

**Holy Ghost School**  
**Before and After School Program Guidelines**

**Hours of Operation**

**Before School: 7:00 – 8:30 am**  
**After School: 3:30 – 5:30 pm**  
**After School - Early Dismissal: 2:15 – 5:30 pm**

The before and after school program is available on all days that the school is open for regular classes and on days when there is an early dismissal for staff meetings.

**Program Attendance**

This program will be compulsory for all students arriving at school before 8:30 am or staying at school after 3:45 pm.

If a student does not register in the program but is at school before 8:30 am or after 3:45 pm (2:15 pm on early dismissal days) and is not supervised by his/her parent, he/she will be brought into the program and the family will be billed.

**Arrival and Departure of Children**

Parents are responsible for dropping off and picking up their children.

***Before School Program***

- Children should be dropped off at the front entrance of school (Selkirk Avenue).
- Children or parents must sign in to the before school program upon arrival at the school.

***After School Program***

- Parents are required to provide the school office a list of persons authorized to pick up their children from the school.
- Children should be picked up at the front entrance of the school.
- Parents or authorized persons must sign out their children from the after school program.

**Fees** – new fees effective May 1, 2021

<b>Number of Children in Program</b>	<b>Hourly Fee</b>
1	\$6.00
2	\$8.00
3 or more	\$12.00

**Note: A Late Pick Up Fee will be charged for students who are picked up after 5:30 pm. This fee will be billed at a rate of \$20.00 per hour or portion of it. This fee will not be prorated.**

**Billing**

Families will be billed every four weeks and then one final bill at the end of the school year.

Monthly payments must be made in order for children to remain in the program. If a family fails to make monthly payments, their child or children will not be allowed to stay in the program.

Fees are prorated to the nearest 15 minutes. For example, a family with 1 child is billed at a rate of \$6.00 per hour. If the child accumulates between 16 to 30 minutes in a billing cycle, the fee will be \$3.00.

**Late Fees**

A late fee of 5% will be applicable on any invoices outstanding 30 days after the invoice date.

### **NSF Cheques**

There will be a \$25.00 fee for any cheques that are returned NSF.

### **General Rules**

1. Children are not allowed to wander in the hallways or be in the gym without the program supervisor.
2. The children are not allowed to leave the designated area without permission from the program supervisor.
3. All regular school rules will apply to the children.

### **Activities**

Students who attend the before or after school program will be allowed to work on homework, read a book, quietly play a board game or when possible, use the school computers. Note that at no time while on Holy Ghost School property are students allowed electronic devices and/or cell phones.

### **Snacks**

Snacks will not be provided. If your child wishes to have a snack, please send the snack with his/her lunch.

### **Heritage Language Students**

Students who attend heritage language classes will be required to attend the before school program if they arrive at the school before these classes start at 7:45am.

If a heritage language class is cancelled unexpectedly, the student will not be billed from 7:45 am to 8:30 am.

### **After School Events**

If there after school events being held at the school, students not participating in the event must be supervised by their parents to attend. If a student does not have parental supervision, he/she will be brought into the after school program.

If a school event is taking place at the school that starts after 5:30 pm, all students must still be picked up by 5:30 pm as program supervisors are only available until this time.

### **Inclement Weather**

If Holy Ghost School is closed due to inclement weather, the before and after school program will also be closed.

### **Parental Concerns**

If a parent has any questions or concerns regarding the before and after school program, they should first contact the program supervisor. If an issue is not resolved with the program supervisor, parents should then contact the principal.

### **Discipline**

The same expectations for student behavior will be expected for the before and after school program as during the school day. Should there be any discipline issues, parents will receive written notification. If a problem persists, the child will lose the privilege of attending the before and after school program.