

St. Emile Catholic School
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Phone- (204)989-5020
www.stemileschool.com



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BEFORE AND AFTER SCHOOL CARE

BASC is currently available to those families with children registered at St. Emile School. Subject to availability, families are able to use the facility on a full-time or a part-time basis. Operating hours are from 7:00 – 8:30am and 3:30-6:00pm. All families will require a door access fob in order to enter the building before and after regular school hours.

BEFORE SCHOOL CARE

The Before School Program (BSC) opens promptly at 7:00 am. The program will start in the Pre-K classroom above the north side of the gym. Parents must enter the school with their child(ren) and make contact with program staff to ensure the staff are aware your child(ren) are present, at which time they will be signed in. We cannot take responsibility for the safety of your child(ren) until this contact has been made. Inside, we ask that everyone remove outdoor footwear and proceed directly to the upstairs area. Staff will mark all children's arrival times on a master list. Once drop-off is complete, parents must exit the school. Occasionally, parents may have business elsewhere in the building. In this case, we ask that the "Visitor sign-in" sheet is first filled out to indicate arrival and expected departure times. The BSC program operates until 8:30 am, at which time the Pre-K and Kindergarten students will be taken to their classroom by staff and all other students will be dismissed from the program and sent outside with supervision. In case of inclement weather all students will be dismissed to their classroom where supervision will be provided until the bell rings at 8:45am to signal the start of school.

AFTER SCHOOL CARE

Pre-K & Kindergarten students will remain in their respective classrooms and will be signed into the ASC by their teacher(s) at dismissal times. Children from Grades 1-8 attending ASC will report to the appropriate classroom at their dismissal times. If they do not arrive, the coordinator will search the building, school grounds and a call to parents will be made if the child cannot be located. Parents should read any notes posted on the BASC bulletin board in the foyer to learn where their child(ren) are, in the event of different classroom location assignments. Parents should make contact with staff member(s) before initialling their child out of the program. On Early Dismissal days, after school care will start as early as 2:00 pm.

EXTRA-CURRICULAR ACTIVITIES

Children scheduled for ASC who are involved in activities (i.e. catechism, patrols, Mad Science, sports etc.) after 3:30pm, are required to inform their after school supervisor. If a parent arrives to pick up the child before he/she has returned from their extracurricular activity, children must be signed out before leaving the building.

NOTICES/COMMUNICATION

Communication from the BASC may come in the form of emails, texts or notes sent home. Please watch for these notes as they will contain important information.

FOB REQUIRED

To ensure the ongoing safety of our students, a fob is required to gain access to the school before and after regular school hours. A \$10 deposit is required to obtain a fob for both programs. Please contact the office to get a fob.

FEES

Before School Care only \$1150.00 (10 equal payments of \$115.00)

After School Care only \$1350.00 (10 equal payments of \$135.00)

Before **AND** After School Care \$2300.00 (10 equal payments of \$230.00)

Part-Time (max 10 uses/month) Before School Care is \$100.00, paid in full.

Part-Time (max 10 uses/month) After School Care is \$150.00, paid in full.

Fob - \$10 Deposit / \$20 Replacement cost if lost/stolen/damaged.

All fees must be paid in advance. Children will be suspended from the program if their account becomes delinquent. No refund will be given for days missed.

PART-TIME PUNCH CARD USE

We offer families the option of “Casual Use”. Each punch card can be purchased through the office, with a maximum of 1 card per child/family. A separate punch card must be purchased and used for both Before care AND After care, if required, as the cost differs. The punch card will be validated by the BASC coordinator at the time of use and will remain at school in the office.

ABSENT DAYS

If your child is unable to attend on a registered day, please email basc@stemileschool.com as well as their classroom teacher. Alternatively, you can call the school at 204-989-5020 to let the staff know as soon as possible. (Please note that these days are not eligible for refund or transfer).

FOOTWEAR/CLOTHING

Please send a pair of indoor shoes for your child to wear, as fire and safety policies require that children wear footwear at all times. This is particularly important during wet slushy weather. Weather permitting, children will play outdoors after school, so appropriate attire is required (coats, mitts, hats, etc).

FOOD

Children are welcome to bring nut-free snack items to BASC. Children in the ASC are encouraged to bring a healthy snack to enjoy, as most students are very hungry at this time of the day.

LATE FEES

Our program closes promptly at **6:00 pm**. We ask that you arrive with enough time to dress your child, sign them out and exit the building by this time.

Our BASC late fees are as follows:

First infraction —\$10.00 will be charged for every 5 minutes after 6:00 pm or portion thereof.

Second infraction —\$20.00 will be charged for every 5 minutes after 6:00 pm or portion thereof.

Third or any consequent infraction—a \$50.00 fine will be charged for and a meeting will be scheduled with the Principal to discuss the situation. If no resolution is found, the family will be asked to make alternate childcare arrangements.

LATE AFTER-SCHOOL PICK-UP/EMERGENCY USE

To ensure the safety and care of our students, children in grades 3-8, who are not picked up by 3:45 pm, will be taken to After School Care and a \$20 emergency fee will be charged to the family. Children in Pre-K - Gr. 2 will be sent to After School Care 10min after they are dismissed from school.

IN-SERVICE DAY CARE

When possible, we offer care for children on some in-service (Admin) days from 7:00 am – 6:00 pm. A list of these days will be posted on the BASC bulletin board and e-mails will be sent to all families to outline the days available.

❖ HOW TO REGISTER

Register for in-service care by filling out the form that will be sent home one month prior to the daycare date. Late sign-up is required 7 days prior to the in-service date.

❖ FEES

In-service rates are: \$30 for families not already registered in full-time BASC

\$15 for families already enrolled in full-time BASC

All payments must be made prior to the date of the in-service, in the same year, accompanied with the form.

❖ WHAT CHILDREN NEED TO BRING

Children are to bring their own lunch for these days, for which a fridge and microwave are available for storage and reheating. We aspire to spend time outside each day, so children require clothing that is appropriate for the weather. Program coordinators may announce a theme for a specific day.