



School of Music

After School Care Program

**Welcome to Groove Academy - School of Music
After School Care Program**

Thank you for registering your child in our After School Care Program. Our staff work hard to create a fun, exciting and education experience for all children. Our goal is to provide an environment in which children gain new skills, interests, meet new friends, and have fun! We have put together this package of important information, reminders, and contact information to help you and your child with the transition into our program. Please take the time to read all the materials included in this booklet.

Parents' Guide
School rules, policies & expectations

Table of Contents

What To Bring	page 3
Class Size & Instruction	page 3
Supervision	page 4
After Care Hours	page 4
Arriving At Groove Academy	page 4
Departing From Groove Academy	page 4/5
Extended Care	page 5
Typical Day	page 6
Performances	page 6
Outdoor Time & Inclement Weather	page 7
Modify Registration	page 7
Cancellations & Refunds	page 7
Absences	page 8
Medication	page 8
Accidents & Emergencies	page 8
Illness	page 9
Allergies	page 9
Snacks & Other Foods	page 9/10
Valuables	page 10
Safety Shutdowns	page 10
Discipline	page 10/11
Our School Beliefs	page 12
Payment Collections & Fees	Page 13
Communications	Page 14

AFC = After School Care

What to Bring

General:

- Backpack, schoolwork, snacks
- All students must wear comfortable and season appropriate clothing
- Extra clothing and appropriate shoes for outdoor play
- Water bottle (labeled with your child's name)
- Sunscreen and hat for summer
- Snacks, (NUT FREE)

Class Size & Instruction

Class sizes range from 4 to 8 with a student teacher ratio of 1:6, with After Care helpers.

Our ASC staff are carefully selected based on their experience, skills, enthusiasm and ability to work with children. All ASC staff participate in a mandatory, pre-ASC training program covering topics such as leadership, motivation, teamwork, parent feedback, policies and procedures as well as specifics about ASC programs and management expectations.

All ASC leaders are certified in Standard First Aid and CPR and have a clear Criminal and Vulnerable Sector Check and Child Abuse Check. Our high school volunteers must complete an interview with the ASC director, have a clear Criminal Record, Vulnerable Sector Check, Child Abuse Check and attend the mandatory pre-ASC training.

Supervision

Your child is in a caring and safe environment. We guarantee the safe supervision of your child by having a 1:6 ratio between staff and students. Our high school volunteers are not included in our ratios and offer extra supervision. Students will use a 'buddy system' for washroom breaks with a staff or volunteer. Students are supervised at all times during ASC hours.

After Care Hours

UPDATE: Groove Academy Music ASC runs from 3pm to 6pm Monday to Friday. We follow the Louis Riel School Division Calendar for all holidays & closures.

Arriving At Groove Academy

School Pickup Procedures

School Pick Up: All students will ONLY be picked up from the designated school. All staff will confirm students have been picked up with school admin. All students will be escorted to our Groove Academy location where parents, or authorized guardians, will pick up the child. If your child is not at school, please inform us ASAP.

Students will only be allowed to leave with the person authorized to pick them up. Please note that an authorized parent/guardian will be asked for ID upon pick up each day and will have to sign out daily.

Departing From Groove Academy

Early Departures: Should you need to pick up your child early, please inform us ASAP, as we may have outdoor activities planned and will have to ensure your child is ready for pickup when you arrive.

You can contact the **front desk** at 204-254-2184 at any time, and they can inform your ASC leader on your behalf.

Sign-out Procedures

For safety reasons all students must be signed out by a parent/guardian. Sign-out takes place at your child's designated homeroom/location.

Extended care fees will apply if your child is not picked up promptly on or before 6pm. Please see "Extended Care Late Fees".

Students will only be allowed to leave with the person(s) authorized to pick them up. If you inform us of someone else picking up your child, Photo ID MUST be presented by those authorized to pick up your child.

Extended Care

There is NO extended care offered past 6pm. If picked up **after** 6pm, all fees below will apply and will be charged to your card on file **monthly** or taken out of your account.

****Late fees will apply if your child is picked up after 6pm****

LATE FEES

Late fee charges are: \$1 per minute.

Typical Day

3pm-3:30pm	Pick Up Time
4pm-4:30pm	Music, Dance and Crafts
4:30pm-5pm	Music Lessons or Outdoor Activities,
5pm-5:30pm	Games, or Outdoor Activities
5:30pm	Homework Time 😊
6pm	Pickup Time

Performances

All students culminate to a final performance at the end of each term. Your child's performance date and time will be prior to your term start date. Our performances are normally held at the University of St. Boniface in the **Martial-Caron Auditorium**

Parents, family and friends are encouraged to join us at all our events.

Outdoor Time & Inclement Weather

Children will take part in outdoor activities throughout the week.

We will walk with the ASC staff to one of the following parks near Groove Academy.

- Howden Park
- Dugas Playground
- Vincent Massey Park

In the case of rain, extreme hot or cold weather, all students will take part in indoor activities.

Please ensure your child has season appropriate clothing.

Modify Registration

After Care registrations cannot be cancelled, refunded or modified under **ANY** circumstance. Because of our low student numbers and student-teacher ratio, we cannot allow any refunds. You can however sign up for our yearly commitment program and benefit from the discount at any time.

Cancellations & Refunds

(PLEASE READ CAREFULLY!!)

NO REFUNDS UNDER ANY AND ALL CIRCUMSTANCES

Because of our low student number and student-teacher ratio, we cannot allow any refunds and **ANY** circumstance.

"Our school does NOT have 20+ students per group, or we would consider it. We **ONLY** allow 6 students per group per term". We thank you ahead for your understanding 😊

Absences

If your child is going to be absent, please inform us by filling out our “**Absence Form**” on our website at <http://www.grooveacademy.ca/absences/> or call the school at 204-254-2184.

Medication

If your child requires any prescription medications (including Asthma Inhalers) or carries an Epi-Pen, please ensure you complete the Medical Information section on the registration form. All prescription medications must be turned into the ASC supervisor. Prescription medications must be in the original pharmacy bottle, labeled with the patient’s name and the physicians ordered dose on the bottle (e.g. pills in Ziploc bags are not accepted). Non-prescription/over-the-counter medication, including vitamins and herbal supplements, will **not** be permitted.

Asthma Inhalers and Epi-Pens will be carried by your child. If you wish to discuss your child’s medications or medical conditions in advance, please contact the ASC Coordinator. ASC staff are **not** permitted to administer **any** medication except for Epi-Pen and/or inhalers with or without permission from the parent.

Groove Academy Music LTD. reserves the right to decide whether a student should continue in the program or not when he/she is under any medical condition or special care needs. The decision will be made based on the available staff resources. You will be notified for any further arrangement.

Accidents & Emergencies

If your child is injured, you will be contacted following notification of the appropriate emergency personnel. ASC staff will administer first aid and complete an incident report. In the event that neither the parents nor the emergency contact can be reached, the ASC staff and supervisors will make decisions regarding further medical care, including admission to the hospital and necessary treatment. A waiver form was included in your After Care Contract to allow the ASC Coordinator/Staff to authorize all procedures (including admission to the hospital and necessary treatment) in the event of an emergency. All of our ASC staff are CPR and First Aid trained.

Illness

If your child should become ill while at Groove Academy, you will be notified immediately. We will ask that you to pick up your child if they are not able to fully participate in the ASC activities. **For the well-being of all children and staff at Groove Academy, we ask parents not to send their children to school if they are not well and are not able to participate in all planned ASC activities.** If it is found that your child has a fever or is ill, they will not be permitted to take the shuttle with us back to Groove Academy and you will have to pick up your child from school or make other arrangements.

Allergies

At Groove Academy Music, we are **very** concerned about food and other allergies that affect our students and staff, particularly where exposure to certain foods can be life threatening. Please inform the ASC staff of your child's allergies and/or dietary restrictions upon registration. Please note that our school has a "**NO NUTS**" policy in effect.

Snacks & Other Foods

Please remember to pack snacks and drinks that will not spoil and a refillable water bottle as students will be outdoors and active throughout the week. We ask that you **do not** send products containing **nuts** or that **may contain nuts** listed on the labels. **Please remind your child that they are not to share any food with other students.** Adult supervision is provided for all students over snack time.

WE ARE NUT-FREE

There MAY be children attending our programs with nut allergies so please do not pack nut products. If nut products are brought, they will be discarded immediately!

Valuables

Students are asked to leave all valuables at home as Groove Academy Music will not be responsible for **any** lost, stolen or damaged items. Please **label** all clothing and belongings. **Any** items unclaimed by the end of the summer will be donated to charity.

Students MUST leave the following items at home for safekeeping: Video games/electronics, money, toys from home, and anything you value and do not want others to use or get lost.

Safety

For the safety of all our students, our ASC offers a low student-staff ratio. All ASC staff are required to wear their ASC ID badges for easy identification. All of our ASC staff are trained in First Aid and CPR C. All ASC rooms are locked when not in use.

Shutdowns

In the event of **forceable shutdown** due to an act of God or other, (pandemic, epidemic...) the following charges will continue for the duration of the signed contract. There are NO credits or refunds to those who paid in full.

Reduced Rate: In the event of a shutdown, monthly rates will be reduced by 50% as follows:

If the shutdown happens on or before the 15th of the month, discounts will apply the following month.

If after the 15th of the month the full amount will be due for the next month and the discounts will apply the month after that.

If shutdown lasts longer than 3 months, payments will stop after the 3rd month.

Payment is still due in full, at a reduced rate, for the full contract agreed upon. No Exceptions!

Discipline

Behavior Guidelines

It is the goal of our After School Care Program to provide a **healthy, safe, educational, secure** and **respectful** environment for **all** students **and** staff. All students are expected to follow the behavior guidelines and interact appropriately in a group setting. Please review the following Behavior Guidelines and Program Rules with your child(ren). Your co-operation is greatly appreciated and will help provide a safe, fun, and respectful environment for all students and staff.

Behavior Guidelines and Program Rules

- Students are expected to participate in all activities, follow the directions of the ASC staff and stay with their ASC group at all times.
- Students must be respectful, honest and considerate of other students, staff, volunteers and guests.
- Students must be respectful of Groove Academy's property, and the property of other students, staff and guests.

If a child does not follow the behavior guidelines, staff will take the following steps:

1st occurrence - Staff will redirect the child to more appropriate behavior.

2nd occurrence -The child will be sent to see the ASC Coordinator or School Manager to be reminded of the behavior rules and expectations. Parents will be notified by way of an incident report or phone call.

3rd occurrence - Parent will be contacted immediately by the ASC Supervisor and asked to pick up their child.

Groove Academy Music reserves the right to ask a parent to pick their child up early, temporarily suspend the child from the ASC program or expulsion from the program in extreme cases, **with no refund.**

The following are **zero tolerance** behavior and will result in the immediate suspension from the ASC program with no refund:

- Using profanity, vulgarity, obscenity or acting in a lewd manner.
- Use of alcohol or drugs.
- Verbal or physical abuse of other participants, guests or staff.
- Stealing or damaging Groove Academy's property or personal property of other students, guests or staff.

If expelled from the program, parents will NOT be refunded ANY part of the contract signed.

Payments will still be due in full for the full contract agreed upon.

Our School Beliefs

We believe that your child

- Deserves to be educated and pushed to their fullest potential
- Deserves a safe and healthy environment to learn in
- Needs positive role models in their life
- Will succeed at a high level with the right mentors
- Needs direction, motivation and positive feedback from us, their school and you the parents
- Deserves opportunities
- Needs to express themselves
- Will inform us of how *they* learn best if we listen
- Will naturally gravitate to what they are meant to do and love to do
- Deserves equality

We DON'T Believe

- That your child will benefit from video games
- In just "babysitting" students, as part of our program
- That children will develop discipline on their own

Payments Collections & Fees

Payments

We accept recurring credit card payments and automatic bank withdraw. ALL payments are processed on the 1st of every month. If the 1st lands on a holiday, payments will be processed the next business day.

Returned Items

All items returned will be subject to an NSF fee of \$45. The fee will be re-processed 7 days after. If no payment arrangements have been made on payments 30 days overdue, your spot may be forfeit and payments sent to collections

Collections

All collections are dealt with an external collections firm and may affect your credit score. All collection fees associated will be incurred by the customer at the maximum legal interest rate.

If your card has expired or if you had to cancel cards...etc. You must notify us ASAP to avoid NSF charges.

Communications

Electronic Mail

If you have any questions or concerns and would like to email the ASC coordinator, feel free to do so at:

info@grooveacademy.ca

Absences

If your child is going to be absent, please inform us by filling out our “**Absence Form**” on our website at <http://www.grooveacademy.ca/absences/> or call the school at 204-254-2184.

Website

Please find more detailed information about our ASC at:

www.grooveacademy.ca

Contacting Your Child

If you have an emergency and need to contact your child during the ASC, call the front desk at:

(204) 254-2184



After-School Care Program

I agree that I have fully read and understand the expectations, rules and policies within this document and fully agree.

Parent Name: (Please Print) _____

Parent Signature: _____

This portion of your "Parents Guide" must be signed and returned to Groove Academy. You will be given a copy for your records.