

### **Program Philosophy:**

Boys & Girls Clubs of Saskatoon is committed to providing quality Before & After School Programs that promote and support the healthy development of children and youth. The Programs are planned and implemented to provide an inclusive and respectful environment where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

**1. Program:** Hours of operation, Activities, Communication with parents

**Typical start/end time?** Typically, we start between 7:00 – 7:30am, depends on the needs of the parents and is usually decided by school administration. We can accommodate any start time. Program end time is 6:00pm.

**What do you do with the students during your time?** Leaders actively engage with participants while providing recreational and physical activity daily. Mornings are less structured due to arrival times; stations are set up to meet a variety of interests After School Program is structured with a posted calendar and is unique to participants at each site. Planning is participant driven and gives children and youth a voice.

**How do you communicate with parents?** We pride ourselves on the relationships that are the basis of communication. Our experience has strengthened our commitment to continue to: give families a voice through formal and informal evaluations, collaborate within our common vision and outcomes for families and communities by practicing open communication and providing a responsive approach to all questions and concerns. We have a cell phone at each program site, which is turned on 15 minutes before program start and shut off at the end of program. Parents can text the phone at any time or call during program time if need be. Our Managers and Staff Supervisors are always on call and available for families and school administration.

**How discipline issues are handled?** We are committed to protecting the physical and emotional safety and security of children and youth, ensuring treatment that protects their self-worth and self-esteem. All issues are handled on a case-by-case basis in consultation with parents, managers and if necessary, school administration.

**2. Staff:** Qualifications/training, Capacity to serve all families/ages, Supervisory ratio per # of students

**Qualifications/Training?** Our hiring decisions are based on experience and education/training combined with a CRC, VSV, First Aid/CPR and references. We focus on Program Leaders who can:

- a) treat children and youth with respect, acceptance, and honesty
- b) make children and youth feel physically and emotionally safe & secure
- c) accommodate individual differences and make all children and youth feel equally welcome regardless of gender, race, culture, economic status or ability.

**Training** includes a 4-hour certification in Principles of Healthy Childhood Development (Recognized Best Practice for the After School Time Period – Federally, Territorially & Provincially), policy & procedure training, child protection manual (new for fall 2017), code of conduct and confidentiality agreement.

**Supervisory ratio?** We strive to provide a 15:1 ratio, as is set out in the General Operator Requirements.

**Safety training of staff?** Staff are trained on physical and emotional safety during certification and policy trainings. CPR/First Aid training is required and included in the employment contract.

### **3. Protocols:** Attendance, Emergency

**Communication protocol?** Children may attend the Before & After School Program on a regular or casual basis. Parents must notify the Program Leader of their child(ren)'s attendance and any changes in the regular routine so that we can ensure we have your child(ren) in our program on the days you require. Parents communicate with the Program Leaders directly on site and/or text/call the program cell phone.

**What is your attendance procedure?** BGC Saskatoon requires that all parents/guardians or authorized persons of Before & After School participants walk into program and sign in/out their children and youth on the attendance form provided. Registration includes a list of people who can pick up their children, they must also show government issued photo ID or provide release password as indicated on online registration.

**4. Fee Structure:** Our Before & After School Programs are fee for service, families are only charged for the time that they use. Internal Subsidy Program available for families who qualify.

### **2023-2024 BASP Rates:**

**Registration Fees:** \$40/child (Before July 31) \$60/child (After July 31)

For our current program fees, please see our website as this is where it is kept up to date.

[www.bgcsaskatoon.com](http://www.bgcsaskatoon.com)

**Billing procedure:** Families receive their invoices within the first 10 business days of the following month (September bill will be received in October). Registration includes providing billing information and we automatically withdraw payment from your bank account or credit card. Families can choose between the 15<sup>th</sup> or 25<sup>th</sup> of each month as a withdrawal date. Invoices are emailed to the address provided when registering, your invoice is provided through Enrolr.

## **5. Registration Process**

We only accept registration through our online registration system, Enrolr.

BGC Online Registration Steps

2023/2024 Before & After School Programs Registration Link:

<https://app.enrolr.com/bgc-saskatoon/register>

If you have already created an account on Enrolr (for another program registration) you do not need to create a new account, login with your existing credentials.

To use Enrolr:

1. Create a user profile as a parent/guardian. You will use this same profile for any future registrations as well.
2. Select the menu option for "Children" and add your child – be sure to complete all fields! Add as many children as required.
3. Select the menu option for "Programs" – select the program you want and select Register. NOTE: Be sure to select the program location you want.

4. Add the children you wish to enroll and select continue.
5. Complete any additional information required by the program, select continue and complete your registration fee payment with credit or virtual debit.

If you have issues with registration or do not have access to a computer or phone, please call the BGC office, we will be happy to help you with this process.

Please note, we are accepting registrations for the 2023-2024 school year starting March 15, 2023

If you have any questions, please contact our office. Looking forward to seeing you and your families in our programs!



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