



<b>Title:</b> After School Program Policy	<b>Internal/External</b>
<b>Department:</b> Recreation & Community Services	<b>Policy Number:</b> RCS-009
<b>Approval Date:</b> March 03, 2014	<b>Implementation Date:</b> March 3, 2014
<b>Revision Approval Date:</b> May 28, 2024	<b>Revision Implementation Date:</b> May 28, 2024

**BACKGROUND**

With a substantial and growing demographic of young families, the Town recognizes the need for an after-school program.

**PURPOSE**

This purpose of this policy is to provide guidelines for the Town’s After School Program, occurring outside of regular school hours, related to registration, closure information, pricing, and behaviour guidelines.

**DEFINITIONS**

“Unacceptable Behavior(s)” – include, but are not limited to:

- i. aggressive behavior, such as hitting, kicking, biting, pushing / shoving, pinching, or any other form of physical aggression.
- ii. use of obscene language or gestures, including teasing, taunting, bullying, name-calling, or any other form of verbal harm.
- iii. actions or behaviours that may cause emotional harm.
- iv. running away and / or leaving the program or its staff, including leaving any indoor and outdoor location where the program is taking place.
- v. any other behaviors that may compromise the safety of program participants, staff, or the public.

**POLICY STATEMENT**

The Town’s After School Program is committed to providing a safe, inclusive, fun, and nurturing environment for all participants.

## GUIDELINES

### 1. Registration and Pricing

- 1.1. Registration for the After School Program is offered online only and opens in June of each year on the Town's [website](#).
- 1.2. Registration is initially only available to Paradise Residents for a seven-day period upon opening. On the eighth day, if there are any remaining spaces available, registration then opens to non-Paradise residents.
- 1.3. Registration operates on a first-come, first-served basis. Due to space and capacity constraints, parents / guardians may be limited to being able to register only one child in some circumstances.
- 1.4. If individualized, one-on-one support is needed for a child, it is the sole responsibility of that child's parents / guardians to make such arrangements and provide necessary support.
- 1.5. All information requested during the online registration process (e.g., MCP number) must be provided in full at the time of registration.
- 1.6. Pricing for the After School Program is outlined on the Town website during the advertised registration process each calendar year.

### 2. Closures, Cancellations, and Refunds

- 2.1. The After School Program is closed on statutory holidays.
- 2.2. Program closure days follow school closures and cancellations. If schools are closed, or there is an early dismissal due to weather, or another reason, the program is not held on that day. Refunds are not offered for these missed days.
- 2.3. Refunds may only be provided for medical circumstances and require sufficient documentation to be considered. Refunds are issued at the discretion of the Town.

### 3. Behavioral Guidelines

- 3.1. The Town is dedicated to fostering a healthy and safe environment for all participants, and while the Town prioritizes creating a supportive atmosphere, unacceptable behaviour is not tolerated, and any occurrences must be addressed.
- 3.2. Should a behaviour become a concern, Town staff work to ensure that issues are attended to.
- 3.3. Responses to a child violating behavioral guidelines may include verbal warning, written warning, suspension, or termination of participation in the program.

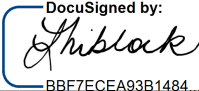
REVISION HISTORY

	<b>Date Adopted</b>	<b>Motion Number</b>
<b>Policy Adopted</b>	March 14, 2014	M14-072
<b>Policy Revision</b>	May 28, 2024	M24-191

REVIEW

This policy may be subject to change at any time following new knowledge or new experience.

APPROVAL

Chief Administrative Officer:  Date: June 3, 2024 | 4:17:29 PM NDT