

LAKEVIEW EXTENDED SCHOOL DAY PROGRAM INC.

POLICY MANUAL

2019 – 2020 SCHOOL YEAR



OWNER/DIRECTOR: MR. KYLE WILLIAMS

WORK NUMBER: 306-683-8397

CELL NUMBER: 306-251-1991

E-MAIL: lesdpwilliams@hotmail.com

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 CORPORATION 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

WE ARE **CLOSED** ON STATUTORY HOLIDAYS, CHRISTMAS HOLIDAYS, MIDTERM BREAK – TEACHER’S CONVENTION, EASTER HOLIDAYS, AND SUMMER VACATION.

FEE STRUCTURE

\$35.00 – ANNUAL REGISTRATION FEE PER FAMILY

<u>FULL TIME MONTHLY FLAT RATES</u>	<u>1 CHILD</u>	<u>2 CHILDREN</u>	<u>3+ FAMILY RATE</u>
BEFORE SCHOOL PROGRAM	\$120.00	\$200.00	\$50 PER ADDITIONAL CHILD
AFTER SCHOOL PROGRAM	\$180.00	\$300.00	\$75 PER ADDITIONAL CHILD
<u>CASUAL MONTHLY FLAT RATES</u>			
BEFORE SCHOOL PROGRAM	\$65.00	\$100.00	\$25 PER ADDITIONAL CHILD
AFTER SCHOOL PROGRAM	\$90.00	\$150.00	\$35 PER ADDITIONAL CHILD
<u>KINDER-CARE MONTHLY FLAT RATES</u>			
FULL TIME	\$300.00	\$500.00	
CASUAL	\$150.00	\$250.00	

FEE STRUCTURE CONTINUED

\$60.00 - MINIMUM MONTHLY FEE

\$40.00 - FULL DAY FEE PER CHILD

\$40.00 - FULL DAY NO SHOW FEE - PER CHILD

\$45.00 - LATE FEE FOR UNPAID INVOICES

\$15.00 - NSF FEE

**** 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 OR AFTER SCHOOL PROGRAM IS A CHILD OR CHILDREN IN A FAMILY THAT ATTEND AN AVERAGE OF 3 OR MORE DAYS PER WEEK. 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 OR AFTER SCHOOL PROGRAM IS A CHILD OR CHILDREN THAT ATTEND AN AVERAGE OF 2 DAYS OR LESS PER WEEK. FAMILIES THAT FIT THE DEFINITION OF "CASUAL" WILL BE CHARGED THE CASUAL MONTHLY FLAT RATE AS OUTLINED ABOVE IN THE FEE STRUCTURE CATEGORY.

MINIMUM MONTHLY FEE

A MINIMUM MONTHLY FEE OF **\$60.00 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.

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 DAY RATES

FULL DAY ATTENDANCE RATES ARE **\$40.00/DAY** PER CHILD. FAMILY RATE CHARGES FOR FAMILIES WITH 3 OR MORE CHILDREN WILL BE **\$40.00/DAY** FOR THE FIRST CHILD, **\$30.00/DAY** FOR THE SECOND CHILD AND **\$25.00/DAY** FOR EACH ADDITIONAL CHILD.

PARENTS MUST PROVIDE 48 HOURS' NOTICE IF A CHILD WHO HAS REGISTERED FOR A FULL DAY IS NOT GOING TO ATTEND. FAILURE TO DO SO WILL RESULT IN A \$40.00 NO SHOW CHARGE FOR COSTS INCURRED (MEALS, SUPPLIES, BUSSING ETC.)

ATTENDANCE AND ABSENCE

ONCE DISMISSED AT THE END OF THE DAY, STUDENTS ARE EXPECTED TO COME DIRECTLY TO THE PROGRAM. IF A STUDENT IS STAYING AFTER CLASS TO DO HOMEWORK OR HELP A TEACHER, IT IS STILL THE STUDENTS' RESPONSIBILITY TO COME DIRECTLY TO THE PROGRAM FIRST AND INFORM ONE OF THE STAFF IN THE FORM OF A NOTE FROM THE TEACHER.

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.

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.

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. THE BILLS WILL BE HANDED OUT TO YOU OR YOUR CHILD WITHIN THE FIRST 2 SCHOOL DAYS OF THE MONTH WITH AN EMAIL NOTIFICATION ALONG WITH OUR MONTHLY NEWSLETTER.

FEE PAYMENTS

PAYMENT OF BILLS WILL BE DUE ON OR BEFORE THE 10TH OF EVERY MONTH AS THIS IS A NON-PROFIT ORGANIZATION & THE MONEY IS NEEDED FOR SUPPLIES & WAGES. ANYONE THAT HAS NOT PAID BY THE DUE DATE WILL BE CHARGED A **\$45.00 LATE FEE.** IF BILLS HAVE NOT BEEN PAID BY THIS DATE, THEY WILL BE CONSIDERED OVERDUE. PAYMENTS CAN BE MADE VIA CASH OR CHEQUE. PARENTS ARE ASKED TO PROVIDE MR. WILLIAMS WITH 10 POST-DATED CHEQUES, DATED FOR THE BEGINNING OF EACH MONTH, AS THIS GREATLY HELPS IN THE COLLECTION OF FEES EACH MONTH. 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.

ANY CHILDREN OF A FAMILY THAT HAS AN OVERDUE BILL OF OVER \$100.00 OR MORE, WILL NOT BE ALLOWED TO ATTEND THE PROGRAM UNTIL THE OVERDUE FEES HAVE BEEN PAID IN FULL. BILLS UNDER \$100.00 HAVE A MAXIMUM OF 30 DAYS UNTIL THEIR CHILDREN WILL NOT BE ALLOWED TO ATTEND THE PROGRAM UNTIL OVERDUE FEES HAVE BEEN PAID IN FULL. IF AFTER 30 DAYS THERE HAS BEEN NO CONTACT OR PAYMENT ON ANY OVERDUE ACCOUNT OVER \$100.00, A LETTER WILL BE SENT TO THE PARENT STATING THAT SUFFICIENT 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 A STATEMENT WITHIN THE FIRST COUPLE DAYS OF THE MONTH. *****

RECEIPTS

SAVE YOUR RECEIPTS 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.

DISMISSAL

UPON ENROLLING IN THE PROGRAM, PARENTS MUST INFORM THE STAFF, VIA ON THE REGISTRATION FORM, IN WHOSE CUSTODY THE CHILDREN ARE TO BE RELEASED (I.E. PARENTS, STEP-PARENTS, BROTHERS OR SISTERS, FAMILY, FRIENDS, ETC.). 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 WHOMEVER IS PICKING UP THEIR CHILD, THEY DO SO BY PHYSICALLY COMING INTO THE BUILDING AND TAKING THEIR CHILD HOME.

***** STUDENTS WILL NOT BE ALLOWED TO WAIT OUTSIDE UNACCOMPANIED TO WAIT FOR SOMEONE TO GET THEM. *****

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.

CUSTODIAL FAMILY CIRCUMSTANCES

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.

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.

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. PLEASE PRINT THE CHILD'S NAME ON ALL LUNCH KITS.

FACILITIES

CHILDREN COME TO **CLASSROOM 2 MARKED MR. K. WILLIAMS/L.E.S.D.P. INC.** EACH DAY. FROM THERE WE WILL MAKE OUR WAY TO THE LARGE OR SMALL GYMS, OR OUTSIDE FOR ACTIVITIES.

TO ASSIST THE CARETAKERS IN KEEPING THE FLOORS LOOKING CLEAN, PLEASE REMOVE ALL WET OR DIRTY FOOTWEAR WHEN ENTERING THE SCHOOL TO PICK UP YOUR CHILDREN BEFORE WALKING THROUGH THE HALLS.

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.

ALLERGIES

SINCE WE DO SOME COOKING AND CHILDREN TEND TO TRADE SNACKS AT TIMES, WE REQUEST THAT THE PARENTS MAKE A DETAILED LIST OF WHAT THEIR CHILDREN CANNOT HAVE. BECAUSE OF SEVERE NUT ALLERGIES THAT STUDENTS HAVE OUR CLASSROOM IS **NUT FREE**. MEDICAL ALLERGIES SHOULD BE NOTED IN CASE OF AN ACCIDENT OR REACTION THAT REQUIRES OUR CALLING FOR AN AMBULANCE.

PHONE PRIVILEGES

CHILDREN MAY USE THE PHONE FOR URGENT MATTERS BUT NOT TO PLAN SOCIAL ACTIVITIES. IF THEY WANT PERMISSION TO VISIT WITH FRIENDS, THEY SHOULD ARRANGE THIS THE DAY BEFORE AND HAVE THEIR PARENTS NOTIFY US. PLEASE REMIND YOUR CHILDREN THAT THE PHONE IN THE CLASSROOM IS A BUSINESS PHONE AND SHOULD NOT BE USED UNLESS FOR EMERGENCIES ONLY.

ACTIVITIES

CHILDREN ARE ENCOURAGED TO TAKE PART IN PHYSICAL ACTIVITIES AFTER SCHOOL, OTHERWISE THEIR TIME IS SPENT DOING ARTS & CRAFTS, PLAYING GAMES, READING, DOING HOMEWORK, ETC. SINCE MANY ACTIVITIES TAKE PLACE OUTSIDE, WE REQUEST THAT CHILDREN WEAR APPROPRIATE CLOTHING EACH DAY, SO THEY CAN TAKE PART.

BECAUSE PHYSICAL ACTIVITIES ARE AN IMPORTANT PART OF THE PROGRAM **CHILDREN ARE EXPECTED TO BRING GYM SHOES WITH THEM TO THE PROGRAM.** THEY WILL NOT BE ALLOWED TO PARTICIPATE IN SOCK FEET OR BARE FEET DUE TO THE DANGER OF THIS PRACTICE.

ELECTRONICS

CHILDREN IN GRADES K-5 WHO ATTEND THE PROGRAM ARE NOT TO HAVE ELECTRONIC DEVICES OF ANY KIND IN THE CLASS. IF A CHILD HAS A CELL PHONE IN THIS AGE GROUP, IT SHOULD BE USED FOR CONTACTING THEIR PARENT OR IN CASE OF EMERGENCY.

CHILDREN IN GRADES 6-8 WHO ATTEND THE PROGRAM ARE PERMITTED TO USE THEIR ELECTRONIC DEVICES IF IT IS USED IN A SAFE AND APPROPRIATE MANNER AND DOES NOT BECOME A DISTRACTION. STUDENTS WHO CANNOT FOLLOW THE GUIDELINES ON WHAT APPROPRIATE USAGE IS, WILL HAVE THEIR ELECTRONIC DEVICE TAKEN AWAY AND RETURNED TO THEIR PARENT. STUDENTS WHO CANNOT FOLLOW THE GUIDELINES WILL ALSO NO LONGER BE ABLE TO USE THEIR DEVICES FOR THE REMAINDER OF THE SCHOOL YEAR.

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.

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.**

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. **THE NOISE LEVEL IN OUR ROOM 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 PROCEDURE IN THE CLASSROOM. THIS IS EXTREMELY IMPORTANT AS WE NEED TO DO ATTENDANCE EACH DAY TO ENSURE THAT EVERYONE WHO IS SUPPOSED TO BE HERE IS.**
5. ALL FURNITURE AND FACILITIES SHOULD BE USED IN THE APPROPRIATE MANNER. CLIMBING ON TABLES OR RUNNING IN THE ROOM IS NOT ACCEPTABLE.
6. **CHILDREN IN GRADES K - 5 ARE NOT PERMITTED TO USE THEIR PERSONAL ELECTRONICS IN THE CLASS. STUDENTS IN GRADES 6 - 8 WHO WISH TO BRING ELECTRONICS INTO THE CLASSROOM MAY DO SO AT THEIR OWN RISK AND PROVIDED THEY ARE USED APPROPRIATELY AND DO NOT BECOME A DISTRACTION. IF ANY ELECTRONIC DEVICE BECOMES AN ISSUE IN THE ROOM THE DEVICE WILL BE TAKEN AWAY AND RETURNED TO THE PARENT AND THE DEVICE WILL NO LONGER BE ALLOWED IN THE ROOM FOR THE REMAINDER OF THE SCHOOL YEAR.**
7. CHILDREN ARE EXPECTED TO CLEAN UP AFTER THEMSELVES E.G. PUT GAMES AWAY, PUT COLORING SUPPLIES AWAY, ETC. (PARENTS WHEN YOU COME TO PICK UP YOUR CHILDREN PLEASE ASK THEM IF THEY HAVE DONE SO.)
8. CHILDREN MUST ASK PERMISSION TO USE THE BATHROOM OR TO GET A DRINK OF WATER. THIS CUTS DOWN ON TRAFFIC IN THE HALLWAYS AND ENABLES US TO KNOW WHERE YOUR CHILDREN ARE ALWAYS.
9. CHILDREN ARE TO BE IN THE CLASSROOM, GYM OR OUTDOORS WITH A SUPERVISOR RATHER THAN IN THE HALLWAYS. PLEASE ENSURE THAT CHILDREN COME AS PREPARED AS POSSIBLE WHEN COMING TO THE PROGRAM WITH SHOES, SNACKS AND HOMEWORK OR ANYTHING ELSE THEY NEED. IF A STUDENT WISHES TO HELP A TEACHER AFTER SCHOOL THEY MAY DO SO ONLY **AFTER** CHECKING IN FIRST WITH MR. WILLIAMS.
10. USE OF THE GYM:
 - ALL EQUIPMENT MUST BE PUT AWAY NEATLY BEFORE ANOTHER PIECE IS GIVEN OUT.
 - ONLY THE STAFF OR A DESIGNATED STUDENT IS ALLOWED IN THE EQUIPMENT ROOM.
 - STUDENTS ARE NOT PERMITTED ON THE STAGE.
 - **GYM SHOES MUST BE WORN IN THE GYM.** CHILDREN WILL NOT BE ALLOWED TO PARTICIPATE IN SOCK FEET OR BAREFOOT DUE TO HEALTH AND SAFETY CONCERNS.

LAKEVIEW EXTENDED SCHOOL DAY PROGRAM INC. POLICIES

DIRECTOR

- a) THE DIRECTOR IS THE OWNER/OPERATOR OF THE PROGRAM AND MANAGES ALL THE ACTIVITIES AND AFFAIRS OF THE CORPORATION.
- b) THERE IS ONE DIRECTOR.

STAFFING

- a) ALL STAFF OF THE PROGRAM ARE HIRED ON AN AS NEEDED BASIS BY THE DIRECTOR.
- b) ALL STAFF HAVE A STANDARD CRIMINAL RECORD CHECK DONE.
- c) THE PROGRAM PROVIDES STANDARD FIRST AID/CPR & AED TRAINING FOR ALL EMPLOYEES.
- d) UTILIZATION OF SENIOR STUDENTS WITHIN THE SCHOOL ARE USED AS SENIOR STUDENT HELPERS TO ASSIST WITH BOTH THE KINDER-CARE PROGRAM AND THE BEFORE & AFTER PROGRAM. THESE ARE TYPICALLY GRADE 7 OR 8 STUDENTS WHO HAVE ATTENDED THE PROGRAM IN THE PAST.
- e) THEIR POSITION IS TO ASSIST THE HIRED STAFF WITH ACTIVITIES AND ACT AS ROLE MODELS FOR THE CHILDREN.

COMMUNICATION

- a) YOU WILL BE KEPT UP TO DATE ABOUT THE PROGRAM THROUGH MONTHLY NEWSLETTERS WITH YOUR MONTHLY STATEMENTS.
- b) PARENTS ARE ASKED THAT IF AT ANY TIME THROUGH THE YEAR THERE ARE QUESTIONS OR CONCERNS REGARDING THE PROGRAM, TO PLEASE BRING THEM TO THE ATTENTION OF THE DIRECTOR.
- c) IN EMERGENCY SITUATIONS, IN CONJUNCTION WITH SCHOOL BASED PROCEDURES, THE DIRECTOR IS RESPONSIBLE FOR CONTACTING PARENTS.

FINANCES

- a) THE DIRECTOR IS RESPONSIBLE FOR THE BOOKKEEPING AND PREPARATION OF ALL FINANCIAL DOCUMENTS.
- b) ALL FINANCIAL STATEMENTS AND YEAR END FINANCIALS ARE TO BE PREPARED BY THE DIRECTOR & SENT OFF TO CORPORATIONS. THOSE STATEMENTS ARE VERIFIED BY THE DIRECTOR AND THEN A YEAREND FINANCIAL REPORT ALONG WITH THE FINANCIAL STATEMENTS ARE SENT TO CORPORATIONS.
- c) AN AUDIT OR REVIEW IS NO LONGER REQUIRED BY CORPORATIONS AS WE ARE NOT A COOPERATIVE OR CHARITABLE ORGANIZATION.
- d) PROGRAM FEES WILL BE EVALUATED BY THE DIRECTOR ON A YEAR TO YEAR BASIS. THE DIRECTOR WILL LOOK AT NUMBERS IN THE PROGRAM, STAFFING NEEDS AND OVERALL OPERATING COSTS TO DETERMINE WHETHER FEES WILL INCREASE.
- e) FEES MAY INCREASE DURING THE YEAR, IF IT IS DEEMED NECESSARY. PARENTS WILL BE GIVEN A MINIMUM OF 14 DAYS' NOTICE AND UP TO 30 DAYS' NOTICE OF ANY FEE ADJUSTMENT.
- f) THE DIRECTOR MAY CONSULT SOME OF THE PARENT BODY ON FEE INCREASES IF DEEMED NECESSARY.
- g) THE DIRECTOR HAS THE FINAL SAY ON ALL FEE INCREASES.

LIQUIDATION AND DISSOLUTION

THE DIRECTOR SHALL DETERMINE THE DISBURSEMENT OF ALL REMAINING ASSETS OF THE CORPORATION UPON DISSOLUTION.