

POLICY FOR AFTER SCHOOL PROGRAM AT BALSAM ACADEMY

Rationale.

At Balsam Academy, we believe that After School Program can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

Programs Offered.

At the start of each year, all parents will receive a full listing of programs, procedures to follow and permission slips. Any new programs will be announced during Parent orientation programs or through circulars detailing the programs.

Registrations.

Children who are interested registering in any of the programs will take a permission slip home and return it, completed and signed, to the staff member in charge or registrations can be done in the office when informed.

Start Dates.

All programs are expected to start probably in the month of July once the registrations are over.

A register will be taken by the staff member in charge. The register will clearly record whether

- The child is present
- The child is absent and the program organizer has been reliably informed.
- The child is absent but the program organizer has not been reliably informed.
- All permission slips, with details of phone numbers, must be kept with the register.

Attendance.

It is expected that a child takes active and regular part of the chosen programs. Parents are requested to inform the program organizer in writing if their child wishes to leave the program before the end of term.

Absences

Parents are requested to inform the program organizer in advance if their child is unable to attend one of the sessions.

This can be done either by sending a note via the child to the program organizer or by 'phoning the staff in the school office who will then pass on the message.

Cancellation

- Parents will be notified, in advance, of any sessions that need to be cancelled.
- If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the program leader, the school will notify parents by phone or ParentMail and the children will follow the arrangements agreed with parents on their permission slips.
- Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the program organizer will supervise the children until all children have followed the arrangements agreed with parents.

Supervision and Safety

- The program organizer will ensure that all children leave the building safely as per the arrangements agreed with parents.
- Siblings of children attending programs are to be collected as usual at the end of the normal school day. Neither the school nor the program organizer is responsible for the supervision of siblings during the program session.
- A 'first-aider' will always be on school premises for the duration of the program session.
- In case of fire, the children will be led on to the playground where the program organizer will check the program register.