the program.

2021-2022 Executive Committee

Chairperson

Alysha Shillington
306-961-8306

Vice Chairperson

Jessica Kernohan
306-747-9098

Past Chairperson

Lee Ann Becotte
306-960-2899

Treasure

Shannon Chandler
306-961-4525

Secretary

Amber Viklund
306-981-6205

Registration

To register for the program, completed the paper registration form found on the last page and return it to the Wild Rose Before and After School Program at wildrose.afterschool@gmail.com, or complete an online registration here:



To scan the QR code open the camera on your phone, hover over the QR code (funny looking black and white square to the left). Once you hover over it a link will pop-up. Click on the link and it will take you to the online registration form in Google Docs.

Parent Form of Understanding

I have read and understand the rules and responsibilities outlined in the *Wild Rose Before and After School Parent Handbook*.

I understand that this form must be submitted to Wild Rose Before and After School Program Coordinator or the Executive Committee prior to my child commencing attendance at the program.

I understand that until this form is submitted, my child is not fully registered for the Wild Rose Before and After School Program and is not allowed to begin attending.

I have been provided a copy of the parent handbook for my own reference.

Parent / Legal Guardian Signature: _____

Print name: _____

Date: _____

Executive Member's Signature: _____

Print name: _____

Date: _____

**WILD ROSE AFTER SCHOOL PROGRAM
REGISTRATION FORM**

Start Date: _____
 Full Time ___ Part Time ___ Drop-in ___
 Days Req'd M ___ T ___ W ___ Th ___ F ___

Participant Information			
Child's Name	Birthdate	Grade	SK Health Number

Parent/Guardian Information	
Name:	
Address:	City/Postal Code:
Place of Work:	
Home Phone #:	Work Phone #:
Cell #:	Email Address:
Name:	
Address:	City/Postal Code:
Place of Work:	
Home Phone #:	Work Phone #:
Cell #:	Email Address:
Please indicate which parent/guardian child(ren) live with:	
People authorized to pick up your child(ren):	
Name	Relationship to Child(ren)
1.	
2.	
3.	

Medical Info	
Family Doctor/Clinic:	
Address:	Phone #
Emergency Hospital Preference:	
Medical Conditions/Concerns (e.g. allergies, asthma, etc.) Indicate name of child and brief description of condition:	

Emergency Contact (Must list two people who are not parent/guardian)			
Name	Relationship to Child(ren)	Cell Phone #	Alternate Phone #
1.			
2.			

This section is for admin purposes only, please do not complete

Registration Paid: ___ Yes ___ No	Date Paid _____	Received program parent handbook: ___ Yes ___ No
Method of Payment for monthly fee: (cheque/e-transfer): _____		