

BEFORE & AFTER SCHOOL PROGRAM POLICIES & PROCEDURES

History: Sunshine Corner Preschool and School Age Programs Inc. was established in 1996. A volunteer board of directors made up of parents manages the operation.

Purpose: The purpose of the Greystone's Sunshine Corner Before and After School Program is to support Greystone Heights Students in grades K-6 and their parents by providing quality academic, creative and recreational time beyond the regular school day. Our program aims at enhancing the learning experience and social/life skills of the students in a safe, healthy and nurturing environment.

Who: Our program accepts students in grades K-6. Students beyond grade 6 are admitted at the discretion of the Before and After School supervisor(s). Our program only accepts morning Kindergarten students in the before school program session which runs from 7:30 a.m.-8:40 a.m. and afternoon Kindergarten students in the after school program session which runs from 3:17 p.m.-6:00 p.m.

What: Greystone's Sunshine Corner Before and After School Program provides students with a safe, supportive environment while parents are at work. Miss. Caron Dagenais will be the before school supervisor and our after school supervisors are a group of mature, caring and kind university students. There will be at least one staff member certified in CPR/First aid on every shift. Our program attempts to maintain a ratio of 1 adult staff member per 12 students.

Where: Our program operates out of the Sunshine Corner Preschool Room located inside Greystone Heights Elementary School. Our address is 2721 Main Street, Saskatoon, SK, S7H 0M2. Our phone number is 242-3555.

When: Our program runs from 7:30 a.m.-8:40 a.m. and 3:17 p.m.-6:00 p.m. Monday to Friday.

Rules/Expectations: The supervisor(s), staff and board of directors expect students of the before and after school program to behave in an age appropriate manner and to comply with instructions given by the child care providers. Failure to do so may result in your child's dismissal from the program.

Please send **NUT FREE** snacks from home for your child to eat after school.

Invoicing/Payment: The fee for each child attending the Before and After School Program is \$5.50/HR rounded to the nearest 1/2 hour. There will be a late-fee of \$1.00/Minute beyond the scheduled 6:00 pm pick-up time to cover additional staffing costs. Please make cheques payable to Sunshine Corner Preschool. **Personal cheques or payment through our online PayPal system are preferred.** A non-refundable registration fee of \$40.00 per family is required prior to attending the program.

Invoices will be emailed to you by the 1st of the month (unless you have requested a print invoice). Full payment is expected by the 15th of that same month.

We offer online payment via PayPal for your convenience. You will be able to select the option to Pay Online from your emailed invoice.

Please retain all your invoices for income tax as this will be your only copy.
NSF Cheques: \$20.00 fee for 1st NSF cheque; \$40.00 fee for subsequent NSF cheques.

Drop-off/Pick-up: Your child **MUST** sign in when entering the Before and After School Program. Supervisor(s) and staff will ensure that this is done. A parent/guardian/designated adult **MUST** sign-out each child. Please use the main entrance of Greystone Heights School for drop-off and pick-up.

Late Payment: If payment is not received in full, 30 days from the original invoice date, you will be notified in writing of your child's dismissal from the program. Your child may re-enter the program once your outstanding payment has been received. If you fail to make 2 consecutive payments, this may result in your child's permanent dismissal from the Before and After School Program.