



2023/2024 Registration Package Before & After School Program

35 Davin Crescent Regina, SK. S4R 7E4
306-543-5653 | office@ancaregina.ca

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

Elected executive board members are unpaid and serve in a volunteer capacity:

Karen Wright (Chairperson)
Brandy Jeeves (Treasurer)
Deana Klock (Office Manager)

Lorissa Vye (Vice Chairperson)

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. 5 years of age or older and toilet trained.
5. No significant physical/ cognitive/ behavioural or emotional special needs, as the required supervision is not available.

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 from public and separate schools for retreats etc. and seasonal breaks.
2. Regular hours are from 7:00 am to 9:00 am & 3:00 pm to 6 pm during the school term.

Registration Options & Fees

Full time Program \$300/month	} Fees per child
Morning Program \$150/month	
Afternoon Program \$200/month	

1. Electronic funds transfer is the preferred method of payment. Payment is due on the first of the month to: payments@ancaregina.ca
2. There is a \$40 non-refundable registration fee applied per applicant.
3. Community membership fee \$5 per family non-refundable.
4. All Fees are due on the 1st of the month. Payments not received by the 10th of the month will be charged a late fee of \$50. The fee is per child NOT per family – a notification letter will be issued.
Refer to Appendix A.
5. NSF fees are due by the end of the following calendar month:
 - First NSF cheque results in a fee of \$25.00
 - Second NSF cheque results in a fee of \$50.00
 - Third NSF cheque your child will be withdrawn from the program.Refer to Appendix B.

6. Late pickup policy: \$20 for first 30 minutes, then \$20 per 15 minutes thereafter, accruing. Billed per child, due the end of the following calendar month. Refer to Appendix C.
7. Income tax receipts will be issued on or before February 28th annually.

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 participants.
5. Reporting of any incident by the instructor will be documented and supplied to ANCA Executive board and the parent/guardian that day.
6. Nut free 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 pair of non marking indoor shoes (which are to remain at the centre), and weather appropriate attire as outdoor play occurs daily; dress children accordingly.
9. ANCA is not responsible for lost or stolen private property.
10. Attendees are not to bring personal toys or electronics to the program however reading material is encouraged along with any homework.
11. Parents/guardians are required to enter into a "Behaviour Contract" which must be signed by both parties and submitted to the program.

Sign In & Out

Sign in and out is mandatory 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.
- Parents are to notify the program if their child is not attending. After school if the child is absent, the parent/guardian will be contacted by 4 pm.

Termination of Services

1. 30 Days notice is required. 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. If proper notice is not given, the parents are responsible for the month's fee. Refer to Appendix D.
2. Non-payment of fees (late pickup/NSF) may result in termination.
3. Abusive language or behaviour by the parent/guardian will not be tolerated and 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.

6. Vandalism, defacing of centre property or the property of others, harassment, threats, intimidation, bullying, assault, fighting, or attempting to cause injury to another person, profanity, vulgarity, inappropriate language and ethnic slurs to another person if uncorrected will result in termination. If applicable, damages will be billed to the responsible party.
7. If the identified behaviours diminish for a period of 30 days, the escalated disciplinary procedure will be paused; however, if the concerns re-emerge the process will either continue where it left off, or start over, depending on the severity of the behaviours (meeting between parents, child, instructor, and board to decide).
8. The decision to terminate an attendee is based on the discretion of ANCA Executive Board. There will be no refunds issued if absences or termination results. See Appendix E.

Registration Form

Childs Name:	Address:	
Application Date:	Start Date:	
School Attended:	Drop Off Time:	Pick Up Time:
Date of Birth:	School Grade:	Age:
Medical Conditions:	Medications:	
Nurse Practitioner/Physician (Name & #):	Allergies:	
	HSN:	
Parent/Guardian #1 Name:	Address:	
	Email:	
	Phone Number:	
Parent/Guardian #2 Name:	Address:	
	Email:	
	Phone Number:	
Emergency Contact Name:	Relationship to child:	
	Phone Number:	
Emergency Contact Name:	Relationship to child:	
	Phone Number:	

By signing this registration form you agree to make payment on the first of each month. A late fee of \$50 will be applied if payment is not made on time.

If alternate arrangements are needed, please contact the treasurer at Admin@ancaregina.ca.

I am registering for \$300 Both \$150 Morning \$200 Afternoon

- I agree to comply with the policies procedures as stated in the registration package and as amended from time to time.
- I understand that I must provide 30 day's notice to withdraw or change my registration status moreover, I understand that I must submit written notice to ADMIN@Ancaregina.ca. All changes will be effective for the first of the following month.
- I hereby acknowledge that I am aware of the conditions stated in this agreement and agree to abide by these requirements

Child's Name:

Parent's Name
printed:

Signature:

Date:

Child's Resume

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?

Submit this Registration Form to the office in person or email to office@ancaregina.ca

Before and After School Program Agreement

Student Agreement

- I will show respect and courtesy to the supervisors and other students
- I will respect school property and help to clean up
- I will not leave the program area without permission
- I will keep my voice at a reasonable level
- When it is time to go outside go and get your outside gear on
- If I do not follow these guidelines, my parents/guardians will be notified, and I may lose access to the Before and After School Program

Participant Signature: _____

Parent Agreement

- I have discussed the Before and After School Program Agreement with my Child.
- I have completed the Before and After School Program forms
- If my child will not be attending the program on any given day staff must be notified
- A snack may be sent but it must be healthy and **NOT CONTAIN NUTS**
- No Electronics will be used at the B&A Program. This includes cell phones.
- I agree that if my child does not follow the B&A guidelines, I will be responsible for providing alternate arrangements.

Parent/Guardian Signature: _____

Date _____

Appendix A



Argyle North Community Association (ANCA)

Serving the communities of Argyle Park, Englewood and Hawkstone

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www.ANCAREgina.ca

Argyle North Community Association **policy for Payment Arrears Notification:**

Re: Name

ANCA would like to remind you that the amount of XXX for your child's attendance at the Before & After School Program was due for payment on XXXX. To avoid further costs please forward payment no later than XXXX. As outlined in the registration package you have agreed to the following:

Fees:

Full time Program \$300/month

Morning Program \$150/month

Afternoon Program \$200/month

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 10th of the month will be charged a late fee of \$50. The fee is per child NOT per family.
4. NSF Fees
 1. First NSF cheque results in a fee of \$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

According to our records you need to make the following payments:

Date	Reason	Amount

Payments can be made by dropping off a cheque at the office or an EFT to payments@ancaregina.ca with the password Anca2018. To discuss this matter further or to make payment arrangements contact Brandy Jeeves via office@ancaregina.ca . If payment arrangements cannot be facilitated services may be terminated.

Appendix B



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Argyle North Community Association **policy for NSF Cheque Fee:**

1. First NSF cheque results in a fee of \$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 C



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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 child and is due at the end of that month.

If unpaid this will result in termination from the program.

Argyle North Community Association **Notification of Late Pickup and Fee:**

This letter is to inform you that your child _____ was picked up _____ minutes 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 D



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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.
 3. Or one months fee in lieu of service.
2. Temporary withdrawal from program: to hold a space in the program, the regular monthly fee is required to maintain registration.

Appendix E



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Escalated Disciplinary Procedure:

In the event a participant is not following the disciplinary procedures and behaviours have been identified as generating discord amongst the instructor, participants or placing those individuals at risk emotionally/physically will be subject to the following. Vandalism, defacing of centre property or the property of others, harassment, threats, intimidation, bullying, assault, fighting, or attempting to cause injury to another person, profanity, vulgarity, inappropriate language and ethnic slurs to another person will be result in disciplinary escalation. If applicable, any damages will be billed to the responsible party.

Prior to implementation of any process or escalation, the instructor, parents, child, and a member of the board will meet virtually or in person to review same. No refunds will be issued for absent days or in the event of termination. In the event the participant is an immediate threat to themselves or others & resistant to disciplinary measures the parent may be called to pick up the participant immediately. A reminder for parents/guardians to review the Behaviour Contract that was signed.

Parents are encouraged to connect with the instructor to discuss and explore any concerns they may have. Communication between the parents/instructor will be confidential and private in nature. We ask that you take the time to explore concerns and work together moving forward. If the identified behaviours diminish for a period of 30 days, the escalated disciplinary procedure will be paused; however, if the concerns re-emerge the process will either continue where it left off, or start over, depending on the severity of the behaviours (meeting between parents/ participants, instructor, and board to decide).

1. Your child has received a verbal warning today for physical or verbal abuse incident.
Date: _____

2. Your child has received a suspension for three school days.
Date of return: _____

3. Your child has received a suspension for seven school days.
Date of return: _____

4. Your child has been terminated from the program effective immediately _____.

Documentation:

Date:	Event of Concern: