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**BEFORE AND AFTER SCHOOL PROGRAM**  
**Parent Information Guide**  
**2018-19**

# **Olive Grove School's After School Program**

## **Program Information**

Olive Grove School is excited to be offering parents two engaging options for After School Programs this year!

### **Option One: After School Quran Program.**

- Starting September 17, 2018 until June 20, 2019.
- Certified Tajweed teachers
- Students from SK to grade 2 memorization
- Grade 3 to grade 8 recitation and tajweed
- Offered from Monday till Thursday 4:00 pm - 5:00 pm
- Program is closed on all school holidays and PD days.

### **Option Two: OGS After School Program**

- Starting September 5, 2018
- Program offered at OGS from 4:00pm – 6:00pm
- Arts and crafts
- Outdoor/gross motor play
- Homework help
- \$10.00/ first hour \$5.00/ second hour
- Paid a day in advance by drop off time or per month.

### **Option Three: EnrichIt! After School Program**

- Register your child for our EnrichIt! After school Programs to enhance their after school activities and experiences
- Online registration at [www.enrich-It.ca](http://www.enrich-It.ca)

### **Before School Care**

At OGS our school day starts at 8:00am; however we know that for many parents they need to be off to work before this time. To help make your mornings easier we are offering a Before School Care option for you. The timings and prices are as follows:

**Monday – Friday, 7:30am-8:00am**

**\$5.00 per day/\$100.00 per month**

**10% off additional children**

Students will be dropped off by parents and remain under a designated teachers' supervision at all times. At 8:00am students will move to other supervised areas.

You must sign up in the Admin Office in advance for the “Before School Care” to ensure there is a teacher available.

Any child who is dropped off at OGS before 8:00am will be sent to the Before School Care and parents will be charged the **\$5.00** per day fee.

All cheques must be paid to the program teacher at the beginning of each month, made out to MAC OLIVE.

We hope these programs and the related policies will serve the needs of families requiring 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 it is meeting your needs.

### **Emergency After School Care**

Any child who is not picked up by **4:00pm** is considered a “late pickup” and will be moved to the Emergency After School Care.

There will be a charge of **\$1.00** for every minute you are late picking up your child.

**NOTE:** This is intended for the case of emergency late pickups only! If your child is not registered in one of our After School options you will be charged the \$1.00 for every minute.

## **Registration**

- For the Before school care you must sign up your child in the front office a week before to ensure a teacher will be available for supervision.
- For the Quran After School Program and EnrichIt After school programs you must register your child online at [www.enrich-it.ca](http://www.enrich-it.ca) in advance
- For OGS After school care you must sign up your child in the front office a day in advance or per month.
- EnrichIt! After School Programs are offered online at [www.enrich-It.ca](http://www.enrich-It.ca)

## **Allergies/food restrictions**

When registering a child any allergies and food restrictions need to be made aware to program staff to ensure proper planning and precautions can be taken when preparing snacks. Any child with allergies will have an allergy form posted with required information visible for all staff/parents.

## **Rules of Conduct**

Children must follow the rules of conduct and the instructions of the Before and After School programs. 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 Before and After School programs, he or she may be asked to leave.

We show our respect for others by maintaining an attractive and orderly environment, being respectful of others' belongings, working with a spirit of cooperation and consideration, and being honest and courteous at all times. The Before and After School programs staff will contact parents should a student consistently disregard these guidelines for acceptable behaviour. Withdrawal from the Programs may be the end result.

## **Fees and Billing**

### **For Quran After School Program:**

- Fees are paid online at [www.enrich-it.ca](http://www.enrich-it.ca)
- Refunds will not be issued for absences or early pick-ups

Fee Schedule as follows:

Month	Fee
September	\$48.00
October	\$102.00
November	\$102.00
December	\$72.00
January	\$90.00
February	\$90.00
March	\$72.00
April	\$102.00
May	\$102.00
June	\$54.00
Year paid in Full	\$750.00

### **For OGS After School Program:**

- \$10.00 for first hour and \$5.00 for the second
- Paid a day ahead by drop off time or per month
- Refunds will not be issued for absences or early pick-ups.

### **EnrichIt! After School Programs:**

- Fees vary depending on the program being offered
- See our online catalogue at [www.enrich-it.ca](http://www.enrich-it.ca)
- Refunds will not be issued for absences or early pick-ups.