

Parent Handbook

After School Club

Join our idea of fun!



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www.MonarchParkStadium.com

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Introduction

Welcome to After School Club (ASC) at Monarch Park Stadium (MPS)! We are happy and excited to have you and your child(ren) a part of our ASC family.

ASC started five years ago, with a small group of children who quickly became part of our MPS family. The program continues to grow and a few of the children from that small group (or their siblings) are still in the program today.

This handbook will provide answers to all your questions. In addition, we hope the handbook will give parents confidence your children are participating in a fun, supportive and positive program. We strive for excellence every single day and the safety, happiness and well-being of our ASC members always comes first.

Should you require further information on any of the information included in this handbook, please do not hesitate to contact us.

Program Description

MPS' ASC is offered to children between the ages of 6 and 12. It runs Monday to Friday from 3:30pm to 5:45pm throughout the school year. Participants can sign up by month and between two to five days a week. Participants can be picked up from school by our instructors or dropped off by a parent, caregiver or bus.

The programs' focus is to provide 60 minutes of physical activity a day, through quality sport coaching and instruction. The program rotates through core and alternative sports based on season, with necessary equipment provided. Participants are grouped according to age and alternate between the field, track and community room.

A Nutritional Program is also available, during which participants receive a healthy snack based on Canada's Food Guide. The program occurs Before School for specific schools only (Earl Haig, Bowmore Road and Georges Etienne Cartier).

Our program is accredited by Athletics Ontario, the governing body of athletics in Ontario. Their purpose is to promote physical, emotional and mental wellbeing, while ensuring the competent delivery of athlete-centered recreational programs in Ontario. We incorporate their Run, Jump, Throw, Wheel program into our activity planning. This means our ASC kids are building fundamental skills and physical literacy related to movement, which will serve as a strong foundation for any sport.

Program Philosophy

Vision

Our vision is to continuously create a safe, fun, inclusive environment where children can explore movement through core and alternative sport.

We believe that this type of exposure has the potential to create future athletes. In addition, it establishes a love of sport; builds confidence and self-esteem and cements a lifetime of healthy living.

Mission

Our mission is to provide quality core and alternative sport coaching and instruction to local children throughout the year.

Values

Our values are guided by our beliefs and commitments to inclusiveness, participation and healthy living. We encourage meaningful participation from staff and children. We promote and exemplify a standard of healthy living that leads to self-confidence and happiness. We believe in the power of sport to inspire a lifelong understanding of leadership and teamwork.

Program Highlights

- 60 minutes of physical activity every day after school
- Direct drop off and pickup to and from school doors
- Program feature: sports, activities, outdoor play, community excursions and unique ways for kids to develop a love for sports, activity and movement
- Ratios: Ages 4-5 (1:8); Ages 6-12 (1:12)
- Nutrition program features healthy snacks following the Canada's Food Guide
- Year-round access to 108 000 square foot facility featuring a FIFA grade turf field, rubberized running track, basketball, hockey and fitness areas
- An adjacent 5 hectare park featuring a playground, ping pong table, hockey arena, volleyball court, toboggan and bike hills and green space
- Monthly excursions for Ages 6-12 to the park, gym, pool, bowling, rock climbing, spongeball and more!
- YearBook and End of the Year party to celebrate and show case the progress throughout the year
- Evaluations provided by instructors to keep parents informed about how their children

- are succeeding in our program
- Staff are NCCP trained and certified by Athletics Ontario
- Detailed daily program following Run, Jump, Throw, Wheel from Athletics Ontario, as well as philosophies from the Sport for Life Society
- Free or Discounted rates available for camp programming, MPS Events and other MPS offerings
- Top-of-the-line sporting equipment, including bouncy castles and bubble soccer

Program Logistics

MPS ASC runs every school day of the year.

Hours of Operation

Nutrition Program: 7:30am - School Bell

ASC: Final Bells - 5:45pm

Pickup by Parents

Parents or authorized drop-off/pick-up people must sign their child out when they leave After School Club at the front reception desk or in the Community Room. This process ensures the safety of our members.

Parents must authorize alternate pick-up people by providing the person's name and contact information. Alternate people picking up your child will be asked to show identification. Children will not be released to an unauthorized pick-up person.

Late Pickup Policy

Parents who do not pick-up their children by 5:45pm will be given a 15-minute grace period. Following this grace period a \$15.00 late fee will be charged. Parents will be charged an additional \$15.00 late fee for every 15 minutes after 6:00pm that they are late. Parents will be notified of late fees by email the next day. The late fee will be billed on a monthly basis. If there is an emergency or extenuating circumstance that is preventing you from picking up your child on time, please call 416-466-2255 and let us know ASAP.

What to Bring

The program operates rain or shine.

If your child is participating in our Nutrition Program before school, they are not required to bring anything for this program. MPS instructors will ensure that whatever they bring with

them for school will make it there that day.

After school, the children will play outdoors, under the dome, in the park, at the gym and/or go on excursions in the area. Children also walk from school to MPS rain or shine. It is helpful if they are dressed or equipped for the weather.

For ASC, children are encouraged to bring:

- Running shoes (to store at facility)
- Extra pair of clothes and socks
- Homework or book for ages 6-12

There are NO electronics or gaming cards allowed unless special circumstances permit. Phones and tablets must be turned off and packed away while children are participating in ASC. If you need to get in touch with your child, please call us directly at 416-466-2255.

MPS is not responsible for any lost or stolen items.

A healthy snack is provided daily. If you choose to pack an extra snack for your child, it must be peanut and nut free and may not contain traces of peanuts or nuts. Any snack that does not meet these requirements will be confiscated and held at reception until pick up.

School Drop-off

Our Nutrition Program starts before school at 7:30am. All children should arrive before 8:15am in order to fully participate in the program and to prepare for the walk to school. If children are not dropped off by 8:30am, we will assume they are not attending the program that day. MPS instructors walk Nutrition Program members directly from MPS to their school. MPS instructors will ensure all children arrive at the appropriate door/meeting spot for their teachers. MPS instructors will remain at the school until the bell rings and children are inside the school.

School Pickup

ASC members are picked up from their school and walked directly back to MPS. Some members are picked up directly from their bus drop and walked to MPS. School pickups follow school protocols where typically younger children are picked up directly from the teacher while older children are released into the schoolyard to a specific MPS meeting spot.

If an ASC member does not appear within 10 minutes of the final bell, the MPS instructor will call his/her parents/guardians. If they do not reach parents/guardians and there is no sign of the ASC member, the group will leave the school 15 minutes after the bell. ASC members who are left behind should go directly to the office where the school will call their parent/guardians. The parent/guardians should then call MPS at 416-466-2255. MPS instructors will arrange to return to the school if necessary.

Absences

If your child will be absent from ASC, you must notify us by emailing ASC@MonarchParkStadium.com before 1:30pm of that day. Failure to notify us leads to unnecessary confusion and delays for our staff and the other children and may result in a Late Fee of \$15.00. For late notifications, please call 416-466-2255 to inform us directly.

Program Information

Program Activities

ASC is a physically active program that focuses on encouraging children to move. Activities include: Soccer, Track, Gymnastics, Fitness, Baseball, Hockey, Basketball, Football, Obstacle Course, Dodge ball, Treasure Hunt, Skating, Tobogganing, Biking, Bowling, Swimming and more.

Program Schedule

Our Nutrition Program follows the same schedule daily:

7:30am – 7:45am > Children begin to arrive and prepare for snack

7:45am – 8:00am > Snack provided and quiet games

8:00am – 8:30am > Program execution on the Field or in the Community Room

8:30am – 8:45am > Children gather their belongings and leave for school

Our ASC also follows the same schedule daily:

Bell – 4:15pm > Children begin to arrive; instructors provide snack

4:15pm – 5:30pm > Children participate in physical activity

5:30pm – 5:45pm > Children begin to prepare for home; parents begin to arrive

Staff

All of our staff are certified in First Aid and CPR and have valid police checks. In addition, all of our MPS instructors receive specific training related to how to deliver our unique programming.

MPS is committed to the continuing education of all its staff and provides opportunities for NCCP and Run, Jump, Throw training throughout the school year.

Occasionally, we have student volunteers from Monarch Park Collegiate assist us at ASC. In addition, we often have ASC 'graduates' who are between the ages of 12 and 13, who assist us. Volunteers are never left alone with children and are never 'in charge' of a group. They offer valuable support to our counselors, while gaining important experience related to being

responsible, accountable, and reliable, etc.

All staff and student volunteers must adhere to MPS Prohibitive Practices Policies at all times.

Evaluations

All ASC members receive two evaluations during the school year. Our evaluations are designed to communicate how your child is succeeding and improving in our program. We believe it is important to keep parents up-to-date on their child's physical and social skills as they develop and improve. The evaluations are distributed to parents before the December holiday break and again at March Break.

Excursions

ASC offers multiple excursions each month to keep the program unique and interesting for all children. Excursion locations include: Monarch Park Collegiate gym and pool, Monarch Park rink, arena and play ground, Danforth Bowl, School Fundraisers, PC cooking school, Face2Face Games, Escape Rooms and more. Other excursions also include skating, tobogganing and biking depending on the season.

Strict safety procedures are followed every time our ASC members leave MPS on an excursion. This includes our instructors clearly and continually communicating safety rules to our members; performing regular head checks/roll calls and carrying a first aid kit and phone with them.

Snacks

Snacks are provided as part of both our Nutrition Program before school and our ASC. Our snacks follow Canada's Food Guide and include: fruits, vegetables, crackers, cheese, granola, yogurt, popcorn, dried fruit, whole grains, dips, etc..

ASC also provides occasional treats including cupcakes, themed treats and ice cream.

ASC is a nut and peanut free program. No nut or peanut products are part of our snack schedule.

All food allergies will be accommodated. Dietary restrictions such as gluten free and vegan may also be accommodated with advanced notice.

Homework

ASC members are given up to 45 minutes each day to complete their homework or read in the ASC Homework Room. Staff will actively encourage children during this time to start their homework. ASC instructors are present and may assist children; however, work completed during this time is mainly self-directed.

Payment Information

MPS ASC offers competitive rates and various payment options.

Regular Rates

ASC Month-to-Month Rates allow families to pay over the 10 months of the school year. Families also have flexibility to change days on monthly basis. For example, families could switch their ASC days from Tuesday and Thursday to Monday and Wednesday. Families wishing to make changes should speak with the Program Manager, as space may be limited.

2018-19 Monthly Rate (10 months):

Days	Cost/Month
Five Days	\$525.00
Four Days	\$455.00
Three Days	\$395.00
Two Days	\$335.00
One Day	Not Available

Package Rates

ASC Package Rates provide discounts on MPS Camps by including camp registration fees in your monthly payment from September to August. Once families are committed to a Package Rate, they cannot change to a Regular Rate during the year. These rates provide savings of up to \$600/year.

2018-19 Monthly Rate (12 months)

Days	Cost/Month
Five Days	\$475.00
Four Days	\$425.00
Three Days	\$365.00
Two Days	\$315.00
One Day	Not Available

Nutrition Program Rates

Nutrition Program Rates allow families to pay over the 10 months of the school year. These rates also provide families the same month-to-month flexibility noted above for Regular Rates.

2017-18 Monthly Rate (10 months)

Days	Cost/Month
Five Days	\$200.00

Four Days	\$185.00
Three Days	\$150.00
Two Days	\$125.00
One Day	\$75.00
Drop-In	\$20.00 per day

Payment Methods

All fees are collected through pre-authorized debit or credit payments. There is an \$8 fee for all credit card payments, which is added to your monthly fees. Accounts are charged on the first day of the month for either 10 months or 12 months of the year depending on your rate. All payments will appear on bank or credit card statements as MONAPKSTDM.

Changes or Cancellations

Changes and cancellations can only be made for Month-to-Month Rates and must be requested one month prior to the expected change in schedule. Requests will only be honored if space is available. All changes or cancellations will be reflected in the payment for the upcoming month. Families with Package Rates are not able to cancel throughout the year unless there are special circumstances apply and/or the Program Manager approves.

Tax Receipts

ASC is eligible for a yearly tax credit. Tax receipts will be emailed no later than end of February and will encompass the previous year from January to December. If you require receipts at any other point throughout the year, please email the Program Manager.

Additional Information

Behaviour Guidelines

MPS staff expect the utmost respect from all Nutrition Program and ASC members and parents. The expectation is all members will listen and follow rules during their time with us, including full participation in all activities. Children who do not listen or follow rules will be verbally warned. If the behaviour persists, parents will be contacted to discuss the problem and determine a course of action. Any child who continues to demonstrate an inability to listen and respect rules may be asked to leave the program.

Photos and Video Consent, Assignment and Release

MPS instructors enjoy capturing moments of the children engaging in all activities. We use photos and videos for our private Facebook Group and annual Yearbook. Photos and Videos are also used for ASC marketing and promotional purposes. Parents must indicate on their registration form if they are not interested in their child(ren) being included in photos and videos.

Collection of Personal Information and Protection of Privacy

As part of the registration process, MPS collects certain essential personal information. This information is kept confidential and safeguards are in place to protect that confidentiality. MPS will not permit access or disclosure of personal information to any other person without prior consent unless required by law or emergency.

Medication Administration

MPS staff will administer emergency medication (e.g. EpiPen) as per parent/guardian/doctor's written instructions that are provided as part of the registration process. If your child requires prescription medication (other than in an emergency situation), please advise the Program Manager. You must provide written consent for MPS Staff to administer any prescription medication. Staff will not administer non-prescription medication.

MPS ASC will, with reasonable best efforts, put procedures in place to ensure that any ASC member who has a life-threatening allergy is not exposed to the harmful product. Further information about our Anaphylactic Policy is available upon request.

Incident and Injury Procedures

MPS has policies and procedures in place for staff and children that are designed to limit the number of incidents and injuries. All staff are trained in First Aid and CPR. Incidents and injuries are reported on an Incident Report Form and communicated with parents/guardians upon pickup. If MPS staff feel the injury is more severe, parents will be contacted immediately. Further information on our Incident/Report Policies is available upon request.

Removal Policy

The following circumstances will warrant the Program Manager to immediately remove a child from the program:

- Behavioral Issues that are harmful to other child(ren) or staff
- Undisclosed special care needs that present challenges to the safety and care of the child(ren)
- Consecutive non-payment months with no notice
- Breach of Parent Code of Conduct

Parent Code of Conduct

It is understood that a relationship based on mutual respect and courtesy will exist between the parents, staff and management at MPS. For all issues and concerns, please contact the Program Manager directly through email or phone to discuss privately.

Under no circumstances will any form of verbal or physical aggression, slander, threats or outbursts be tolerated toward instructors and staff.

Guidelines:

- Respect the privacy and confidentiality of all children.
- Never scold or reprimand a child that is not yours or attempt to deal with a child with whom you may have issues. Inform a staff member of your concerns.
- Do not engage in any arguments with other parents.
- Do not use foul or inappropriate language when speaking to a staff member or anyone else in the facility.
- Be advised that these are only guidelines and each situation will be handled on an individual basis.

At all times MPS reserves the right to terminate services when the parent Code of Conduct is not followed or when we feel that the relationship with a client is not agreeable. Notice may not be provided for all dismissals. All incidents will be addressed immediately and followed up in writing. A meeting will be held with this person and the Program Manager. Management will determine the final outcome of the incident.

Contact Information

For all questions, comments or feedback, please do not hesitate to reach us. Email is our preferred method of communication . Please email Kenzie@MonarchParkStadium.com for all program information and Alicia@MonarchParkStadium.com for all payment information. For any urgent matters, please do not hesitate to contact us by phone (416-466-2255) and ask for an After School Club Program Coordinator.

MPS Camps

ASC only operates on school days. The remaining days of the year, MPS offers camps from 9:00am – 4:00pm with extended care from 7:30am – 5:45pm at no additional cost for ASC members. Camps are similar to our ASC program and include fun sports activities throughout the day.

PA Day: Camps run on all TDSB/TCSB elementary school PA Days including French School PA Days. Camps are themed based on the time of the year and include sports and physical activities.

Holidays: Camps run during the Winter Holidays. Camp dates depend on the year and how holidays fall. Camps include sports and physical activities throughout the day.

March Break: Camps run during all five days of the March Break. Day registration is available. Camp activities are themed and include sports and physical activities throughout the day.

Summer: Camps run all weeks of the summer and each week includes five days of camp. MPS offers a variety of Specialty Camps including Urban Adventure Camp, Creative Arts Camp, Nike

Soccer Camp and our General Activity Camp. Weeks are sold separately and include sports, swimming, excursions and much more.

To register for camps, please contact us in advance. ASC members are not automatically registered for camps, unless you pay Package Rates throughout the year. ASC members who wish to join in one or all our camps, do not have to register online. For more information about MPS Camps, please visit us online and see our Camp Information Sheet for ASC members.