



CWAA BEFORE & AFTER SCHOOL PROGRAM ENROLLMENT AGREEMENT

A. SCHEDULE

- Regular operating hours will be:
 - Before School Program: 7:00 am – 8:00 am (Monday-Friday)
 - After School Program: 3:45 – 5:15 p.m. (Mondays-Thursdays), 1:45 – 3:15 p.m. (Fridays)
- Programs will operate Monday through Friday throughout the school year, except closing for non-teaching days, holidays, and inclement weather. Consult the current calendar for school year beginning and ending dates, and days closed.

B. PAYMENT PROVISIONS

- Payment is due the first (1st) of every month, payable by cash or cheque upon approval.
- No refunds will be made in case of school closures due to holidays or bad weather, or when the child is ill or does not attend
- A receipt for income tax purposes will be provided

C. OBLIGATIONS OF PARENTS

The Parents will:

- If Child is enrolled in the Before School Program – bring Child to a Program Staff Member each day and sign the child ‘IN’- With time of drop off.
- If Child is picked up from the After School Program – sign ‘OUT’ the child when they are picking them up with the time of pick up.
- Notify the School when a person not previously authorized in writing or not known to staff will be picking up the Child (if attending the After School Program).
- Provide the Child with a nutritious, well balanced breakfast in a labeled bag or box if attending the Before School Program.
- Provide the Child with a nutritious, well-balanced snack (NUT FREE) in a labeled bag or box if attending the After School Program.
- Keep Program Coordinator updated on each month’s enrollment if changes are to be made.
- All medication – INCLUDING EPI-PENS – must be current, non-expired and in original labeled containers.

D. TERMINATION OF ENROLLMENT

Enrollment will be considered terminated if:

- Payment is delinquent beyond the 15th day of the month
- The parents fail to comply with this agreement, The Parent Handbook, or any other rules of the Program
- The Program, in its sole discretion, determines it is unable to meet the needs of the Child, or that it is not in the best interests of other children enrolled to have the Child continue in attendance.
- There is a serious illness of the Child



E. MEDICAL TREATMENT AUTHORIZATION

- The Program is authorized to secure such emergency medical treatment as may be required. The Program will use its best efforts to immediately notify a parent or person designated to be called in case of emergency. The Program authorizes any licensed physician or medical facility to treat the Child in case of emergency.
- The Coordinator and the Primary Staff Members are qualified to administer First Aid and their training is updated regularly.
- Parents must fill in and sign a medical form for their child(ren) upon enrollment .

F. CHILD DISCIPLINE POLICY

- Staff of the Before and After School Care Program will adhere to the CWAA Discipline Policy found in the CWAA Handbook.

A. SUPERVISION POLICY AND PRACTICES

- The Before and After School Program is staffed with one primary staff member up to 7 children, with a “junior staff member” to help occasionally. We also have a few CWAA staff on the premises at various times willing and able to come in to help, in case of sickness of staff or children.
- Children are escorted to and the After School Program area by a primary staff member.
- Our elementary students are supervised outside by a teacher from the end of the school day until 4:00 pm (Mon – Thurs) and 2:30 pm on Fridays. At this time the After School Program Primary Staff Member round up students who have not been picked up and escort them to the gymnasium.
- Children are accounted for as the After School Program Staff sign them in when they arrive. Parents have to sign the student out with the time of pick up.
- If a child needs to use the bathroom during the After School Program time, the child will be accompanied to the bathroom by a staff member (where possible) or trusted older student. The Primary Staff Member will watch the time and if the child/staff member does not return within 4-5 minutes she will check in on the situation OR call one of the emergency contacts at the school to check in.
- The intent of constant supervision is to make sure that at all times the Program children are safe and activities meet their developmental needs.
- The After School Program coordinator will periodically oversee staff as they supervise the children’s play and behavior both indoors and out, to ensure they are supervising in accordance to these policies.

H. MANAGEMENT OF CHILDREN WHO ARE ILL

If a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of any of the following:

- Vomiting, having a fever, diarrhea or a new or unexplained rash or cough,
- Requiring greater care and attention than can be provided without compromising the care of the other children in program, or
- Having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program



Staff must ensure the following occurs:

- That the child's parent arranges for the immediate removal of the child from the program premises, and
- That the child does not return to the program premises until the Program Coordinator is satisfied that the child no longer poses a health risk to persons on the program premises.

The above condition (b) do not apply if the child's parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.

I. OTHER TERMS

The Parents will cooperate with the policies of the Program, perform the obligations of parents set forth in this Agreement, and abide by the rules, regulations, and policies provided by the Program. The parents release the Program, its owners, officers, and staff from any liability arising from or out of any accident which may occur from any cause whatsoever or en route to or from the school premises.

THANK YOU FOR ENROLLING IN OUR BEFORE AND AFTER SCHOOL PROGRAM!

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONTACT: Lara Melashenko