

Green Door

Before and After School



PARENT HANDBOOK MIDNAPORE

Green Door Before and After School Care Ltd offers a well-rounded program that is designed to meet the needs of school aged children. In interactions with other students and supervisors they are offered both structured and unstructured activities that contribute to their physical, social, intellectual, and emotional development. The students will participate in creative art activities, games, stories, music, drama, and play activities, as well as at the outdoor play facility. We take pride in providing the best care for your child.

All equipment at Green Door has been carefully selected to ensure that they are safe, sturdy, and encourage creative and enjoyable play.

Philosophy of the Program

Green Door's program involves the supervisor, the child, and the parents. Our supervisors create an environment rich in materials to explore, manipulate, and talk about.

At Green Door we will have special days every day of the week!

- Music Monday's- Students will have the opportunity to practice and try out new musical instruments including bells, recorders and drums.
- Technology Tuesday's- Students will be allowed to bring in any technological device they wish as well as play the Wii inside the classroom.
- Art Wednesday's- Students will have the opportunity to do a special craft designed by the supervisors.
- Poetry Rapping Thursday's- Students will be able to bring in a poem from home and rap alongside a beat for the other students and supervisors.
- Movie Friday's- Students will have the option to watch a movie chosen by the supervisors.

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Snack Program

Green Door will be providing one healthy snack in the afternoon served family style. This means that they are provided plates of snacks from which they can help themselves. Children are also welcomed to bring their own snacks from home. Please keep in mind we are NUT FREE. Please read labels carefully to avoid disappointment. Children will be given water at snack time but are encouraged to bring water bottles if they wish.

Holidays

Green Door will follow the same holiday schedule as the Calgary Public School. Upcoming holidays will be posted in the hall as well as in the monthly calendar. Green Door will not be open for PD days as well as noon dismissals. Please make arrangements for these instances.

Discipline Policy

Caring about students and wanting the best possible learning environment assumes a positive approach to discipline. Students are expected to be responsible in their use of school resources, equipment and property; to respect their own belongings; and to respect the belongings of others. At Green Door our staff encourages students to resolve conflicts on their own. When corrective action becomes necessary, the staff strives to use discipline that is restorative. Supervisors will encourage positive behaviour and hold students accountable for their behaviour. A supervisor will remind him/her of safe and acceptable methods of play. The student has the choice of altering his/her play methods or choosing another area to play.

Evacuation Policy

Staff and students will leave the building out the front entrance and meet across the street on 153 Ave. Supervisors will do roll call and notify emergency responders of any missing children. If staff is instructed that it is safe to re-enter the building they will do so

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but if it is not they will relocate to the Tim Horton's at 40 Midlake Blvd SE. Parents will be notified to come pick up their children.

Dropping off and Picking Up Your Child

Staff will open the doors promptly at 6am and parents must accompany their children into the building. Parents must sign their children in and out each day with your arrival and pick up time with a signature on the sign in sheet. Please advise all others who may be picking up or dropping off your child of this procedure. Please give the supervisor a written note (with a signature) if your child will be picked up or dropped off by anyone other than you. ***Note: It is imperative that parents inform the staff of Green Door if your child will not be attending the program.*** This includes if your child is sick or goes home sick during the school day, holidays, or previously arranged plans for morning and afternoon.

Transportation of Children

The staff and children will leave by walking, the before and after school location prior to school starting. The staff will then make their way to the school walking on the sidewalks for safety. The staff will sign out the children once they have gone into the school. Staff will pick up the children after the school and sign them into the program. The child will play at the park on sight of the school for a set time. The staff will walk the children back to the before and after school location. In **Extreme Weather you will be called to the school to pick-up your child if they are not dressed appropriately.**

Flow of the Day

Before:

- Drop off, supervised free play.
- Prepare to leave for school.

After:

- Pick up, recreational activities (weather permitting).
- Supervised free play and homework.
- Pick up.

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Parent Guidelines

1. When the weather is wet or snowy have your child remove his / her outdoor footwear at the class entrance and leave them in the hallway on the shelves provided. Your child requires indoor shoes when boots are worn to school. Please ensure students are dressed appropriately for the weather.
2. If your child is not well, please do not bring him / her to before and after school care. We request this in consideration of all the children and staff. We will contact you to pick up your child immediately should he / she have a suspected communicable disease, or if he should become ill at school. If your child is absent for more than two days please advise the supervisor.
3. Pick your child up promptly at or before 6pm. There will be a fine of \$5.00 for every minute you are late after 6pm, paid in cash to the supervisor.
4. Please ensure that a Medical Consent form is filled out appropriately if the staff is to administer any medication.
5. We require a written notice one month prior to withdrawal from Green Door (i.e. if leaving March 1, you must present written notice by February 1). If one month's notice is not provided the fee for that month will be deposited.
6. There is a service charge of \$30.00 for all returned cheques.
7. If you have an emergency requiring you to contact the school during school hours phone 403-271-5400.

Concerns

Please contact the director with any concerns you might have about your child's supervisor or your child. We will also contact you if the supervisor has any concerns about your child. The director's information is as follows, Debbie at (403) 870-7367 please feel free to call or text.

Program Schedule and Fees

Full Time- \$410.00 per month

Before Care Only- \$160.00 per month

After Care Only- \$250.00 per month

Extras

Half Day - \$75.00 per month

PD Days- \$30 per month

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