



Parent Handbook

2020-2021

Serving our community for 40 years

58 Cecil Street, Toronto, ON M5T 1N6 | 416.392.1090

Dear Families,

Welcome to the CecilKids! Kids Klub After School Program. We are happy that you and your family will be part of our program.

The CecilKids! Kids Klub After School Program offers a STEAM (Science, Technology, Engineering, Arts, Math) focused program that supports creative and physical activity while providing the opportunity to make new friends, develop new skills and improve academic abilities. The program runs from Monday to Friday, from 3:00PM to 6:00PM during the school year, and is for children in grades 1 through 6 that attend school in the Cecil Centre neighbourhood.

This parent handbook is your guide to important information about our program; along with our policies and procedures. Please take the time to review the handbook. By signing the Registration Form you are acknowledging that you understand and comply with the guidelines set out in this handbook.

Thank you for taking the time to fill out your child's information carefully on the registration form. Please find enclosed necessary and important information you will need to make your child's experience as enjoyable and successful as possible. Please read through this information well before the program begins. If you have any questions or concerns please do not hesitate to contact us. We are looking forward to a fun, warm and adventurous year ahead!

If any of your family contact information or child's personal/medical information changes, please notify the program staff.

Cecil Community Centre CecilKids! Staff look forward to having a fun and successful experience with you child in the Kids Klub After School Program.

Sincerely,

CecilKids! Staff

Our Program Philosophy

At a time when more children are spending the time after school until 6pm unsupervised, the need for quality after-school programming is great. A quality after-school program can provide a safe place for kids and additional learning opportunities. Experts agree that school-age children who are unsupervised during the hours after school are more likely to receive poor grades and drop out of school than those who are involved in supervised, constructive activities.

At the CecilKids! Kids Klub After School Program we provide the opportunity for your child's development and enrichment in all areas of his or her growth: physical, emotional, intellectual, social and cognitive. We respect their individual needs to develop at their own pace and their own style so that they can experience the joy and satisfaction that positive learning creates.

Our Program Goals

The goals of the CecilKids! Kids Klub After School Program include:

1. The development of social and life skills such as cooperation, team-building and conflict resolution through the provision of social skills programs, workshops with guest speakers for children and cooperative activities.
2. The improvement of academic achievement for children through the provision of homework support, and interest centres such as science, technology, engineering, math and literacy.
3. An increase in the children's feelings of self-esteem, self-worth and belonging through the provision of activities that develop skills such as art, music and sports activities and feedback to improve programming.
4. The development of strong links between the family/home, school and the community-at-large by creating a communication strategy such as homework journals to be shared between home, school and the after school program to ensure ongoing feedback, regular workshops that support the needs and interests of parents as well as social gatherings such as Open Houses where community members can meet and develop meaningful relationships with the children in the community.

Overview of our Program

In order to achieve these goals, we provide the children with the following age-appropriate activities.

- 1. Homework assistance and support.** Children are encouraged to complete homework assignments on a daily basis with the support and encouragement of staff and volunteers.
- 2. Skill-based athletics instruction.** Children have the opportunity to develop skills in various sports as well as opportunities for active play on a regular basis.
- 3. Recreational free play.** Children have the opportunity to participate in cooperative games on a daily basis once homework is completed.
- 4. Hands on Math/Science.** Children are provided with the opportunity to participate in weekly science and math activities.
- 5. Music and movement instruction.** Children are provided with the opportunity to participate in movement focused activities on a regular basis.
- 6. Art instruction.** Children have the opportunity to participate in creative art experiences on a regular basis.
- 7. Nutrition.** A nutritious snack is an important element of our daily program and each child is provided with a nutritious snack during the program. Healthy nutrition is further promoted through cooking activities as well as in interactive workshops.
- 8. Workshops.** Staff and/or guest speakers provide age appropriate workshops on an ongoing basis that deal with a variety of relevant topics such as nutrition, safety, inclusion and diversity, bullying, etc.



30-40 minutes of rest and casual play

15-20 minutes of snack time

30-40 minutes of homework

30 minutes of recreation activity (see monthly calendar)

30 minutes of active free play

Staff and volunteers are available to support and assist children in their homework completion as there is time allotted for homework support. In some instances, children are unable to complete all homework in the designated time. In order to support your child's learning, we recommend that parents check homework with children to ensure that all assignments are completed. If a child requires extra support or tutoring for certain subjects is required, staff will refer parents to organizations that can provide this one-on-one support and assistance.

All children are encouraged to participate in the Social Recreational activities. These include sport, cooperative games, workshops, drama, dancing and experiments.

Program Evaluation

Continuous monitoring of the CecilKids! Klub After School Program is done through evaluations of the positive outcomes and benefits for the children participating in our program. This requires the participation of staff, parents, children and the school. Three times per year, parents will be asked to complete questionnaires or surveys on the program and the positive outcomes or benefits for your child(ren).

Through the use of surveys and questionnaires, staff will attempt to gather information on the following:

- ✿ Gains in knowledge that your child has made
- ✿ Changes in behavior displayed by your child
- ✿ Skills developed by your child

These surveys can be completed in ten minutes or less. We thank you in advance for your cooperation in this area.

Program Location

The program is located at:

58 Cecil Street

Toronto, Ontario

M5T 1N6

Our telephone number is 416-392-1090

Please don't hesitate to contact us with your questions, suggestions or concerns.

Program Hours

The program operates Monday to Friday from 3:00 to 6:00pm. September to June and is closed on the following statutory holidays:

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| ✿ New Year's Day | ✿ Labour Day |
| ✿ Family Day | ✿ Thanksgiving Day |
| ✿ Good Friday | ✿ Remembrance Day* |
| ✿ Easter Monday | ✿ Winter Break: December 21, 2020 to January 1, 2021 |
| ✿ Victoria Day | |

*When Remembrance Day falls on a weekday

The CecilKids! After School Program is also closed on all TDSB PA Days and During March Break (March 16 to March 19 2021)

Registration Procedure

Registration is based on a first come, first serve basis. The program fees are \$30 per week per child and are charged on a monthly basis. In order to reserve spots for children, parents will be required to complete the registration forms as well as pay programming fees for the month.

Dietary Services

Children are provided with a nutritious snack on a daily basis. Children with dietary restrictions such as food allergies or ethical or religious restrictions will be accommodated. It is of the utmost importance that parents keep us informed of any changes in allergies or food restrictions.

Parent Involvement

Our program has an "open door policy" that encourages a variety of forms of parent and community involvement. Our parent involvement opportunities include the sharing of talents, interests, customs and special activities. Parents are encouraged to participate on the Children's Program Advisory Committee and special events such as fundraising or special days. The CecilKids! Klub After School Program also distributes a monthly calendar to all children which outlines the daily activities.

Birthdays

Birthdays are important to children and their families and it is nice to share the experience with their friends. Our After School Staff will provide mini cupcakes on the Friday of the week of each child's birthday; we ask that if you wish to provide goodies or treats during the program that you make your request one week prior.

Safety

All staff carry mobile phones and first aid kits on all trips, so that there will not be any delay in getting help in the event of an emergency. Staff are also trained in First Aid and CPR should your child require immediate medical attention. Please ensure all emergency contact information is current so that we are able to reach you in the event of an emergency. Please also ensure that alternative emergency contacts provided can be reached during our program hours from 3:00 to 6:00pm.

Child Abuse

Any suspected child abuse cases must and will be reported immediately to the Children's Aid Society as required by law.

If Your Child Is Sick

The program asks that you keep your child at home becomes too sick to attend school. Children showing symptoms of COVID-19 are required to self-isolate for 14 days. Please ensure you let staff know so that parents can be made aware and necessary precautions can be taken to sanitize the affected areas appropriately.

Reporting Absences

Please report all absences to program staff before 2:00PM. Messages can be left with Tarah Hamilton at 416-392-1090 ext. 224 or the Front Desk at 416-392-1090. If your child will be absent from the program for an extended period of time please notify staff. This will ensure that your space is held and not given to a child on the waiting list.

Late Pick Up

Please call the front desk to indicate that you will be late. In the event of late pick up by the parent or designated person and no message has been received by the staff, the emergency contact person will be contacted. If no message is forthcoming, will staff leave the child(ren) with our Front Desk Security. If the children are not picked up within one hour of program closure, program staff must call Children's Aid.