

Welcome to the Centre Greene **After-School** Program!



The Centre Greene **After-School** Program provides an educationally stimulating environment where children receive support and encouragement.

We offer the opportunity for your children to reinforce study skills, create and strengthen friendships, and obtain team building skills.

Our Philosophy:

At Centre Greene, we strive to treat every child as an individual. Meeting your child's basic needs in regards to homework and recreation is part of our mandate. Our activities are tailored around your child's interests; we offer activities that focus on science, music, art, sports, cooking, the environment, and team work.

Centre Greene aims to create a comfortable atmosphere where children can learn and relax with friends. We are proud that Centre Greene has a reputation of being a home away from home. If there is anything any way we can make your child feel more comfortable, please let us know.

Our staff:

The staff is motivated, educated, caring and energetic. The coordinator and monitors have chosen to work at Centre Greene because they love children. Centre Greene has chosen them because they are responsible, reliable and experienced in educational based recreation programming.

We believe regular communication between staff and participants is essential for success. Feel free to approach staff members with input, concerns and questions. They will be happy to listen and help in any way possible.

Daily schedule:

A typical **After-School** afternoon:

3:45 –Monitors meet the children at the bus stop

3:50 –Monitors and children go to the park or to the gym

4:35 – A healthy snack is served

4:45 –Homework or free play depending on the age of the child

6:00 –Closing

We spend a minimum of ½ an hour per week in the gym. On Fridays, the children partake in planned activities and the occasional movie. Our daily schedule is susceptible to change if none of the children have homework, or if the weather is irresistible.

Ped days and March Break:

Centre Greene offers a Ped Day program following the Roslyn School schedule. Our ped days and spring break include numerous activities:

-cooking

-gym time

-outings

-science experiments

-arts and crafts.

Outings this year included Swimming, Skating, Mount Royal, and cultural events, bowling, movies and story time at the library. All trips are well supervised with a ratio of one monitor to eight children.

Your child must be registered one-week in advance for ped days. Activities and outings are announced a few days in advance. **After-School** children who have paid with a post-dated check have priority.

Please note: it is the parent's responsibility to know when their child has a ped day. Cancellations must be phoned in 48 hours in advance (except in the case of sudden illness) otherwise parents will be charged a \$10.00 administration fee.

The Ped Days fees:

\$25/Ped day for **After-School** children

\$34/Ped day for non-**After-School** children

(There are additional discounts for siblings)

The ped day fees do not include the costs for outings and transportation.

Monthly Fees:

The After-School fees are as follows :

\$195/month for full-time

\$371/month for two children in the same family for full-time

\$147/month for part-time (3 days/week)

\$15/day for part time (i.e. less than twelve days per month)

10% sibling discount

Sliding Scale Available

There is a non-refundable \$10.00 registration fee for each family.

All After-School fees are due on the first day of the month.

Payment methods include:

Post-dated checks,

Monthly checks on the first of the month

Cash on the first of the month

➤ Late or unpaid bills will be charged 8.5% interest. All outstanding bills must be paid in full for January 1st and June 1st for your child to be readmitted to the programme.

As Centre Greene is a non-profit organization, we rely on your contributions to keep the programme running. **To reserve your child's spot, please provide post-dated cheques to the office for September-December & January-June.** Thank you.

Attendance:

We take attendance daily. If your child is scheduled to attend After-School and will not be present on a given day (because of illness, change of plans, etc...), you must inform us! Simply call **514-931-6202** and leave a message. When your child is expected and he or she does not get off the bus, we worry and will call you; if you cannot be reached we continue to call all of the contact names on the list. If we still do not know where your child is we will then call the police.

Hours:

After-School hours are from when the school bus arrives at Centre Greene, until 6:00pm sharp. Please be here to pick up your child before 6:00pm. It is against Centre policy to leave a child to wait for you in the foyer or outside unsupervised, even with parental permission.

Snack:

We offer a healthy snack daily. As we have numerous children, we serve one kind of snack per day. We try to accommodate allergies and vegetarian diets. If you have concerns or questions about our snacks don't hesitate to ask.

Homework:

At After-School, we have a designated homework time (except on Friday). This is not a tutorial period. We do not guarantee that your child's homework will be completed when you arrive. Monitors are available to help the children with homework during our study hall period. We **strongly recommend** that you review your child's homework with them once at home.

Other:

Please keep children's money and valuable items at home (i.e. Walkmans, Gameboys, collector's cards, etc...) Centre Greene is not responsible for lost or stolen items. In addition, if any toy becomes a problem (causes stealing, fighting, etc...), we reserve the right to ban that toy from After-School for the year.

We aim to bring the children outside (or to the gym) daily. Please provide the proper clothing and shoes for indoor and outdoor activities. All children need to have an extra pair of shoes left at the Centre during the winter. We also encourage you to leave an extra pair of socks, shoes T-shirt, sweatshirt, hat and/or mittens at Centre Greene for your child. This will help us keep your child warm and happy! Remember to label all clothing and objects your child brings to After-School.

Please keep us informed about contagious ailments your child has come into contact with (ex. lice, chicken pox, etc...). With this information, we will inform the other parents and we take proper precautions.

Finally, please inform us of areas we can improve upon, or if there is something you are especially pleased with. This helps us provide the best service possible!

Rules and Responsibilities:

A copy of the rules is attached. The rules are in place to ensure safety and enjoyment. Please review them with your child. Having your children aware of the rules helps the staff to enforce them.

If your child does not follow the rules on a regular basis, you will be informed. First verbally, and then in written form. If the behavior is not corrected after three warnings, your child will be suspended from the After-School program for three days to one week (or more).

We reserve the right to suspend a child immediately in the case of flagrant misbehavior (example: repeated violence, continual disrespect to peers and staff, destruction of Centre Greene property, etc...)

Biting results in an immediate suspension.

**With your cooperation we look forward to
having a great year!**

After-School Rules:

1. The monitors are here to help and play with you. You must listen to the monitors!
2. If someone is bothering or teasing you, tell a monitor.
3. Absolutely no hitting, kicking, biting or hurting others at the Centre and on the bus!
4. Running across the street is never allowed. When we are travelling as a group, children must walk in pairs in between the front and back monitors.
5. Bullying is not tolerated.
6. Play fighting is not permitted.
7. Words can hurt others: no name calling or swearing.
8. Pretend guns and violent games are not allowed.
9. Running is only allowed in the gym and the park.
10. Homework time is quiet time for everyone. Do your work quietly please.
11. The toys and supplies are for everyone's use. You may not break or vandalize Centre Greene property. If you do, your parents will be asked to pay to replace it.
12. Do not go anywhere in the building without telling a monitor.
13. Never leave the building unaccompanied by an adult.
14. There is no trading or giving away of toys at the Centre Greene.
15. Before you leave, you must help with clean up.
16. Once your parents arrive, it is time clean up and go.