

**LAKEVIEW EXTENDED SCHOOL DAY PROGRAM INC.**

**POLICY MANUAL**

**2023 – 2024 SCHOOL YEAR**



**Owner/Director: Mr. Kyle Williams**

**Work Number: 306-683-8397**

**Cell Number: 306-251-1991**

**E-mail: [lesdpwilliams@hotmail.com](mailto:lesdpwilliams@hotmail.com)**

## **MESSAGE FROM MR. KYLE WILLIAMS**

I would like to welcome you all to the Lakeview Extended School Day Program Inc. The 2023-2024 School Year marks my 27<sup>th</sup> year at Ecole Lakeview School. It has been an honor and a privilege to be a part of the school and school community for so long. The 2023 - 2024 school year marks the 20<sup>th</sup> Anniversary of our Kinder-Care program here at Ecole Lakeview School. Our Kinder-Care program has evolved into an important piece of the service we offer, and we are excited to celebrate 20 years of Kinder-Care. I am immensely proud of what the program has evolved into over these past 27 years, and I look forward to many, many more years of being able to provide such an important service to Lakeview School families.

As we continue to navigate through COVID-19, I would like to assure you all that this 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.

All COVID-19 restrictions in the province have been lifted. As information continues to change and evolve, we will continue to adapt and change with it. Any changes to the operation of the program relating to COVID-19 will continue to be kept in line with the information that has come from the Government of Saskatchewan, as well as the Saskatoon Public School Division.

Please keep in mind that information can change at any time and as that happens you will all be kept informed as to what those changes will entail. I would ask that you all take the time to thoroughly read through this document and review it with your children, so they too understand the procedures of the program for the new school year ahead.

If at any time throughout the course of the year you have questions, or concerns, do not hesitate to reach out and contact me at any time. Here is to a wonderful year ahead!!

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 – 9:00 Mon. – Fri.

**After School Program** – 3:30 – 6:00 Mon. – Fri.

**A.M. Kinder-Care** – 9:00 – 12:40 Mon. – Fri.

**P.M. Kinder-Care** – 11:55 – 3:30 Mon. – Fri.

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

## **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 are asked to keep their children at home if they are unwell until they are symptom free.**

As of March 1<sup>st</sup>, 2022, the Government of Saskatchewan has lifted its mandatory mask mandate for indoor settings. As such to keep in line with the Provincial Government and The Saskatoon Public School Division, it is no longer required that students wear masks in schools or the Extended School Day Program.

If families decide that they want their children to continue to wear masks indoors, they may continue to do so.

**If a policy regarding COVID-19 changes from either the Government of Saskatchewan or the Saskatoon Public School Division, the program will adapt and change those policies accordingly.**

### **DISMISSAL**

Upon enrolling in the program, parents must inform the staff, via the registration form, in whose custody the children are to be released (i.e., parents, stepparents, 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.

**\*\*\* Students will not be allowed to wait outside or in the front entrance 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 directly.

When picking up your children at the end of the day you can phone the program number @ 306-683-8397 to have your child sent out, or you may come into the building to pick them up. When the weather is nice, we may be outside, a sign will be posted to let you know where we are, and you can pick your children up directly from outside.

### **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. 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 and your child's classroom teacher immediately to inform them of the change.

Please email your child's classroom teacher to inform them that they are in the program and when they are to attend. This is important for the teachers, especially for after school, so they know where to send your child.

## **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 does 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. 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.

## **ATTENDANCE**

Once dismissed at the end of the day, students are expected to come directly to the program. **Students will not be permitted to stay in their classroom.**

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 the 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. Please also e-mail and inform your child's classroom teacher of the change as well. We do not typically receive notice from the school that a child is absent from school. **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. All bills will be emailed to you directly as well as any monthly newsletters or communication.

## **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. Please do not send products containing nuts as there are children in the program with severe allergies to nuts and nut products.

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.

Students will 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.

## **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.

Because physical activities are an important part of the program students are expected to have the appropriate footwear on when in the gyms or outside. 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. Gym equipment for students to use will include basketballs, footballs, soccer balls, volleyballs, soft foam balls, Pepsi balls, hula hoops, scoops, bouncy rubber balls, frisbees, skipping ropes and pool noodles to play tag with.

Students who are in the classroom will have access to toys, games, art supplies and other items purchased for them to use.

The classroom also has a PS5 for students to play. Only two children can play at a time and a station has been set up for them to play at.

We try 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, typically grades K – 2 will be on one playground and grades 3 & up will be on another. Students are 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. A typical Kinder-care day includes work time and play time as well as bathroom breaks, snack times and recess times for the kids to go out.

## **ELECTRONICS & ITEMS FROM HOME**

Children who bring items from home to the program do so at their own risk. It is strongly encouraged that children keep personal items at home, especially electronic devices. If a child brings an item for show and tell or is something that is needed for school, that is no problem, we just ask that it be kept in the child's locker or backpack, so the item does not become lost or damaged. If a child brings a cell phone to school, that cell phone is not to be used in the classroom at any time and should only be for emergency purposes.

## **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 parents 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

Please review the Program Fees for the 2023 - 2024 School Year below.

**\$40.00 – ANNUAL REGISTRATION FEE PER FAMILY**

**\$70.00 - MINIMUM MONTHLY FEE**

**\$50.00 - LATE FEE FOR UNPAID INVOICES**

**\$15.00 - NSF FEE**

<u>FULL TIME MONTHLY FLAT RATES</u>	<u>1 CHILD</u>	<u>2 CHILDREN</u>	<u>3+ FAMILY RATE</u>
Before School Program	\$160.00	\$250.00	\$75 per additional child
After School Program	\$220.00	\$350.00	\$100 per additional child
<u>CASUAL MONTHLY FLAT RATES</u>			
Before School Program	\$120.00	\$150.00	\$45 per additional child
After School Program	\$150.00	\$200.00	\$55 per additional child
<u>KINDER-CARE MONTHLY FLAT RATES</u>			
Full Time	\$360.00	\$560.00	
Casual	\$200.00	\$320.00	

**\*\* 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 please pick and confirm days, with me, that your child/children will be attending.

### **MINIMUM MONTHLY FEE**

A minimum monthly fee of **\$70.00 per month**, per family will be 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 the Lakeview Extended School Day Program Inc. Family rates will be charged as indicated in the above fee structure.

### **FULL DAYS**

The program will be open during selected PD/Planning Days and Parents Teacher Interview Days. Dates will be issued to parents at the beginning of the school year. The cost for children to attend the Full Day is \$10.00 per child.

## **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 2023 - 2024 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 upon receipt of the invoice and no later than the 10<sup>th</sup> 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 **\$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](mailto: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 postdated cheques in September for the entire school year. Please ensure the cheques are dated on or before the 10<sup>th</sup> 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.

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 year-end 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 of, 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. Children are expected to treat the staff of the program with respect and kindness. Children are expected to follow instructions given to them by the staff. Talking back to the staff will not be tolerated.
3. Appropriate language please. Swearing is not allowed.
4. Bring your manners with you. We would love to hear please, thank you and may I.
5. Children are to be in the Classroom, Gym or Outdoors with a staff member 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.
6. The noise level in any room or area we are in should not disturb other teachers in the school. Also, 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.
7. Children are expected to respect the items that are in the room and provided for them by using them in an appropriate and safe manner. Students are also expected to clean up after themselves (e.g., put games away, put coloring supplies away, etc.)
8. All furniture and facilities should be used in an appropriate manner. Climbing on tables or running in the room is not acceptable.
9. 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.
10. Students who are in the gym are asked to ensure that they use the gym equipment in a responsible and respectful manner. Misuse of gym equipment will not be tolerated. Students will also be expected to have appropriate footwear on while in the gym.