

## EDINBURGH

### Parent-Sponsored Activities (PSA)

500 Hudson Avenue

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Telephone (514)-484-3644

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#### OUR MISSION

Our mission is to  
Care about learning,  
Respect ourselves, others  
and the environment,  
be resourceful and creative,  
inspire and be inspired by others,  
challenge ourselves as individuals  
and in teams, and  
take responsibility as citizens

#### OUR GOALS AND PHILOSOPHY

Our goal is to provide enriching activities for the children at the end of the school day. Our ratio average is 1 adult to 10 - 12 children. Our daily fee includes all of the activities at no additional charge. Depending on the day, these are some of the activities provided: arts and crafts, homework program, specialized gym program, lego, knitting, sewing, hip hop dance, digital photography, Irish dance, tap dancing, karate, ukulele, bootcamp, yoga, There is also a separate Kindergarten educational activities program where daily activities take place.

**For security reasons we will not be running the PSA program on the 3 parent/teacher interview days or on the Edinburgh Spring Fair.** Starting time for the PSA is as soon as the bell rings at 2:25 p.m. and you have three options for pick-up time: 5:00, 5:30 or 6:00 p.m.

You may register your child/children for any one of the following packages: 2, 3, 4, or 5 days a week. Registration for new members is on a first-come first-served basis.

The average cost per package:

\$9.00 per day for 4 or 5 days for 5:00 pick up;

\$10.00 per day for 2 or 3 days for 5:00 pick up;

There is an additional charge of \$1.00 per half hour for activities to either 5:30 or 6:00 pm.

**\*\*\*POST-DATED CHEQUES ARE REQUIRED FOR YOUR APPLICATION TO BE ACCEPTED\*\*\***

## **DETAILS AND POLICIES**

Special events are planned throughout the year such as mini-concerts, field trips, and our year-end picnic.

## **KINDERGARTEN PROGRAM**

On nice days, while the older children do homework, the kindergarten children play in the schoolyard or in the mini-park beside the school.

Indoors, we feature story telling, board games, arts and crafts, music and sports in the gym.

Here again, we try to care for your child as you would at home.

## **PAYMENT SCHEDULE**

Upon registration, please submit cheques made out to **EDINBURGH PSA**, according to attached pay schedule.

Cancellation: There will be a \$50.00 cancellation fee, plus an additional \$2.00 per day fee for days your child attended the program. No refund is given if your child is absent.

There will be a \$10.00 charge for each NSF cheques.

Changes: There will be a \$5.00 administration fee per child for changes. One exception will be tolerated. **Always inform the teacher in writing to any changes made that will affect them.**

If you require financial assistance please contact Jacqui Roye.

**CONFIDENTIALITY IS ASSURED.**

## **LATE PICKUP**

Please see late policy page.

## **WHAT TO DO IF YOUR CHILD IS TO BE ABSENT**

On days your child is to be absent, please advise the PSA **by phone** (514-484-3644), if there is no answer, please leave a message on the machine, otherwise we will be obliged to search for your child and/or contact you at work. Please inform your office that when we call it is usually urgent, and you should be advised immediately. **When calling the PSA please do not ask us to call you back to confirm that we have received your message.**

**Please remember if you take your child out of school during the day or after a concert or field trip, it is very important that you inform us that your child is not attending the PSA.**

## **WHAT TO DO IF YOU ARE UNABLE TO PICK UP YOUR CHILD**

If someone else is to pick up your child, we request that you advise us ahead of time. We will not release your child to an unauthorized person.

## **CONCERNS**

Please do NOT call the school office for PSA matters. If you have any concerns or questions, please contact Jacqui Roye or Stephanie Hermo at 514-484-3644.

## **PICKUP PROCEDURE**

We ask that you pick up your child at the side entrance of the school on Edinburgh Street. Ring the doorbell on the right hand side and a staff will come and open the door. We will locate your child and send them to you, parents are not allowed to enter the school. There is a fifteen-minute parking zone along Edinburgh Street in front of the park between 2:25 and 6:00 p.m. on school days

**Please do not call Jacqui and ask her to get your child/ren to ask them to leave unless it is an emergency.**

## **SCHOOL CANCELLATION**

If school is cancelled for any reason, such as a power failure, teacher's strike, snow storm, etc., the Parent Sponsored Activities Program will also be cancelled, and your child should be picked up as quickly as possible. No refund will be issued

## **HOMEWORK POLICY**

We have noted that the best time for homework is between 2:45 and 4:00 p.m. before children tire. **Note: there is no homework class on Fridays.** After 4:00 p.m. our staff run other activities. Children involved in other school activities (such as Italian) return to our program around 3:30 p.m. Consequently, we are unable to complete their homework. **It is very important that you remember to check your child's Homework every evening.**

## **FORGOTTEN SCHOOL BOOKS**

A number of children regularly come to the Homework Rooms without certain schoolbooks, despite repeated reminders. In order to avoid having children roam the school unsupervised, we will no longer allow them to return to classrooms for these books, and the children will be required to explain, the next day, why homework was not done. Hopefully with your reinforcement, the children will become more responsible.

## **PROFESSIONAL DAY SERVICES**

For parents who would like to have professional day services, we offer the following program. There are normally 10 professional days during which we will offer a full day program starting at 8:00 am until 5:00, 5:30 or 6:00. Families must register for the 10-day package. There are no refunds for unused PED days. Should additional PED days be added to the school year (beyond the

normal 10-day package), there will be a \$35 charge for each additional PED day used.

## **CHANGES**

**If you make any changes to your normal schedule (eg: adding an extra day or your child taking the school bus when they normally don't) and it affects the teacher's dismissal schedule, it is the parent's responsibility to inform the teachers in writing to what the changes will be.**

## **SPORADIC SERVICES**

Some parents need the service of the PSA for only a short period of time through the school year. Below are some of the guidelines for sporadic services. If your child is in PSA but you need an additional day, you are considered sporadic for that day.

The fee will be \$11.50 till 5:00, \$12.00 till 5:30, and \$12.50 till 6:00 pick-up.

## **EARLY MORNING DROP OFF**

We offer an early morning drop off service as of 7:00am from Monday to Friday. Please see Jacqui or Stephanie to fill out the form.

Please note children using sporadic services will not be able to join in the **specialized activities**.

Homework will not be supervised at the PSA for children using sporadic services.

It is the parents responsibility to inform the teachers which day your child will be attending the PSA.

If your child is registered to attend the PSA and you need to cancel please inform us before 2:00 by calling 514-484-3644