MESSAGE FROM MR. WILLIAMS

As we begin the 2020-2021 school year, I would like to welcome you all back. As we navigate through unprecedented times due to COVID-19, I would like to assure you all that this updated Policy Manual has been worked on with a lot of thought and care in ensuring that the program continues to meet its highest standard in putting forth a program that is both safe and meaningful for students enrolled.

There are changes to the way we will proceed with this school year and as information is ever changing, we will adapt and change with it. The changes to the operation of the program have been kept in line with the information that has come to me from the Government of Saskatchewan, as well as the Saskatoon Public School Division and with consultation from the administration of École Lakeview School.

Changes have been highlighted in light gray, and most recent changes in yellow, so you understand what has changed. Please take the time to thoroughly read though this document and review it with your children so they too understand the procedures of the program for the new school year ahead.

I know this has been a difficult and challenging time but know that we will get through this together and if you have any questions or concerns, please phone, or email me.

Sincerely,

Kyle Williams
Director

PURPOSE OF THE PROGRAM

To provide safe, secure childcare with meaningful activities for École Lakeview School Students and parents. To aid parents who require childcare because they are working, attending classes or other activities. The Lakeview Extended School Day Program Inc. is privately owned and operated by Director - Mr. Kyle Williams. This non-profit incorporated program is in no way associated with the Saskatoon Public School Division.

PARTICIPANTS

All families with children attending École Lakeview School are eligible to take part in the before & after school program and Kinder-Care program. Participation can be on a full-time basis or a casual basis.
OPERATING TIMES

We are open during the regular school year at the following times:

**Before School Program** – 7:30 – 8:50 Mon. – Fri.
**After School Program** – 3:20 – 6:00 Mon. – Fri.
**A.M. Kinder-Care** – 8:50 – 12:30 Mon. – Fri. (for Kinder-Care students only)
**P.M. Kinder-Care** – 11:45 – 3:20 Mon. – Fri. (for Kinder-Care students only)

**Full Days - PD Days** – 7:30 – 6:00

**Please note there will be NO FULL DAYS in 2020 due to COVID-19. The program will be closed on all PD/Planning and 3-Way conference days in 2020. Full Days may resume in 2021.**

We are CLOSED on statutory holidays, Christmas holidays, midterm break – teacher’s convention, Easter holidays, and summer vacation.

- The Lakeview Extended School Day Program & Kinder-Care program WILL NOT operate from Tuesday, September 8TH – Friday, September 11TH due to the school wide staggered start. Both the Before & After School Program and the Kinder-Care Program will begin its normal operating hours starting on Monday, September 14TH

MASKS

As per the Saskatoon Public School Division reopen handbook, students who attend the program in grades 4 and up will be required to wear a mask when attending the program. Students in Kindergarten to grade 3 are strongly encouraged to wear masks when they attend. Students who wear a mask must have a clear Ziplock bag with them in their backpacks to put their masks in them when we go outside. Please ensure students have an extra mask with them incase the one they are wearing needs to be replaced.

Staff of the program will always be expected to wear masks when 6ft of distancing cannot be met. Face shields have also been provided to the staff in the event the have to deal with a student exhibiting COVID-19 symptoms.

If a policy on masks changes from either the Government of Saskatchewan or the Saskatoon Public School Division, the program will adapt and change those policies accordingly.

2020-2021 DROP OFF AND PICK UP PROCEDURES FOR THE PROGRAM

The Saskatoon Public School Division has instructed all Before & After School Programs that for the start of the 2020-2021 School Year and until further notice, parents will no longer be allowed to enter the school when dropping off or picking up their children, before or after school, due to COVID-19. If for whatever reason a parent must enter the building, arrangements must be made with Mr. Williams prior to entry, and parents will have to follow visitor guidelines as laid out by the Saskatoon Public School Division to enter. Examples of this would be if a parent is picking up a sick child or has arranged a meeting with Mr. Williams.
The procedure for drop off for the Before School Program is as follows:

Parents will contact Mr. Williams on his cell phone at 306-251-1991 to inform him of your child’s arrival. Mr. Williams will meet your child at the front doors of the school and bring them into the building and then proceed to the classroom or gym. If your child(ren) are walking to the school to attend the Before School Program, students are to knock on the window of the classroom to let Mr. Williams know that they have arrived and will wait at the front doors for Mr. Williams to get them.

* Upon arrival into the building students will not be permitted to go to their classrooms under any circumstances. Students will always keep their backpacks and jackets with them and must always have everything with them. This procedure may change throughout the school year. *

Children enrolled and participating in the Before School program must be at the school and in the program by 8:40am.

The procedure for drop off & pick up for the Kinder-Care Program is as follows:

If your child is attending class in the morning Kinder-Care and not in the Before School Program, students will need to arrive between 8:40am – 8:50am. Upon arrival parents will need to contact Mr. Williams by phone, 306-251-1991 and Mr. Williams will come and get your child at the front door.

If your child attends the Before School Program and is in the regular morning Kindergarten class, Mr. Williams will keep those students in his room until the Kindergarten teachers come and get them.

Students who come from their morning Kindergarten class to Mr. Williams for the afternoon will be brought by the Kindergarten teachers at 11:40am, 5 mins prior to the bell to help facilitate transition from one class to another.

Students who are in regular Kindergarten classes in the afternoon and come to the after-school program from their Kindergarten class, will be brought to Mr. Williams room at 3:10pm to help facilitate the Kindergarten teachers in end of day dismissal procedures.

The procedure for pick up at the end of the day is as follows:

Parents will contact Mr. Williams on his cell phone at 306-251-1991 to inform him that you are here to pick up your child. Mr. Williams will then proceed to get your child and bring them to the front doors to go to your vehicle. As there may be multiple people contacting me at a time, I would ask that you be patient as I can only bring one child or family out at a time. I would also ask that you please remain in your vehicle and not to crowd the front doors of the school to allow for social distancing.

If we are outside on the playground you still must contact Mr. Williams to let him know that you are here, but you will be able to come to the playground and pick up your child directly. DO NOT go through the school, please stay outside, and go around the school to pick up your child. If we are outside at the end of the day, students will have all their belongings with them, so they do not have to go through the building to leave.
All children must be picked up by 6:00 p.m. sharp. If you cannot pick your children up by this time, please arrange for someone else to pick them up. The name of this person must be listed on our registration form or verbal or written authorization given by the parent. If there are extenuating circumstances, please contact Mr. Williams directly.

**DISMISSAL**

At the end of the day students will proceed directly to the large gym so attendance can be taken. From the large gym we will either ALL go outside as a group, or we will proceed into one of three designated areas. If we are outside Kindergarten and Grade 1’s will be on the little playground, Grades 2 & 3 will be on the large playground and grades 4 & up will be on the new middle playground. Students will be broken up into three groupings indoors as well. Kindergartens and Grade 1’s will be a group in the large gym, Grades 2 and 3 will be a group in the small gym and grades 4 and up will be a group in the classroom.

These will be the groupings for the year. Once a child is in their designated group and area, they will not be permitted to join another group or area for that day. Staff will be assigned to each group. The idea behind these groups is to keep numbers small in each area we are in and to allow for the least amount of contact between groups. Once enough children have left at the end of the day and there are less than 20 children left total, we will combine in 1 area for the remainder of the time until everyone is picked up. It should be noted that if there are siblings of the same family in a group they do not have to social distance.

*** Students will not be permitted to stay in their class to do homework or help their teacher until further notice. ***

*** Students will not be allowed to wait outside or in the front entrance for someone to get them. ***

**ABSENCES OR CHANGE IN SCHEDULE**

Parents must notify the program by phoning and leaving a message at 306-683-8397 or 306-251-1991, by note, or by e-mail if a child is not going to attend on a day that they usually attend. We do not typically receive notice from the school that a child is absent from school for an illness. **WE WILL NOT ACCEPT VERBAL NOTIFICATION BY A CHILD,** as we have no way of knowing if the parents are aware of this or whether a child just wants to visit a friend, is confused, etc. Also, if there is a change in schedule as to when your children normally attend or if you will be away for an extended period, please contact Mr. Williams immediately to inform him of the change.

If a child comes to the program without prior notification, the child will be kept in the program until Mr. Williams is notified that the child is to go home, rather than take the risk of sending a child home to a locked or empty house. Please inform your child that if they get confused and go home to an empty house, they should turn around and return to the school as we are expecting them and will be glad to see them, not angry because they forgot.
CUSTODIAL FAMILY CIRCUMSTANCES

Upon enrolling in the program, parents must complete the information on the registration form in whose custody the children are to be released. If a stranger arrives to pick up a child, we will not let him/her leave until we have checked with the parent/guardian who registered the child. Please phone if you are sending someone unknown to us to pick up your child. For safety concerns, it is appreciated that whoever is picking up their child, they do so by phoning or emailing Mr. Williams directly.

Families that are separated, divorced, or have custody arrangements, no matter what they are, are asked to disclose this with Mr. Williams in writing. This information will be held with the upmost confidentiality and respect. By having this information and knowing who a child is supposed to go home with per whatever arrangements have been made legally, greatly helps us out in preventing any miscommunication or not following the arranged agreement.

ILLNESS / COVID-19

If a child becomes ill while attending any portion of the Extended School Day program or Kinder-Care program, parents will be notified immediately and will be expected to pick up their child right away. Children who are ill or displaying COVID-19 symptoms will be taken to the quarantine room in the school immediately and will wait there for a parent or guardian to pick them up. Parents will be expected to keep their child home until it is safe for them to return as outlined in the Saskatoon Public School Division’s Parent Reopen handbook.

If a staff member of the program or a child tests positive for COVID-19, the program will follow the advice of the Saskatchewan Health Authority in consultation with guidelines that have been set out by the Saskatoon Public School Division’s reopen handbook. Administration of the school will be informed, and Mr. Williams will work with public health officials and the school administration to determine communication to parents and what next steps need to be taken. Procedures may include self-isolation, self-monitoring, contact tracing and testing. An extensive disinfection of the classroom will take place and if it is felt necessary the program may adjust operating hours for a period of time as determined by Mr. Williams and public health officials. Any disruption of service to the program will be immediately sent to parents by Mr. Williams.

ATTENDANCE / CONTACT TRACING

Mr. Williams and his staff will keep track of each child who attends the Before School, After School and Kinder-Care Programs through daily attendance. If contact tracing is needed for possible exposure to COVID-19 or testing purposes, Mr. Williams will refer to the daily attendance sheets and provide the necessary information to public health officials for those affected families to be contacted.
FOOD/SNACKS

Children in the Kinder-Care and Before & After School Programs can have snacks and are encouraged to bring a healthy treat to have. Some suggestions would be cheese & crackers, fruit, granola bars, fruit roll-ups, etc.

For Kinder-Care students at lunch there will be no microwave to warm up food and students will not be permitted to share food at any time. Parents are encouraged to pack a waste free lunch and use containers that are easy for students to open and put away. Please ensure that you print your child’s name on all lunch kits and containers. If a container is left and there is no name on it and it has not been claimed, it will be discarded at the end of the day as there will be no lost and found for the time being.

As the water fountains will be shut off and students will only have access to the water bottle filling stations, please ensure you send an appropriate water bottle that your child is able to use with ease.

No products containing nuts or peanut butter should be sent to school as there are children who attend the program who have an extremely severe allergy to nuts and nut products.

ACTIVITIES

Because of the different type of school year this will be children will be spending more time in the gyms and outside on the playgrounds. Students are expected to have the appropriate footwear on when in the gyms. Students will not be allowed to participate in sock feet or bare feet due to the danger of this practice. Mr. Williams has purchased separate gym equipment for students in the program to use. Students will only be allowed to use gym equipment purchased by Mr. Williams. Gym equipment for students to use will be basketballs, soft foam balls, Pepsi balls, hula hoops, footballs, bouncy rubber balls, frisbees, skipping ropes and pool noodles to play tag with. Once a student is finished playing with that item, it will be disinfected and made ready for the next child to use.

Students who are in the classroom will have stations set up at each table with a maximum of three children per table. Students will be able to rotate through the stations and items used will be sanitized between uses. Stations will include building blocks, coloring, mind bender games, Playmobil hockey and superheroes. All toys and items in the room are brand new this year.

When the older students are in the classroom, the PS4 will still be able to be used. Only two children can play at a time and a station has been set up for them to play. Controllers will be sanitized between each use.

We will be trying to utilize being outside as much as we can weather permitting. Students will be expected to have the proper clothing to wear outside. When we go outside, we will be going as a program and to our designated playgrounds. Students will be expected to be outside when we go.
Students in the Kinder-Care program will each have their own separate storage bin for use. Inside each bin students have been given crayons, markers, a pencil, an eraser, scissors, and a glue stick for them to use. Their names will be on everything as well as their storage bin. We will have set bathroom breaks and snack time and we will be spending as much time outside as we can. There will still be work time and play time as well.

**ELECTRONICS & ITEMS FROM HOME**

For the 2020-2021 School Year children will not be permitted to bring any electronics from home. This includes all handheld gaming devices. If a child has a phone, they are asked to keep it in their backpacks and will not be permitted to play with it.

Children will also not be permitted to bring any toy or item from home to play with. This includes stuffed toys, Pokémon cards, or any other toy. Please leave these items at home as children will be asked to put it in their backpacks immediately. This procedure is in place due to COVID-19.

**CLASSROOM HYGENE AND CLEANLIENESS**

A hand sanitizing station has been installed right outside the door of our classroom on the wall. Before entering the classroom, children will be expected to use the hand sanitizing station. Hand sanitizer will be available for children to use throughout the day while they are in the program.

Students will be permitted to go to the washroom one at a time as to not congest the use of the bathrooms. This is not a play area, students are expected to use the bathroom, wash their hands, and return to their designated group.

Any items that are used in the room or gym equipment used, will be cleaned, and sanitized after each use.

A thorough and extensive clean of the room will take place at the end of each day. Unnecessary items have been removed from the room and the room has been configured to allow for a maximum of three children per table and distancing.

**PARTICIPANT BEHAVIOR**

All children are expected to follow our behavior guidelines, as outlined, while at the program. If a child should have difficulty with these guidelines, they will be asked to take a time out or participate in another activity as deemed necessary by Mr. Williams or his staff. In cases of serious misbehavior an Action Plan will be filled out and Mr. Williams will inform the parent and request help in resolving these problems. **If misbehavior persists or is deemed to be a danger to other children Mr. Williams reserves the right to ask parents to find alternate childcare.**
**MEDICATION**

We will not allow children to take any types of medication unless we have a note from parents stating what medication is to be taken, at what time, and how much. Keep in mind that the children must know how to administer the medication themselves, as we cannot be responsible for administering medication to them, unless parents have given consent.

**SPECIAL NEEDS**

If your child has any special needs or conditions that might affect their behavior or may necessitate special attention from our staff, we expect the parents to make us aware of these situations (i.e. Autism, Attention deficit syndrome, asthma, etc.) and proper procedures for handling any episodes that should occur at the program.
FEE STRUCTURE

Program fees for the upcoming school have gone up slightly to help facilitate the increase in staff, decrease in enrollment, as well as the additional costs associated with the purchase of PPE for the staff as well as the increase in costs to have all of the proper cleaning supplies as well as sanitizing supplies for the staff and students.

Please review the Program Fees for the 2020-20201 School Year below

$40.00 – ANNUAL REGISTRATION FEE PER FAMILY

$70.00 - MINIMUM MONTHLY FEE

$40.00 - FULL DAY FEE PER CHILD

$40.00 - FULL DAY NO SHOW FEE - PER CHILD

$50.00 - LATE FEE FOR UNPAID INVOICES

$15.00 - NSF FEE

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** Please note that you can combine Full Time and Casual rates as based on your child’s attendance in the program. An example of this would be if a child came full time in the morning and casually after school, that is what you will be billed for, as days that your child attends will be kept track of via attendance each day. Another example would be if your child attends Kinder-Care Full Time, they can attend either before or after school on a casual basis and that is what you will be billed for. **
FEE STRUCTURE DEFINITIONS:

FULL TIME PARTICIPANTS

A “Full Time Participant” in either the Before School Program, Kinder-Care or After School program is a child or children in a family that attend an average of 3 or more days per week or a total of half or more teaching days in a month. Families that fit the Definition of “Full Time” will be charged the Full Time Monthly Flat Rate as outlined above in the Fee Structure Category.

CASUAL PARTICIPANTS

A “Casual Participant” in either the Before School Program, Kinder-Care or After School program is a child or children that attend an average of 2 days or less per week or less than half the teaching days in a month. Families that fit the Definition of “Casual” will be charged the Casual Monthly Flat Rate as outlined above in the Fee Structure Category.

If you are a casual participant for the upcoming school year, I am asking that you pick and confirm days, with me, that your child/children will be attending as I need to know for staffing purposes and numbers in the program due to COVID-19.

MINIMUM MONTHLY FEE

A minimum monthly fee of $70.00 per month, per family will be charged to those who use the program on a very, very casual month to month basis. This fee is also charged to those families that are registered in the program, but do not use the program in that month. This allows for your spot in the program to be held each month as there are insurance costs for those enrolled as well as planning to ensure that there are a proper number of staff each day and to cover increased cleaning costs and PPE protection due to COVID-19.

FAMILY RATES

A Family Rate is defined by those families that have three or more children attending in the Lakeview Extended School Day Program Inc. Family rates will be charged as indicated in the above fee structure.

FULL DAYS

Please note that there will be no Full Days for 2020 due to COVID-19. Full Days may return to operation in 2021.

At this time, the Lakeview Extended School Day Program will be closed on the following days in 2020:

Mon. October 12TH – Thanksgiving Day
Monday October 26TH – Pd/Planning Day

Monday, November 9TH – Pd/Planning Day
Tuesday, November 10TH – Program Closed
Wed. November 11TH – Remembrance Day
Fri. November 27TH – 3-Way Conferences
INVOICES & FEE PAYMENTS

Mr. Williams and his staff will keep track of the days each child attends for Before School, After School and Kinder-Care and issue a detailed bill at the end of each month based on the calculation of those days.

Invoices will be sent out to parents via e-mail for the 2020-2021 school year. It is extremely important that I have the correct email on file to send it to as this is how the invoice will get to you. If you require a paper invoice, one will be made available upon request and sent home with your child. Payment of bills will be due on or before the 10\textsuperscript{th} of every month as this is a non-profit organization & the money is needed for operational costs & wages. Anyone that has not paid by the due date will be charged a \textbf{$50.00$ late fee}. If bills have not been paid by this date, they will be considered overdue.

Payments are strongly encouraged to be made through e-transfer or by cheque. If paying by e-transfer, please send the payment to lesdpwilliams@hotmail.com There is no password needed as I have set up secure payment through the email address provided.

If paying by cheque, I am asking that you send 10 post dated cheques in September for the entire school year. Please ensure the cheques are dated on or before the 10\textsuperscript{th} of each month and made out to L.E.S.D.P Inc. You will still receive an invoice each month and payment will be shown on each invoice. If a payment that is made by cheque goes NSF, the appropriate charges will apply, and any further payments will be accepted by CASH ONLY for the remainder of the school year.

You may still pay by cash, but as parents are not allowed in the building, this may become difficult. If you must pay by cash, please contact Mr. Williams, and arrange a time to drop off payment.

A family that has an overdue invoice of 30 days or more over the amount of $100.00, will be contacted by Mr. Williams and services may be withheld until the overdue fees have been paid in full. If after 60 days there has been no contact or payment on any overdue account, a letter will be sent to the parent stating that enough time has passed and that the overdue account will be sent to a collection agency. If extenuating circumstances arise, please discuss them with Mr. Williams directly.

*** IT IS YOUR RESPONSIBILITY TO LET ME KNOW IF YOU HAVE NOT RECEIVED AN INVOICE FOR THE MONTH. ***

RECEIPTS

Your invoice is your receipt as it indicates payments made for each month. Save your invoices as they can be claimed on your Income Tax. They do not have to be sent in with your claim but must be made available if you are audited by Revenue Canada. A yearend tax statement can be obtained upon request.
STUDENT BEHAVIOR GUIDELINES

The following are guidelines and behavior expectations for your children to follow while they are attending the program. The intention is not to provide an overly structured and regimented environment; however, we are operating within a school facility and must respect and support their rules and regulations. It is important that your children are aware of and understand these guidelines and expectations, and equally important that you are aware, and can assist us in providing a safe, positive and happy Before & After School Program for all children attending.

Please discuss these guidelines and behavior expectations with your children.

1. Treat each other with respect, kindness, and consideration. We have a wide age range in the program from Kindergarten to Grade 8 and older children are expected to be careful around the younger ones. Physical violence will not be tolerated.

2. Appropriate language please. Swearing is not allowed.

3. Bring your manners with you. We love to hear please, thank you and may I.

4. Students must sanitize their hands at the sanitizing station outside our classroom before entering.

5. Students in Grades 4 and up will always be expected to wear a mask when distancing cannot be maintained. Students in Kindergarten – Grade 3 are strongly encouraged to wear a mask. Students who attend the program, who are in the same family do not need to social distance from each other.

6. Children are expected to proceed to the Large Gym at the end of each day for attendance. Once attendance is completed students will then go to the Classroom, Gym or Outdoors with the staff and their designated groups.

7. The noise level in any room or area we are in should not disturb other teachers in the school. As well, our staff should be able to hear themselves when doing attendance or going over daily procedures. This is extremely important as we need to do attendance each day to ensure that everyone who is supposed to be here is.

8. All furniture and facilities should be used in the appropriate manner. Climbing on tables or running in the room is not acceptable.

9. For the 2020-2021 school year, children will not be allowed to bring any electronics into the room from home. Furthermore, children are asked to not bring any personal belongings from home such as toys, stuffed animals Pokémon cards etc.... due to the COVID-19 Pandemic. If there is anything that has been brought from home, students will be asked to put it in their backpacks to take home as it will not be permitted in the room.

10. Students will not be allowed to share food of any kind, at any time for the 2020-2021 School Year.

11. Children must ask permission to use the bathroom or to refill their water bottle. Students will go one at a time, wash their hands, and go directly back to the area they came from.