

Hucklebug Preschool Inc.

Before and After School Program

Hucklebug Preschool Inc. offers before and after school programs for JK/SK children (4 and 5 years of age), as well as School Age children (6 – 12 years of age). These programs run out of; Norwood District Public School, St. Paul Catholic Elementary School and Havelock Belmont Public School. We thank the principal and staff for their partnership in these programs. These are licenced programs through the Ministry of Education. The before school program runs from 7:15 – 8:40 AM, and the after school program runs from 3:10 -5:30 PM.

Program Statement:

Hucklebug Preschool Inc. idealizes Ontario's pedagogy, How Does Learning Happen. This document and others (Ontario Early Years Framework, Ontario Early Learning Framework, Think Feel Act: Lessons from Research About Young Children, Early Learning for Every Child Today) guide us in our work with children and families. Hucklebug's program statement is consistent with the Minister of Education's policy statement on programming and pedagogy issued under subsection 55 (3) of the OEYCC Act and we shall review the program statement at least annually for this purpose. Hucklebug views children as being competent, capable, curious and rich in potential.

Registration:

Once a space has been confirmed with a family, parents will fill out the admission form prior to their child starting in a program. Parents are asked to provide their child's classroom teacher with written notification of their B&A school plans.

It is the responsibility of the parent to immediately inform the Supervisor, in writing, of changes in important information. This would include new addresses, new job location, new telephone numbers, new child custody agreements, or changes in persons authorized to pick up your child from the child care program.

Two weeks notice must be given to the Supervisor if a family is needing a change in care or is being withdrawn from the program.

The program is **nut-safe**. Snacks will be provided in both the before and after school programs. Communication with staff is important for children who have allergies, sensitivities or medication. For children who have food allergies, we may ask parents to provide healthy snacks and drinks for their child. Hucklebug has a policy in place to address concerns around severe allergies. When parents share information regarding confirmed or potential allergies, the Supervisor or Designate will follow up on all the components of this policy which includes data, postings, emergency medical plan, and epi-pen staff training.

Our **medication administration policy** includes written instruction from parent with signature, and prescription medication clearly labelled and given to staff.

Payment

A bill will be emailed or personally given to you at program; the first of each month for that month's fees. Prompt payment is requested within five days. A service charge of 2% will be added after 30 days of an unpaid account. Continuous nonpayment of fees or NSF cheques, leave us no other choice but to request withdrawal from the Centre. Any concerns should be directed toward the Supervisor or Director. Unpaid accounts past 61 days will go to Collections. Receipts will be issued for income tax purposes.

Subsidy

For working families (including parents attending schools, etc) to whom the fees would present a financial hardship, child care subsidies are available. For further information please contact Children's Services in Peterborough 705-748-8830 ext. 4.

Arrival and Pick Up

It is a parent's responsibility to **alert a staff member to the arrival and departure** of their child from the program. Hucklebug has a fee for "late pickup", that is picking up your child after 5:30 PM. While we understand emergency circumstances may prevent you from arriving before 5:30, we cannot allow for frequent late pickups. The penalty is \$10.00 for every 15 minutes or part there of AND it is also requested that a phone call be made by 5:15 if you will be late in picking up your child. It is extremely unfair to our staff. The late fee is meant as a penalty and not a provided service. These late fees are, of course, not covered by your subsidy agreement with Children's Services. **If we are unable to reach you by 7:00 PM, the Police and Children's Aid Society will be contacted.** Children will not be released to any unauthorized person. Only the people listed on the child's registration form are allowed to pick up the child. If someone else is scheduled to pick up the child, the parents must notify the Supervisor of the program. Identification will be requested if the pickup person is unfamiliar to the staff. Children will not be released to anyone under the age of 12 years or unknown to the child.

Cost:

| | |
|----------------|---|
| \$18.50 | Kindergarten - Before and After School Program |
| \$33.00 | Kindergarten – Full Day (PA DAY) |
| \$16.50 | School Age – Before and After School Program |
| \$31.00 | School Age – Full Day (PA DAY) |
| \$10.50 | Before School ONLY – Both Groups |
| \$13.50 | After School ONLY – Both Groups |

For a full version of our Handbook see Hucklebug Child Care Centre on the website.

