

# Goulds Recreation After School Leisure Information Package

Sept 09, 2024 – June 20, 2025



This package contains all the information you will need to know about our After School Leisure Program. If you have any questions, please do not hesitate to reach out to us by phone at 709-745-7575 or by email to [gouldsrecinfo@gmail.com](mailto:gouldsrecinfo@gmail.com) . If it is of a more confidential matter, please contact our Recreation Coordinator – Nicole by phone at 709-745-7504 or by email to [gouldsrecreation@gmail.com](mailto:gouldsrecreation@gmail.com) . Our priority is to provide a safe and fun environment for our participants, while offering quality programming.

## **AGES:**

Our After School Leisure Program is opened to children who are currently in grades kindergarten up to and including grade 6.

***\*\*Please understand that participants MUST be very independent when it comes to going to the washroom, dressing and undressing, eating, applying sunblock, hand washing and taking care of their own belongings.***

## **PROGRAM HOURS OF OPERATION:**

Monday – Friday; 2:30-5:30pm. Those who will not be using our bussing services to the Rec Centre **CANNOT** drop off their child prior to 2:30. We ask that you respect drop-off and pick-up times. Due to the amount of cleaning, we would appreciate it if your child could be picked up by 5pm. We understand that this may not always be possible. There will be NO PROGRAM on stat holidays or on Professional Learning Days at Goulds Elementary. We are not able to offer full day programming on any days. For early dismissal days, we will do our best to accommodate, however, due to the counselor's own school schedules, we cannot guarantee this.

## **COST:**

We have a monthly or bi-weekly payment plan set up. For the monthly plan, the payment will be expected two weeks prior to the start of each month. For the bi-weekly plan, payment will be expected two weeks prior to the 2 weeks being paid for. If you would like to see about an alternate payment plan, please contact Lois at 709-745-7575. IT IS VERY IMPORTANT THAT PAYMENTS ARE RECEIVED IN ADVANCE!

Our program works out to be \$20/day and \$18/day for the 2<sup>nd</sup> child in the same household. You will not be required to pay for statutory holidays or for PL days with Goulds Elementary. If you have already paid for a PL day that was not known at the time of payment, the payment for that day will be transferred to your next payment as credit.

Payments need to be made on time in order for us to hold your child's spot with the program. We require a 2-week notice for any days that your child will not be attending the program. If those days are already paid for and you provide the 2-week notice, we will transfer those days to your next payment as credit. If you are requesting a refund, a 2-week notice must also be given. Your refund will have a \$15 administration fee applied. We will not provide a transfer of payment or refunds with less than a 2-week notice.

You will receive a fillable payment form prior to payment due date. You are expected to complete this sheet and email back to us by the deadline date indicated. We will then follow up with the total owing for your next payment. You will see a copy of this payment form at the end of this package.

### **SCHOOL CLOSURES DUE TO WEATHER:**

If the schools are closed due to weather, our program will not be going ahead. We will follow the English School District/Schools administrations lead when it comes to closures. If the announcement of school closure is made 3+ hours prior to program start time (2:30pm), you will not be charged for these days. The fee paid for that day will be carried over to your next payment. If it is a less than 3-hour notice, a charge for that day will still apply.

### **UNEXPECTED CLOSURES:**

In the event that the building is closed unexpectedly due to poor weather, power outage, etc., the program will be cancelled. Fees will only be transferred to the next payment if we are able to provide a 3-hour notice prior to program start time. Our phone line (709-745-7575), as well as our facebook page: Goulds Recreation Association will be updated to provide you with the information. We will also do our best to email everyone in the program.

### **PROGRAM ACTIVITIES:**

- PROGRAM LOCATION:
  - Rec Centre – Mondays, Wednesdays, Thursdays and Fridays
  - Goulds Library - Tuesdays
- Our program spacing at the Rec Centre will have all of the following:
  - Imagination Zone – arts/crafts, appropriate equipment for imagination play
  - Building Zone – blocks, puzzles, science type activities
  - Active Zone – games, sports, music, outside play (we will be going outside as much as possible)
  - Quiet Zone – books, board games, writing/drawing
- TRANSPORTATION is only provided from Goulds Elementary
- Children will be dismissed from school and school staff will bring them to the main gym doors. Our counselors will ensure that your child is accounted for. Once we have our entire group, and the bus has arrived, we will proceed to get on the bus. Every day, there will be at least 2 counselors at the school and on the bus.

- If your child does not require the bus, ie. You have someone dropping them off, or they are permitted to walk to the facilities, please be aware that they are not able to enter the building until at least 2:30, unless our bus has arrived prior to 2:30.
- Counselors and participants will be encouraged to sanitize/wash hands regularly.
- We will do our best to send out an email with any upcoming planned activities with the program.
- Children will be assigned an area to store their belongings
- Bathroom routines will be in place as part of the daily routine.

### **WHAT TO BRING OR LEAVE ON SITE:**

- A labelled bottle of HAND SANITIZER (at least 60% alcohol based). Hand sanitizer will also be available on site and at entrances of the facilities as well.
- A labelled water bottle
- Snacks (healthy is preferred)
- Suitable clothing for weather
- Non-marking Sneakers
- Sunblock (minimum 30+). Please label with child's name (we may see some warm temperatures!)
- Toys, or electronic devices are not permitted at the program
- Ensure all personal items are marked with your child's name

### **SAFETY MEASURES:**

- All counselors are trained in the High Five Principles of Healthy Child Development ([www.highfive.org](http://www.highfive.org)), High Five Healthy Minds for Healthy Children, policies and procedures, supervision, safety/cleaning protocols and first aid.
- Our Association will stay up to date on recommendations/measures from Public Health
- Parents are encouraged to stay up to date on recommendations/measures from Public Health
- it is recommended that those considered vulnerable to the effects of COVID-19 or other respiratory illnesses or who have family members considered vulnerable to use discretion in availing of our programs.
- Children should be fully trained; able to independently wash their hands and feed themselves. Children who require assistance with personal care and feeding may be accompanied to the program by an independently hired respite worker.
- Counselor to child ratio will be a max of 1 counselor to 10 participants, however, we strive to do better than that and have a 1:8 ratio.
- Counselors will practice, model and support children in good hygiene efforts such as handwashing, covering a cough and use of tissues or crease of elbow for coughing and sneezing.

- Facilities and equipment will be cleaned following our cleaning protocols. Additional attention will be made to high use areas such as washrooms, doorknobs, tables and chairs.
- Participant information will be confirmed prior to the first day of the program through the on-line registration and/or through email/phone. If there are any medical concerns or issues that counselors need to be aware of, please contact us prior to the start of the program.
- It is also important that we are aware of who is permitted to pick up your child. We will only let your child leave with those you have identified on the registration.
- For the safety of participants, Goulds Recreation, as advised by the Royal Newfoundland Constabulary, will follow specific procedures should a parent/guardian arrive on site appearing to be under the influence. Counselor will immediately contact their supervisor, as well as the RNC.

### **DROP-OFF and PICK-UP:**

- ***Drop-off:*** Mondays, Wednesdays, Thursdays and Fridays will be at the Rec Centre. Tuesdays will be at our Library building. Those not using our bus cannot enter our facilities prior to 2:30.
- ***Pick-Up:*** Mondays, Wednesdays, Thursdays and Fridays will be at the Rec Centre. Tuesdays will be at our Library (side entrance).

### **MANAGING ILLNESS:**

If for any reason your child will be absent, please call 709-745-7575 or email [gouldsrecinfo@gmail.com](mailto:gouldsrecinfo@gmail.com). Children **MUST** stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting, etc).

- Parents/Guardians must ensure that you list your child's underlying health conditions and/or symptoms due to allergies
- If a child displays symptoms of concern during the program the following will be adhered to:
  - Contact guardian immediately
  - Seek support from a second counselor/staff member
  - The child will be isolated
  - Good handwashing for child and counselor/staff
  - Both the counselor/staff and child will wear mask and gloves and guardian will immediately come to the site to pick up their child
  - Materials used by the child will be removed and area will be sanitized according to sanitization guidelines
- Counselor/Staff who present with symptoms will be removed and follow the most up-to-date recommendations/guidelines by Public Health

### **MEDICATIONS/ALLERGY INFORMATION:**

Please do not bring nuts or nut products, fish products or kiwi. And our buildings are scent aware. This may need to be updated should we have staff or participants with allergies not otherwise listed. If your child requires medication, has allergies or any medical conditions please contact us. Prescription medication must be in its original container with the physician's instructions on the label. We can only assist with the administration of medications ie. Hold onto the medication and remind child of time to take. Child must be able to physically take the medication on their own, with our supervision. Over the counter medication will not be administered in the program.

### **ON-LINE REGISTRATION:**

The initial link to register for our After School Leisure Program can be found on our website – [gouldsrecreation.com](https://www.gouldsrecreation.com). It will also be posted on our Facebook page and also here:

Link for FULL-TIME: <https://www.eventbrite.ca/e/after-school-leisure-full-time-registration-2024-2025-registraton-988747058067>

Link for PART-TIME Request: <https://www.eventbrite.ca/e/after-school-leisure-part-time-request-2024-2025-registraton-988949092357>

We will be taking 20 full-time participants and an additional 10 spots will be available for part-time participants. On any given day, our max numbers are 30 participants. Full-time participants are those who are looking to register their child 5 days per week, every week. Part-time participants are those who are requesting less than 5 days per week or every other week as an example. If you are not requiring 5 days a week, every week, you are considered part-time.

Registration will open for the full-time participants on Monday, August 19<sup>th</sup>, 2024 at 12 noon. Initial registration simply involves getting 1 of the 20 spots. To those successful in getting one of the twenty spots, we will follow up with you by email. If your family does not have a 2024 Goulds Rec Membership, you will need to complete that. We will have the link in our email. The membership provides us with all the information we require for your child to attend our program.

If you are unsuccessful in getting 1 of the 20 spots, we strongly recommend that you place your child on our wait list and also try for a part-time position on the 20<sup>th</sup>.

Part-time Requests will be open on Tuesday, August 20<sup>th</sup> at 12 noon. This registration component will be to get your time stamped place on our part-time request list. In order of time stamped requests, our staff will follow up with you by phone call to see what days you need. We cannot guarantee we can accommodate your part-time request. By going in order of time stamped requests, we will fill the remaining 10 daily spots. If you require further clarification on this, please give us a call at 709-745-7575. Those who are successful in getting a part-time spot, we will follow up with you by email. If your family does not have a 2024 Goulds Rec

Membership, you will need to complete that. We will have the link in our email. The membership provides us with all the information we require for your child to attend our program. If you are not successful in getting a part-time spot, we strongly recommend you place your child's name on the wait list.

**WAITLISTS:**

Through our on-line registration, you can place your child's name on our wait list. If a spot(s) should become available we will email you to see if you still would like to register for the program.

**COUNSELOR/STAFF CONTACT INFORMATION:**

If you have any questions or concerns please email [gouldsrecinfo@gmail.com](mailto:gouldsrecinfo@gmail.com) or call 709-745-7575 (please leave voicemail). If your questions or concerns are of a confidential matter, please email Recreation Coordinator, Nicole at [gouldsrecreation@gmail.com](mailto:gouldsrecreation@gmail.com) or call her direct line at 709-745-7504 (please leave voicemail).

***We kindly ask that you respect our staff and ask that you do not send them private messages on their personal accounts, or their personnel phones.***

***\*\*This After School Leisure Program Package may be updated at any time\*\****

***Please review the following behavioural guidelines.***

## BEHAVIOURAL GUIDELINES

***Goulds Recreation Association is committed to providing quality programs that promote positive social, cognitive, physical and emotional development. Based on this, we want to ensure that there is a mutual understanding of what is acceptable behaviour and unacceptable behaviour. Our staff will take every reasonable effort to ensure meaningful participation. Please read our guidelines for acceptable and unacceptable behaviours.***

**ACCEPTABLE BEHAVIOURS:** Goulds Recreation counselors/staff, patrons, participants and guardians are expected to exhibit the following behaviour while participating in programs and services:

- respect
- kindness
- safety
- honesty
- responsibility
- healthy choices

**UNACCEPTABLE BEHAVIOR:** behaviour with the intent to harm others, property or which would otherwise negatively impact program quality is unacceptable and will not be tolerated. The group will review daily behaviour expectations in the form of "Promises". These promises will be displayed within the Rec Centre. Counselors will use discretion to take appropriate action if unacceptable behaviour occurs. Our general process of addressing unacceptable behaviour is as follows:

- Unacceptable behaviour will be discussed with the participant
- Depending on behaviour, parent/guardian of the participant will be notified of the unacceptable behaviour and may be asked to arrange immediate pick-up of the participant.

***First occurrence:*** Lead staff and/or Rec Coordinator will work with the participants and Parent/Guardian (if applicable) to identify solutions to assist the participant in displaying expected behaviours in the future.

***Second occurrence:*** The participant may be re-introduced to the program following a meeting, with parents/guardians (if applicable) to establish an individualized plan to prevent further unacceptable behaviour and encourage positive behaviour

***Third occurrence:*** The participant may be removed from the program/facility on a part-time or full-time basis.

**If Goulds Recreation is unable to ensure the safety and well-being of patrons, participants, other, the security of property or program quality, we reserve the right to remove the patron/participant displaying unacceptable behaviour from the program or facility.**

**SAMPLE OF THE MONTHLY SCHEDULE THAT YOU WILL RECEIVE BY EMAIL:**

**SEPTEMBER, 2024**

**AFTER SCHOOL LEISURE**

**Form Due Wednesday, August 22<sup>nd</sup>, 2024    Payment Due August 26<sup>th</sup>, 2024**

**Child(ren) Name:** \_\_\_\_\_

Please tick all the days that your child(ren) will be attending the ASL program

| <b>Monday</b>               | <b>Tuesday</b>              | <b>Wednesday</b>            | <b>Thursday</b>             | <b>Friday</b>               | <b>Office Use only</b> |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|
| <input type="checkbox"/> 9  | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 | <input type="checkbox"/> 13 |                        |
| <input type="checkbox"/> 16 | <input type="checkbox"/> 17 | <input type="checkbox"/> 18 | <input type="checkbox"/> 19 | <input type="checkbox"/> 20 |                        |
| <input type="checkbox"/> 23 | <input type="checkbox"/> 24 | <input type="checkbox"/> 25 | <input type="checkbox"/> 26 | <input type="checkbox"/> 27 |                        |
| <input type="checkbox"/> 30 |                             |                             |                             |                             |                        |

Child(ren) require our transportation to our facility? :    YES                       NO

Monthly Payment:                       Bi-Weekly Payment:                       Other Payment Plan:

**Additional Notes/Information Goulds Rec need to be Aware of:**

This document has been completed by: \_\_\_\_\_  
(Must be a legal guardian to the child)

After you have returned this form, Goulds Rec will complete the bottom portion and return to you so that you know what you are owing. Any questions, please do not hesitate to contact us. Payments to be etransferred to [gouldsrecreg@gmail.com](mailto:gouldsrecreg@gmail.com). Please include your child's name in the message section.

**OFFICE USE ONLY:**

**Payment Due:**  
**Due Date:** August 26<sup>th</sup>, 2024

**Carried over from last month:**  
**Due this Month:**

\_\_\_\_\_  
**Total to be paid to Goulds Rec:**



## PAYMENT PLAN AFTER SCHOOL LEISURE 2024- 2025 (FULL TIME)

- this do not include PD days. We will adjust payments as those arise.
- if you give us a two-week notice for days that you do not need, you will not be charged. If already paid for and you give us a two-week notice, the payment for that day or days will be carried over to go towards your next payment.
- This is the monthly payment option. From these dates, the Bi-weekly can be determined. With bi-weekly, you will always be 2 weeks ahead of the 2 weeks being paid for. Other options may be available if this does not work for you. Feel free to reach out to us.
- Part-time participants: \$20/day, \$18/day for 2<sup>nd</sup> child in same family.

| Month  | Payment due date           | Cost  |
|--|----------------------------|---|
| September<br><i>(Sept.9 - 27 = 15 days)</i>  | August 26 <sup>th</sup>    | \$300 first child<br>\$270 (2 <sup>nd</sup> child in same family) |
| October<br><i>(Oct 2- 31 = 22 days)</i>  | September 17 <sup>th</sup> | \$440 first child<br>\$396 (2 <sup>nd</sup> child in same family) |
| November<br><i>(Nov 1- 29 = 20 days)</i>   | October 18 <sup>th</sup>   | \$400 first child<br>\$360 (2 <sup>nd</sup> child in same family) |
| December<br><i>(last day Dec. 20)</i><br><i>(Dec 2- 20 = 15 days)</i>                      | November 18 <sup>th</sup>  | \$300 first child<br>\$270 (2 <sup>nd</sup> child in same family) |
| January<br><i>(first day January 6)</i><br><i>(Jan 6 – 31 = 20 days)</i>                   | December 18 <sup>th</sup>  | \$400 first child<br>\$360 (2 <sup>nd</sup> child in same family) |
| February<br><i>(Feb 3 – 28 = 20 days)</i>  | January 20 <sup>th</sup>   | \$400 first child<br>\$360 (2 <sup>nd</sup> child in same family) |
| March<br><i>(Mar 3 – 31 = 20 days)</i>   | February 17 <sup>th</sup>  | \$400 first child<br>\$360 (2 <sup>nd</sup> child in same family) |
| April<br><i>(Apr 1- Apr 30 = 16 days)</i><br><i>Easter camp is a separate registration</i> | March 18 <sup>th</sup>     | \$320 first child<br>\$288 (2 <sup>nd</sup> child in same family) |
| May<br><i>(May 1-May 30 = 21 days)</i>   | April 17 <sup>th</sup>     | \$420 first child<br>\$378 (2 <sup>nd</sup> child in same family) |
| June<br><i>(Last day June 20<sup>th</sup>)</i><br><i>(Jun 2 - 20 = 15 days)</i>            | May 19 <sup>th</sup>       | \$300 first child<br>\$270 (2 <sup>nd</sup> child in same family) |

**We do not accept debit or credit card.**

**E-transfers are the preferred form of payment. Payments must be made to [gouldsrecreg@gmail.com](mailto:gouldsrecreg@gmail.com) . Please ensure you include in the message portion of transfer: your child's name and the month you are paying for.**

**If e-transferring should be an issue, please call 709-745-7575 and speak with one of the office staff.**

Payments are due by the end of the day on the payment due dates. If payments are not made on time, we have every right to remove your child's name from the list and replace with a waitlisted child. If you know you will not need days that you have registered for prior to payment due date, please give us a call at 709-745-7575 or email [gouldsrecinfo@gmail.com](mailto:gouldsrecinfo@gmail.com).