

Welcome to the Ottawa Christian School

“Kids Place”

Before and After School Care Parent Information

Kids Place before and after school care is an important program that will provide care for students currently enrolled at the Ottawa Christian School.

The before school program will include breakfast, and will provide an opportunity for children to socialize through game play and unstructured activities both inside and out.

The after school program will include organized physical activities, snack time, a Creative Club, a Junior Chef Club, an Adventure in Odyssey Club and a scheduled homework time.

P.D. Day Programs will also be offered for parents who require this service. There will be an additional cost per child for this service. The children will be involved in creative activities, such as crafts and organized group games and co-operative activities. Snacks and lunch will not be provided for the full P.D. Day Program.

Before School Care

This program will run from 7:00 - 8:10 a.m. Children will arrive and start with a healthy breakfast of cereal, milk and fruit. After breakfast they will find games, books and activities available for them to explore. There will be an "Adventure in Odyssey Club" also available to them. The "Adventure in Odyssey Club" includes 2 or 3 CD listening stations where children can select an adventure to listen to.

After School Care

This program will run from 3:15 - 6:00 p.m. Each of the activities will run for 30 minute time slots, except Friday's due to movie time. The schedule is set up with the intention that each child will have had physical activity, a snack and homework completed prior to parents arriving.

P.D. Day Care

This program will run from 8:00 a.m. - 6:00 p.m. Your child will take part in a variety of activities such as active play, circle games, crafts, songs and creative play for the whole day. Breakfast, snacks or lunch are not included on P.D. Days. Please send your child with two snacks and a lunch, sunscreen & hat for warmer months and appropriate clothes for colder months.

Fees

Before School Childcare: \$9/day/child or \$170.00/month/child
After School Childcare: \$14/day/child or \$250.00/month/child
P.D. Day: \$45.00/child/day

Post dated cheques, dated for the 1st of each month, are required upon registration.

Financial credit will not be given for non-attendance in the program. The program will close promptly at 6:00 p.m. Please note: staff are not available after 6 p.m.

Schedule of Activities for *Kids Place*

	Monday	Tuesday	Wednesday	Thursday	Friday
3:10 – 3:50	Let's Move It!	Let's Move It!	Let's Move It!	Let's Move It!	Let's Move It!
4:00 – 4:30	Junior Chef Club	Snack Time	Junior Chef Club	Snack Time	Junior Chef Club
4:30 – 5:00	Homework/ reading time	Homework/ reading time	Homework/ reading time	Homework/ reading time	Homework/ reading time
5:00 – 5:30	Free Time	Creative Club	Free Time	Creative Club	Movie Time
5:30 – 6:00	Finish homework/ Let's Move It!	Finish homework/ Let's Move It!	Finish homework/ Let's Move It!	Finish homework/ Let's Move It!	Movie Time

Let's Move It! is a physical activity time to let out any pent up energy. Some examples are dodge ball, relay races, tag, and soccer.

Junior Chef Club! is a cooking activity with the kids. They will learn culinary skills as they cook, bake and prepare their snack for the day. Snack will include healthy options such as cheese and crackers, veggies and dip, muffins and fruit.

Homework Time! is a time to buckle down and get the assigned homework started and hopefully finished! If children do not have any, then they will find a quiet activity to do.

Creative Club Time! is a time for creativity to flourish! Kids will be involved in various crafts with a monthly theme. It will include painting, beading, drawing, coloring, etc.

Staffing

The Kids Place Program Director will be Jodi Keefe. Jodi has been successfully directing after school and summer camp programs for 20 years. Her duties will include staffing, shopping for supplies, implementing activities for the children, planning the daily calendar of activities, planning PD day programs and ensuring that Kids Place is run smoothly.

Kids Place will have two staff members present at all times regardless of the number of children attending. The maximum child-staff ratio will be 10-1.

Both programs will be staffed with child care providers that have extensive child-care experience as well as First Aid and CPR training and certification. Staff members will also require a police check.

We look forward to having your children in our care at "Kids Place" and look forward to a great year ahead!

Kid's Place Registration Form

for Before School Care After School Care

Family Name: _____

Child(ren)'s Name(s) and Grade(s): _____

You will be required to confirm your contact information, your child's health information, emergency contact, provide physician information and sign the release form on the first day of school.

FEE POLICY

This registration form is to be accompanied by FULL PAYMENT on the first day of the month (ie. Payment for September would be due in full on September 1). Post-dated cheques are accepted.

Please note that a fee of \$20 WILL BE CHARGED FOR NSF CHEQUES.

CANCELLATION POLICY

Cancellations can be made up to 10 working days (2 weeks) prior to the start of a session with a 100% refund. Cancellations less than 10 working days will receive 50% of the original payment. If a child is EXPELLED from the program due to his/her behaviour, a refund will not be issued.

THERE ARE NO REFUNDS ONCE THE MONTH BEGINS.

Please select the required days: Please place a in the first box for the full month or indicate the required days:

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June

For Office Use Only

Payment Received _____ ***Date*** _____