

Baysville After School Program

Parent and Guardian

2009-2010

MANUAL

Baysville After School Program

It takes a village to raise a child



Our Sponsors:



Dear Parents and Guardians,

We would like to welcome all of you to the 2009 - 2010 Baysville After School Program. Staff are looking forward to the upcoming year of the BASP and are planning exciting possibilities, terrific field trips, guest speakers, crafts and activities for all the youth to enjoy.

We would like to mention our sponsors who help make this program possible. Firstly, the Royal Bank of Canada and their after school grant program, as well as the Township of Lake of Bays and the District of Muskoka.

For the families whose children attended the program last year, many new positive changes have been made and will be outlined in this manual including details regarding subsidized care. For those of you who are new to the program, we hope that this manual will address any questions and/or concerns that might arise.

The Baysville After School Program is designed to provide your children with a safe, healthy and happy environment, and a challenging program that will give your child/children the opportunity to acquire new skills and interests at all ages. The Program will take place Monday to Fridays from 4pm to 6pm at the Baysville Arena. The program is open to JK students to Grade 7 students. The Baysville After School Program is accredited by HIGH FIVE which is recognized by Parks and Recreation Ontario. We are the only municipal after school program in Muskoka which has made healthy eating habits a priority, as well as having a 50% physical activity policy which allows parents to apply for the child tax benefit. In addition to the healthy eating and physical activities, the children will also participate in fantastic programs and workshops facilitated by local businesses, residents and talented, creative and athletic individuals within the community.

Again, all of the staff welcome you to the BASP for 2009 - 2010! If you have any additional questions or concerns please feel free to call us at 783 3408.

Safe Arrival and Departure from BASP

The BASP begins at 4:00 pm and finishes **promptly** at 6:00 pm. during regular school days. A staff member will always meet the bus with a healthy snack and escort them to the Community Centre. If you want to drop your child/children at the community centre, please do so at 4:00 pm and bring the child to a staff member.

In your enrollment form parents/guardians must designate authorized persons who can drop off or pick-up your child/children. The authorized person must sign-out the child and note the time. We want to ensure the safety of the children, so please read the following points carefully:

- *If for any reason someone not designated has to pick the child up, the a parent/guardian must inform the program supervisor in writing, prior to day, and that person will be required to show photo identification and this will be recorded.*
- *All authorized adults, and authorized children must sign –out of the program and note the time.*
- *If for any reason, a child is not attending the program when the child is signed- up and expected to be at the program, the parent or guardian must contact the program supervisor prior to the commencement of the program.*
- *If a child has not arrived within 20 minutes of the programs' start-time, and prior notice has not been given, the supervisor will contact the parents, then the emergency contacts, the school and then the appropriate authorities.*
- ***Children are to be picked up promptly at 6:00 p.m. Failure to do so will result in a charge of \$1.00 / minute for each minute payable, at the time of infraction, until said child is picked up.***

We hope that we have your full cooperation in order to guarantee the safety of all children.

Program Activities

Regular activities such as homework, crafts and indoor and outdoor physical activities will take place Monday through Friday. It is important that children come with appropriate shoes for running, and clothes that suit the weather conditions. Monthly calendars and newsletters will be given to parents and children ahead of time with details on planned activities, trips, speakers, and special occasions so parents and guardians can be involved, and will allow for the children to decide which activities interested in or would like to try. Any suggestions from parents and children are appreciated and welcomed.

On P.A Days there will be a field trip or an activity day that will run from 8am to 6pm. The following are P.A. Days for the 2009 - 2010 school years.

Trillium Lakelands District School Board Elementary

- Friday October 9, 2009
- Friday November 6, 2009
- Friday November 27, 2009
- Wednesday February 3, 2010

Simcoe Muskoka Catholic District School Board-North

- Friday November 6, 2009
- Friday November 27, 2009
- Friday February 12, 2010
- Wednesday, June 30, 2010

St. Mary's P.A. Days will be programmed if there are more than 5 children able to attend. Field trips include snacks, lunch and transportation, and will be fun-filled educational outings. Details for all field trips and P.A. Day activities will be available prior to all dates. This year March Break is Monday March 15th to Friday March 19th. BASP will schedule March Break Activities, ***if and only if, a minimum of 10 children are scheduled and pre-paid at least three weeks in prior to the scheduled break.*** Should the program go forward on this basis, we will work in conjunction with the Baysville Library to offer fun programs and activities.

Payment

This school year, payment for BASP will be invoiced at the end of each month, due on receipt. You can register your child for any number of days per week. A receipt will be issued and a Tax Receipt will be issued February 28, 2009, for the period January 1st, 2009 to December 31st, 2009. The cost of the program is \$3 per child per day. Field trips and March Break Activities will be priced accordingly. *We will strive to keep the cost of field trips to a minimum of \$10 per child per trip, however, should a trip or activity exceed \$10 and you still wish your child to attend you will have the option to pay the difference. Subsidized care for children between the ages of 6 and 12 is now available for The Baysville After School Program through our affiliation with the District of Muskoka.* For information you can contact the District direct at 645-2412 ext 293 or ext 321.

Inclement Weather

On days when buses and/or school are cancelled, BASP will be cancelled too. You can call the BASP cell phone and listen for a message, or you can listen to 105.5 for details and cancellations.

Health History and Emergency Procedures

Your child's contact information is extremely important to us. Your contact information allows us to contact you in the event of an emergency or incident. It is also vital that we have up-to-date information on all medications, allergies and health concerns. If your child needs to take any medication, please give it to a leader, with the child's name, in its original packaging.

- In an event of an emergency, we will contact everyone on your emergency contact list. If someone can not be contacted, we will re-evaluate the situation and depending on its severity we will act according to our policies.

- If it is a situation that needs professional medical attention, and the child must be taken to a hospital, the hospital will be the Bracbride Memorial Hospital, or at the discretion of the paramedic.
- If you are aware that your child is ill, has a high fever, or a contagious illness, we ask that you do not send them to the program.
- *If a child with a contagious illness, such as chicken pox or head lice has been present in the program, all parents will be advised as soon as possible. Parents will be provided with the signs and symptoms to watch for, and actions that they should take.*

Emergency Contact Information / Medical Provisions Details Sheet

All parents and guardians must complete an Emergency Contact Information / Medical Provisions Details Sheet. This sheet contains all relevant contact information, as well as a release form which each parent or guardian will sign. This is to ensure that if a situation occurs, and the BASP is off-site, and the parent and guardian can not be contacted, the card can be handed over to a paramedic and treatment can be received.

Bullying, Inappropriate Behaviour and Discipline

The Township of Lake of Bays Parks and Recreation Department can not provide a safe, secure environment for all children, if children display unacceptable behaviour on a regular basis. Unacceptable behavior includes, but is not limited to: foul language, disrespect for another child or staff, fighting, not taking part in activities, ignoring or disobeying rules of safety, public displays of affection, defacing property/vandalism, stealing, inflicting or threatening bodily harm to another child or staff member and leaving the program premises without permission.

Bullying is not accepted in our environment. Harassment and intimidation are also not accepted. Harassment includes words, acts, or gestures of a hateful, negative, abusive or irritating behaviour with reference to a person or group to be known to be unwelcome. Harassment also includes bullying and vexatious words, acts and gestures against a person or group based on the following: academic ability, language, political convictions, race, age, sex, sexual orientation, disability/handicap, physical appearance, ethnic or national origin, religion, civil status or colour.

- The types of behaviour that we expect from the children while at BASP are: respect for fellow children and staff, responsible for personal belongings, participation in all BASP, possess a positive and caring attitude, follows all safety procedures at the program, on the bus and at on field trips.

Our zero tolerance behavior policy includes the following.

- *The incident and behavior will be documented on their file.*
- *A form will be sent home; explaining the inappropriate behaviour of the child, and this must be signed and returned to the staff when the child returns to the program.*
- *After three forms have been sent home and returned, the next inappropriate behaviour incident will result in a 3 day suspension.*
- *If another behaviour problem is exhibited, a meeting with the parents/guardians and all supervisors will take place. The next suspension will be from a week to a month. (Depending on the severity and remorse of the youth).*
- *If a case not be resolved, it may result in the removal of a non-compliant participant from the program or facility. No refund will be given.*

Please review appropriate and inappropriate behaviour with your child/children, and explain the consequences of their actions.

Questions and Concerns

If you need to contact us, please feel free to call 783 3408. If any issues or areas of concern arise, and you would like to address the issue, you can contact the Township of Lake of Bays at (705) 635 2272. If your concerns are not satisfied, please contact Don Chevalier, CAO at (705) 635 2272 ext. 227.

There is also a Parent Advisory Board which meets monthly... If you would like to have your concerns addressed at these meetings, please contact us...

Donations

Donations are greatly appreciated and are accepted in many different forms. Art supplies such as construction paper, paint brushes, paint ect. Cash or cheque donations can be made out the Township of Lake of Bays. Re BASP. A tax receipt for all donations will be issued.