



780.463.1981
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<http://www.petits-soleils.ca>

Thank you for your interest in Les Petits Soleils_{Inc.} Before and After School Care for the 2011-2012 school year! We are looking forward to working with you and your child throughout the year.

About the Owners: Kathryn Babowal, Jill Burton & Lisa Solamillo

Jill Burton and Kathryn Babowal are both certified French Immersion elementary teachers with Bachelor of Education degrees. Lisa Solamillo holds a Bachelor of Science degree. All owners earned their degrees at the University of Alberta, through the French campus, Faculté Saint-Jean. The program is supervised by enthusiastic, energetic individuals with childcare experience, certification through Alberta Children's Services, and current First Aide and Criminal Record Checks.

Days and Hours of Operation

Monday – Friday; September – June

- Mornings: 6:30am – 8:25am
- Afternoons: 3:15pm – 6:00pm
- Maximum capacity: 45 children (K – Gr. 6) with a minimum of 1:15 staff to child supervisory ratio

Additional childcare will be provided (included in full-time monthly fee):

- On early dismissal Wednesdays
- All day on Professional Development days
- All day over Teachers' Convention

** Please note that students are required to bring a bag lunch when childcare lasts all day. **

Days when childcare is NOT provided	Date
Labour Day	Monday, September 5 th
Thanksgiving	Monday, October 10 th
Remembrance Day	Friday, November 11 th
Christmas Break	December 26 th – January 6 th
Family Day	Monday, February 20 th
Spring Break	March 26 th – March 30 th
Good Friday	Friday, April 6 th
Easter Monday	Monday, April 9 th
Victoria Day	Monday, May 21 st

Days when childcare is provided	Date
School Closed Day	Friday, October 7 th
School Closed Day	Monday, November 7 th
School Closed Day	Tuesday, November 8 th
School Closed Day	Wednesday, November 9 th
School Closed Day	Thursday, November 10 th
School Closed Day	Thursday, February 9 th
School Closed Day	Friday, February 10 th
School Closed Day	Friday, February 17 th
School Closed Day	Friday, March 2 nd
School Closed Day	Friday, March 23 rd
School Closed Day	Friday, April 27 th
School Closed Day	Friday, May 11 th
School Closed Day	Friday, May 18 th

Early Dismissal Wednesdays	
September 7 th	February 1 st
October 5 th	March 7 th
November 2 nd	April 4 th
December 7 th	May 2 nd
January 11 th	June 6 th

Morning	
6:30am	Program opens • when children arrive, parents must sign them in with the Program Manager • students put their coats and bags in the preschool classroom and put their outdoor shoes on the boot racks provided
7:30am – 8:15am	Breakfast available / activities in the gymnasium and classroom
8:20am	Clean-up
8:30am	Children dismissed outside (except in the winter)

Afternoon – Regular Days	
3:20pm – 3:40pm	Attendance, bathroom break and snack in the gymnasium • students bring their boots, shoes and bags with them as they will not be allowed back to their lockers after this point
3:40pm – 4:00pm	Division into age groupings • Group cohesion quiet activities (show & tell presentations, quiet games, listening to stories, etc.)
4:00pm – 6:00pm	Student's choice of Supervised Activities: • Homework assistance and quiet activities • Activities in the classroom (crafts, playing, reading, etc.) • Supervised computer activities in the computer lab • Playing with sports equipment in the gymnasium • Supervised play outside

Afternoon – Early Dismissal Wednesdays	
2:15pm – 2:35pm	Attendance, bathroom break and snack in the gymnasium
2:35pm – 3:00pm	Division into age groupings • Group cohesion quiet activities (show & tell presentations, quiet games, listening to stories, etc.)
3:00pm – 6:00pm	Student's choice of Supervised Activities: • Homework assistance and quiet activities • Activities in the classroom (crafts, playing, reading, etc.) • Supervised computer activities in the computer lab • Playing with sports equipment in the gymnasium • Supervised play outside

Parents must sign out their child/children with the Program Manager before leaving; children are not allowed to depart independently from the program.

Snack Program

In the morning, children will be provided with breakfast (e.g. toast, yogurt, cereal, oatmeal, waffles, fruit, juice, milk). After school, students will be offered a light snack (e.g. cheese, crackers, pepperoni sticks, fruit, veggies and dip). All snacks will follow the Canada Food Guide. Every effort will be made to accommodate individual food requirements. Monthly fees allow for all children to be offered breakfast and an after school snack. No fee reductions will be offered should you wish to opt out of the snack program. Children will require a packed lunch on days when full-day childcare is required (ie. Professional Development days).

Inside the classroom
Art and drawing
Dress-up
Games
Train table
Listening Centre
Barbies/dolls
Crafts
Cars and vehicles
Science and nature
Little People
Sand and water table
Reading and puzzles

Outside the classroom
Provision of breakfast and after school snack in the gymnasium
Access to the school library to work on homework after school
Access to the school computer lab after school for quiet work and play time
Access to the school gymnasium and sports equipment in the morning and after school for supervised active play
Access to the outside playground and field after school for supervised active play

Parental Involvement

It is our intention to keep our facility as family-focused as possible and as such; we will make every effort to include parents and families in our programming.

Though there isn't a mandatory parental involvement for our program, we would like to nevertheless offer parents the opportunity to be involved should they wish. Should parents ever not need to work on a regular care day, they would always be welcome to still bring their child and attend the program with them that day to observe them and take an interest in their out of school care activity choices. We want to uphold open communication with parents by sending regular emailed newsletters to let them know of any upcoming important dates and areas where we might need extra help. We also hold a family year-end barbeque, also open to students registered to attend the following year, in order for current and new students and families to have an opportunity to get to know each other.

Medication

Neither teachers nor parent volunteers are permitted to give children medication. Parents will need to ensure that any required medication is given at home prior to coming to the program, or if medication is required during the time in our program, children must be able to take it themselves (with dosing guidance of a program supervisor). If a child has a life-threatening medical condition such as severe allergies, asthma, or diabetes, that may require emergency medication (ie. EpiPen, inhaler, insulin, etc.), parents must complete the "Special Medication Requirements" form granting permission for medication to be administered, as well as provide such medication to be kept permanently on site.

Cost of Program

Our program offers care before and after school, and our fee schedules assume that every month has four weeks. With 20 days of care per month, and the ability to come twice per day, we therefore offer attendance a maximum of 40 times per month.

Attendance category	Attendance per week	Attendance per month	Cost per time	Cost per month	Additional cost per PD day
Full-time	10 times	40 times	\$8.75	\$350.00	Included
Part-time	4-5 times	16-20 times	\$12.50 - \$15.60	\$250.00	\$35.00
Casual	1-3 times	4-12 times	\$13.00	Variable	\$35.00
Drop-in	Variable	Variable	\$15.00	Variable	\$35.00

Payment and a full registration form will be requested from parents, via email, in the Spring. Please note that it is our preference that fees be paid using a credit card. Please contact us if you are unable to pay using credit card.

Payment requirements:

- authorization to charge 10 monthly fee amounts to your credit card on file, as calculated in the above table.
- Non-refundable \$40.00 registration fee per child per year.

Part-time and casual spots are not guaranteed and, should space be limited, can be relinquished for full-time requests. Part-time and casual spots will only be guaranteed if the full-time rate is paid. In order to schedule children and staff, we prefer for part-time and casual care to fall on the same days and times every week.

Requests to attend PD days will be required a minimum of one week prior to the PD day. If attendance is cancelled within the week prior to the PD day, and children do not attend, the listed fee will still be charged and for full-time students, a charge of \$25.00 will be made to your credit card on file.

Please Note:

- We charge a late pick-up fee of \$1.00 per minute per child for any minutes beyond 6:00 pm.
- We charge a \$30.00 fee for any returned cheques.
- If you need to withdraw your child from the program, we require one month's notice.
- Registrations will not be processed until all payment authorizations have been received.
- All fees are subject to change.

Subsequent Registrations

If you would like to immediately register your child in subsequent years of our program, we require a non-refundable registration fee of \$40.00 per child per year to hold your child's space. One cheque for all future years is acceptable – dated today's date, or you may authorize us to charge your credit card on file.

Child Guidance Policy

Our program will be run with a focus on positive reinforcement techniques such as adult attention, positive verbal acknowledgement, rewarding touches, stamps, stickers, etc. At the beginning of the school year, we will involve all children to create a group list of three program rules that everyone will follow during the course of the year in order for the program to run smoothly and for all participants to feel safe. Children and parents will also be asked to complete an agreement with the Before and After School program, agreeing to comply to the rules of the program.

Should the need for behaviour modification occur, children will be given a warning and told that they need to make better behaviour choices. Supervisors will first expect the child to take responsibility for their actions by apologizing. The supervisor will then redirect the child's attention to another activity in an attempt to end the poor behaviour. For severely inappropriate behaviours such as hitting, swearing or anything that jeopardizes the safety of others, children will be removed from the group and calmed down by a supervisor until they are ready to join the group again. These types of behaviour choices will be discussed with parents.

To register your child:

Please contact us by phone or email and we'll send you a pre-registration form or, if you prefer, you can also download the form from our website. Complete the pre-registration form, and return it with the required \$40.00 non-refundable pre-registration fee via mail or drop it in our locked mailbox, outside classroom #135. Once your documents have been received, we will send you an email confirming registration.

Should you have any further questions, please do not hesitate to contact us. We look forward to receiving your registration and meeting your child!

Kind regards,
Kathryn Babowal, Jill Burton & Lisa Solamillo