



# **Simcoe Hall's After-School Program Handbook**

**Grades 1 – 8**

**2023 – 2024**

We are delighted to extend a warm welcome to another thrilling year at Simcoe Hall's After School Program!

Our array of enrichments includes Fitkidz (promoting health and fitness), Homework Support, Arts & Crafts, Cooking Classes, Literacy Club, and Workshops, offering a chance to both socialize with peers and forge new friendships. Throughout the year, we've lined up special events such as themed days, field trips, and guest visits. As they arrive, participants receive a wholesome snack and are treated to a nutritious complimentary dinner daily.

Consistency is key – our dedicated staff greets children daily, providing a stable and familiar environment.

In addition to the After School Program offerings, Simcoe Hall hosts a variety of programs year-round (individual registrations required).

- ❖ Food Bank
- ❖ Seniors Program
- ❖ Holiday Hamper Program: November and December
- ❖ March Break Day Camp
- ❖ Backpack Support: July & August
- ❖ Sun Fun Summer Day Camp

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

### **CORE VALUES**

Our core values influence our decisions, guide our actions and determine our culture. These values are: compassion and caring, health and wellness, integrity and responsibility, respect, and inclusion, as well as interdependence and community. We strive to make a difference in our community through everything we do.

### **MISSION AND VISION**

We strive to provide wellness opportunities through our food bank and programs to serve individuals, children, and families who experience financial and social challenges. We aspire to be a part of a community that allows everyone to experience and lead healthy, meaningful, and socially responsible lives.

### **HISTORY OF SIMCOE HALL**

Simcoe Hall was founded in 1935, by the Women's Welfare League in response to human and health conditions during the 1930s. They stayed active in the 1940s and expanded their vision for a fair and equitable community in the 1950s. The Women's League started what is now known as the Grandview Children's Centre and Eastview Boys and Girls Club.

## **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. This 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 provides a supportive, creative, and safe environment for all children that will build opportunities for positive growth and development.

## Hours of Operation

The After School Program begins at 3:15 pm and will remain open until 6:15 pm Monday through Friday. Due to our Holiday Hamper Program, the After School Program will not have access to the gymnasium for the month of December (subject to change).

In the event of inclement weather, the After School Program may be closed. In case of closures, our staff will notify all caregivers via phone call. Village Union Public School will also be notified when our Walking Bus Program is canceled. At the discretion of Simcoe Hall, early closure may be announced at any time.

Field trips are planned at various points throughout the school year. For these outings, we will request your signature on a permission form and, where applicable, a nominal fee.

Simcoe Hall's After School Program currently aligns with the Durham District School Board instructional day calendar. Please be aware that the program will be closed on all scheduled PA days and statutory holidays. For your reference, a list of closures is provided below:

### After-School Program Closure Dates

<b>Statuary Holidays</b>	<b>CLOSED</b>
Thanksgiving: Monday, October 9 <sup>th</sup> , 2023 Family Day: Monday, February 19 <sup>th</sup> 2024 Good Friday: March 29 <sup>th</sup> , 2024 Easter Monday: April 1 <sup>st</sup> , 2024 Victoria Day: Monday, May 20 <sup>th</sup> , 2024	Friday, October 6 <sup>th</sup> , 2023 Friday, November 17 <sup>th</sup> , 2023 December 22 <sup>nd</sup> 2023 – January 5 <sup>th</sup> 2024 Friday, January 26 <sup>th</sup> , 2024 Friday, April 19 <sup>th</sup> , 2024 Friday, March 8 <sup>th</sup> 2024 – March 15 <sup>th</sup> 2024 Friday, June 7 <sup>th</sup> , 2024 <b>Last day of the Program: Thursday, June 27<sup>th</sup>, 2024</b>

### Member Illness

If a child has any symptoms of a contagious illness they will need to be kept at home until there are no signs of symptoms. If a child does not attend school they are not allowed to attend our program. Should a child become ill while they are in attendance, we will separate them from other children and attempt to contact a parent/guardian and or emergency contact immediate pick-up

### Change of Information

Please inform us if there are any changes to the information on the registration form. This may include a change of address or changes to who may pick up your children at our program.

### **Late Arrival and Pick-up**

Simcoe Hall's doors remain locked at all times. When arriving to pick up your child, please ring the doorbell at the entrance of Celina/Fisher. Staff will greet you and escort your child to you. Unless otherwise arranged, children will not be released to any person other than those who are listed on their registration form. Please send a written note, or call the Program Coordinator to inform the staff of who will be picking up your child(ren).

Members 12 years of age and over will be permitted to walk home alone **only** if signed permission by a caregiver has been completed and is on file.

### **Late Fee Policy**

We understand that situations may arise, causing caregivers to be late. In the event you are running late to pick up your child, please call Simcoe Hall (905) 728-7525 as soon as possible to notify staff about your late arrival. Late pick-ups will result in a **\$1.00 a minute up to \$60.00. Late fees must be paid upon arrival.** If the late fee is not paid within the first 24 hours, then an additional \$5.00 will be added until the fee is paid. Reoccurring late pickups may result in termination of enrollment.

If the parent/guardian/emergency contact is unavailable an hour after the program ends, we will contact the appropriate Children's Aid Society and follow their instructions.

### **Communication and Concerns**

Each month, a newsletter will be emailed or sent home to participants at the beginning of the month. This newsletter will contain essential information about program updates, closures, and memos to keep everyone informed.

Parents/guardians are encouraged to take an active role and regularly discuss what their child(ren) are experiencing with our program. Engaging in open communication with program staff is crucial to ensure a positive and comfortable experience. Feel free to ask questions when picking up your child, and don't hesitate to call or email the Program Coordinator if any concerns arise during the day.

We kindly request that you avoid discussing concerns in front of children, as this can create a negative atmosphere for participants. Our staff is committed to providing a safe and supportive environment, and they will arrange a suitable time and place for addressing any concerns.

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the outcome of a concern, they may escalate the issue to the Program Coordinator and/or the Executive Director.

**Confidentiality:** Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, and volunteers, except when information must be disclosed for legal reasons.

## **Behaviour Guidelines**

### **Our Expectations of Participants:**

- Treat others and the environment with respect.
- Use facilities and equipment safely and appropriately.
- Adhere to our “no violence” guidelines to ensure the safety of all our members.
- To use appropriate language at all times.
- Listen to staff to support a safe environment for all.
- No chewing gum or outside food/drink unless otherwise specified.

### **Behavior That is NOT Permitted:**

- Endangering the health and safety of participants, staff, and volunteers.
- Theft or damage to Simcoe Hall or personal property.
- Leaving the program without permission.
- Persistent disruption of the program.
- Refusal to follow behavior guidelines or rules.
- Frequent use of profanity, vulgarity, or obscenity.
- Displaying rude or aggressive behavior.

We ask that participants communicate with their leaders about any situation during the program that causes discomfort or unhappiness. We also request participants stand up for each other. If a child encounters bullying behavior, we expect those who are aware to promptly inform a staff member.

## **Damages to Simcoe Hall Property**

Participants who cause damage to Simcoe Hall’s property by abuse of equipment will be responsible for compensation for all damages to equipment/supplies. The participant’s parents or guardians will be expected to reimburse Simcoe Hall for any damages that occurred and will be billed accordingly. Depending on the frequency and severity of the conduct, further steps will be taken which may result in the loss of activities/materials, outings, and permanent removal of the After-School Program.

## **Meal and Snack Program**

Simcoe Hall offers a snack and *complimentary* meal program at no additional cost, providing healthy snacks to children upon arrival and dinner served at 5:30 PM.

Our meal program relies heavily on the generous donations from both our food bank and community partners. A monthly menu will be created and shared with all participants at the beginning of each month, although please be aware that the menu is subject to potential changes.

If, for any reason, your child cannot consume the provided meal, kindly make alternative arrangements. It's important to highlight that our facility is unable to guarantee an allergen-free environment due to the presence of our food bank on the premises.

## **Walking Bus Program - Village Union P.S**

Two staff members will be waiting for participants outside of Village Union's office doors from **3:05 pm – 3:20 pm Monday to Friday**. At 3:20 pm, the children and staff will proceed to Simcoe Hall; only children with signed permission forms and who are with the group before 3:20 pm will be walking with the staff. This program is weather permitted. In the event of inclement weather, the Walking Bus Program will be canceled. Upon cancellation, Village Union P.S. will be notified as well as the parents/guardians of children who utilize the Walking Bus Program. It is the responsibility of the parent/caregiver to inform their child's teacher and administration that they will be utilizing this program.

**Please go over these important safety rules with your child(ren):**

1. Listen to and respect all staff members as they are here for everyone's safety.
2. Be punctual for the walking bus.
3. Stay on the sidewalk and cross with the group only at designated crosswalks.
4. Walk directly to Simcoe Hall with the group and avoid making additional stops.
5. Refrain from pushing, shoving, or any form of physical contact that could be unsafe during the walk.
6. Keep personal belongings secured and avoid any distractions that might compromise safety.
7. If you need assistance or feel unwell during the walk, notify a staff member immediately.
8. Understand that Simcoe Hall is not responsible if the Walking Bus is missed.
9. Note: bikes, scooters, rollerblades, and other wheeled devices are not allowed.

In order to ensure the safety of all participants, particularly when walking a large group of children down Simcoe St., we have implemented a **THREE-strike policy**. This policy is designed to maintain a secure environment for everyone involved. If a participant fails to comply with the safety guidelines and rules of the Walking Bus Program, they will be subject to the THREE-strike policy. Any individual accumulating three strikes will face removal from the Walking Bus Program to uphold the well-being of all participants and prioritize their safety. **Refunds are not applicable.**

## **Membership Fees**

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

\$220.00 per school year. For your convenience, we offer two payment plan options:

- **Option 1:** \$220.00 (payment in full upon registration)
- **Option 2:** two payments of \$110.00 as mutually agreed upon between the program coordinator and payee.

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

\$60.00 for the year (must pay in full upon registration)

Payment can be made via cash, e-transfer, or credit card. **Please note there is a 3.40% service fee for all credit card transactions.** If paying by e-transfer please include a memo stating the fees are for the After School Program as well as your child's name.

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

**Password:** afterschool

*Due to the reduced cost of our program, we do not offer subsidies, or prorated fees.*