

Welcome to the Centre Greene After-School Program

The Centre Greene After-School Program provides an educationally stimulating environment where children receive support and encouragement.

We offer the opportunity for your children to reinforce study skills, create and strengthen friendships, and obtain team building skills.

Our Philosophy:

At Centre Greene we strive to treat every child as an individual. Meeting your child's basic needs in regards to homework and recreation is part of our mandate. Our activities are tailored around your child's interests; we offer activities that focus on team work, sports, the arts, cooking, science and the environment.

Our Staff:

The staff is motivated, educated, caring and energetic. The Coordinator and Animators have been specifically selected to work at Centre Greene because they are responsible, reliable and experienced in educational based recreation programming. Most importantly, all members of the After-School staff love children and consider it a privilege to spend their afternoons with them.

We believe regular communication between staff and participants is essential for success. Feel free to approach staff members with input, concerns and questions. They will be happy to listen and help in any way possible.

Daily Schedule:

Children are dismissed from Roslyn School at 3:30pm.

3:50 – The After-School Animator greets the children in front of Centre Greene

4:00 – A healthy snack is served.

4:15 – Children participate in an activity (This may include gym time, park time or other)

5:00 – Homework Period (Younger children or those without homework participate in quiet free play.)

6:00 – After-School is over! Please be present to pick up your child before or at 6:00pm.

We spend a minimum of 30 minutes in the gym per week. In the warmer months we take full advantage of the park across the street. Children should be prepared to enjoy the beautiful weather (all months of the year). On Fridays, children engage in a fun educational activity. In the past, Concordia Art Education students have been present to lead art activities with the children. A fun Friday snack is also served. Our daily schedule is subject to change if none of the children have homework, or if the weather is irresistible.

Ped Days and March Break:

Centre Greene offers Ped Day programming following the Roslyn School calendar. Our Ped Days and Spring break include numerous activities.

Examples of past activities include:

- Outings
- Gym Time
- Cooking
- Arts & Crafts
- Science Experiments

Trips this year included Putting Edge Centre Ville: Glow in the Dark Mini Putt, Quilles G-Plus (Bowling), and various cultural events including our visit to the Holiday window at Ogilvy. All trips are well supervised with a ratio of one staff member to eight children.

All children, **even** if they are enrolled in the After-School Program **must pre-register** for Ped Days and March Break Camp. To ensure that a space is available for your child(ren), we suggest registering for a Ped Day at least one week in advance. A tentative schedule for Ped Day programming which includes all outings and activities will be released and available to parents for consultation at least one week prior to the Ped Day.

Please note: It is the parents' responsibility to know when their child has a Ped Day. The Coordinator will only send reminders concerning up coming Ped Days and events to parents who have selected this option on their registration form. Cancellations for Ped Days must be phoned in at least 48 hours in advance. Ped Days at Centre Greene are in high demand, and when spaces are reserved for children who do not attend we are forced to turn away others who would benefit from this space.

The Ped Day Fees:

\$25/child enrolled in the After-School Program

\$35/child not enrolled in the After-School Program

Please enquire for Sibling and/or sliding scale discounts.

Ped Day fees include the cost of all outings, activities and transportation.

After-School Program Monthly Fees:

\$195/child Full-Time Attendance (5 days a week)

\$147/child Part-Time Attendance (3 days a week)

\$371/siblings Full-Time Attendance (5 days a week for two children)

\$15/child per day Drop-in Attendance (Less than 12 days per month)

Sibling and sliding scale discounts are available, please enquire.

All After-School Fees are due on the first of the month

Payment methods include:

- Post-dated checks
- Checks on the first of the month
- Cash on the first of the month

We understand that it is not always possible to pay on the first of the month. If there are issues concerning the payment of your After-School fees, please speak to Centre Greene's Executive Director.

Your child's attendance will be refused until late or unpaid bills have been paid in full.

As Centre Greene is a not for profit organization, we rely on your contributions to keep the program running. We encourage you to provide the office with post-dated checks for September – December & January – June. Thank you.

Attendance:

We take attendance daily. If your child is scheduled to attend After-School and will not be present on a given day (due to illness, change of plans, etc.) **you must inform us!** Simply call 514-931-6202 and leave a message, or email CentreGreeneAfterSchool@gmail.com. When your child is expected and he or she does not get off the bus, we worry and will call you; if you cannot be reached we will proceed to call all of the contact names you have provided. If we still do not know where your child is then we will call the police.

Please be sure to initial the attendance sheet when picking up your child. This ensures that your child is accounted for at all times. Only those authorized to pick up your child will be allowed to sign your child out unless you have made arrangements with the After-School Coordinator.

Hours:

After-School hours are from when the school bus arrives at Centre Greene, until 6:00pm sharp. **Please be here to pick up your child before or at 6:00pm.** It is against Centre Greene policy to leave a child to wait for you in the foyer or outside unsupervised, even with parental permission.

We understand that it may not always be possible to be here by 6:00pm sharp. If you are running late, simply call 514-931-6202 to let us know. After 6:00pm your child will be sent to the office to wait for you with the evening staff.

Snack:

We offer a healthy snack daily. As we have numerous children, we serve one kind of snack per day. We try to accommodate allergies and vegetarian diets. If you have questions or concerns about our snacks, don't hesitate to ask.

Homework:

At After-School, we have a designated homework time (except on Friday). This is not a tutorial period. **We do not guarantee that you child's homework will be completed when you arrive.** The After-School staff are available to help the children with their homework during our study hall period. We **strongly recommend** that you review you child's homework with them once at home.

Other:

Please keep children's money and valuable items at home (i.e. Ipods, Tablets, and other electronics, collector cards or any well-loved items, etc...) **Centre Greene is not responsible for lost of stolen items.** In addition, if any toy becomes a problem (causes stealing, fighting, is distracting from homework, etc...), we reserve the right to ban that toy from After-School for the year.

We aim to bring the children outside (or to the gym) daily. Please provide the proper clothing and shoes for indoor and outdoor activities. All children need to have an extra pair of shoes left

at Centre Greene during winter. We also encourage you to leave an extra pair of socks, a t-shirt, a sweatshirt, hat and/or mittens at Centre Greene for your child. This will help us keep your child warm and happy! Remember to label all clothing and objects your child brings to After-School.

Please keep us informed about any contagious ailments your child has come into contact with (i.e. lice, chicken pox, etc...). With this information, we will inform the other parents and take proper precautions.

Finally, please inform us of areas we can improve upon, or if there is something you are especially pleased with. This helps us provide the best service possible!

Rules and Responsibilities:

A copy of the rules is attached. The rules are in place to ensure safety and enjoyment. Please review them with your child. Having your children aware of the rules helps the staff enforce them.

If your child does not follow the rules on a regular basis, you will be informed. First verbally, and then in written form. If the behavior is not corrected after three warnings, your child will be suspended from the After-School Program for three days to one week (or more).

We reserve the right to suspend a child immediately in the case of flagrant misbehavior (example: continual disrespect to peers and staff, destruction of Centre Greene property, etc...)

Biting results in an immediate suspension.

Centre Greene has a zero tolerance policy for violence and bullying. If your child engages in any forms of violence or bullying they will be dismissed from the program immediately.

With your cooperation we look forward to having a great year!

After-School Rules

1. The After-School staff is here to help and play with you. You must listen to the staff!
2. If someone is bothering or teasing you, tell the After-School staff.
3. Absolutely no hitting, kicking, biting or hurting others at the Centre or on the bus!
4. Running across the street is never allowed. When we are travelling as a group, children must walk in pairs between the staff at the front and end of the line.
5. Bullying is not tolerated!
6. Play fighting is not permitted.
7. Words can hurt others: no name calling or swearing.
8. Pretend guns and violent games are not allowed.
9. Running is only allowed in the gym and the park.
10. Homework time is quiet time for everybody. Please be quiet during this time!
11. Toys and supplies are for everybody to use. You may not break or vandalize Centre Greene property. If you do, your parents will be asked to pay to replace it.
12. You must ask before you go anywhere in the building.
13. Never leave the building without an adult.
14. Before you leave you must clean up!
15. Your parents must sign you out of the attendance list.
16. Once your parents arrive, it is time to clean up and go!