

[Definitions](#)

1.3. For the purpose of this Policy, the following words or expressions mean:

- a) **Administrative Officer:** the Regional School Age Program Administrative Officer;
- b) **CEA:** Community Education Administrator;
- c) **MEES:** ministère de l'Éducation et de l'Enseignement supérieur;
- d) **Parents:** mother, father or guardian of a student;
- e) **Program:** the School Age Program;
- f) **School Principal:** the School Principal or, where applicable, the Vice-Principal;
- g) **Technician:** the School Age Program Administrative Technician of a school.

2) Eligibility / Student

2.1. To be eligible for the Program:

[Criteria](#)

- a) the student must be registered:
 - in the Kindergarten or Elementary levels of the school where the Program is offered;
 - in the Program during the lunch hour period and after school hours for at least 2 hours and 30 minutes and up to a maximum of 5 hours per day and this for at least 3 days per week;
- b) the parents must have settled all previous outstanding amounts owed to the Program.

Moreover, in order for the student to maintain his enrolment in the Program, the parents must comply to the conditions of the Service Agreement signed with the school.

[Registration](#)

2.2 The parents must:

- a) enroll their child in the Program during the registration period prior to the start of the school year, and
- b) ensure that their child is present at school during the week of September 30th (clientele declaration day) or any other dates as identified by the School Board.

However, applications are accepted during the school year but registrations are subject to availability of space in the Program.

[Program capacity](#)

2.3. The registrations to the Program will be on a "first come first served" basis and only the Technician of the Program may receive and process the registrations. Upon reaching the full capacity of the Program in the school, the student's name will be entered on a waiting list and will be subject to the order of prioritization as per article 3.4 of this Policy.

3) Operations of the Program

Periods and schedule

- 3.1. The Program is offered:
- on regular school days during the lunch hour period and after school hours up to 6:00 pm for a maximum of 5 hours per day;
 - on pedagogical days¹ for a maximum of 10 hours per day².

The Program is not offered during Goose Break, Christmas Holidays and the Summer period³.

Number of students

- 3.2. To be implemented and maintained, the Program must have a sufficient number of students registered as determined and approved by the School Board.

Ratio

- 3.3. The number of students per Program educator shall not exceed 20.

Prioritization

- 3.4. When the demand exceeds the resources in place and there is a waiting list, priority will be given to students in the following order when space becomes available:

- a) special needs;
- b) Kindergarten;
- c) Students of the same family up to Grade 3;
- d) Grades 1, 2 and 3;
- e) Grades 4, 5 and 6.

Facilities

- 3.5. The CEA and School Principal must allocate appropriate premises for the Program within the school including access to the gymnasium, library, computer room, etc.

4) Parental Contribution

Rates / periods contribution

- 4.1. The financial contribution required of parents of a student enrolled in the Program is for services offered as per article 3.1 is established by MEES.

statutory holidays & school closure

- The financial contribution required of parents continues on statutory holidays and when the school is temporarily closed^{4 5}.

¹ According to the school calendar.

² Students must arrive, accompanied by a parent, no later than 9:30 on pedagogical days, unless parents have informed in advance the Technician or Educator that the child will be late.

³ From the last regular school day of the school year until the start of the Program of the next school year.

⁴ According to the CSB Policy on School Closing (ADM-08) as well as during the Christmas Holidays and Goose Break.

⁵ When the situation warrants it, the Coordinator of Student Services after consultation with the Administrative Officer, may authorize a suspension of payments in the occurrence of a school closure.

absence from the Program The financial contribution of parents also continues when the student is absent from the Program for any other reason (family vacation, short term illness, etc.).

notification If the student is to be absent from the Program, parents must inform the Technician at least 1 day in advance or in the morning of the actual absence.

Additional contribution **4.2.** Parents may be required to make an additional contribution for extra costs for special activities or recreational outings; i.e. swimming pool access, transportation, etc. However, in all cases, the additional contribution will be reasonable, taking into account the actual cost of the activities.

Late fee cost **4.3.** Parents must ensure that their child has left the premises by 6:00 pm each day (with the parent or someone duly authorized). A child may not leave the premises without being accompanied.

Parents will be charged a late fee for each child waiting beyond 6:00 pm, at a rate of \$1 for each minute of the first 10 minutes of lateness and \$5 per minute thereafter.

5) Withdrawal from the Program

Permanent withdrawal **5.1.** Parents must give a written notice of 2 weeks to the Technician prior to any permanent withdrawal from the Program. Should the parents wish to have their child re-admitted in the Program, they must submit a new request for registration.

Temporary withdrawal **5.2.** The School Principal may authorize a temporary withdrawal without any charge or fee from the Program for absences of 5 days or more for valid reasons (bereavement in the family, student's hospitalization or medical appointment, etc.) upon approval by the Administrative Officer.

During that period, the child retains his space but the Technician may allow a student on the waiting list to be temporarily admitted in the Program.

6) Termination of Service Agreement

Reasons **6.1.** The School Principal, after consultation with the Administrative Officer, may end the Service Agreement when the parents:

- do not respect the terms of the Service Agreement;
- do not provide a notice the child is absent 5 consecutive days;
- have an outstanding amount owed to the Program for a period of 10 days of services.

7) Roles and Responsibilities

School Board

7.1. The School Board has the following responsibilities:

- a) oversee the management and operations of the Program in all its elementary schools where it is offered;
- b) ensure communication with MEES and the schools;
- c) provide support to the schools;
- d) provide professional development activities for the personnel;
- e) prepare the budget and personnel requirements according to MEES funding;
- f) prepare the following documentation:
 - parent handbook
 - registration package
 - service agreement.

School Principal

7.2. The School Principal is responsible for:

- a) the delivery and management of the Program locally (human, financial and material resources);
- b) recruiting, hiring, assigning, supervising and evaluating the Program personnel;
- c) informing the community about the School Age Program.

School Age Program

personnel roles & tasks

7.3. The School Age Program Personnel have namely the following roles and tasks:

- a) foster the well-being, safety and overall development of the students;
- b) ensure an effective communication between the School Age Program personnel, school administration, parents and Administrative Officer;
- c) plan and organize schedules of activities for the students;
- d) coordinate and supervise the implementation of the activities through an interactive involvement with the students;
- e) ensure the attendance is recorded for each student on a daily basis.

Moreover, the Technician:

- monitors and carries out the admission and registration of students
- prepares and distributes the invoices and collects payments from the parents.

8) Code of Conduct

Application

8.1. The student must respect the School Code of Conduct and failure to do so, the School Principal may take the required appropriate measures including temporary and permanent withdrawal from the Program.

9) Application of this Policy

[Limitation](#)

9.1. The application of this Policy is subject to sufficient funding and resources available.

[Previous provisions](#)

9.2. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners End/Policies where applicable.

[Official version](#)

9.3. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

9.4. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Coordinator of Student Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.