

Important Information for Your Child's Out of School Care

Out of School Care Programs

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

- Before School Care
- Morning Kindergarten Care
- Afternoon Kindergarten Care
- After School Kindergarten Care
- After School Grades 1-6 Care

Registration and Payments

Out of School Care is comprised of five 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 are required to process monthly fees.

Due dates for scheduled payments (post dated cheques or credit card number required)

September 1 st	January 1 st
October 1 st	February 1 st
November 1 st	March 1 st
December 1 st	April 1 st
	May 1 st

Withdrawals & Refunds

To withdraw your child from the Out of School Care programs, please contact Billy Russell, program coordinator at 613-798-8950 x242. Refunds less an administration charge of \$20 will be given **with one months notice**. Missed days due to appointments, illness or other reasons are not refundable.

Important Dates

First day of Out of School Care	French Catholic School Board Wed. Aug 26 th Catholic School Board Mon. Aug 31 st Public School Board Tues Sept 1 st
Labour Day	Monday, September 7 th
Thanksgiving Holiday	Monday, October 12 th
Christmas Break	Monday, December 21 nd to Friday, January 1 nd
Family Day	Monday, February 15 th
March Break	Monday, March 15 th to Friday, March 19 th
Good Friday	Friday, April 2 th
Easter Monday	Monday, April 5 th
Victoria Day	Monday, May 24 th

PD Days

We offer full day programs for all Professional Development days. These programs are not included in your Out of School Care but are offered at a reduced rate. PD Day programs include activities on site at Dovercourt as well as trips off site. Watch for more details in the monthly newsletters and please register for these programs through customer service.

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.

Safe Child Departure

Please be sure to sign out your child with a staff member at pick up. We require a signature at the end of each day.

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. We recognize that circumstances arise from time to time when someone other than those listed on the account will be picking up your child. Please call the late or absent line (613-798-8950 x306) or the program coordinator (613-798-8950 x242) to let us know if someone else will be picking up your child. *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. Labeling your child's belongings with his or her name will help to ensure that they are returned to their owner.

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.

Program Coordinator

We are pleased to have **Billy Russell** overseeing Out of School Care programs. If you have any questions or concerns, please direct them to him at **613-798-8950 extension 242** or speak with him during program hours.

Important Phone Numbers

Dovercourt Recreation Centre	613-798-8950
Customer Service	extension 0
Child Absent/Late Line	extension 306
Kindergarten room	extension 231
Kindergarten Emergency Cell Phone	613-850-0812
Program Coordinator, Billy Russell	extension 242
Recreation Manager, Robin Cloutier	extension 230

