

## Parent Handbook

# After School Club

Join our idea of fun!



725 Bathurst St.  
Toronto ON M5S 2R5  
416.536.4545  
[www.CentralTechStadium.com](http://www.CentralTechStadium.com)

**Introduction.....3-4**

- Program Description
- Program Philosophy: Vision, Mission Values
- Program Highlights

**Program Logistics.....5**

- Hours of Operation
- Drop-off/Pickup by Parents
- Late Pick-up Policy
- What to Bring
- School Drop-off
- School Pickup
- Absences

**Program Information.....6**

- Program Activities/Multi-Sports Classes
- Staff
- Evaluations
- Excursions
- Snacks
- Homework

**Payment Information.....8**

- Month-to-Month, Package and Before Nutrition Rates
- Rate Information
- Payment Arrangements
- Tax Receipts

**Additional Information.....10**

- Behavioural Guidelines
- Photos and Video Consent
- Collection of Personal Information
- Medication Administration, Accident Procedures
- Withdrawal, Parent Policies and Guidelines
- Contact Information

**MPS Camps.....12**

- PA Day Camps
- Holiday Camps
- March Break Camps
- Summer Camps

# Introduction

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

ASC started last year, with a small group of children who quickly became part of our CTS family. The program continues to grow and many children from that small group (or their siblings) are still in the program this year.

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

CTS' 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 for anywhere between one to five days a week. Participants can be picked up from school by our instructors or dropped off by a parent, caregiver or bus.

Its 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.

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 running through core and alternative sport.

We believe that this type of exposure has the potential to create future runners. In addition, it establishes a love of athletics; 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 Health Canada Food Guide
- Access to 108 000 sq ft facility featuring field, and track
- Excursions to Christie Pitts Park featuring, basketball courts, playground, baseball, tobogganing hills and more!
- Weekly excursions for Ages 6-12 to park, gym, pool, bowling, rock climbing, indoor obstacle courses and more
- Year Book 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 their children
- Staff are NCCP trained and certified by Athletics Ontario
- Detailed program following the Sport for Life Society for Active Start, Fundamental and Learn to Train philosophies
- Free or Discounted rates for camp programming, CTS Events and other CTS offerings
- Top class equipment including bouncy castles, bubble soccer, gymnastic and other fitness equipment

## **Program Logistics**

### **Hours of Operation**

After Care Nutrition and Sports Classes: 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. This process ensures the safety of our members. Signing out happens at the front reception desk or on the Field.

Parents must authorize other pickup people by providing this person's name and contact information. Children will not be released to an unauthorized pickup person.

## **Late Pickup Policy**

Parents who fail to pickup their children by 5:45pm will be subject to a late fee. A \$5.00 late fee will be charged for parents picking up between 5:45pm and 6:00pm. A \$15.00 late fee will be charged for parents picking up after 6:00pm. Parents will be charged an additional \$15.00 late fee for every 15 minutes after 6:00pm. 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 that does not allow parents to pickup on time, please call 416-536-4545 to inform us beforehand.

## **What to Bring**

The program operates rain or shine. After school, the children will play outdoors, under the dome, in the park, at the gym and go on excursions in the area. Children also walk to CTS rain or shine and should be equipped based on the weather.

Children are encouraged to bring:

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

There are NO electronics or gaming cards permitted unless special circumstances permit. Phones and tablets must be turned off and packed away while they are at CTS. If you need to get in touch with your child, please call us directly.

## **School Pickup**

After School Club members are picked up directly from their school and walked directly back to CTS. Some members are picked up directly from their bus drop and walked to CTS. 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

CTS meeting spot.

If an ASC member does not appear within 10 minutes of the final bell, the CTS pickup person will call his/her parents/guardians. If they do not reach parents/guardians and there is no sign of the student, they will leave the school 15 minutes after the bell. Students who are left behind should go directly to the office where the school will call their parent/guardians and the parent/guardians will call CTS (416-536-4545). CTS staff will arrange to return to the school if necessary.

## **Absences**

If your child is absent from the After School Club, parents must notify us by emailing [zoey@CentralTechStadium.com](mailto:zoey@CentralTechStadium.com) before noon 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. Please be considerate and always notify us by emailing prior to 12:00pm. For late notifications, please call 416-536-4545 to inform us directly.

# **Program Information**

## **Program Activities & Multi-Sport Classes**

After School Club activities are physically active and encourage 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 Much More!

Bell – 4:30pm > Snack Time

4:30pm – 5:30pm > Physical Activity

5:30pm – 5:45pm > Pickup

## **Staff**

All staff is certified in First Aid and CPR with valid police checks. CTS is committed to the continuing education of all staff and continues to provide NCCP and Run, Jump, Throw training throughout the school year.

## **Evaluations**

All After School Club members will receive two evaluations to keep parents up-to-date on the student's progress in physical and social areas. The evaluations are distributed to parents before the holiday break and March Break. The evaluations give parents insight into their children's behaviour away from home.

## **Excursions**

After School Club offers multiple excursions each month to keep the program unique and interesting for all children. Excursion locations include: Central Tech gym and pool Christie Pits rink, arena and play ground, Base Camp, School Fundraisers, cooking school, Yoga, Escape Rooms and more. Other excursions also include skating, tobogganing and biking depending on the season.

## **Nutrition Program**

Snacks are provided in coordination with the Health Canada Food Guide. Food includes fruits, vegetables, crackers, granola, chips, cheese, popcorn, dried fruit and much more. After School Club also provides the occasional treat including cupcakes, themed treats and ice cream. Dietary restrictions such as gluten free, vegetarian and vegan may be accommodated with advanced notice.

## **Homework**

After School Club members are given up to 45 minutes each day to complete their homework. Staff will actively encourage children during this time to start their homework. We ask parents to inform us if children have homework and are not completing it on a frequent basis. Students can complete their homework in a quiet homework room in the stadium or Central Tech School if they desire.

## **Payment Information**

Central Tech Stadium After School Club offers a one of a kind sports program experience with competitive rates in the community. All rates are posted on the website by March 1<sup>st</sup> for the following school year.

### **Regular Rates**

After School Club Month-to-Month Rates allow families to pay over 10 months of the school year. Families also have flexibility to change days on monthly basis. Families wishing to make changes should speak with the Program Manager, as space is limited.

### **Package Rates**

After School Club Package Rates provide discounts on CTS Camps by paying from Sept - August. Package Rates include camp registrations in the fee and cannot be changed

throughout the year. These rates provide savings of up to \$600/year.

## **Payment Arrangements**

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 and cancellations can only be made for Month-to-Month Rates and must be requested one month prior to the expected change in schedule. All requests will only be honoured if space is available. All changes or cancellations in payments will be reflected in the upcoming month. Families with Package Rates are not able to cancel throughout the year unless there are special circumstances as deemed by the Program Manager.

## **Tax Receipts**

The After School Club is eligible for a tax credit yearly. Tax receipts will be emailed no later than end of February to 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**

CTS staff expects the utmost respect from all After School Club 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 withdrawn from the program.

## **Photos and Video Consent, Assignment and Release**

CTS and After School Club enjoy capturing moments of the children engaging in all activities. We use photos and videos for our Facebook Group and annual Yearbook. Photos and Videos are also used for Before and After School Club 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 and Privacy**

As part of the registration process, CTS collects certain essential personal information. This



information is kept confidential and safeguards are in place to protect that confidentiality. CTS will not permit access or disclosure of personal information to any other person without prior consent unless required by law or emergency.

### **Medication Administration**

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

### **Accident Procedures**

The After School Club has many policies and procedures implemented for staff and children to limit the number of accidents and injuries. All staff is trained in First Aid and CPR. Injuries and accidents are reported on an Incident Report Form and communicated with parents/guardians on pickup. If the injury is more severe, parents will be contacted immediately. Further information on our exact emergency procedures and evacuation plans are provided in our Club Policies and Procedures.

### **Withdrawal Policy**

The following circumstances will warrant immediate withdrawal of a child from the program:

- Behavioural 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 Policies and Guidelines

Families on Regular Rates interested in withdrawing from the program must notify the Program Manager a month prior.

### **Parent Policies and Guidelines**

It is understood that a relationship based on mutual respect and courtesy will exist between the parents, staff and management at Central Tech Stadium. 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 the 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 centre.
- Be advised that these are only guidelines and each situation will be handled on an individual basis.

At all times CTS reserves the right to terminate services when the parent code of conduct is breached or when we feel that the relationship with a client is not agreeable. Notice may not be provided for all dismissals. A breach in the Code of Conduct 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 outcome of this breach. Further information on the Code of Conduction are provided in the Member Code of Conduct Club Policies.

## Contact Information

For all questions, comments or feedback, please do not hesitate to reach us. Email is the preferred method of communication for minor occurrences. For any urgent matters, please do not hesitate to contact us by phone and ask for an After School Club Manager or Program Coordinator.

## CTS Camps

The After School Club only operates on school days. The remaining days of the year, CTS offers camps from 9:00am – 4:00pm with extended care from 7:30am – 5:45pm for an additional cost. All camps include before and after care and are offered to members at a discounted rate. Camps are similar to our After School Club and include fun sports activities throughout the day.

**PA Day:** Camps run on all TDSB elementary 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. Weeks are sold separately and include sports, swimming, excursions and much more.

To register for camps, please contact us in advance. After School Club members do not have to register for camps online. For more information about CTS Camps, please visit us online

and see our Camp Information Sheet for ASC members.