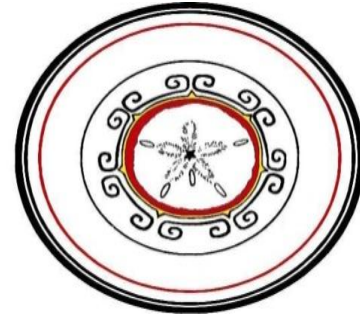


# ACADIA FIRST NATION YOUTH CENTER AFTER SCHOOL PROGRAM



## **ABOUT THE PROGRAM**

The after school program is open to all children **5-12** years old, attending elementary school. It is a community based service with the purpose to enrich the lives of First Nation's children. Culture and language, health and nutrition promotion, and social supports are implemented throughout the program to create an environment where children have the best opportunity to thrive.

## **DAILY SCHEDULE**

Monday – Friday (2:30 pm – 5:00 pm)  
2:30 – 2:45 Snack  
2:45 – 3:15 Free Time  
3:15 – 4:00 Activity Time  
4:00 – 5:00 Homework Hour

## **ENROLLMENT**

First Nation children who are attending elementary school in grades P-6, or residing in the community have access to this program. Parent/guardians must fill out and sign all required registration forms and return them to the after school administration office.

## **SNACK**

A healthy snack will be provided daily, please let staff know of any food allergies your child may have. A monthly snack menu will be posted in the center and is available upon request.

## **DROP OFF/PICK UP**

Children arriving at the after school program by bus will be dropped off at the Youth Center, if your child is being driven to the after school program please let staff know and what time they will be expected. All children must be picked up from the afterschool program by a parent or guardian or have signed permission to walk home. Children will only be released to a parent/guardian unless the person is on the pickup list provided by the parent/guardian on the registration forms.

## **SIGN IN/SIGN OUT**

When children arrive at the afterschool program they will be signed in by staff with an ETA. Parents are responsible to sign their child out of the afterschool program when picking them up. This is so that

every child can be accounted for at all times. Children will NOT be permitted to leave unless they are accompanied by an authorized adult.

### **INSERVICE/STORM POLICY**

The afterschool program will be open from 8 am to 5 pm on all Inservice days, parents are responsible for packing all snacks and lunch for their children on PD days. The after school program will be **CLOSED** on days when school is cancelled due to weather.

### **ILLNESS**

We ask that you keep your child home if he/she is vomiting, is feverish, has diarrhea or any other contagious disease. A child should be free of fever for 24 hours without the use of fever reducing medication to attend the afterschool program.

### **INCIDENTS**

If an incident should arise that a child is injured during participation in the afterschool program the parent will be notified right away. The staff present at the time will write an incident report explaining, in detail, the event, what happened, how it happened, when it happened, who it involved, including the staff present at the time of the occurrence, and the time and date of the occurrence. The incident report will then be signed by the staff and all parents of children involved.

### **DISCIPLINARY ACTION**

Disciplinary action will be taken in the following manner for the children who disobey the rules within the afterschool program. Children will be put on a behavior system on a weekly basis beginning on Monday and ending on Friday. Children can earn up to fifteen points or checkmarks within one week. However, the following will occur:

- Initial redirection will result in their name being placed on the weekly behavior chart
- A second redirection will result in their first checkmark on the chart, counting as 1. This will continue until the child reaches 5.
- If a child reaches 5 checkmarks in one week the child will be asked to leave and not be permitted back for a 24 hour period.
- If the child reaches 10 checkmarks in a one week period the child will be asked to leave and not permitted back for a 48 hour period.
- If the child reaches 15 checkmarks in a one week period the child will be asked to leave and not permitted back for a 7 day period.