

### Registration Form for Before and After School Care

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Alternate Emergency contact name: \_\_\_\_\_ Number: \_\_\_\_\_

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

Any medical or allergy concerns:

\_\_\_\_\_

\_\_\_\_\_

**Cost of program:**

Payment for the entire school year will comprise of ten (10) post-dated cheques dated the 1<sup>st</sup> of each month September to June – given to the school administrative assistant. For families needing to submit cash instead of cheques, please contact the office for more information.

Registration Cost: \$25.00 for purchasing program supplies

Before School: \$60.00 per child per month

After School: \$75.00 per child per month

Care Required	Cost per month	Total
One time registration fee: \$25.00		\$25.00
Before School Every Day	@ 60.00 per month x ____ of months =	
After School Every Day	@ 75.00 per month x ____ of months =	
Both Before and After School Every Day	@ 135.00 per month x ____ of months =	
Cheques payable to Brandon Catholic School Board.		

<b>Payment Type</b>	<input type="checkbox"/> <b>Monthly Cheque</b>	<input type="checkbox"/> <b>Monthly Cash</b>
---------------------	--	--

## **St. Augustine School Before and After School Program 2022-2023**

St. Augustine School through the Brandon Catholic School Board will offer before and after school care for this school year for interested families.

In order for this to be a successful and pleasant experience for all participants, the following procedures have been developed. If you have any questions or concerns, please do not hesitate to contact me at 204-729-3285.

Mr. Chris Czarnecki

Principal – St. Augustine School

### Procedures for the St. Augustine School Before and After School Program

1. The program will be run out of our school Multipurpose Room located upstairs beside the library. Parents are asked to come in the front doors (3<sup>rd</sup> Street) for morning drop off and accompany their child/children upstairs in the morning to ensure they arrive at the program and are signed in. Parents will also need to come upstairs to pick up their child/children and sign them out at the end of the day. As cleaning at of the school is occurring at this time, we ask you to remove any wet or snowy boots at the entranceway as you must cross the library carpet. From time to time the group may be outdoors if the weather is nice, and a note will be on the door to inform you if the location is changed.
2. Students will place all their footwear, backpacks etc. along the wall upon arrival in the morning and after school. Students will not be allowed to go to their classrooms since cleaning will be happening at this time.
3. If your child/children are sick, the childcare workers will notify parents and you will be expected to pick them up as soon as possible.
4. At the morning bell the childcare staff will take the kindergarten to grade 4 students to their class and the Grade 5 - 8 students will proceed to their classrooms.
5. After school the Grades 5-8 students will come down to the program and the grades K-4 students will stay in their classrooms to be pick up by a Before and After School worker.
6. Arrival time in the morning program is 7:30 AM and pick-up time for the after school program is no later than 5:30 PM. If there are ongoing issues with arrival or pick-up times you will be contacted by the principal to resolve the issue.
7. Students are expected to be respectful and follow the behavior guidelines in place for St. Augustine School and the Brandon School Division. Any issues arising will be addressed by the principal. In the event that the issues are ongoing and cannot be resolved, attendance privileges may be withdrawn.
8. As per the Student handbook and Division policy cell phones/personal electronics will not be allowed during these hours of childcare. Staff have a cell phone in case of emergency.
9. Students are expected to be responsible in cleaning up materials they use and in following the directions of the caregiver. Supplies will be organized for the children.

10. Snacks are not provided, and students will need to bring a water bottle. If you wish to provide a snack for your child in either the morning or after school program, please be aware of the nut, egg and fish allergies for the school.
11. Parents are to notify the school or childcare workers if you know your child will not be attending.
12. Payment for the service must be made prior to September 16th. Payment may be dropped off at the school office, with post-dated cheques made payable to Brandon Catholic School Board. Receipts will be issued by the program (Dec 2022 and June 2023).
13. Please provide up-to date contact information throughout the year if it changes.