



Title: After School Program Policy	Internal/ External
Department: Recreation and Leisure	Policy Number RL-009
Approval Date: March 03, 2014	Implementation Date: March 04, 2014

BACKGROUND

The After School Program (ASP) and Summer Program at the Town of Paradise have become increasingly popular over the last few years. The Town is proud to offer an After School Program that is inclusive, providing the support necessary for children with special needs. These programs are designed to provide a fun and safe environment for all children, to play, learn and grow.

OBJECTIVE / PURPOSE

The purpose of this policy is to outline the details regarding the Town’s After School Program. In particular, this policy describes the criteria that must be met in order for a child to be eligible for early registration for the Summer Program due to the increasing popularity of the programs.

DEFINITIONS

n/a

POLICY STATEMENT

The After School Program runs from September – June. As in the past, the ASP will be advertised to the public; however, it will now also include the opportunity for early Summer Program registration if the criteria outlined below are met.

GUIDELINES AND PROCEDURES

1. Early Summer Program Registration Criteria

- (i) To avail of early registration, children must have attended both the After School Program from Sept-June leading up to the summer of registration.
- (ii) There must be no outstanding invoices from current/previous sessions.
- (iii) Parents/Guardians must confirm with Recreation Staff in writing if they plan on availing of the early registration date. Parents must include child’s age and the dates that the child will

be attending Day-Camp. The deadline for this confirmation is emailed to all those who meet the criteria listed.

- (iv) Regular pricing applies to those who register their children early.
- (v) After the posted deadline for early registration, regular registration dates will apply.
- (vi) The detailed Day-Camp calendars will not be available during early-registration.
- (vii) For those who avail of early registration, an update on payment plans and Registration Forms will be sent once the Summer Day-Camp/Tri-Sport Coordinator starts.

1.1 Attendance

- (i) Children must attend a minimum of 75% of the full After School Program session (Sept-June).
- (ii) If child is sick, a doctor's note will be required to receive an excused day (to not lose a day)
- (iii) School closures due to weather will not equal the loss of a day.
- (iv) Professional Development Days or other specific school closures will not equal the loss of a day. Please inform staff if this is the case, as we have more than one school attending our program so we are not always aware of your child's school schedule. An email will suffice.
- (v) RPYCC closures will not equal the loss of a day
- (vi) Staff will keep a record of attendance daily. This record will be sent out to parents every two months, it will include days absent, % of attendance for those months and overall % of attendance accumulated.

1.2 Behavioral Issues

- (i) If your child is removed from ASP due to behavioral issues, the days they are asked to leave will count as an unsubstantiated absence.
- (ii) If your child is removed from ASP for any reason, they will not receive early Summer Program Registration.

2. Program Registration Guidelines

- (i) After School Program Registration for September – June will be held in mid- June, the precise date will be published in the Towns Summer Recreation Guide.
- (ii) Registration will be on a first come, first served basis; no priorities given.
- (iii) Registration will be in person at the Rotary Paradise Youth and Community Center (RPYCC).
- (iv) If you are physically registering your own child, you may not register any other children. If you cannot attend the registration date, you may have someone else bring in your completed registration forms and register your child so long as they are not registering their own child.

- (v) In order to avail of the early Summer Program registration, the guidelines highlighted in this section (2) must be abided by.

3. Timelines

- (i) If all criteria are met for early Summer Program registration, the registration deadline is as published in the Recreation Guide for the season.
- (ii) Regular in-person After School Program registration will take place in mid- June, the precise date will be published in the Town Summer Recreation Guide.

4. Pricing

The pricing for the After School Program will be as outlined in the Recreation Guide for that calendar year. Program pricing will not change based on whether the child is registered early or on the regular scheduled registration date.

5. Capacity

Due to increasing demand for the After School Program, registration is capped at 30 participants. This increased demand has halted the Recreation and Leisure Services Departments ability to hold spaces for participants who have already attended the program. No special privileges will be given to any participant.

6. Cancellation

In the event that a parent/guardian wishes to cancel their child's registration in the After School Program, refunds will only be provided for medical circumstances and will require sufficient medical documentation.

POLICY REVIEW

This policy will be subject to review annually.

Chief Administrative Officer: *Robert Connolly* Date: *March 31st 14*