

# AP 303 – AFTER SCHOOL PROGRAM

---

## Background

The Division believes in providing a quality After School Program for all of our elementary school students. The After School Program adheres to all the requirements set out by Lloydminster Catholic School Division.

## Procedures

In order to run effective After School programming in our division, the following personnel will be responsible for the Administration.

1. School Division Personnel - Community Education Coordinator is responsible to:
  - 1.1 Administration of Programming Regulations
    - 1.1.1 Identify After School Program staffing requirements for each program of service.
    - 1.1.2 Annually review and revise the Lloydminster Catholic School Division After School Parent Handbook.
    - 1.1.3 Plan, monitor, and make recommendations to the Chief Financial Officer for After School Program facility requirements.
    - 1.1.4 Assess and identify need for equipment and material requirements for each school program and make recommendations to the Chief Financial Officer.
    - 1.1.5 Assess the need for After School Program supervision of programming in accordance to staffing requirements and regulations and make recommendations to the Chief Financial Officer.
  - 1.2 Budget Procedures
    - 1.2.1 Research and prepare an annual After School Program budget for each program.
    - 1.2.2 Monitor and process all After School Program purchasing.
    - 1.2.3 Prepare all After School Program reporting as requested and required.
    - 1.2.4 Assess family appeals for financial support and make recommendations to the Chief Financial Officer.
  - 1.3 Ensure school based operations are in compliance with Lloydminster Catholic School Division's Parent Handbook.
2. School Based Operations: The school Principal is responsible to:
  - 2.1 Implement a school management process to include the daily operations, personnel coverage, and sick leave coverage.
  - 2.2 Assign responsibilities for daily supervision according to predetermined supervision/staffing level requirements.
  - 2.3 Ensure all school staff are informed and adhere to all requirements to ensure child safety.
  - 2.4 Implement school based management process by:
    - 2.4.1 Ensuring all new After School Program registrations are collated and processed;
    - 2.4.2 Including After School Program in annual school promotions and all new registrations;

- 2.4.3 Distributing After School Program information, including After School Program Handbook, and registration forms; and
  - 2.4.4 Processing all deposit, fees, collections, refunds, submissions according to Lloydminster Catholic School Division Administrative Procedures (Reference: Invoicing procedures).
  - 2.5 Ensure After School Program personnel have access to appropriate school equipment, materials and resources.
  - 2.6 Investigate complaints in After School Program, in coordination with Community Education Coordinator, and make recommendations to the Deputy Director of Education, or designate, including reports of misbehavior of children, circumstances of miscommunication between personnel and parents, and instances of specific parent concern.
3. After School Program Personnel
- 3.1 Adhere to Job Description for all After School Program personnel as defined in Appendix 1: After School Care Job Descriptions.
  - 3.2 Provide program and services as defined and outlined in the After School Parent Handbook.
  - 3.3 Report all instances of child misbehavior, injury, and illness to the parent, school principal, and division personnel, as per After School Program Parent Handbook.