

**Simcoe Hall's After School Program 2021 - 2022**  
**Grades 1 – 8**

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

The After School Programs begins at 3:15 p.m. and will remain open until 6:15 p.m. Monday to Friday. Children are welcomed by the same staff each day, which offers a sense of stability and familiarity. Each day, children will be offered a nutritious snack prior to 4:00 p.m. In addition to snack, children will also be offered a healthy and delicious dinner.

The After School Program offers many enrichments, including Fitkidz (health and fitness promotion), Homework Support, Arts & Crafts, Cooking Classes, Sewing Program, Swimming as well as an opportunity to socialize with their friends. Special events are planned throughout the year, including theme days, field trips and special visitors.

In addition to the programs offered in the After School Program, Simcoe Hall offers various programs throughout the year (separate registration required):

- ❖ Foodbank (open Tuesday, Thursday & Friday from 9:00am – 11:30am / 1:00pm – 3:00pm)
- ❖ Backpack Support: August
- ❖ Holiday Hampers: November - December
- ❖ Seniors Program: Every Friday
- ❖ Skiing & Snowboarding Program: January to February (independent program)
- ❖ Sun Fun Day Camp



## **Simcoe Hall's Mission Vision and Core Values**

### **Mission**

To provide wellness opportunities through our food bank and programs to serve children, individuals and families who experience financial and social challenges.

### **Vision**

To be part of a community that will allow serve children, individuals and families to experience and lead healthy, meaningful and socially responsible lives.

### **Core Values**

We strive to abide by the following values that will influence our decisions, guide our actions, and determine our culture:

#### **Compassion and Caring:**

We strive to suspend judgement so that we can appreciate others' perspectives or situations. To be compassionate means we are genuinely concerned about the needs and well-being of all people in our community.

#### **Health and Wellness:**

We strive to create a culture in which we connect people with services and support that will encourage a complete state of wellness, including the mental, physical and emotional.

#### **Integrity and Responsibility:**

We will be ethical and accountable for what we say and do. We strive to consistently listen and evaluate our team, programs and services to ensure we are meeting the needs of the community.

#### **Respect and Inclusion:**

We will treat everyone with high esteem and dignity. We believe in a community in which everyone is treated equally. We offer programs and services that operate in a safe, supportive, and inclusive environment.

#### **Interdependence and Community:**

We believe in the power of working collaboratively with all members of the community. We strive to respectfully and ethically work with each other, with partners, with volunteers and with the community we serve.

## After School Program 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 child and youth centered space that will support your child's development as they engage in new experiences, while also encouraging their independence. We believe in providing children with the tools and resources needed to foster self-exploration, play and inquiry. We also strongly believe that involvement from local community partners can support children and their families through way of new experiences and community based resources. Our skilled staff provide a supportive, creative and safe environment for all children that will build opportunities for positive growth and development.

## Hours of Operation

Our program runs Monday through Friday beginning at **3:15pm**; pick up time is at **6:15pm**.

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

## Closure Dates

<b>Statuary Holidays</b>	<b>Public School PA Days</b>
Thanksgiving: Monday, October 11 <sup>th</sup> 2021	Friday, November 12 <sup>th</sup> 2022
Family Day: Monday, February 21 <sup>s</sup> 2022	Friday, January 21 <sup>st</sup> 2022
Good Friday: April 15 <sup>th</sup> 2022	Friday, March 14 <sup>th</sup> 2022 – March 18 <sup>th</sup> 2022
Easter Monday: April 18 <sup>th</sup> 2022	Friday, June 3 <sup>rd</sup> 2022
Victoria Day: Monday May 23 <sup>rd</sup> 2022	<b>Last day of Program:</b> June 29 <sup>th</sup> 2022

## 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 first time late pick-up, parents will be given one verbal warning. Any occurrence of a late pick up thereafter will result in a late fee being issued. Continuous late pick-ups may result in your child being suspended from the program for two days. Our staff do understand that delays are sometimes unavoidable, if this happens please call our staff ahead of time to let them know you will be running late.

## Important Notices

- For an additional cost, children who attend Village Union Public School can register for our Walking Bus Program (Weather Permitted). **Registration required.**
  
- The After School Program will not have access to the gymnasium for the month of December.
  
- Members 12 years of age and over will be permitted to walk home alone only if signed permission has been completed and on file. We encourage children to travel to and from the Children's After School program with friends or siblings.
  
- The first Wednesday of the month the After School Program will be going swimming at Eastview Boys and Girls Club. Please ensure your child has their bathing suit and towel on swim days.  
A \$2.00 fee is required for each swim.
  
- Please ensure to carefully read your child's monthly program schedule so you are aware of any special dates, meals 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 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.

## Registration Grades 1 - 8

Participant Information	Caregiver Information
First Name:	Name:
Date of Birth:	Relationship to Child:
Grade:	Phone Number:
Address:	Email:
Family Doctor:	Name:
Health Card:	Relationship to Child:
School:	

Emergency Contact #1	Emergency Contact #2
Name:	Name:
Relationship to Child:	Relationship to Child:
Phone Number:	Phone Number:

Are there any court orders or custody restrictions which would prevent us from communicating with either parent/guardian?

YES    NO   (If yes, we will contact you for additional information.)

## Authorization for Participation Pick-up

I give authorization for the following people in addition to the Parents/Guardians and Emergency Contacts listed on the registration form, to pick my child from the After School Program.

Name:	Name:
Relationship to Child:	Relationship to Child:
Phone Number:	Phone Number:

## Medical Form/Plan

Please be advised that Simcoe Hall staff and/or volunteers are not permitted to store, handle or administer prescribed or over the counter medication. Special arrangements must be made for a parent/guardian or other assigned adult to administer any medication(s).

**PLEASE DO NOT SEND MEDICATION OF ANY KIND TO SIMCOE HALL WITH YOUR CHILD.**

**The only exception to this rule applies to life saving emergency medications, including EPI pens and puffers.** If your child needs an EPI Pen or puffer, please make sure they have it with them at all times and are aware of how to use it.

**For children with allergies please include the following information:**

Type of allergy:	
Symptoms and signs of an allergic reaction:	
Procedure to follow in the event of a non-life threatening allergic reaction:	
<p>*If your child has an epi-pen:</p> <p>1. Please also include signs and symptoms of a <b>life-threatening anaphylactic reaction.</b></p> <p>2. The procedure to follow in the event of a life-threatening anaphylactic reaction.</p>	<p>1.</p> <p>2.</p>

**For children with puffers please include the following information:**

Known asthma triggers:	
Signs and symptoms that the puffer may be needed:	
Procedure for emergencies related to asthma/asthma attacks:	

**We also ask that you provide any additional information that will help us provide your child with the best care possible (i.e. learning disabilities, ADHD, FASD, ODD, etc.) Please note that we cannot offer 1:1 support at this time.**

## Community Walks

On occasion, the children and staff may take a walk to a neighborhood park. These walking trips are not always planned; by signing this permission slip you are granting Simcoe Hall permission to take your child on a walk.

Please check one:

- I give my child permission to participate in community walks
- I do **NOT** give my child permission to participate in community walks

## Permission to Walk Home

Please sign below if your child is **12** years of age or older and you are giving them **permission** to walk home alone from Simcoe Hall.

If your child has permission to walk home from our program they **MUST** call home and inform someone at home that they are walking. If a parent/guardian doesn't answer the phone call on 3 or more occasions then your child will no longer be allowed to walk home and a parent will have to come pick them up. This is for the children's safety. Siblings who walk home must walk home together.

I give permission for my child to walk home from Simcoe Hall Settlement House After-School Program.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Food Consent

I give permission for Simcoe Hall staff to give my child food or drink as part of the After School program.

### Consent to Hold Harmless Agreement

"I hereby give consent for my child to participate in the Children's After School Program at Simcoe Hall"

"I further agree to indemnify and hold harmless Simcoe Hall, its agents, employees or volunteers of all liabilities for loss or damage arising from any cause whatsoever and hereby release, waive and discharge Simcoe Hall Settlement House from all liability to my heirs, executors, administrators and assigns for all loss or damage any claim's or demands for such loss or damage on account of injuries to person or property while participating in and or being transported to and from program activities."

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Consent to Medical Treatment

"I hereby give permission to Simcoe Hall to provide or arrange for such first aid or other medical treatment or care of child included in this registration, including but not limited to transportation to hospital, as such staff may consider necessary or advisable. I understand that all costs related to such actions shall be my responsibility and I agree to pay and/or reimburse Simcoe Hall Settlement House for any such cost as may be incurred."

"I accept full responsibility for ensuring that participants named in this registration application are physically and medically fit to participate in the program activities for which they are registered throughout the duration of such programs."

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Permission to be Photographed and/or Videotaped

"I give consent for my child to be photographed or videotaped for the purpose of our archival records, community relations or program display boards. Photos may also be published through our website and social media pages. Children will NOT be identified by name in ANY photo or video."

"I understand that special parent/guardian permission or consent is required for photos and videos that may be taken or used by a third party. Parents would be asked to sign an additional consent form."

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## After School Program Rules

Simcoe Hall is committed to providing a safe, positive, and structured environment for all children in the after-school program. Please review and discuss the following general rules with your child. It is imperative that both students and parents understand the expectations of the program as well as the potential consequences.

We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children.

- No Bullying; inappropriate gestures or words that can hurt others will not be tolerated. We pride ourselves on kindness to ourselves and others.
- Please dress appropriately as we follow the same rules as the school boards.
- Children must remain in the building. They are not permitted to leave without consent of a staff member, a parent or a guardian.
- Do not bring valuables with you. Simcoe Hall is not responsible for lost items.
- Do not damage the property of Simcoe Hall or other members.
- Gym equipment is to be put away in its proper place after each use.
- Appropriate footwear is required to enter the gym. (i.e. running shoes).
- Must have indoor running shoes during the winter months.
- Always be on your best behavior! When we are on trips, you are representing Simcoe Hall. Good behavior means we will be invited back.

**Abuse of any of these rules will result in a phone call to a parent/guardian, the loss of an outing, privileges, issuing of a behavioral contract or suspension from the program. If a suspension occurs the child must leave the program immediately.**

**Please sign below in agreement with these rules**

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Child's Signature:** \_\_\_\_\_

## Fees and Payment Plans

### **After School Program Membership:**

\$150.00 per school year; for your convenience we offer 2 payment plan options.

- **Option 1:** \$150.00 (payment in FULL upon registration)
- **Option 2:** two payments of \$75.00 (payments due September 9<sup>th</sup> 2021 & January 4<sup>th</sup> 2022)

Under **special circumstances**, personal payment plans can be made for you. Please speak with the After School Program Coordinator if you require this assistance.

Payment option #: \_\_\_\_\_

I acknowledge that by choosing a payment plan I am responsible for making the payments by the due dates as stipulated in my payment option. If the payment obligation is not met by the agreed upon dates, I understand that my child cannot attend the after school program, until payment is made; late fees will be applied.

### **Walking Bus – Village Union Public School:**

\$5.00 per month, or \$45.00 upfront

**Participants Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Please note that we encourage payments be made by either cash or e-transfer. If you wish to pay by credit card, a 3% service fee will be added to your overall payment total.

**E-transfer:** [etransfersh@gmail.com](mailto:etransfersh@gmail.com)

**Password:** afterschool