

Toronto Waldorf School

PROCEDURES FOR THE AFTER-SCHOOL PROGRAM

We launched our after-school program in September 2006. As with all new programs there have been many details to work out. We will continue to review the procedures outlined below and adjust them as necessary. This version has incorporated feedback from the first year of running the program.

The After-School Program is available for children of the Toronto Waldorf School from Kindergarten through Grade 7 on regularly scheduled school days. The program is offered from 3:30 p.m. until 5:30 p.m. for children in kindergarten and Grades 1 & 2, and from 3:45 p.m. until 5:45 p.m. for children from Grades 3 to 7. The program is not available on half-days or on school holidays.

During the first term, for example, no after care will be offered on Oct. 8 (Thanksgiving); Nov. 1-2 (Fall Break); Nov. 16; Nov. 30 or Dec. 21.

Registration

1. You can officially register your child by filling out a registration form and choosing a fee plan. There are two choices: an annual contract or a monthly plan.
2. Parents who do not sign an After-School Program annual contract must pre-arrange care each month by the 15th of the month before the program is needed – for example, by Sept. 15 for the month of October. Forms are available in the front office, from the after-school program teachers, or on our web site at www.torontowaldorfschool.com.
3. **Any child in kindergarten through Grade 7 on the school grounds after pick-up time who is not registered in a supervised activity will be directed to the After-School Program.** Grade 8 and high school students **may not** supervise younger children on school property. Such supervision ensures the safety of your child and assures you of his or her whereabouts. We will consider kindergarten children who have not been picked up by 3:30 p.m., or lower school children who have not been picked up by 4 p.m. as “late pickups” and you will be billed at a special rate (see below). Our office staff will call you to let you know that you can pick up your child from the after-school program. If we cannot reach you we will phone the emergency contacts you have provided. If you know ahead of time that you will be late, please tell your child, and also notify his or her class teacher (leave a message at 905-881-1611) and the after-school teachers (ext. 700). This will ensure that your child will not have to wait at the Bathurst Street parking lot until 4 o’clock and then return to the school: he or she will go to the after-school teacher when their class is dismissed. If we notice repeat occurrences of late pickups, we will contact you to request that you register your child in the program. Exceptions are made for Gr. 7 students supporting their classmates in at-home games. Coaches will allow Gr. 7 students to attend games in the gymnasium unsupervised, provided that they behave appropriately. Students should be picked up at the end of games; otherwise they will be directed to the After-School Program.

Conduct

1. Children must follow the rules of conduct and the instructions of the after-school program teachers. We will communicate any difficulties your child experiences to both you and your child’s class teacher. If a child is unable to behave appropriately in the after-school program, he or she may be asked to leave.

After-School Program Procedures

Fees and Billing

1. The **annual contract** is based on a rate of \$12 a day. **This is the option we hope most families will choose.** It allows for a regular rhythm for the children, predictable staffing requirements, reduced administration for both you and us, and lower fees. Payment can be made on a monthly basis with fixed amounts by automatic withdrawal or post-dated cheques. The monthly amount is calculated for the whole school year and remains the same whether there is a vacation or not.
2. The fee for the monthly plan is \$7.50 until 4:30 p.m., or \$13 until the end of the program. If you choose this option, you must complete a new form each month and hand it in to the business office with your payment.
3. The fee for a late pickup is \$7.50 until 4:30 p.m. After 4:30 p.m. you will be charged an additional \$7.50. We will phone you and the emergency contact people you have provided until we find someone who can pick up your child.
4. There is also a late fee for any child left after 5:30 p.m. in the younger group (Kindergarten – Grade 2) and after 5:45 p.m. in the older group (Grades 3–7). Based on our research of other after-school programs, and an assessment of staffing considerations for late pickup, we have determined on a rate of \$1 a minute as a late fee. Late fees are billed monthly at the end of each month.
5. The monthly fee is due at the beginning of the month to which it pertains. There are no refunds for absences or early pick-ups.

Pick Up

1. You and the after-school staff share the responsibility for time keeping: the teachers will sign the children in; you (or whoever picks up your child) are responsible for personally signing your child out. This procedure ensures that only an authorized person picks your child up.
2. We will release your child from the program only to the persons listed on the registration form. Please let someone in the front office know of any changes in a written, signed, and dated note. If someone different is to pick up your child due to unusual circumstances, the authorized person (not the person who is picking up the child) must notify the after-school teacher in advance. If your child becomes ill during the after school program, we will contact you.
3. The after-school teachers will call you or your emergency contacts if your child is not picked up by the end of the program.
4. You can leave messages at 905-881-6137 ext. 700 for the after-school teachers. They will check for messages before the program begins each day, and again at 5:30 p.m.

We hope that this program and the related policies will serve the needs of families needing extra care for their children at the end of the school day. We ask you to provide us with comments about the program throughout the year so that we can be sure that it is meeting your needs.