

St. Emile Catholic School
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Winnipeg, MB. R2M 3G4
Phone – (204) 989-5020



Brian Hargrave – Principal

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BEFORE AND AFTER SCHOOL CARE (BASC)

The Before School (BSC) opens promptly at 7:00am. The program takes place in the Church Hall. We do not allow parents inside the hall but we ask that you make contact with the BSC Staff member who will greet you at the church hall doors. We cannot take responsibility for your child(ren) until contact has been made. We ask all children to remove their outdoor footwear especially during the Winter and Spring months. 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.

BEFORE SCHOOL CARE- (BSC)

The BSC program operates until 8:30 am, at which time the Pre-K and Kindergarten children will be taken to their classroom by staff and all other children will be dismissed from the program and sent outside with supervision. In case of inclement weather all children will be dismissed to their classroom where supervision will be provided until the bell rings at 8:40am to signal the start of school.

AFTER SCHOOL CARE (ASC)

Pre-K and Kindergarten students will begin afterschool in the Kindergarten classroom and they will be signed into ASC by their supervisor at dismissal time. Grade 1 will also begin ASC in the Grade 1 Classroom and signed in by their supervisor. Students in Grade 2-8 will be in the church hall. The Supervisors in the church hall will sign all students in. If students do not arrive the coordinator will look for them and call the parent/guardian if they cannot be located. Parents should be alert for any messages or emails from the coordinator regarding any important information related to the program. Parents should make contact with staff member(s) before leaving with their child(ren). 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. Games Club, Patrols, Mad Science, Sports etc.) after 3:30pm are required to inform their after school supervisor. ASC students will be sent back to aftercare following their extra-curricular activity.

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.

FEES

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

After School Care only \$1400.00 (10 equal payments of \$140.00)

Before **AND** After School Care \$2350.00 (10 equal payments of \$235.00)

Part-Time (max 10 uses/month) Before School Care is \$125.00, paid in full.

Part-Time (max 10 uses/month) After School Care is \$160.00, paid in full.

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 coordinator, Ms. Victoria Owczarek, 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 their classroom teacher](mailto:vowczarek@stemileschool.com) and CC: vowczarek@stemileschool.com and attendance@stemileschool.com. (Please note that these days are not eligible for refund or transfer).

FOOTWEAR/CLOTHING

Please send a pair of indoor shoes for the school/church hall 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 please ensure your child has the appropriate attire (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. (Snacks and water will be available if needed.)

LATE FEES

Our program closes promptly at **6:00 pm**. We ask that you arrive with enough time to dress your child and exit the building by this time. A late fee will be charged for pick up's after 6pm.

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 6:00pm 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 1-8, who are not picked up by 3:45pm will be taken to After School Care and a \$20 emergency fee will be charged to the family. Children in Pre-K and Kindergarten will be sent to After School Care 10 minutes after they are dismissed from school and if not collected by 3:45pm a \$20 emergency fee will be charged to the family.

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 aim 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.