



The YMCA of Regina's Before and After School Program:

2016-2017 Parents Manual



The YMCA of Regina is a charitable organization whose purpose is to foster the growth and development of people and communities in spirit, mind and body.

Welcome

Welcome to the YMCA of Regina's Before and After School Program. We take the job of caring for your child very seriously. We believe that the partnership between parents and our childcare providers is essential to the healthy growth and development of your child. We understand that parents need to have peace of mind, knowing that their child is in a safe, nurturing environment that fosters healthy relationships.

Thank you for selecting the YMCA of Regina's Before and After School Program as your family's choice for childcare. **Please note that enrollment is not continuous from year to year; therefore, you will need to re-register for each year that your child is enrolled in the program.**

Our Philosophy

We believe that children learn most effectively through play (*YMCA Playing to Learn*). Our goal is to provide guidance and stimulation in order to make your child's choices positive. We encourage language development, problem solving and decision-making with an emphasis on verbalization of feelings, thoughts and ideas.

The two basic rules within our program are: **1) People are to be respected and 2) Property is to be cared for.**

In order for children to learn, they must first feel good about themselves and secondly, feel confident in their capabilities. We strive to provide a variety of experiences that will encourage children to have the confidence they need in order to successfully face new challenges.

Dedicated to quality service, our focus is on the family and the importance of providing a stimulating, nurturing and secure environment - a special place where you are assured that your child will learn, in a happy, loving atmosphere.

Our Values

YMCA of Regina Child Care has a unique set of beliefs that have been handed down through over 114 years of helping people help themselves. We believe:

- 3 pillars key to the development of a child is the inter-related web of support developed from the relationship between **1) You the parents 2) The host school 3) The YMCA Community.**

- Children have a right to a secure and enriching environment that fosters cognitive, social, emotional and physical development.
- Parents have a right to pursue education, job opportunities and personal growth, knowing that their child is cared for in safe and dependable arrangements.

Family Enrichment

We see the role of the Before and After School Program, and our staff, as being a support system to the family. All centers have an ‘*open door*’ policy to encourage parents/guardians to spend time with their child. No appointment is necessary. It is important that there is open communication between staff and families and vice versa. We encourage you to become involved in your child’s program through visits, sharing your expertise and talents, or by contributing to the weekly themes, etc.

Goals and Objectives

To assist each child to develop a sense of dignity and self-worth:

- By providing a wide variety of social activities and learning experiences that encourage the development of self-confidence and the ability to get along with others.
- By building warm relationships of trust between staff and children.

To assist each child to improve his/her cognitive skills:

- By providing a variety of age-appropriate educational and life experiences.
- By providing stimulating space, equipment and resources.
- By encouraging creative activities that develop verbal/literacy skills, self-discipline, decision-making and problem-solving skills.
- By providing ways to aid in academic success as well as social and personal skill development.

To assist each child to maintain good health and develop his/her physical skills:

- By providing an environment free from health and safety hazards.
- By providing health, nutrition and parenting information to families where available.
- By providing a daily period of physical activity.

To enhance family life:

- By providing opportunities for family involvement.

Staff

All Before and After School Staff are trained in First Aid and CPR. A criminal record check (including the vulnerable sector) is completed prior to employment with the YMCA and all staff participates in mandatory Child Protection training.

Volunteers

Volunteers are a valuable resource to our childcare centers. Our volunteers are given the opportunity to experience the responsibilities of childcare professionals. We encourage participation of volunteers in order to provide opportunities for career exploration, community involvement and self-development. The program and the children receive tremendous benefit from the effort and commitment of volunteers.

Volunteers are not included in the child/staff ratio and are never left alone with children. Program volunteers must provide a criminal record check (including the vulnerable sector) prior to working in the centre. All volunteers are given an orientation to the centre and their hours of contribution are monitored.

Children's Programming

We strive to provide quality childcare in a safe, convenient and caring environment for children in grades 1-6. Our program includes a variety of age-appropriate, fun and challenging activities designed to promote a child's social, physical, emotional and cognitive development. Our slogan is that, *'We build strong kids, strong families and strong communities.'*

We typically have a theme every week and activities include:

- Creative Activities
- Outside/Gym Activities
- Life/Social Skills Activities
- Nutrition Activities

Activities vary from quiet individual choices to active creative group choices. We reinforce the YMCA Core Values as well as the 40 Developmental Assets. A typical day at the Before and After School Program:

Weekly Schedule		
Morning AM 6:55 – 9:00 Suggestions: ~Creative Activities in AM ~30 Minutes of Non-Vigorous Physical Activity; Focusing on Flexibility-YOGA/STRETCH BREAKS	7:00-8:00 Restrict drawing activities at this time; encourage games & play with cupboard items or homework!	Non-Structured Activities (Sit Down Activities, Table Time)
	8:00-9:00	Structured Activities (SCHEDULED!)
Afternoon PM 3:15 – 6:00 Suggestions: ~Outside/Gym Activities in PM ~At Least 30 Minutes of Vigorous Physical Activity; Focusing on Aerobic/Endurance-CONTINUOUS MOVEMENT GAMES	3:30-4:00	SNACK
	4:00-5:00	Structured Activities (SCHEDULED!)
	5:00-6:00	Non-Structured Activities (Sit Down Activities, Table Time)

Hours of Operation

We offer programming from 7:00 am to 9:00 am every school day morning and from 3:30 pm to 6:00 pm every school day afternoon. Before and After School Program Registrants are eligible for the member rate for programming offered by the YMCA. This includes Professional Development Days, the Home Alone Preparation Course, the Babysitter’s Course, etc. For a complete list of programming offered by the YMCA please visit our website.

Eligibility

School-age care is provided for children in grades 1 through to grade 6. **Your child must be a student at the school that is host to the program site prior to enrollment in the Before and After School Program.**

If your child has physical, cognitive, behavioral or emotional special needs please contact the Director of School-Based Programs prior to submitting a registration package. We want to ensure that we are able to meet your child’s needs prior to registration.

Enrollment and Acceptance

Registration is accepted continuously throughout the program year. Registration for the following program year begins every year in February (for returning registrants) and April (for new registrants). Your child must be a student at the program’s site in

order to qualify for registration at that site. Because there are a limited number of spots at each site, registration is open for the following program year, and priority given to:

- 1) Returning students
- 2) Siblings of returning students
- 3) YMCA Childcare families (all until March 31st)
- 4) The general public (April 1st). *Please note that when April 1st lands on a Saturday, registration will open the day prior. When April 1st lands on a Sunday, registration will open the Monday directly following.

Each child's registration is accepted into the program on a "*First Come, First Serve*" basis. If you are a returning student, sibling of a returning student or a YMCA Childcare student and do not get your application in until after the designated time you are allotted, we unfortunately, cannot hold your spot. All registration forms are time and date stamped once they are received and MUST be received by the YMCA prior to the cut-off date; not at the school.

We do not carry over waitlists from year to year. Please note that in order to be considered a returning student, a child must be registered in the program prior to February 1st or have been on a wait list. If you register for the program after February 1st of the current program year and secure a spot, you are not considered returning for the following program year and must register with general public on April 1st.

Registration is confirmed via email. For the following program year registrants will be emailed confirmation by the end of June.

Registration Change/Withdrawal Policy

During the regular school year, the YMCA requires 30 days advance notice in order to make any adjustments to your child's enrollment status. The form (*Registration Change/Withdrawal Form*) can be downloaded from our website. Similarly, if you wish to withdraw your child from the program, a *Registration Change/Withdrawal Form* (again, available on our website) must be completed and submitted directly to the Before and After School Program Director. You may email the completed form to beforeafter@regina.ymca.ca

During the summer, when requesting any changes to your fall registration, the YMCA requires a 14 day advance notice in order to make any adjustments to your child's enrollment status. You may email the completed form to beforeafter@regina.ymca.ca

Please note: Non-attendance does not constitute withdrawal! If notice is not given, that month's fees will be charged. Only the Director of the Before and After School Program will make exceptions to this policy.

Dismissal Policy

The following circumstances will warrant immediate termination or expulsion from the program:

- Failure to sign in/out your child.
- Assault or threat of assault by parent/guardian will result in immediate expulsion.
- Non-payment of fees and/or two consecutive months of NSF fees.
- Non-compliance with the policies and procedures of the centre.
- Use of abusive language or any inappropriate behavior towards others.
- Any destructive, violent behavior by a parent or child that is harmful to other children or staff.
- Consistent tardiness in picking up your child.
- Challenges due to undisclosed special needs.
- Child consistently runs away from site staff and the program.

If your child is dismissed from the program, there will be no refund of fees and they will not be able to enroll in Schools Out Day Camps.

Fees

The fees for the program are based on full-time enrollment. If there are openings for part-time enrollment it may be offered. Fee structure is as follows:

\$260.00 Full Time Care

\$125.00 Part Time Care - Mornings only

\$175.00 Part Time Care- Afternoons only

Professional Development Days-\$45.00 per day (Members), \$55.00 per day (Non-Members).

Fees are payable through: Pre-authorized VISA, MASTER CARD, chequing account. All pre-authorized payments will be withdrawn or charged on the 1st or 15th of every month. If you wish to have your fees split between two parties (Third Party Billing), please note that on the registration form and include banking information for both parties. **Please Note: Non-payment of fees will result in termination of your child from the program.**

NSF Payments - You will be notified by email with the amount and date of your NSF payment. If you NSF two consecutive months in a row we will have no other option but to remove you from the program. You will need to repay these fees plus any additional fees that may have occurred as a direct result of insufficient fees. Failure to do so will result in withdrawal of childcare services at that time.

Non-School Days - The Before and After School Program will be closed on all non-school days including Teacher Professional Development Days and the following holidays:

- Thanksgiving Day
- Remembrance Day
- Good Friday
- Victoria Day
- Labour Day
- Family Day
- Christmas Day
- Boxing Day
- New Year's Day

VACATIONS: Childcare fees will not be reimbursed for vacation and/or sick days.

Tax Receipts –All Registrants pay via Pre-Authorized Debit Form (PAD) and will be issued a receipt in February (along with re-registration forms). If you misplace or do not receive your receipt for any one month please contact the Director and a duplicate receipt will be re-issued free of charge. If you are missing more than one month a sum total yearly receipt will be issued for a \$10 charge.

Guardianship/Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitations, please provide us with a copy. Unless your court order is on file with us, we must provide equal rights to both parents.

Behavior Management Policy

Our centers recognize and respect the uniqueness of each child and we work with families to provide behavior management strategies to create a safe, healthy and happy environment. We use a variety of proactive and preventative strategies to help children become self-directed and self-disciplined. Our staff work as a team to provide consistent positive guidance to each child.

Children are given an opportunity to express themselves in a socially acceptable manner and they are encouraged to determine solutions to problems. Staff assist by providing positive discipline and re-direction and by establishing well-defined, fair and age appropriate expectations. Reasons for rules and limitations are clear and concise.

When staff must intervene, they do so in a respectful manner. They clearly define what the behavior was, why it was unacceptable and suggest alternate means of handling the situation. This is reinforced through consistent role modeling and positive feedback.

Children are encouraged to recognize and verbally express their needs and emotions. If a child is unable to interact in an appropriate manner, he/she may be asked to sit away from the group for a short period of time (being monitored by a leader). This *'quiet time'* may assist the child in regaining control.

Physical punishment, the denial of physical necessities and verbal/emotional abuse is not permitted.

We work with families as a team to promote social-skill development. Please share your concerns and suggestions with us. When an incident occurs, staff will do their best to provide the family with a written report. Our *'Behavior Incident Reports'* are signed by the parent/guardian and kept in the child's file in the Directors' office.

Our centers are committed to providing a safe and happy environment for children in our care. If a child's behavior compromises the quality of care for children in our centre, staff will deal with the situation in a child-sensitive manner. The goal is for parent and staff to change the negative behavior for the benefit of the child, other children and for the staff. Program staff will discuss the situation with the child's family to review and develop a plan of action. The family may be asked to seek an assessment of their child by a doctor, seek family counseling or other professional services or attend parenting classes. Further discussions may be scheduled to review progress as the family and staff work together to develop and implement a specific behavioral modification program. If, after implementing the new strategy, there is still no change in behavior, the child will be withdrawn from the centre.

Any abusive, violent or aggressive behavior that endangers the child, other children, staff, equipment, property or the facility will not be tolerated and care will be immediately withdrawn.

If a child runs away from the program a staff person will contact the parent/guardian immediately and you will be asked to come and pick up your child. It is not the responsibility of the staff to chase after the child; staff must stay with the other children in their care. If a child continually runs away, they may be withdrawn from the program.

Arrivals & Departures

Parents and children may **NOT** arrive before the designated time the centre opens (7:00 am). Children must be accompanied into the centre and signed in by a parent/guardian. This is non-negotiable. Failure to comply with this will result in withdrawal. Once the child is signed in, the child is the responsibility of the centre and must remain at the centre until being signed out by a parent/guardian. We ask that if a child wishes to leave the program to participate in extra-curricular activities, help teachers, watch sporting events, etc, that a note be sent with the child signed and dated

by the parent/guardian (for each day). At the end of the day, parents must once again come in and sign their child out of the program. Again, this is non-negotiable. Failure to comply with this will result in withdrawal. Once the child is signed out by the parent/guardian, the child is no longer the responsibility of the centre.

Staff will not release your child to any person other than those persons listed on the registration form. In the event that a parent/guardian must have an adult other than those listed in his/her children's registration form, notice must be given. Staff will record the request in the centre logbook and the designated adult will be required to present identification to the staff before the child will be released (Driver's License).

In the event that the person picking up your child is intoxicated or indicates a potential threat to the child, staff will immediately contact the alternative emergency contact listed in your child's file, and request that this person pick up your child.

If any child does not arrive at the program after school, one of the child's parents/guardians will be contacted. As this process is time consuming and takes staff away from the group, thus, reducing the safety of the program, please leave a detailed voice message on the site-cell telephone at the centre or a message at the office if your child has been picked up from school early or will not be attending the program after school.

Late Policy

If your child has not been picked up five minutes past closing time (6:05 pm), and we have not been notified, the following steps will be taken:

1. We will call your home and/or your place of work.
2. If we are unsuccessful in contacting you, we will notify the individuals listed as emergency contacts in the registration form you submitted.
3. 30 minutes after closing (6:30 pm), staff will phone the Director and they will decide if they are to wait up to another 30 minutes (7:00 pm) or to phone Mobile Crisis at that time.
4. We will contact Child and Family Services if we are unable to reach family or emergency contacts one hour after closing (7:00 pm).
5. Staff will wait with your child until a Social Worker arrives or alternate pick up arrives.

* If tardiness persists, we may ask you to make alternative child care arrangements.*

Staff members are not permitted to take children to their home under any circumstances.

Transportation Policy

Children may be taken on excursions throughout the year. Various modes of transportation may be used. Buses may be rented or the children may walk or utilize the Public Transit System. Parents will be notified 24 hours in advance and must sign a release form for specific excursions that require transportation by bus. Except in the case of medical emergencies not requiring an ambulance, employees of the YMCA are not permitted to transport children in their vehicles.

Outdoor Play

Our centers provide opportunities for outdoor play, unless wind-chill factors exceed - 25 C or the temperature is -25 C (winter) +28 C (summer) or if there are other forms of inclement weather. We ask that families dress their children according to existing weather conditions. We recommend the following:

- Spring** - **Wet days:** splash pants, jacket, rubber boots, hat and raincoat.
- Summer** - **Hot days:** shorts and t-shirt or sundress, hat and running shoes.
Cool days: pants and t-shirt, running shoes, hat, jacket or sweater.
- Winter** - Parka, ski pants, scarf, hat, warm boots, mitts.

Special Events

We believe that field trips are an important way to expose children to many experiences in their community; this is a vital and fun part of learning. Parents may be asked for a '*contribution*' to help cover the extra costs incurred on the field trips. When we are on special event outings, we ask that children not bring money.

Parents must sign a permission slip in order for their child to be allowed to attend. If a child arrives at the centre and a permission slip has not been received by the centre, we will take the following action: the children's parent(s) will be telephoned and told of the field trip and asked for verbal permission and asked to sign the permission slip at the end of the day.

In the event that a parent wishes that his/her child not attend a particular event, the parent will be responsible to make alternate arrangements for the care of his/her

child. This form is included in the registration package that you complete and must be checked off.

IT IS VITAL THAT WE ARE KEPT INFORMED OF ANY CHANGES IN WORK PHONE NUMBERS OR EMERGENCY/ALTERNATE PHONE NUMBERS. WE NEED TO KNOW WHERE YOU CAN BE REACHED AT ALL TIMES WHEN YOUR CHILD IS IN ATTENDANCE AT THE BEFORE AND AFTER SCHOOL PROGRAM AND SCHOOLS OUT DAY CAMP. PLEASE CONTACT THE DIRECTOR WITH ANY CHANGES.

Research, Photography and Videotaping

The parent/guardian must sign a permission form before any research project, photography or videotaping is carried out by any person with respect to the children in the Before & After School Program. This form is in the registration package for you to sign and hand in. In the event of research situations, you will be informed in advance as to the nature of the research and the extent of your child's involvement and will be requested to give written consent for your child to participate in the specific study.

Parents sign a general release in the registration package giving permission for their child to be photographed or videotaped while attending the program. Pictures may be used for promotion of the program. This form is included in the registration package and is optional.

In-Direct Supervision

A permission form must be signed by the parent/guardian for their child to be without direct supervision for short periods of time. Examples include: finding their way to the Before and After School Program in the afternoon, going to the washroom or going for a drink of water, etc. This form is included in the registration package and must be checked off.

Nutrition & Snacks

We do not provide snacks; however, time is allotted for snack. Children are encouraged to bring a nutritious snack as nutrition is a priority for the YMCA.

EVERY CENTRE WILL BE PEANUT/NUT FREE. Please be certain to inform childcare staff of any, and all, allergies.

Children must bring bag lunches on school in-service days and on school holidays when attending Schools Out Day Camps. Parents are asked to ensure that these lunches are nutritious and appropriate (**peanut/nut free lunch/snack**). We recommend that you also provide your child with a refillable plastic bottle that they can use to drink water throughout the day.

The YMCA believes that eating well, being active and feeling good about oneself are key principles to ensuring the healthy development of all children. We provide a homelike environment for snack times that promote opportunities for children to socialize, learn and model good eating habits. When bagged snacks are at the centre it is an expectation that the following guidelines are followed:

Parent's/Guardian's Responsibilities:

- ✓ The bagged snacks are nutritious and follow Canada's Food Guide.
- ✓ Snack is provided in a labeled lunch bag with an ice pack if needed.
- ✓ Foods that contain or may have come into contact with peanuts/nuts are not in the child's snack.
- ✓ No microwavable snacks.
- ✓ Will not bring food-related items to share with other children in the program.

Staff Responsibilities:

- ✓ Staff will ensure that children wash their hands before and after eating.
- ✓ Staff will ensure that children do not share food.
- ✓ Staff will encourage children to have something to drink at snack time.
- ✓ Staff will not bring any food related items to the program to share with the kids.
- ✓ Staff will model healthy eating behavior.

Below, please find a variety of different suggestions to create interesting, healthy and delicious peanut/nut free snacks for your child.

Breads-Bagels, bagel crisps, bread sticks, whole wheat bread, buns, melba toast, pita pockets, whole grain crackers.

Fruit-Dried fruit, apples, bananas, blueberries, oranges, pears, frozen grapes, frozen bananas, fruit salad.

Vegetables-Broccoli, carrot sticks, cherry tomatoes, vegetable juice, radishes, cucumbers, celery sticks.

Milk and Dairy-Cheese slices, cottage cheese, dips, milk, yogurt, fruit smoothies, pudding.

Meats-Cold cooked chicken, hardboiled eggs, tuna, turkey, roast beef, hummus, falafel.

Extras-Dried cereal, muffins, nachos and salsa, pizza, granola mix, pretzels.

Personal Belongings

Please label all personal items with permanent marker. If something gets lost but has your child's name on it, you are more likely to have it returned.

Children must have appropriate outdoor footwear (boots, runners, etc.) and indoor footwear (clean non-marking runners for the gym) at all times. If children do not have appropriate indoor footwear they will be asked to sit out when playing in the gym.

We are not responsible for lost or damaged personal items.

Toys from Home

We ask that parents not allow their children to bring their own toys to the centre. Toys from home are often lost, broken or stolen.

If a child does bring a toy from home into the program, he/she will be required to put it away until he/she is picked up.

On certain days the centre may have a *'Show & Share'* day or a *'Kid's Choice'* day. Only, on these days toys from home will be allowed.

We are not responsible for lost or damaged personal items.

Health and Medication

The staff cannot administer non-prescription drugs unless a note accompanies them from your physician, recommending their use for a specific period of time.

Prescription drugs will only be administered when a *'Medication Form'* is completed by the parent/guardian (these can be found at each school site).

All medication must be contained in the original pharmacy container, labeled with the child's name, dosage, name of medication and expiry date. We suggest you request the pharmacist to put medication into two labeled containers so that one can be left at the centre and one at home.

All medication must be given directly to staff and will be stored in a secured area. Each time a new medication time frame becomes necessary for your child, you will be asked to complete a new *'Medication Form.'*

Labeling and medication form requirements also apply for asthma and allergy medications. Children with asthma or allergies must have their medication at the centre at all times.

Illness

If children are not well enough to participate in the program activities, they should be at home. If children become ill at the centre (fever, severe congestion, and symptoms of contagious disease) the parent/guardian will be contacted and be expected to pick up the child as soon as possible. If we cannot contact the parent/guardian, we will contact the person indicated as the emergency alternative. If your child has a communicable disease, we must follow Public Health Regulations regarding incubation and/or isolation and a doctor's note may be required upon returning to the centre. Notice of contagious diseases will be posted at the centre.

Health Guidelines

- Fever** - Whenever your child's temperature reaches 38.5 C (101 F) and he/she displays any other symptoms, such as hot dry skin, excessive perspiration, unusual breathing, symptoms of a cold, poor appetite, ear pain, vomiting or changes in bowel movements, we will request you pick up your child immediately.
- Diarrhea** - Your child may need to be picked up after the second incident in one day.
- Vomiting** - Your child may need to be picked up depending on the severity.
- Streppe Throat** - Your child can return to the centre after 24 hours on medication.
- Contagious Skin Rash** - Your child's rash must be diagnosed by a physician and treatment started before the child may return.
- Head Lice** - You will be notified and treatment must be applied before child can return.
- Warts/Open Sores** - If the program includes swimming, children may be prohibited from entering the pool. The Head Lifeguard has complete authority in ensuring public swim health guidelines are met.
- Conjunctivitis/Pink Eye** - Your child will need to be picked up and will not be

admitted until they feel well enough to participate in centre activities.

Chickenpox - Children are infectious prior to the onset of the rash. They may attend if they feel well enough to participate in centre activities.

Accident Procedures

Staff make every effort to reduce the possibility of accidents and injuries.

Staff are trained in Emergency First Aid and CPR.

All injuries will be recorded on a '*Minor Injury Report*' (except for minor scratches, etc).

Parents will be informed of any injuries. If staff feels it is necessary for the child to be picked up by a parent/guardian, you will be called immediately. If the minor injury only needs cleaning, a band-aid or a hug, you will not be called, but you will be informed when you pick up your child.

If an injury requires medical care, we will contact parents immediately to pick up the child to take him/her to the hospital. If we feel the injury is too severe for the child to be transported by car, we will attempt to contact you and an ambulance will be called immediately. You will be billed for any costs incurred, especially if you chose to call an ambulance yourself.

The Program's Evacuation/Emergency Plan, outlining specific evacuation procedures in the event of a fire or other such emergency is posted at the centre.

Child Abuse

Staff receives mandatory training in Child Protection. Any suspicion of child abuse is immediately reported to Child and Family Services.

In Saskatchewan, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is/or might be in need of protection.

The Child and Family Services Act (1989) requires that a Child Care Professional who has reason to suspect that a child has suffered or is suffering from abuse (neglect, emotional, physical, sexual) that may have been caused or permitted by a person who has or had charge of the child, must report the suspected abuse to Child and Family Services immediately.

Parents/guardians are encouraged to communicate with staff if they have concerns or require advice regarding any concerns they have about their child.

Confidentiality Policy

Access to a child's information record is given only to the legal guardians of the child and the staff of the centre. In the case of an emergency or injury to the child, information may be released to the proper authorities, medical staff attending a child, or, in the case of suspected abuse, the appropriate child protection agency.

Parents should be aware that, in the case of non-payment of fees, pertinent information will be provided to an external collection agency and may be shared with other children's programs.

No other information, verbal or written, regarding a child or his/her family can be released to anyone other than the guardians of that child, without the written permission of the guardian.

Parents are responsible to update their children's files (with the Director) when there are changes of address, work/home phone numbers, etc. All staff respects the confidentiality of families.

Communication

Communication is vital in promoting a healthy childcare environment. In the course of your busy day, please take time to insure that you sign your child in and out. Our staff will be happy to discuss your child's day and deal with any concerns you may have at that time. We also have a webpage which contains important program updates, <http://www.regina.ymca.ca/before-and-after-school-progra/>

Registration Package

Now that you have finished reading over the *Parents Manual*, all you need to do for your child to attend the centre is to complete **all** of the following forms, which can be found attached to this package or downloaded from our website, and drop them off at:

Before and After School Program
2400 13th Avenue
Regina, SK
S4P 0V9
Or

Before and After School Program
38 Turgeon Crescent
Regina, SK
S4S 3Z7

Before and After School Program
5939 Rochdale Blvd
Regina, Sk
S4X 2P9

Attention: Christal Himmelspeck and/or Donna Nickolson

All forms are required for us to consider your application and must be dropped off at the YMCA and NEVER at the school. If we receive your registration and some forms are missing we will email you and ask that you to send in the missing paper work. Once we receive your paperwork and process your application, we will confirm your registration by telephone or email. If you do not receive a call/email within 3 weeks of sending in your application (excluding annual registration), please phone us at 306-757-9622 ext 253 or email beforeafter@regina.ymca.ca to check on the status of your application. Please use the checklist below to make sure all forms are completed and sent in:

ALL NEW, SIBLING, YMCA CHILDCARE REGISTRANTS:

- _____ YMCA School-Age Program Registration
- _____ Child's Emergency Information
- _____ School-Age Resume
- _____ Child and Parent Contracts
- _____ Field Trip, Research, Photography & Videotaping Permission Form, Indirect Supervision Form
- _____ Pre-Authorized Debit Form (PAD)

ALL RETURNING REGISTRANTS:

- _____YMCA School -Age Program Registration
- _____Pre-Authorized Debit Form (PAD)

Please note: We review each child's account as he/she registers to check that there are no outstanding fees. All outstanding fees must be paid in full before enrollment in the centre. You will be notified if you have any fees owing.

If your child has physical, cognitive, behavioral or emotional special needs please contact the Director of School-Based Programs prior to submitting a registration package. We want to ensure that we are able to meet your child's needs prior to registration. Registration will be based on the child's functioning level and their ability to look after their own activities.

Thank you for choosing the YMCA for your childcare needs!

