

# Out of School Care

Before School • Afternoon Kindergarten Care • After School



# Parent Information

2007/ 2008



## Before School Care

**Mondays to Fridays**

**Opens at 7:00 am**

The Before School Care program provides supervised play space and activities for school aged children in kindergarten to grade 6. Parents are required to make transportation arrangements from Dovercourt to their child's school. A walking bus service will be offered for children attending Broadview Public School.

## Afternoon Kindergarten Care

**Mondays to Fridays**

**11:30 am – 3:00 pm**

The Afternoon Kindergarten Care offers young kindergarteners a fun & safe place to play. Activities include a daily lunch, arts & crafts, and outdoor/indoor play. Parents, through their school board must arrange transportation to Dovercourt. A walking school bus will be provided for children attending Broadview Public School.

## After School Care

**Mondays to Fridays**

**2:30 – 6:00 pm**

Affordable, fun and safe care for children in Kindergarten to grade 6. Participants enjoy the varied program mix that includes crafts, sports, games, homework club, outdoor play and weekly themes all presented by our well-trained and energetic staff. Our Recreation Clubs provide your child with the opportunity to enjoy organized, instructional recreation activities.

### **Club Programs Include:**

Sports, Art, Pottery, Swimming Lessons, SCUBA, Culinary Art, Quick Chicks Running Club, Drama and much more.

### **Your Child's Group**

The After School Care program is divided into three groups: Junior Kids Club (grades JK, SK, 1&2), Senior Kids Club (grades 3&4) and Future Leaders (grades 5&6). Your child's group is based on their current grade in school.

### **Pizza & Juice Cards**

Wednesday is Pizza Day! You can purchase Pizza and Juice cards from Customer Service (main desk). Each week, place your order with the sign-out staff person. When your child receives their pizza, we will stamp their card! \$20.00 / 14 Slices (pepperoni or cheese) and \$10.00 / 11 Juice. Our first pizza day will be September 12<sup>th</sup>

## Important Information for Your Child's Out of School Care

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### Out of School Care Programs

Dovercourt is pleased to offer a variety of options for your Out of School Care including:

- Before School Care
- Afternoon Kindergarten Care
- After School Care

### Registration and Payments

Out of School Care is three programs that provide care throughout the full school year from September to June. Registration and payments are monthly for your convenience. Post dated cheques or credit card information is required if you would like to pay monthly. *Please remember to register in advance for each month you require as spaces are provided on first come-first served basis throughout the year!*

Due Dates for Scheduled Payments (post dated cheques or credit card number required)

September	due August 1 <sup>st</sup>
October	due September 1 <sup>st</sup>
November	due October 1 <sup>st</sup>
December	due November 1 <sup>st</sup>
January	due December 1 <sup>st</sup>
February	due January 1 <sup>st</sup>
March	due February 1 <sup>st</sup>
April	due March 1 <sup>st</sup>
May	due April 1 <sup>st</sup>
June	due May 1 <sup>st</sup>

### Withdrawals & Refunds

To withdraw your child from the Out of School Care programs, contact our customer service staff. Full refunds less an administration charge of \$10 will be given if withdrawal is at least 30 days prior to the start of the month. Missed days due to appointments, illness or other reasons are not refundable.

## Important Dates

First day of After School Care	Tuesday, September 4 <sup>th</sup>
Thanksgiving Holiday	Monday, October 8 <sup>th</sup>
Christmas Break	Monday, December 24 <sup>th</sup> to Friday, January 4 <sup>th</sup>
March Break	Monday, March 10 <sup>th</sup> to Friday, March 14 <sup>th</sup>
Good Friday	Friday, March 21 <sup>st</sup>
Easter Monday	Monday, March 24 <sup>th</sup>
Victoria Day	Monday, May 19 <sup>th</sup>
Last day of After School Care	Wednesday, June 25 <sup>th</sup>

## PD Days

If your child's school board has a Professional Development Day we offer care for the Ottawa Carleton District School Board and the Ottawa Carleton Catholic School Board for both French and English schools. These programs are not included in your Out of School Care but are offered at a reduced rate. The PD Day program is still available for children in other school boards. PD Day programs have outings around the City. Watch for more details in the Monthly Newsletters.

## Late/Absent

Please call our Child Absent line at 798-8950 extension 306 to report whether your child will be absent or late for any Out of School Care program.

## Safe Child Arrival

If you have not contacted us through the Child Absent/Late phone line, (see above) we will call you if your child has not arrived within 15 minutes of their regular arrival time.

## Late Pick Up

To help us manage our costs and minimize inconvenience to our staff who tend to be very active in extra curricular activities, a late pick up fee is assessed for any child picked up based on the following scale:

1 - 15 minutes           \$20 per child

16 - 30 minutes       \$40 per child

\* \$20 for each additional 15-minute period per child

Payment is required at the time of pick up or the amount will be added to your account and payment is required prior to the next month of the program.

## Authorization for Pick Up

Should you wish to send someone other than you to pick up your children, please let us know. However, from time to time we recognize that circumstances arise where someone not listed will be picking up your child. We have prepared cards for alternative authorization. You may send the card along with your child to give to the staff if this is more convenient. *Should there be any custody issues, please provide us with the pertinent information as well as a copy of the court orders.*

## Health & Medical Concerns

Similar to schools, we try our best to minimize the spread of communicable diseases. If your child has any contagious condition we ask that they not be sent to any Out of School Care program.

Should your child have specific medical or behaviour concerns we should know about, please include this on your family account in our registration system and keep us updated. We are capable of administering medications with the right instructions. Please contact our Program Coordinator to review your requirements.

## Personal Belongings

Unfortunately, Dovercourt is a public facility and things do go missing from time to time. While we do our best to secure everyone's personal belongings, we highly recommend that toys or other items of great value be left at home. Please label your child's belongings with their name.

## Snacks

Please provide a daily snack for your child during Out of School Care. Adam's Apple Café is open and children can purchase snacks from them.

## Monthly Newsletters

Look for our monthly Newsletters outlining upcoming events or other items of interest with respect to the Out of School Care program.

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## Program Coordinator

We are pleased to have **Christina Pizana** overseeing Out of School Care programs. If you have any questions or concerns, please direct them to Christina at **613-798-8950 extension 230** or speak with her during program hours.

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## Important Phone Numbers

Dovercourt Recreation Centre	798-8950
Customer Service	extension 0
Child Absent/Late Line	extension 306
Program Coordinator, Christina Pizana	extension 230
Recreation Manager, Mark DeBruyn	extension 235

