



2019/2020 Registration Package
Before & After School Program

History & Philosophy

Argyle North Community Association (ANCA) serves a small close-knit geographical neighbourhood including Hawkstone, Argyle Park & Englewood. Our family and age friendly organization facilitates and promotes healthy lifestyles, learning opportunities and community development through events and programming.

Administration

Board members are unpaid and serve in a volunteer capacity and are elected by the membership.

Argyle North Community Association
35 Davin Crescent Regina, SK. S4R 7E4
306-543-5653

Executive Board Members

Karen Wright (Chairperson)
Brett Leibel (Vice Chairperson)
Kristin Anderson (Treasurer)
Lorissa Vye (Secretary)

Requirements for Admission

1. Enrollment at St. Timothy/Dr. Hanna elementary school.
2. Resident within ANCA's geographical boundaries.
3. Current membership with ANCA.
4. 6 years of age or older.
5. No significant physical/ cognitive/ behavioural or emotional special needs, as the required supervision is not available at this time.

Registration Options & Fees

Full time Program \$250/month

Morning Program \$125/month

Afternoon Program \$175/month

(Fees per child)

1. There is a \$40 non-refundable registration fee applied per applicant.
2. Electronic funds transfer is the preferred method of payment. Payment is due on the first of the month.
3. Payments not received by the 15th of the month will be charged a late fee of \$10. The fee is per child NOT per family.
4. NSF Fees
 - First NSF cheque there will be a \$25.00 penalty.
 - Second NSF cheque results in a fee of \$50.00
 - Third NSF cheque your child may be withdrawn from the program.

The fee is due by the end of the following calendar month. Refer to Appendix A.

5. Late pickup policy: \$20 for the first 30 minutes, then \$20 per 15 minutes thereafter, accruing. Billed per family, due the end of the following calendar month, if unpaid will constitute termination from the program. Refer to Appendix B.
6. Community Membership fee of \$5 per family.

Terms of the Program

1. At times children will not be under direct supervision including but not limited to: using the washroom, access to the water fountain, and movement from school classroom to the program and back to school.
2. Monthly communications will occur via email.
3. The child's profile must be updated by the parents to reflect changes in contact information including address, phone numbers etc.
4. Wait list: based on date of receipt of application, preference is given to siblings of registered programmes.
5. Reporting of any incident by the instructor will be documented and supplied to ANCA Executive board the same day.
6. Snacks are the responsibility of the parent/guardian and to be provided daily.
7. If the attendee requires medication administration, a note from a nurse practitioner or physician is mandatory.

- All medication must be in the original container.
 - No medication will be in possession of the attendee. The instructor will facilitate the storage and administration of all medication.
8. Parents/guardians are to provide a change of clothes, a pair of indoor shoes (which are to remain at the centre), and weather appropriate attire.
 9. ANCA is not responsible for lost or stolen private property.
 10. Attendees are not to bring personal toys or electronics to the program.
 11. Outdoor play occurs daily dependent upon the weather. Dress children accordingly.
 12. Use of the Remind App for communication purposes. **YES NO**
 13. Permission for the child to be photographed. **YES NO**

Sign In & Out

Sign in and out is mandatory on a daily basis by the parent/guardian.

- The child will not be released to any individual not listed.
- Anticipated times of drop off and pick up must be indicated on the registration form.

Hours of Operation

1. ANCA Before & After School Program will be closed on weekends, all statutory holidays (New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Remembrance Day, Christmas Eve, Christmas Day, or Boxing Day), plus all scheduled days off of school for retreats etc. Following the public and catholic scholastic calendar of summer break, there is no program availability.
2. Regular hours are from 6:45 am to 8:45 am & 3:15 pm to 6 pm during the school term.

Termination of Services

1. If a child is being withdrawn from the program by the parent/guardian, a written notice is due by the first of the preceding month. Refer to Appendix C.
 - If proper notice is not given, the parents are responsible for the month's fee.
2. Non-payment of fees may result in termination.
3. Abusive language or behaviour by the parent/guardian will result in termination.
4. Consistent tardiness for pick up may result in termination.
5. Child's best interest- if not thriving in the program, his/her needs are not being met secondary to significant physical/ cognitive/ behavioural or emotional special needs, or repetitive physical harm to other participants termination may result.
 - Prior to termination a meeting will occur between the instructor, parents of the children, and an executive board member.

The decision to terminate an attendee is based on the discretion of ANCA Executive Board. Notification will be provided in writing outlining the parameters for dismissal.

Registration Form

Child's Name: _____

Address: _____

Gender: _____ DOB: _____

Drop off time: _____ Pick up time: _____

School Attended: _____

Parent/Guardian #1: _____

Phone #'s: _____

Email: _____

Address: _____

Parent/Guardian #2: _____

Phone #'s: _____

Email: _____

Address: _____

Emergency Contact #1: _____

Phone #: _____

Email _____

Relationship to child: _____

Emergency Contact #2: _____

Phone #: _____

Email _____

Relationship to child: _____

Child's Resume

Name: _____

Nickname: _____

Primary language at home: _____

Medical Conditions: _____

Medications: _____

Allergies (Food/Drug/Environmental): _____

Nurse Practitioner/Physician Name & Phone #:

1. What are your child's greatest talents?
2. My child needs help with?
3. Is your child shy? With whom/when?
4. What makes your child scared?
5. Is your child involved in extra -curricular activities?
6. What are your child's interests?
7. What are your child's dislikes?
8. How is discipline handled in your home?
9. What do they like to do in their free time?
10. Please provide any further information that is helpful in understanding how we care for your child.

Appendix A



Argyle North Community Association (ANCA)

Serving the communities of Argyle Park, Englewood and Hawkstone

35 Davin Cres Regina SK S4R 7E4 306.543.5653

www.ANCAREgina.ca

Argyle North Community Association policy for NSF Cheque Fee:

1. First NSF cheque there will be a fee a \$25.00.
2. Second NSF cheque results in a fee of \$50.00.
3. Third NSF cheque your child will be withdrawn from the program.
4. The fee is due by the end of the following calendar month.

Appendix B



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Argyle North Community Association policy for Late Pickup Fee:

1. Parents are expected to have their child picked up promptly at the end of class time. 2. There will be a fee of \$20.00 for first 30 minutes, then \$20.00 per 15 minutes thereafter, accruing.
3. The fee will be billed per family and is due at the end of the following calendar month.

If unpaid this will result in termination from the program.



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Argyle North Community Association Notification of Late Pickup and Fee:

This letter is to inform you that your child _____ was picked up _____m inutes late on _____. In accordance with the above noted policy you are being charged \$_____. Please make payment directly to the office. If you have questions or concerns regarding this matter, please contact the Board by leaving a message at the office, a board member will get back to you.

Sincerely,

Appendix C



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Argyle North Community Association policy for Program Withdrawal:

1. Permanent withdrawal from program:
 1. One month written notice is required for permanent withdrawal from program.
 2. All cheques are cashed on the first of the month; if notice of withdrawal is not received prior to the first of the month that month's fee is not refundable.
2. Temporary withdrawal from program:
 - a. To hold a space in the preschool program, the regular monthly fee is required to maintain registration.