After School Program (ASP): **Program & Procedures**

Welcome all our new families and welcome back to our returning families.

This is a year for the record books, but together we will try and meet your family’s needs.

**Our covid-19 procedures:**

The New Ross Family Resource Centre will follow the directives and direction of the Nova Scotia Provincial Government and Government of Canada for the COVID-19 Pandemic. Staff and client safety is a priority in decision making for programs and services offered by the Centre.

**Our procedure for the afterschool program ASP:**

Your child/children will get picked up outside the school as soon as school is dismissed. The school will send pre-primary children first, when all pre-primary children are on the bus or in the ASP line up the next grade will be called down to the entry. So we will collect each group of children from each class. This gives us time to check our lists to make sure we have all our children for each day. (IT IS VERY IMPORTANT THAT IF YOUR CHILD IS REGESTERED FOR ASP AND THEY GO HOME SICK OR DON’T GO TO SCHOOL YOU CALL AND LET US KNOW). We need your full cooperation with attendance this year in particular as we will not be inside the school to have contact with Val to confirm if children go home sick or did not attend. Please keep us updated!

The children will have their masks on when they come over to ASP, they will be required to wear inside our building. All outside play is mask free as well as snack time. We will also have space in my office for quiet time (mask free) for children who are struggling with wearing masks, or need a break after their long day at school, there will be an assortment of individual tubbies for children to play quietly on a mat meeting our 2m/6ft. guidelines.

We will have 2 staff on site each day, this will help with transitions as well as extra hand washing.

This year our staff includes:

Janice Cornelius ASP coordinator

Selina Tanner program leader

Shyla Veinott program leader

Diane Webber support ECE

When it is time to pick your child/children up you will call the NRFRC @ 9026892414 and we will get your child ready and bring out to you. We have ordered a cell phone when we get it we will be able to keep in touch by text/calls.

If you need to speak with myself or Janice about our program we can schedule an appointment and we will be happy to meet with you.

We will keep attendance records, and will track how each child is feeling each day.

We provide a healthy snack daily and serve milk and water.

For our new families I have also attached our parent policy manual (pre-covid) with our standard program information as well as what you are required to provide.

Also a registration form with all contact information for our files.

We look forward to another school year.

Diane, Janice, Selina & Shyla