



Thank you for choosing Lake & Shore Before & After School Programs. **Please read this document and have everything you need ready for the first day.** Here are a few things parents should know and need to provide for you child / children while in our care. Before & After School Programs start Thursday, September 5th and finish Thursday, June 26th. Before Care 6:30-7:55am, cost \$6 per day/ \$30 per week. After School Care 2:05-5:30pm, cost \$15 per day/ \$75 per week. Both programs are currently full.

- Please provide snacks for morning or afternoon and a fillable water bottle. No peanut or tree nut products.
- Please provide indoor sneakers with your child's name to be kept on site
- Please provide a change of clothes in a Ziplock bag with your child's name on it to stay on site during the school year.
- Attached you will find a participant information form to be filled out and returned via email prior to the program starting. **Email administration@lakeandshorerec.ca**
- Attached is a copy of our violence and behaviour policy. Lake & Shore is not able to support children that require one on one support.
- Attached is a list of the holidays and professional development days; there will be no charge for these days.
- If your child is sick or absent, call the centre and leave a message on our phone line 902-827-2700. There is no refund for sick or absent days.
- In the event of a snowstorm, early dismissal as a result of a storm or lose of power, if school is closed for any reasons there will be no before/after school care. Participants will be billed as we pay our staff for these emergencies.
- Each day our staff will do a variety of activities and games with the kids. Due to Porters Lake Excel program, we will not be able to use the playground out back. When going outdoors we will use our space out front and the field
- Billing will be monthly with the card you have provided, and a receipt will be emailed and or we can provide a yearly receipt.
- For before school care 6:30-7:55am, staff will take kids to school
- For after school care 2:05-5:30pm, staff will pick up kids in cafeteria hallway from Porters Lake Elementary. Ecole des Beaux-Marais kids will be dropped off at the front doors of the centre and staff will greet them and bring them into the centre
- \$10 late fee applied when late for pick up.

Holidays for Both Schools

Sept 30	National Day for Truth & Reconciliation
Oct 14	Thanksgiving
Nov 11	Remembrance Day
Dec 23 - Jan 2	Christmas break
Feb 17	Heritage Day
Mar 10-14	March Break
Apr 18 & 21	Easter
May 19	Victoria Day

Professional Development Days Porters Lake Elementary

Sept 4
Oct 11
Oct 25
Nov 22
Dec 5
Jan 2
Mar 7
April 3
April 30

Professional Development Days Ecole des Beaux-Marais

Sept 4
Oct 25
Nov 18
Dec 5
Jan 2
Jan 31
Apr 3
Apr 30
May 16



Participant Information Form

Childs Name: _____ DOB: _____

Childs Name: _____ DOB: _____

Parent/Guardian Information	Authorized People for Pickup
Name: Number:	Name: Number:
Name: Number:	Name: Number:
Emergency Contact if Parents are not Available Name: Number: Relationship:	Name: Number: Children must be signed in and out and will not be allowed to leave with anyone who is not on the list.

Medical Information Allergies & Medical Conditions

Additional Information (For example any behavioural issues)

Parent/Guardian Signature: _____ Date: _____

Violence & Behaviour Policy

Lake & Shore is committed to providing a safe, healthy, supportive work and participant environment. We will not tolerate violence or unacceptable behaviour in the workplace or programs.

Program participants are expected to respect the staff, other participants, our property and themselves. Participants that consistently do not follow the rules, or that have violent/disruptive behaviours may be asked to leave the program. We are not able to provide one on one support.

Staff will handle any issues with participants in the following way:

- Verbal warning with clear expectations of behaviour we would like to see.
- Time out when needed.
- Phone call home to parents.
- Written warning to parents if behaviour persists and if behaviour is a risk to program or other participants.
- Violence: Remove participant that is demonstrating disruptive, violent or aggressive behaviours from the group and isolate them in a safe environment.
- Flight risk: immediate call to parents for pick up.
- Fill out an incident report to record accurately the situation.
- If anyone has been injured during the incident, record extent of injuries and by whom and administrator of first aid.

What is considered violent/unacceptable behaviour?

Unacceptable behaviour includes physically or psychologically aggressive behaviour including, but not limited to: Strike: a weapon coming in contact with a target. Examples: hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting, and spitting. Grab: the control or destruction of a part of one's anatomy. Example: wrist grab, hair pull, choke, bite.

Other examples are:

- Defiance
- Disruption of activities and to program
- Destruction of property
- Threats of violence
- Intimidating behaviour that causes the recipient to have fear of physical violence