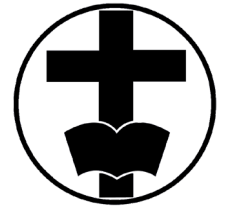


# Regina Christian School – Early Years Campus

## Before & After School Program Information



### Who is the Program for?

RCS offers before and after school care for students in **kindergarten to grade 3**.

### What happens at Before and After School Program?

The Before & After School Program is a relaxed, safe environment where your child can play and will be supervised by our caring staff. After-school time may include activities such as a snack, crafts, reading, movies, outdoor activities, games, etc.

### What time does the BEFORE & AFTER school program run?

The Before School Program runs from 7:30-8:30 am, and the After School Program runs from 3:50 pm to 5:30 pm. **Families will incur a late fee of \$20.00 if children are picked up after 5:30 and an additional \$25 for each subsequent 15 minutes.**

### How do I drop off and pick up my child(ren)?

***Before School Program Morning Drop-off Procedure:*** Students can be dropped off at the West playground entrance. Call or text 306-530-7098 and wait for entrance. A supervisor will come to pick up your student(s) and escort them to the Before School Program.

***After-School Program Pick-up Procedure:*** Students are picked up from the West playground entrance. Text or call 306-530-7098 upon arrival. State your name and the student(s) you are picking up. Wait at the door and a supervisor will bring your child outside.

### How will my child's teacher know whether my child should be going to the After-School program?

If your child will be attending the After-School program, please complete this form and return it to the school office (can be sent via e-mail to [eyoffice@myrcs.org](mailto:eyoffice@myrcs.org)) **AND** also e-mail your child's teacher to inform them that your child will be attending the after-school program (include the start date as well).

### Can I bring my child(ren) on a drop-in basis?

Yes, if you decide you need to use the program you can indicate it in your child's agenda. Please include contact information if it will be your child's first time. You will be sent an invoice at the end of the month for any fees incurred.

**If you would like to register your child(ren) for this program, complete the attached registration and return it to the school (can be sent via e-mail to [eyoffice@myrcs.org](mailto:eyoffice@myrcs.org) or dropped off at the reception office). Accounts will be billed on a monthly basis.**

# Before & After School Registration Form

School Year: \_\_\_\_\_

## FAMILY INFORMATION

Mother's Name: \_\_\_\_\_

Cell No.: \_\_\_\_\_ Work No.: \_\_\_\_\_ Home No.: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Cell No.: \_\_\_\_\_ Work No.: \_\_\_\_\_ Home No.: \_\_\_\_\_

Who can pick up your child(ren)? \_\_\_\_\_

In the event that neither parent can be reached, provide an emergency contact name and phone number:

Contact Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

## CHILD INFORMATION

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies/Health Conditions: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies/Health Conditions: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies/Health Conditions: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies/Health Conditions: \_\_\_\_\_

## PROGRAM COSTS *(Please circle the option that applies below; you will be billed accordingly.)*

### Monthly Program (cost per child)

Before	After	Both
\$100/month/child	\$180/month/child	\$250/month/child

### Drop-In Program (cost per child)

Before	After	Both
\$10/day/child	\$18/day/child	\$28/day/child

I give permission for my child(ren) to be shuttled over to the Early Years Campus.

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY - DISTRIBUTION LIST:

- Before & After Coordinator (Copy)
- Finance Office (Original)
- Post-Dated Cheques Rec'd
- PAD Rec'd