Simcoe Hall
Community Programs & Food Bank

Simcoe Hall's After-School Program Handbook for Grades 1 – 8
2026 – 2027

Simcoe Hall's After-School Program offers children a fun, engaging, and enriching environment where they can learn, grow, and build lasting friendships. Running for 10 months of the year, the program averages just over **$2.00 per day**, making it an affordable option for families while providing exceptional value. We prioritize serving neighbourhoods in Oshawa with the greatest need, but our program is open to all families in the community.

Each day, participants enjoy a variety of enriching activities designed to support learning, creativity, physical activity, and social development. Throughout the year, children also participate in themed days, field trips, holiday celebrations, visits from special guests, and other exciting events that make the program fun and memorable year-round.

To support children's well-being, a nutritious snack and dinner are provided each day at no additional cost.

Our After-School Program is a busy, active, and sensory-rich environment. Children in Grades 1–8 share program spaces throughout the evening, meaning participants of different ages may be together in the same room. We value this mixed-age setting because it encourages children to learn from one another, build friendships, develop social skills, and gives older children opportunities to practice leadership and positive role modelling. Activities are designed to be flexible and inclusive, allowing children to participate in ways that are appropriate for their interests, abilities, and developmental level.

We warmly welcome children and youth of all abilities. To help ensure a safe and positive experience for everyone, participants should be able to participate within a group setting with the level of support available through the program. Children who require ongoing one-to-one support are welcome to attend with their own support worker. Families are encouraged to consider whether this active, group-based environment is a good fit for their child's individual needs.

Simcoe Hall Contact Information:
Address: 387 Simcoe Street South, Oshawa, ON L1H 4J2
Phone: (905) 728-7525
Program Staff Email: kids@simcoehall.com
Child and Youth Program Director: samantha@simcoehall.com
Executive Director: tiffany@simcoehal.com
Website: www.simcoehall.com

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 every child is unique and deserves a safe, stimulating environment to grow socially, physically, mentally, and emotionally. We are committed to providing a nurturing, child- and youth-centred space that encourages independence, exploration, play, and learning.

Through supportive staff, meaningful experiences, and connections with community partners, we provide children and families with opportunities and resources that promote positive growth and development.

Staff Qualifications and Training

Our staff are carefully selected for their experience, qualifications, and passion for working with children and youth. All staff and volunteers must provide a clear Vulnerable Sector Check before joining the program. Staff also receive ongoing professional development and are certified in First Aid & CPR, HIGH FIVE® Principles of Healthy Child Development, and Food Handler Safety.

Other Programs & Supports

In addition to our After-School Program, Simcoe Hall offers a variety of programs throughout the year. **Youth Ambassador Program**, **Food Bank**, **Seniors Program**, **Holiday Food Hamper & Toy Program**, **March Break Day Camp**, **Backpack Support**, and **Sun Fun Summer Day Camp** are available to support children, youth, seniors, and families in our community. *See our website for more details.*

Hours of Operation

The After-School Program begins at **3:15 pm and remains 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 during the month of December (subject to change).

Simcoe Hall reserves the right to announce early closures at any time due to adverse weather conditions or unforeseen circumstances that could impact the safety of our staff and participants. In such cases, we will provide notifications to caregivers via phone call and/or email.

Simcoe Hall's After School Program currently aligns with the Public Durham District School Board instructional day calendar. For your reference, a list of scheduled closures is provided below:

2026-2027 After-School Program Closure Dates	
Statuary Holidays	**CLOSED** (PA/PD) Days
• **Thanksgiving**: Monday, October 12th, 2026 • **Family Day**: Monday, February 15th, 2027 • **March Break**: March 15th – 19th, 2027 • **Good Friday**: Friday, March 26th, 2027 • **Easter Monday**: Monday, March 29th, 2027 • **Victoria Day**: Monday, May 24th, 2027	• Monday, October 26th, 2026 • Friday, November 13th, 2026 • December 21st – January 1st (winter break) • Friday, January 22nd, 2027 • Friday, June 4th, 2027 • **ASP Last Day – Tuesday June 29th 2027**

Daily Schedule Overview

- **3:15 pm – 3:45 pm:** Participants check in, enjoy a healthy snack, and connect with friends and staff before programming begins.
  4:00 pm – 5:30 pm: Participants choose from a variety of supervised activity spaces based on their interests:
  - **Zen Den:** A calm and welcoming space offering literacy activities, reading time, homework support, movie nights, and other quiet activities that encourage learning, relaxation, and creativity.
  - **Craft Room:** Creative arts & crafts, LEGO building, and hands-on science experiments that encourage imagination, problem-solving, and self-expression.
  - **Games Room:** PS5, Nintendo Switch, board games, foosball, etc.
  - **Gymnasium:** Burn energy with ball hockey, dodgeball, badminton, basketball, group games, team challenges, and other fun active activities.
  - **Wellness Room:** Boxing Fitness classes and wellness-focused activities.
  - **Quiet Room:** A space for self-regulation and individual quiet time
- **5:30 pm:** Dinner followed by group games and enrichment activities in the gym.
- **6:15 pm:** Home time!

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 or 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 for immediate pick-up.

Head Lice

To help maintain a healthy environment for all participants, we may conduct routine head lice checks throughout the year. If live head lice are found, the child will be sent home. The child may return after treatment has been completed and proof of treatment is provided.

We reserve the right to conduct a follow-up head check before the child returns. Caregivers are expected to notify us if their child has been diagnosed with head lice so appropriate measures can be taken to help prevent further spread.

Change of Information

Please notify us as soon as possible of any changes to your child's registration information, including changes to your address, phone number, email address, emergency contacts, medical information, or authorized pick-up persons, etc.

Reporting Absence

Please notify us as soon as possible if your child will be absent and provide the reason for their absence. This helps us ensure your child's safety and maintain accurate attendance records.

Arrival and Pickup Procedures

If your child will be arriving at the program after 4:00 p.m., please notify program staff as soon as possible. This helps us ensure we have an accurate headcount for meal preparation and any planned activities.

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. Unless otherwise arranged, children will not be released to any person other than those who are listed on their registration form. 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 Pickup 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 per 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. Recurring 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.

Field Trips and Community Walks

Field trips and community walks offer valuable experiences for children and allow staff to extend program activities beyond Simcoe Hall.

For field trips, parents/guardians will be required to complete a permission form to grant consent for their child to participate in the activity. Community walks, which may be a regular part of the program, do not require a separate permission form.

Lost and Found Items

Lost items will be placed in the designated **Lost and Found** bin located in front of the children's coat room. Caregivers and children are encouraged to check the bin regularly for missing belongings. Any unclaimed items will be donated at the end of each month.

Meal and Snack Program

Simcoe Hall offers a snack and a complimentary meal program at no additional cost. Children receive healthy snacks upon arrival, and dinner is served at 5:30 PM, in accordance with Canada's Food Guide: 'Healthy Eating Recommendations'.

Generous donations from our food bank and community partners support our meal program. A monthly menu will be created and shared with participants at the beginning of each month, though please note that the menu may change based on inventory.

We generally discourage sending food from home. However, exceptions can be made for families with children who have specific dietary needs or complex allergies**. Please note that due to the presence of our food bank, we cannot guarantee an allergen-free environment**. We are committed to minimizing risks and will take reasonable precautions to manage potential allergens.

Communication and Concerns

We believe strong communication with families is essential to creating a comfortable and safe environment for all participants. We keep parents informed through various means, including regular newsletters and calendars, daily check-ins at pick-up and drop-off, parent meetings and family events, and yearly surveys. We have an open-door policy for questions and concerns, and you are encouraged to reach out to any of our staff as needed.

We encourage parents and guardians to actively discuss their child(ren)'s experiences with our program. Open communication with program staff is key to ensuring a positive and comfortable experience for your child. Please feel free to ask questions during pickup or contact the Program Director by phone or email if any concerns arise.

We kindly ask that concerns not be discussed in front of children, as this can create a negative atmosphere. Our staff is committed to maintaining a safe and supportive environment and will address any issues at an appropriate time and place.

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 Director and/or the Executive Director.

Confidentiality: All issues and concerns will be handled with the utmost confidentiality, and every effort will be made to protect the privacy of parents/guardians, children, staff, and volunteers. Information will only be disclosed if required for legal or safety reasons.

Technology and Cell Phone Use Policy

In alignment with the Ministry of Education's policy on cell phone use, participants in our after-school program are no longer permitted to use their cell phones during scheduled activities and instructional time. While participants may keep their phones with them, their use will only be allowed if explicitly permitted by program staff. Phones must remain on silent or vibrate to avoid disruption. *Simcoe Hall is not liable for any lost, stolen or damaged property, including cell phones.*

Benefits of Limiting Cell Phone Use:

1. **Increased Focus:** Fewer distractions help participants stay engaged and get more from the program.
2. **Stronger Connections:** Encourages face-to-face interaction, teamwork, and positive peer relationships.
3. **Enhanced Safety:** Helps protect privacy and reduces exposure to online distractions.
4. **Improved Engagement:** Promotes mindfulness and encourages participants to be present during activities.

We have a zero-tolerance policy for the use of social media apps during program hours. This policy supports our commitment to maintaining a safe and respectful environment for all participants.

Behaviour Guidelines

We aim to create a positive and supportive environment for all participants. Open communication with leaders about any issues is encouraged. We use positive behaviour strategies to help children learn respect, responsibility, and cooperation. Our approach includes:

- Setting clear, consistent expectations
- Encouraging problem-solving and conflict resolution
- Providing positive reinforcement and encouragement
- Working closely with families when challenges arise

Expectations of Participants:

- **Respect and Kindness:** Treat everyone and the environment with respect and kindness.
- **Safe Use:** Use facilities and equipment safely and appropriately.
- **No Violence:** Adhere to our "no violence" policy to ensure everyone's safety.
- **Respectful Language:** Use appropriate and respectful language at all times.
- **Follow Instructions:** Listen to and follow staff instructions to support a safe environment.
- **Food and Drink:** Refrain from chewing gum or bringing outside food and drink, unless specified.
- **Technology:** Personal technology devices are prohibited during program hours, unless specified.

Prohibited Behaviour:

- **Endangering Safety:** Endangering the health and safety of others.
- **Theft or Damage:** Theft or damage to property or personal belongings.
- **Unauthorized Departure:** Leaving the program without permission.
- **Disruption:** Persistent disruption of program activities and participants.
- **Rule Refusal:** Refusal to follow behaviour guidelines or rules.
- **Profanity and Obscenity:** Frequent use of profanity, vulgarity, or obscenity.
- **Disrespectful Behaviour:** Displaying rude, aggressive, discriminatory, or disrespectful behaviour.

Bullying Prevention: We are committed to preventing and addressing bullying. Participants are encouraged to report any bullying behaviour they encounter or witness to staff immediately. All reports will be taken seriously and addressed promptly.

Reporting Issues: Participants should inform a staff member if they encounter any issues or feel uncomfortable. Staff are available to support and address concerns as they arise.

Consequences for Non-Compliance:

- **Early Pick-Up:** Call home for early pick-up.
- **Suspension:** Suspension from the program.
- **Termination:** Termination from the program.

Maintaining a safe and respectful environment is crucial for the success of our program. We appreciate your cooperation and commitment to upholding these guidelines.

Accidents and Incidents

Children's natural curiosity and active play can sometimes lead to minor injuries such as cuts, scrapes, and bruises. Engaging in risky play—exciting and adventurous forms of play with unpredictable outcomes and potential for physical injury is a normal and important part of child development.

Importance of Risky Play: Risky play is crucial for children's growth as it helps them develop resilience, problem-solving skills, and physical coordination. By navigating challenges and exploring their limits in a controlled environment, children learn to assess risks, build confidence, and enhance their ability to handle future challenges.

Procedure for Accidents:

1. **Documentation:**
    - Staff will complete an Accident/Incident form to document any injuries or incidents. This form includes details about the event and the actions taken.
    - The incident will be discussed with the child's parents/caregiver, who can request a copy of the report at any time.
2. **Response to Serious Incidents:**
    - In the event of a serious incident, staff will respond based on the situation's severity.
    - This may include contacting emergency services (911) or reaching out to the child's designated emergency contacts for medical evaluation.
    - All staff members are trained in Standard First Aid and CPR to handle emergencies effectively.

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/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 that may result in the loss of activities/materials, outings, and permanent removal from the After-School Program.

Walking Bus Program - Village Union P.S

Two staff members will be waiting outside the Village Union office doors **Monday to Friday, from 3:05–3:20 p.m.** At **3:20 p.m.,** staff and participants will walk together to Simcoe Hall. Only participants with a signed permission form who are present by 3:20 p.m. may join the Walking Bus.

The Walking Bus is **weather-dependent**. In the event of inclement weather, the program will be cancelled and Village Union P.S. and participating families will be notified. Parents/caregivers are responsible for informing their child's teacher and school administration that their child is registered for the Walking Bus.

Changes & Attendance
Please notify Simcoe Hall **before 2:30 p.m.** if your child will be leaving school with someone not listed on their registration form or if there are changes to their usual after-school routine. If a participant is unexpectedly absent, Simcoe Hall will contact the school and, if needed, the parent/guardian or emergency contact.

THREE-Strike Safety Policy
To help keep everyone safe while walking as a large group, the Walking Bus follows a **THREE-strike system**. Strikes may be issued when participants do not follow safety rules or staff instructions. **Three strikes may result in removal from the program, and registration fees are non-refundable in such cases.**

Walking Bus Safety Rules
Please review these rules with your child(ren):

1. **Listen, Stay Together & Be on Time:** Follow staff instructions, arrive on time, and remain with the group.
2. **Walk Safely:** Stay on sidewalks, use designated crosswalks, and walk directly to Simcoe Hall without stopping or leaving the group.
3. **Respect Others:** Keep hands to yourself and use safe, respectful behaviour.
4. **Stay Focused:** Keep belongings secure, avoid distractions, and do not eat while walking. Snacks are provided upon arrival.
5. **Speak Up:** Tell a staff member if you need help, feel unwell, or have a safety concern.
6. **No Wheeled Devices:** Bikes, scooters, skateboards, rollerblades, and other wheeled devices are not permitted.
7. **Missed Walking Bus:** Participants who miss the Walking Bus are responsible for making their own arrangements to get to Simcoe Hall.

Membership Fees

The full program fee of $400.00 works out to just over **$2.00 per program day** and helps us keep the program accessible for families. As our fees are already kept as low as possible, we are unable to offer subsidies or prorated fees based on registration date. **If your family is experiencing financial challenges or has special circumstances, please reach out to the Program Director to discuss your situation. We will do our best to work with you and explore any available options.**

After-School Program Membership Fee
The fee for our After-School Program is **$400.00 per school year**. To make this manageable for families, we offer two payment options:

Payment Options

1. **Full Payment**
    - $400.00 due at registration
2. **Two Installments**
    - $200.00 due at registration
    - $200.00 due **two months after registration**

Walking Bus – Village Union Public School Only:
$60.00 for the year. *Payment in full is required at the time of registration.*

Payment Methods:

1. **Cash**
2. **E-transfer:** Please send to **etransfersh@gmail.com** and use the password **afterschool**. Include a memo stating that the payment is for the After-School Program and your child's name.
3. **Credit Card:** Please note a 3.40% service fee will apply.

Please Note: *A minimum of **two business days** is required to process your registration. Your child may begin attending the program once registration has been processed and confirmed.*

Late Payment Fee Policy

Payments are expected by the agreed-upon due dates. A **$10.00 late fee** will be applied to payments more than **15 days overdue**.

If you anticipate difficulty making a payment, please contact us as soon as possible. We are committed to working with families and may waive late fees in cases of financial hardship.