

# Simcoe Hall Settlement House

**Children • Families • Community • Since 1935**

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We are very pleased to welcome your child(ren) to another exciting at Simcoe Hall's Children's After School Program!

The registration form provides us with important information such emergency contacts, and important medical information, which allows us to provide your child with the best care in the event of an emergency; please ensure that we receive a completed registration form and immediately update us on any changes that may occur throughout the year.

In addition to the programs offered in the After-School Program, Simcoe Hall offers various programs throughout the year:

- ❖ Backpack Support: August
- ❖ Christmas Hampers: December
- ❖ March Break Camp: March 16<sup>th</sup> – March 20<sup>th</sup>
- ❖ Rummage Room: Every Wednesday
- ❖ Seniors Program: Every Friday
- ❖ Skiing & Snowboarding Program: January to February (independent program)
- ❖ Sun Fun Day Camp: July & August



**A neighborhood safe place for children to learn, play and grow.**

# Parent Handbook

## Mission Statement

Since 1935, Simcoe Hall Settlement House has been a non-profit community resource centre dedicated to assisting less advantaged children, families and vulnerable adults whose lives are affected by poverty.

Our role in the community was then, and still is, to stand ready to respond with programs & services that assist the lives of children and families in the most meaningful ways. Simcoe Hall Settlement House's After-School Program strives to provide equal opportunities for all children and their families.

## Philosophy

We believe that all children are unique in their own way. Children must be provided with a stimulating environment in which they can grow, socially, physically, mentally and emotionally. That is why we are dedicated to providing a safe and nurturing environment that will support your child's growth as they engage in new experiences, encouraging their independence. We believe in providing children with the tools and resource needed to foster self-exploration, play and inquiry. We strongly believe that involvement from local community partners can help support children and their families by offering new experiences and support.

## After-School Program Core Values

### Acceptance

We welcome each individual with a safe and accepting environment, providing children with a sense of belonging and acceptance.

### Respect

We believe all individuals deserve to be treated with respect. We listen and we hear the voices of all individuals.

### Support

We work together with families, community partners, and volunteers to ensure an environment where everyone feels supported.



# Parent Handbook

## Hours of Operation

Our program runs Monday – Friday beginning at 3:00pm; pick up time is at **6:45pm** on Monday, Tuesday, Thursday and Friday with the exception of **5:45pm** on Wednesday. Our program is closed throughout the month of December, we will reopen on the first day of school in January.

In the event of bad weather, the Children’s After School Program may be closed. To ensure that your children are not arriving and expecting Simcoe Hall to be open, please call Simcoe Hall and/or check our Facebook page to confirm closure.

## Closure Dates

**CLOSED ALL OF DECEMBER** (December 2<sup>nd</sup> to January 6<sup>th</sup>)

**March Break:** (open for camp) March 16<sup>th</sup> – March 20<sup>th</sup>

<b>Statuary Holidays</b>	<b>Public School PA Days</b>
Thanksgiving: Monday, October 14 <sup>th</sup> 2019	Friday, Oct 11 <sup>th</sup>
Family Day: Monday, February 17 <sup>th</sup> 2020	Friday, November 15 <sup>th</sup>
Good Friday: April 10 <sup>th</sup> 2020	Friday, January 17 <sup>th</sup>
Easter Monday: April 13 <sup>th</sup> 2020	Friday, April 3 <sup>rd</sup>
Victoria Day: Monday May 18 <sup>th</sup> 2020	Friday, June 5 <sup>th</sup>
	<b>Last day of Program:</b> June 25 <sup>th</sup>

## Membership Fees

Membership is **\$150.00** per school year; for your convenience we have three payment plan options

## Late pick-up Fee

Late pick-ups will result in a **\$10.00 late fee which must be paid on the day of the late pick-up**. In the event of a late pick-up, parents will be given one verbal warning, after that they will be charged the late fee. Continuous late pick-ups will result in your child being suspended from the program for 2 days. Our staff do understand that delays are sometimes unavoidable, if this happens please call our staff to let them know you will be running late.

Simcoe Hall Settlement House  
387 Simcoe Street South, Oshawa, ON  
L1H 4J2, 905-728-7525



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## Important Notices

- We encourage your child(ren) to travel to and from the Children's After School program with friends or siblings. **We also offer the Walking Bus for child(ren) attending Village Union (*Weather Permitted*).** If interested, please contact staff to set your child up with our Walking Bus Program.
- Members 12 years of age and over will be permitted to walk home alone **ONLY** if signed permission has been completed and on file.
- Signed permission forms must be on file if anyone other than the child(rens) parent are to pick them up. Please let us know if there is anyone who is **NOT** to pick up your child/ren.
- Please ensure to carefully read your child's monthly program schedule so you are aware of any special dates or changes within the program.
  - If your child is ill please do not send them to the After School Program. This will help control and prevent the spread of illness amongst staff, other children and volunteers. If your child is too sick to attend school then they are too sick to attend the Children's After-School Program.
  - If your child does not attend school, they cannot attend the After-School Program.
- We will be doing head lice checks regularly, if your child is found to have head lice they will be asked to stay home from the program until it is treated and proof of clearance is provided.
- We understand that some children may have dietary restrictions. If a child is unable to eat the meal that is being provided it is the parent/guardians responsibility to make other meal arrangements for their child. All meals will be shared on the programs monthly schedule prior to the first day of the month.
- The first Wednesday of the month the After-School program will be going swimming at the Eastview Boys and Girls Club. Please ensure your child has their bathing suit as well as towel with them every Wednesday. All programming will be closed on swim days.

