

AFTERSCHOOL PROGRAM GUIDE FOR PARENTS

Enrollment

The program is open to current Vancouver Native Housing Society residents from ages 6 to 10 years of age.

The number of spaces for the After School Special is limited to 12 children. If the program has reached the maximum allotted number of children than new applicants will be placed onto a waiting list at the request of the parent/guardian. Staff will notify parents/guardians if space becomes available and will be invited to register their child into the program. Enrollment is conducted on a first come, first serve basis.

Prior to your child's first day of attendance, you need to complete a registration form, a waiver form and a health information form. No child will be allowed to attend the program until this form is completed.

Dismissal from the Program

You may remove our child from the program at any time by notifying the Program Coordinator.

The Program Coordinator, in consultation with the support staff, may dismiss a child from the program for the following reasons:

- Lack of attendance or sporadic attendance;
- On-going disruptive or inappropriate behaviour;
- Safety reasons

If your child is dismissed from the program and is still age-eligible to attend, you may apply for re-instatement at the beginning of the next following registration period. Both you and your child must meet with the Program Coordinator to discuss re-enrollment.

Hours of Operation

The After School Special is an after-school program that provides homework assistance, tutoring, life skills, recreation and mentoring. The program is available at 1725 East Pender Street as well at the new complex at 1575 East 5th Avenue with Vancouver Native Housing Society.

Location	Days	Hours of Operation
1725 East Pender St.	Monday to Friday	3:30pm-5:30pm

1575 East 5 th Ave	Monday to Friday	3:30pm-5:30pm
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Daily Arrival and Departure

Participants are required to check-in when they arrive each day. The registration form includes a section where you may give permission to the names of adults you have listed to pick-up your child as well as names of persons who may not pick up your child. Staff members will ask for a photo ID before allowing children to leave with unknown adults.

We expect you to pick up your child on time. We understand that there are times when you may be late because of circumstances beyond your control. If you know in advance that you will be late, please notify the program staff as soon as possible. Repeated late pick-ups may result in suspension or dismissal from the program.

Attendance

Participants are required to attend the program according to the scheduled hours. If your child cannot attend the program because of a scheduled appointment, vacation, or other planned absence, please notify the program staff in advance.

If participant is absent or leaves the program without prior parental notification, a staff member will contact the parent/guardian to make sure that the child is safe. If the parent/guardian cannot be contacted, the staff member will contact the child's emergency contact person. Repeated incidences of unexplained absences may result in suspension or dismissal from the program.

Behaviour Guidelines

We promote a positive system of behaviour management based on praise, humour, modeling, redirection and choice. If your child does not respond to these strategies, a staff member will issue a verbal warning. If the behaviour continues, the staff member will issue a second warning and indicate the consequences if the behaviour continues. After the second warning staff may resort to:

- Limiting your child's participation in activities
- Contacting you to discuss your child's behaviour and continued participation in the program.

The following behaviours will not be tolerated: fighting, stealing, vandalism, intimidation, extortion, defiance and abuse. Consequences for such behaviour may include:

- Suspension from the program
- Reparation of damages

- Dismissal from the program

Personal Property

Participants will be assigned a place to put their belongings during program hours.

- Staff members are not responsible for lost or damaged items.

Parent Involvement

We encourage you to participate in program activities as your schedule allows. Some of the opportunities for you to participate include:

- Visiting during program hours
- Volunteering during program hours or on field trips
- Attending special events
- Communicating with staff members about your child's progress
- Reading newsletters and information sent home with your child

Illness

A staff member will contact you to pick up your child if she/he exhibits any of the following conditions:

- Vomiting or diarrhea
- Fever exceeding 100 degrees Fahrenheit
- Symptoms of a contagious disease or condition
- Other health concerns that may need attention

Accidents

All staff members in the program are certified to administer First Aid and CPR. A staff member will contact you immediately if your child is injured. If medical treatment is necessary, one of the staff members will call 911 and accompany your child to the hospital.

Medications

We expect you to administer any medications at home whenever possible. All medications (prescription and over the counter) that are brought to the After School Special must be given to staff with written instructions for dispensing them. **Exception:** participants who have written instructions from a doctor to carry an inhaler may do so.

When your child no longer needs to receive medication, staff will return the unused portion or the empty container to you. Please advise the staff of any allergies or other medical conditions that your child has that may affect her/his participation in the program.

Weather

Children registered in the program will be involved in outdoor activities or participate in field trips where they may be outdoors for a prolonged period of time. Please dress your child appropriately.

Field Trips

After School Special participants will have the opportunity to take field trips. Program staff will provide you with details of the trips in advance, including how participants should dress and what items participants need to bring with them. A consent form will need to be completed before going on the field trips.

Snacks

A nutritious snack will be available each day during the first hour of the After School Special. Parents please notify staff of any allergies or special diets that your child(ren) may have.

Contact Information

After School Special Program	Telephone
Carly Thoraval, Program Coordinator 1575 E 5 th Avenue	(604) 320-3312 ex. 34 (office) (604) 834-5710 (cell)
Cherisse Saul, Program Coordinator 1725 East Pender Street	(604) 320-3312 ex. 34 (office) (604) 484-3629 (program number.)