



BEFORE & AFTER SCHOOL PROGRAM Registration Package 2021-2022

Belvoir Kids is offering a Before & After School Program at our location on 634 Longfield St, Unit 4 in Mount Brydges with **as early as 6:00 am start!**

Open to children ages JK – 12 yrs, our program will run five days a week:

- o **Before School:** 7:00 am until school departure
We also offer extended day options with drop-off starting at 6am
- o **After School:** School dismissal until 6:00 pm

This program operates on the same holiday schedule as the Thames Valley District School Board. As for PD Days, before and after care is included in the price below. You will need to pay extra for the day camp.

Belvoir Kids is located on bus routes for the following schools:

- ✓ Our Lady of Lourdes Catholic Elementary School
- ✓ St John French Catholic Elementary School
- ✓ JS Buchanan French Immersion Public School
- ✓ Caradoc Public School – **children will be walked to school and picked up on time each day**

FEES FOR THE 2021-2022 SCHOOL YEAR

Registration Fee \$35.00 per child, non-refundable

There is NO TAX on these rates
as we are a not-for-profit business

Tuition Fees Prices are subject to change

FULL-TIME PRICING (Per Month)			
	Before School	After School	Both Before & After School Total
Kindergarten Students	\$180	\$305	\$485
Grade 1 & Up	\$140	\$245	\$385

PART-TIME PRICING (Per Day) *Limited availability			
	Before School	After School	Both Before & After School Total
Kindergarten Students	\$12	\$18	\$28
Grade 1 & Up	\$10	\$15	\$23

FULL-TIME EXTENDED DAY (6AM START) PRICING (Per Month)			
	Before School	After School	Both Before & After School Total
Kindergarten Students	\$270	\$305	\$575
Grade 1 & Up	\$230	\$245	\$475

PART-TIME EXTENDED DAY (6AM START) PRICING (Per Day) * Limited availability			
	Before School	After School	Both Before & After School Total
Kindergarten Students	\$17	\$18	\$33
Grade 1 & Up	\$15	\$15	\$28

Other Fees

- NSF cheque fees - \$45 • Late Payment: \$10 per day after the first 15 days. At 30 days past due, the account will be suspended and the child will be unable to attend the program until the account is settled. Account suspension will result in vacancy in the program spot. • Late Pick-Up – 5 minute grace period followed by \$1 per minute charged per child.

BELVOIR BEFORE & AFTER SCHOOL PROGRAM REGISTRATION FORM 2020-2021

Childs Name _____ M F Other _____ DOB _____
(circle or bold one) (year/month/day)

Address: _____

School Attending: _____

Type of Care (Select 1 Option Only) Before & After School ☐ Before Only ☐ After Only ☐

Before & After School Extended (6am Start) ☐ Before Only Extended (6am Start) ☐

FULL-TIME (5 Days per Week) ☐

PART-TIME (Minimum 2 days per week) Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐

Mother/Guardian: _____		Father/Guardian _____	
Address: Same as above OR _____		Address: Same as above OR _____	
Home # _____	Cell # _____	Home # _____	Cell # _____
Workplace _____	Work # _____	Workplace _____	Work # _____
Full Work Address: _____		Full Work Address _____	
Email _____		Email _____	

Siblings: Name _____ DOB _____	Name _____ DOB _____
Name _____ DOB _____	Name _____ DOB _____

Emergency Contact (other than parents); that child can be released to in the case of an emergency when neither parent can be contacted		
Name _____	Relationship _____	Phone# _____

Child's Ontario Health Card Number & Expiry date _____	
Doctor _____	Phone # _____
Doctor Address _____	
Allergies (food, medication) _____	
Does your child have any condition or behaviour that requires special attention, medication or special diet or food restrictions? _____	

I hereby give permission for _____ to receive medical treatment in the event that I cannot be contacted

Communicable Disease History (check if child has had any of the following)			
Red Measles <input type="checkbox"/>	Chicken Pox <input type="checkbox"/>	German Measles <input type="checkbox"/>	
Scarlett Fever <input type="checkbox"/>	Whooping Cough <input type="checkbox"/>	Mumps <input type="checkbox"/>	

My child _____ may be released at the end of class to (other than parents):			
Name _____	Phone _____	Relationship _____	
Name _____	Phone _____	Relationship _____	
(Please list any others on back)			

BELVOIR BEFORE & AFTER SCHOOL PROGRAM ANNUAL REGISTRATION AGREEMENT

- ☐ I have submitted 1 cheque/ettransfer in the amount of \$35.00 for the registration fee. Submitting this fee secures my position in the registered program. **(Cheque payable to Belvoir Co-Operative Nursery School)**
- ☐ I have submitted _____ tuition cheques in the amount of \$_____ each, post dated to the 1st day of each month. **(Cheques payable to Belvoir Co-Operative Nursery School)**
OR
- ☐ I plan to ettransfer tuition on the 1st day of each month.
- ☐ I will notify the Program Administrator of any changes in my contact information or changes in my child's health records such as additional immunizations or information such as change of address, place of work, etc.
- ☐ I accept responsibility for the transportation of my child to Belvoir in the morning and from Belvoir in the evening, if applicable, and declare indemnity to Belvoir against all claims which may be made on behalf of the child while traveling to or from Belvoir.
- ☐ I will give Belvoir 30 days written notice should I decide to withdraw my child from the program.
- ☐ I understand that there is an NSF of \$45.00 charged for each NFS Cheque. After 2 Returned cheques Belvoir will require Cash for payment of my account.
- ☐ I understand that there is a late pick-up fee for late child pick-up. This is a rate of \$1.00 per minute, after a 5-minute grace period. Consistent lateness may result in my child being removed from the program.

CONSENTS:

- ☐ YES ☐ NO I give permission for my child to be included in any photographs taken while attending Belvoir. The photographs may be used for display in the center and for promotion purposes in the community.

1. I have read the parent policies and agree to comply with the rules and regulations as specified.
2. It is understood that adequate supervision will be provided by staff of Belvoir Before & After School, and while every care will be taken, Belvoir will not be held liable for any accident or injury that may occur.
3. Every attempt will be made to contact parents/guardians or the emergency contact in the event my child requires emergency medical treatment.
4. I understand the legal obligation of the staff to report any suspected abuse to the proper authorities.

By signing below, I agree to the above terms set out by Belvoir, related to the Before & After School Program, for which I am registering my child.

** Parent's signature: _____ Date: _____

** Administrator's signature: _____ Date: _____

For information on how to apply for assistance with child care fees:

- London residents please visit: www.london.ca/childcare
- Middlesex County residents please visit: www.middlesex.ca/departments/social-services/child-care

Please mail or drop off your completed package to:
634 Longfield St, Unit 4
Mount Brydges, ON, N0L 1W0
Or email to belvoircoop@gmail.com

MIDDLESEX-LONDON HEALTH UNIT VACCINE PREVENTABLE DISEASE FOR CHILDREN IN CHILD CARE CENTRES

The **Health Unit** as well as your **Child Care Centre** requires a copy of your child's immunization record. If you do not have a record, you may be able to obtain a copy from your Doctor or healthcare provider.

Please make one copy of the immunization record (yellow card) and provide to Belvoir Kids.

Please complete the information below and attach this form to the second copy of your child's record and send to the Middlesex-London Health Unit. You may also choose to submit your child's record online (<https://mlhu.icon.ehealthontario.ca>) however MLHU will still require the form below.

You can forward this information to MLHU by:

- Mail or drop off (50 King Street, London, N6A 5L7)
- Fax to 519-663-0416
- E-mail to shots@mlhu.on.ca

Name of Child: _____ Male ☐ Female ☐

Date of Birth: ____/____/____ (year, month, day)

Ontario Health Card Number: _____

Address: _____

Child Care Centre Attending: _____

Parent/Guardian Name: _____ Telephone: (____) _____

When your child receives any vaccinations OR if you have any questions, please contact the Health Unit Vaccine Preventable Disease Program at 519-663-5317 ext. 2330.

Please be aware that personal health information collected on this form may be released, when requested, to your physician, other Health Units, a hospital, youth centers, daycares and or the Children's Aid Society to ensure vaccines are administered at the appropriate intervals and/or to prevent duplicate vaccinations.

☐ Please check if you do not wish to have your information released.

If your child receives any further vaccinations OR if you have any questions, please contact the Vaccine Preventable Disease Program at 519-663-5317 ext. 2330.

Personal information is collected under the authority of the Health Protection and Promotion Act R.S.O. 1990 (as amended), the Immunization of School Pupils Act, 1990, s.8 (as amended) and the Day Nurseries Act, R.S.O. 1990 (as amended) and is used to maintain an immunization record on your child and take appropriate action to prevent certain vaccine preventable diseases. The immunization information is also used to monitor immunization status in the community. Should you have questions about the collection and maintenance of this information, please contact Dr. Bryna Warshawsky at 519 663-5317 ext. 2330. Ce document existe également en français.

Revised February 2012

I consent to the Ontario Health Card Number (OHCN) recorded on this form being stored at my child's day care.

1st year registration: Parent's signature: _____ Date: _____ School Year 20__/20__

2nd year registration: Parent's signature: _____ Date: _____ School Year 20__/20__

3rd year registration: Parent's signature: _____ Date: _____ School Year 20__/20__

Belvoir Before & After School

Behaviour, Allergy, Playground Safety and Volunteer Supervision Policies

A) BEHAVIOR MANAGEMENT POLICY (Child Care and Early Years Act 2.5.11)

Children's behaviour will be guided in a positive and consistent manner that is developmentally appropriate to the child's actions and age. Behaviour Management will assist the child to learn appropriate behaviour and will be implemented as soon as possible after the inappropriate behaviour occurs. It will promote self-discipline, ensure safety, and promote respect for others and for equipment. If the inappropriate behaviour continues, the child may be asked to sit away from the group for a short period of time.

- Physical punishment of a child will not be used at the Nursery School by any adult, child or group of children.
- No deliberate or degrading measures are to be used on a child that would humiliate or undermine a child's self-respect.
- A child shall not be deprived of basic needs, including food, shelter or clothing.
- No child, who has been withdrawn from other children, shall be punished by locking or barricading him/her in a room or structure.
- The physical restraint of a child is prohibited
- **The staff and volunteers will consistently:** anticipate situations, use positive reinforcement, model appropriate behaviour and language, use redirection, provide choices, establish well defined limits for children, and use logical and natural consequences that are related to the behaviour.

BEHAVIOR GUIDANCE

B) MONITORING OF BEHAVIOUR MANAGEMENT PRACTICES POLICY

- At the initial interview of a new employee or volunteer, there will be a discussion of Belvoir Co-operative Nursery School's Behaviour Management Policy. At this point, the Belvoir Co-operative Nursery School can ensure there is compatibility with the new employee/volunteer and the co-operative's philosophy and legislative requirements.
- During hiring and annually thereafter, all staff will be made clearly aware of the policy entitled "Behaviour Management Policy".
- All parents and staff will review, sign and date the "Behaviour Management Policy" and its procedures twice yearly, at registration and again in January. These records will be kept for 2 years. Community partners or support persons would also be required to sign-off on these policies annually.
- All parents are required to immediately report to the teacher and/or the board if any unusual discipline problem(s) arise.
- All unusual discipline problems and behaviour management techniques used in these situations will be recorded in the "Belvoir Behaviour Management Book". The "Belvoir Behaviour Management Book", will be filled out by the teacher. Observations of the teacher's behaviour management techniques will be filled out by the President or the Administrator, (unless the administrator is also the teacher in which case observations will be filled in by the President.) It will be kept in the locked filing cabinet and will be reviewed and signed regularly by the President or the Administrator. Documentation should include how the inappropriate behaviour was dealt with, what action was taken, those involved, etc.
- The teacher's behaviour management techniques will be observed during class time by the President and/or the Vice President at least once annually and the President shall record these observations in the Behaviour Management Book.

C) CONTRAVENTION OF BEHAVIOR MANAGEMENT POLICY

Any violation of the behaviour management practices will be reported to the board and may result in suspension or termination of employment or volunteer opportunities at Belvoir Co-operative Nursery School.

1.2 ALLERGIES:

Allergy lists shall be posted on the refrigerator in the kitchen and by the snack area at all times. This list should be kept up to date and consulted regularly by staff, supply staff, parents and volunteers. This list will also identify any food restrictions.

1.3 ANAPHYLACTIC POLICY (Section 36.1 Child Care and Early Years Act.)

Belvoir has a strategic plan established in the event that one of the children attending the child care program has a known anaphylactic allergy. A communication plan has been set in place to accommodate this life-threatening allergy and a plan has been set forth to educate the staff/students and volunteers on each individual child's case. Also an emergency plan has been developed with complete input from the child's parents on procedures to follow in the event of an anaphylactic reaction.

A) Strategy to Avoid Exposure

Parents and staff will be advised and asked to sign a release saying they will not offer foods that are a known reactant of a child with an anaphylactic allergy at Belvoir. Allergy lists will be posted in a visible area. If anaphylactic medication is needed the location will be posted so each staff will have knowledge of its location. Each parent will be notified of a child that is attending Belvoir that has

a known anaphylactic allergy. Staff will avoid using craft and sensory material if it is a known allergy to a child attending. The strategy will be revised as per child attending with anaphylactic allergy.

B) Communication Plan

Belvoir will provide general information on life-threatening allergies including anaphylactic allergies, to staff and volunteers. Belvoir will avoid, to the best of our ability, exposure to the known allergen of your child. Allergy lists will be posted in kitchen and by the snack area. The staff and volunteers will monitor foods provided to the children to ensure that no known allergens are served. The program will obtain accurate information from the parent about the child's medical condition including whether the child is at risk of an anaphylactic reaction. Staff, parents, and volunteers will be advised if there is a child attending Belvoir who has a life-threatening allergy and foods or causative agents to avoid. Staff, parents and volunteers will sign a form indicating they are aware of the anaphylactic allergy; have reviewed the IEP and anaphylaxis policy and training.

C) Child's Individual Emergency Plan

Each child at Belvoir that has a known anaphylactic allergy will have their own individual emergency plan (IEP) set forth for their individual needs as identified by the parents of the child attending. All staff, including casual call-in and volunteers will be trained on the procedures and are required to read each plan before they begin employment or providing guidance at the day nursery and at least annually afterwards.

The individual plan will include a description of the child's allergy, monitoring and avoidance strategies, and signs and symptoms of an anaphylactic reaction. It will also include the parents consent for the staff to administer the allergy medication in the event the child has an anaphylactic reaction. Emergency contact information will also be on the individual plan. Parents will advise the Belvoir staff if an anaphylactic allergy develops or if the child is no longer requiring the medication.

D) Training

Staff and volunteers will be provided training from the parent of the child with the anaphylactic allergy. This will include how to recognize the signs and symptoms of Anaphylaxis and the procedure for administering the medication.

VOLUNTEER AND STUDENT SUPERVISION POLICY

All volunteers and students participating during class time must submit a current criminal reference check. At no time, will a volunteer, visitor or student be left alone with any child(ren) in the program.

PLAYGROUND SAFETY POLICY

Supervision – Staff is required to supervise the children while outdoors and the ratios must be maintained.

General Playground

- No climbing on the fence.
- No leaving fenced-in play yard
- The gate is to remain closed at all times.
- Pylons indicate an area is closed
- There shall be no smoking in or around the yard. There shall be a no smoking sign posted in the yard.
- Any changes to the playground layout or equipment must be reported in advance to the Ministry.
- All equipment must be returned to shed when not in use.
- Children are not allowed inside the shed.
- Children are not to be behind shed or out of sight lines
- The wooden shed housing the lawnmower shall remain locked when children are in the yard
- All sheds shall remain locked at the end of the school day.

Maintenance

- All equipment is maintained in a safe and clean condition and kept in a good state of repair – CCEYA sec 16 of Reg. 262
- Daily inspection and checklist to be done by the school staff before the children enter the playground.
- Visual inspection to be done by Nursery School staff prior to the children entering the playground.
- Monthly Inspection to be done by the nursery school staff at the first of each month to monitor for defects and deficiencies in playground structures.
- Seasonal Inspection to be done with changing of seasons. Any maintenance required should be noted and completed
- Annual inspection completed by a certified playground inspector.
- Keep paths clean.
- Inspection, Injury, Repair and Maintenance logs must be maintained and kept on record for two years.
- Any changes to the playground equipment, layout or design will be reported to the Ministry of Education prior to installation.