



## Lloydminster Catholic School Division After School Program Registration Package Check list

- ✓ Please read thoroughly the Parent Handbook.
- ✓ The program will accept registrations from families needing program for 4 or more days a week. For each day absent, of the four required days, a 1-hour rate will be charged. Each day a child attends a minimum of 1 hour per day will be charged and fees will be rounded to the nearest half hour thereafter.
- ✓ Complete one set of registration forms per child needing program and return to school with deposit.
- ✓ **FEES**
  - Submit a \$200.00 per family deposit at time of registration
  - Each child: \$6.00/hour - Minimum of 4 days / week will be charged
  - Kindergarten Plus: \$6.00/hour - Minimum of 3 days / week will be charged
- ✓ Cheques are to be made out to: LRCSSD #89
- ✓ Payments can be made online through SchoolCash Online <https://lcsd.schoolcashionline.com>
- ✓ Once completed forms and deposit has been received confirmation will be given to parent/guardian within three days, as to when child can start.
- ✓ If your child has a full time Educational Assistant working with them during the day, it is our Division's requirement that one is also required for After School Program. The parent is responsible for employing this additional staff member.
- ✓ For the safety of children, schedules for hours of program needed will be given to the program staff one month prior to month needing care. If work schedules are only provided every two weeks, then program staff must also be given schedules 2 weeks in advance.

If you require more information or have questions, please feel free to contact the school office.



# BEFORE &/OR AFTER SCHOOL PROGRAM REGISTRATION

Child's Name \_\_\_\_\_

School \_\_\_\_\_ Bus # \_\_\_\_\_ Grade \_\_\_\_\_

Mother's Name \_\_\_\_\_  
First Last

Father's Name \_\_\_\_\_  
First Last

Legal Land Address \_\_\_\_\_

Legal Land Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Mother's Home Phone \_\_\_\_\_

Father's Home Phone \_\_\_\_\_

Mother's Cell Phone \_\_\_\_\_

Father's Cell Phone \_\_\_\_\_

Mother's Place of Work \_\_\_\_\_

Father's Place of Work \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_

Father's Work Phone \_\_\_\_\_

### PLEASE LIST LOCAL EMERGENCY CONTACT(S) IF THE PARENTS CANNOT BE REACHED:

**REQUIRED**

Emergency Contact \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell/work phone \_\_\_\_\_

**Optional**

Emergency Contact \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell/work phone \_\_\_\_\_

List all names with first & last (including parents and emergency contacts) of which you authorize to pick up your child/ren?

\_\_\_\_\_  
\_\_\_\_\_

Name anyone **NOT allowed** access to your child and relationship to your child:

\_\_\_\_\_  
\_\_\_\_\_

**Health Action Plan:** Does your child have a current Health Action Plan at the school?

Circle one: Yes or No

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (other than immediate family)

\_\_\_\_\_  
Date



## Parent / Division Agreement

Parent(s): \_\_\_\_\_

Child: \_\_\_\_\_

School: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_

Cash or Cheque #: \_\_\_\_\_

After School will Commence on: \_\_\_\_\_

Days of week: \_\_\_\_\_

### Parent/Guardian Responsibilities:

A monthly attendance schedule must be submitted to the After School Program staff by the 31st of each month for the upcoming month.

If a schedule is not received by the 1st of the month, a \$25.00 late schedule fee will be applied.

If no schedule is provided and a child attends the program, a "No Notice Absenteeism" rate equivalent to a two-hour charge per day for the first child will be applied until a schedule is submitted.

For families who receive weekly or bi-weekly work schedules, those schedules must be provided at least 48 hours before the After School Program begins for that period.

### Parent/Guardian is aware of the following and will notify the school secretary and After School Program staff immediately when:

- There is a change to their child's schedule (absence or additional day). Parents/guardians must call the school secretary by 11:25 a.m. on the day of the change.
- Parent/guardian work hours, work schedules, or job location change.
- Parent/guardian understands they will be charged a minimum of four (4) days per week per child, and three (3) days per week for Kindergarten Plus.
- Parent/guardian is responsible to pick up their child immediately in the event of illness.
- Parent/guardian will pay fees within five (5) working days of the invoice date. A \$10.00 late fee per day will be charged after five days. Immediate dismissal may occur if fees remain unpaid after this period.
- Parent/guardian understands that After School Program charges begin at the dismissal bell at the end of each school day.

### After School Program Staff Responsibilities:

- Provide an educational and engaging after-school club experience.
- Provide a safe, supervised, and childproof environment.
- Provide daily indoor and outdoor activities (weather permitting) that support children's growth and development.
- Provide toys, materials, and equipment appropriate to the age, abilities, and needs of the children.
- Administer prescribed emergency medication to children only with parent/guardian consent and within the scope of staff training and abilities
- Immediate action will be taken for emergency situations or treatment of a child if parent/guardian cannot be contacted.

**Lloydminster Catholic School Division Responsibilities:**

- The Division will investigate any concerns brought forward by staff or parents/guardians and determine the most appropriate solution for all parties involved.
- The Division will provide monthly invoices and receipts to parents/guardians to verify fees and payments.
- The hourly fee for the After School Program is \$6.00 per hour per child, with a minimum charge of four (4) days per week and a minimum of one (1) hour per day.
  - Kindergarten Plus students will be charged a minimum of three (3) days per week and one (1) hour per day.
- Fees may be increased during the school year. Parents/guardians will be notified one (1) month in advance of any fee changes. Payment is due upon receipt of the invoice.
- If fees are not paid within five (5) working days of the invoice date, a \$10.00 per day late fee will be applied.
- Payment may be made by cash, money order, or cheque.
- If a cheque is returned due to Non-Sufficient Funds (NSF), cash payment will be required for all future transactions.
- After ten (10) days of non-payment, the child may be dismissed from the After School Program.
- Cheques must be made payable to Lloydminster Catholic School Division.
- Payments may also be made online at <https://www.lcsd.ca/shop>.

**Termination:**

Parent(s) will give two weeks written notice of removing the child from the After School Program. Failure to provide appropriate notice in writing shall result in forfeiture of prepaid deposit.

Dated at the City of Lloydminster in the Province of Alberta or Province of Saskatchewan this

\_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_\_.

The undersigned have read, understood, and agreed to the terms and conditions specified in Lloydminster Catholic School Division, Staff, Parent, and Division Agreement.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
After School Program Staff Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
After School Program Staff Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature



## Procedure for Providing After School Program Schedules

**PURPOSE:** To ensure child safety at the end of school day.

1. **PARENTS MUST** submit monthly After School Program schedules to program staff.
  - Either circle the days attending on timesheets or submit a separate calendar indicating when they will be in After School Program to staff.
2. Schedules must be provided to Program staff, by the last day of each month for the following month.
  - If a monthly schedule is not received by the 1st of the month, a \$25.00 late schedule fee will be applied.
  - If a schedule is still not provided and a child attends the program, a "No Notice Absenteeism" charge of two (2) hours per day for the first child will apply until a schedule is submitted.
3. If parent work schedules are only able to be provided every 2 weeks, you must speak to After School Program staff and make special arrangements to provide schedules in 2-week periods.
4. If your child is scheduled to be in After School Program and there has been a change of plan and won't be in After School Program on a certain day, you **MUST** notify school secretary before 11:25 am for that day. Minimal changes help enable us to keep children safe at all times.
5. If your child is not scheduled to attend the After School Program on a particular day and you need them to join, parents/guardians must contact the school secretary by 11:25 a.m. to confirm if space is available. It is important to also notify After School Program staff, your child, and the child's teacher of any schedule changes. Communicating with multiple staff members ensures that everyone is aware of the change and helps reduce the risk of a missing child incident.
6. It is the parent's responsibility to ensure that After School Program staff has the child's schedule to ensure child safety.
7. In addition to providing your schedule to After School Program staff, it is good practice for parents of young children to inform teachers when their child will be attending the program. It is also recommended to provide backup plans or tags on backpacks with instructions and phone numbers, in case a child is missing or becomes separated from the group.

### Unacceptable Methods of Communicating Schedules

- It is **not acceptable** to send a note in your child's backpack or agenda.
- It is **not acceptable** to tell the teacher or to instruct your child to tell the teacher about schedule changes.
- It is **not acceptable** to instruct your child to inform the school secretary.
- It is **not acceptable** to instruct your child to inform After School Program staff.

I, \_\_\_\_\_, parent of \_\_\_\_\_, fully understand and will communicate schedules in an appropriate way to ensure my child's safety.

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

School Witness Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_