After School Homework Club
2018/19 Parent Handbook
**O-YA’s After School Homework Club**

The Osgoode Youth Association’s After School Homework Club is for children in Grades 2 - 6 and runs Monday - Friday from 2:45 pm - 5:30 pm. Full year registration, and a commitment to attend daily are required. O-YA's After School Club programming includes aspects of physical activity, healthy eating & nutrition, wellness education and homework assistance by Youth Workers and volunteer tutors.

**Program Fees**

For the 2018/19 school year, O-YA's After School Homework Club fee is $250 / month. Monthly payments can be made by direct debit from your bank account, email money transfer, post-dated cheques or cash.

**Notification of Absence**

If your child will be absent from O-YA's After School Club, please call O-YA at 613-826-0726 or email info@o-ya.ca. If a child is absent from the After School club and we haven't been notified, we will call the number(s) listed on your Registration Form to confirm that you know your child is not in O-YA’s care. This process takes time and attention away from the participants who are in attendance, so your help with remembering to let us know will be greatly appreciated!

**Bus Cancellation Days**

O-YA’s After School program continues to run on School Bus Cancellation days. Participants who attend school on bus cancellation days can meet Youth Worker at the school at 2:45 pm as per usual. Pick up time from Homework Club remains before 5:30 pm.

**School Closure Days**

In the unlikely event that Osgoode Public School is closed, O-YA’s After School Homework Club will also close.

**OCDSB PA Days & School Holidays**

O-YA’s After School Homework Club does not operate on OCDSB PA Days or on school holidays. O-YA runs Day Camps on most PA Days and some holidays. You must register separately for these camps. Details are available on www.o-ya.ca.

**Osgoode Public School Walking Program**

All participants who attend Osgoode Public School take part in O-YA’s Walking Program as a means of getting to After School Club. Two O-YA Youth Workers will meet After School participants in the school yard each day at 2:45 pm (at the tree beside the ball diamond). Participants and Youth Workers will then walk, as a group, back to O-YA. Participants are expected to walk with the group, stay on the sidewalks during the walk unless the group is crossing the street and behave respectfully.
### Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:45 pm - 3:00 pm</td>
<td>Osgoode Public School Walking Program</td>
</tr>
<tr>
<td>3:00 pm - 3:30 pm</td>
<td>Outdoor Play (weather permitting)</td>
</tr>
<tr>
<td>3:30 pm - 3:40 pm</td>
<td>Healthy Snack</td>
</tr>
<tr>
<td>3:40 pm - 3:50 pm</td>
<td>Free Time</td>
</tr>
<tr>
<td>3:50 pm - 4:10 pm</td>
<td>Homework Time</td>
</tr>
<tr>
<td>4:10 pm - 5:00 pm</td>
<td>Activity Time</td>
</tr>
<tr>
<td>5:00 pm - 5:30 pm</td>
<td>Board / Card Games</td>
</tr>
<tr>
<td>5:30 pm</td>
<td>Home Time!</td>
</tr>
</tbody>
</table>

### Hang Up Your Things!!

Each student will be assigned a hook at the front door to hang up coats, snowpants, backpacks, etc. It is each student’s responsibility to make sure that their things are hung up and not left on the floor!

### Healthy Snacks

Each day, O-YA Youth Workers prepare a healthy snack for participants. Snack selections include a balanced variety of dairy, protein, fruits and vegetables.

Please note that O-YA only provides the snacks listed on the calendar. O-YA does not provide alternatives if participants do not like the snack provided.

### Food From Home

After School participants are welcome to eat (nut free) food they bring from home during snack time ONLY if it is a healthy food item (ie: no pop, chips, chocolate bars or candy).

### Homework Time

During our 20 minutes of Homework Time, participants are expected to quietly work on their school studies in designated seats using either supplies provided by O-YA or supplies from home. If any special supplies are needed for homework (besides pencils, paper, markers, pencil crayons and calculators), students will be expected to provide these from home.

Each day at the start of homework time, O-YA Youth Workers and tutors will look in each student’s school agenda to see what homework needs to be completed. Assistance will be provided where needed to complete this work. If you have any extra studies that you would like your child to work on, please make a note in their school agendas for our Youth Workers.

If students take less than 20 minutes to complete their school assigned work, they will be allowed to participate in another quiet activity (ie: reading, drawing, activity books) on their own until homework time is finished.

If students require more than 20 minutes to complete their school assigned work, they will be allowed to work quietly in the Boardroom until they are finished their studies.

Students are assigned seats for homework time.
Participation in Organized Activities

O-YA receives funding from the Ministry of Tourism, Culture and Sport to help run our After School Program. One of the requirements of this funding is that O-YA provides time each week for physical activity, nutrition education and wellness and personal health education.

Participation of all students in O-YA’s programs which help to improve their health and wellness will be strongly encouraged.

Computer / Wii Time

Students will be given the opportunity to play on O-YA’s computer and / or Wii every Friday afternoon. Students can sign up to play, and will be assigned 10 minute sessions. Any students watching / playing inappropriate videos or games (ie: those containing swearing, violence or 10+ content) will lose their computer time for the following week. Students can bring electronic devices from home, but please note that O-YA is not responsible for lost or damaged personal property so students are encouraged to take care of their belongings.

Phone Calls Home

Unless it is to report an illness or emergency, phone calls home may only be made after Homework Time is finished and only with parents’ permission.

Pick Up / Sign Out Policy

After School participants must be picked up NO LATER than 5:30 pm. O-YA either closes, or has other programming that starts at 5:30 pm. When you pick up your child, please initial our Sign Out form and indicate the time of your pickup.

If participants are picked up later than 5:30, a fee of $10 per 15 minutes (per participant) will be automatically added onto your monthly fee.

Pick Up Permissions

Unless we are otherwise notified, only the people listed on your O-YA’s After School Registration Form will be allowed to pick up your child from O-YA’s After School Club. If you would like another person to pick your child up, please notify O-YA staff BEFORE pick up time (either by phone, email or written letter) to give permission.

Severe Weather Transportation Permission

In the case of severe weather (extreme heat/cold, lightening, hail, very high wind, tornado warnings, or heavy rain/snow), O-YA requests parent permission for O-YA Youth Workers to drive to Osgoode Public School and meet the students beside the school. The Youth Workers will then take turns driving students back to O-YA (3 - 4 students per vehicle, with seatbelts for each student). Students will always be left in the care of either an OPS teacher or a Youth Worker.

This type of severe weather is rare, but we want to make sure that all of the students in our care and our Youth Workers are always safe just in case.
Suggestions, Questions & Comments

O-YA welcomes your questions, suggestions or comments to make our After School Homework Club a great environment and experience for your child. You are more than welcome to speak to any of O-YA’s Youth Workers when you pick your child up. Or, if you would like to speak to the Executive Director, please call 613-826-0726 or email info@o-ya.ca and we would be happy to set up a meeting with you.

Three SUPER EASY Rules (to have fun and be safe)!
1. Use Kind Words
2. Keep Your Hands / Feet to Yourself
3. Follow staff / volunteer instructions

Code of Conduct Rules
In order to provide a safe and enjoyable environment at O-YA’s After School Homework Club, all participants are expected to:

- Speak nicely to each other, Youth Workers and volunteers
- Keep hands and feet to yourself
- Touch only what belongs to you unless you have permission
- Stay within the activity area
- Remember that homework time is quiet time
- Listen to and comply with instructions given by O-YA’s staff and volunteers
- Take care of O-YA’s facility, equipment and furniture
- Be responsible for any personal items brought to O-YA (O-YA is not responsible for lost, broken or stolen items)

Consequences for Breaking The Rules

5 Minute Time Out
If a student breaks a rule, depending on severity, O-YA Youth Workers use a 1-2-3 system of discipline. 1 = 1st warning, 2 = 2nd warning, 3 = 5 minute time out either immediately and/or during free time. At each warning, students will be told which rule they broke and given a suggestion of how to improve their behaviour.

Parent/Guardian Called To Pick Student Up
If a student gets three 5 minute ‘time outs’, parents/guardians will be called to pick their child up immediately. While students are waiting for pick up, they must wait in the Executive Director’s office. Severity or intent of rule breaking may result in a call to parents will no preceding ‘time outs’.

If a parent will not pick up their child immediately, a one week suspension will be considered.

One Week Suspension
If a student’s parents/guardians have to be called 3 times for early pick up, that student will be suspended from O-YA’s After School Homework Club for 1 week (5 school days from the time of suspension). Parents/guardians will receive verbal notice of this upcoming suspension at the second ‘call for pick up’. Severity or intent may result in a one week suspension with no preceding ‘calls for pick up’ or written notice.

Program Suspension
If a student is suspended from O-YA’s After School Homework Club for three 1 week periods, that student will then be suspended from O-YA’s After School Homework Club for the remainder of the school year. Parents/guardians will receive written notice of this upcoming suspension at the second suspension. Severity or intent may result in program suspension with no preceding suspensions or written notice.

Bullying, threatening, intimidating or violent behaviour will not be tolerated and may result in immediate program suspension.