



**After School
Program
2022 / 23
Parent
Handbook**



O-YA's After School Homework Club

Thank you for registering in O-YA's After School Homework Club. We know that a safe and high-quality program is important to your family and we look forward to welcoming your child this fall. This handbook will help parents by providing important information about our program and how it operates. If you require additional information, please ask any staff at O-YA or inquire by email at info@o-ya.ca.

O-YA's After School Homework Club is for children in Grades 2 - 6 and runs Monday - Friday from 2:45 pm (pick up at Osgoode Public School) to 5:30 pm.

Program Fees

For the 2022 / 23 school year, O-YA's After School Homework Club fee is \$280 / month per participant. There are only full time spaces available. Even if your child is only able to attend part time, full time fees must be paid monthly.

Payments can be made by e-transfer to info@o-ya.ca or by using O-YA's Square reader for credit / debit cards (there is an additional fee of \$5 per month for this option).

Program fees will only be waived / reduced if O-YA is required to close by a government order (example: Ottawa Public Health COVID measures). Program fees are still due if participants do not attend because of illness or vacation.

Notification of Absence

If your child will be absent from O-YA's After School Homework Club, please notify O-YA as soon as possible. If we aren't notified, this can cause unnecessary delays leaving the school - which is challenging for both staff and other participants. Please notify O-YA of absences by leaving a message at 613-826-0726 or email carley@o-ya.ca.

School Pick Up

Every day at 2:45 pm, at least 2 O-YA Youth Workers will be waiting for After School participants behind Osgoode Public School. The meeting spot is at the back corner of the pavement behind the school, close to the ball diamond. Youth Workers and participants will then walk as a group back to O-YA. We still walk if there is light / medium rain or cold weather, so please send participants with appropriate clothing (rain jacket, umbrella, snowpants, etc.).

Participants may bike from OPS to O-YA.

Bus Cancellation Days

O-YA's After School Homework Club still runs on days where school busses are canceled. As long as Osgoode Public School is open, Youth Workers will pick up participants after school.

Loss of Power / Water at O-YA

O-YA's After School Homework Club will not run if there is no power or running water at the Osgoode Youth Association building for an estimated duration of over 30 minutes. Notification of this will be communicated to parents by email or phone.

School Closure Days

In the event that Osgoode Public School closes, O-YA's After School Homework Club will also close.

Severe Weather Days

On days where there is severe weather (heavy rainfall, thunderstorms, frostbite warnings, extreme cold, etc.), O-YA Youth Workers will drive participants from OPS to O-YA in their personal vehicles. Parents must sign a waiver agreeing to this policy. On days where there is a tornado warning for Osgoode, O-YA may also decide to close our program for participants / staff safety. This will be communicated to parents by phone to arrange pick up.

PA Days & School Holidays

O-YA's After School Club does not operate on OCDSB PA Days or 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.

COVID-19

O-YA follows City of Ottawa / OCDSB / Ottawa Public Health & Government of Ontario direction for all COVID-19 & other public health policies. If a participant has COVID-19 symptoms, has tested positive for COVID-19 or falls under any other Ottawa Public Health / Government of Ontario indication for isolating, they may not attend O-YA's After School Homework Club. O-YA uses the school screening tool provided by the Government of Ontario for determining whether a student can attend school / O-YA.

O-YA also follows this direction for all other COVID-19 prevention / protection measures (masking, hand washing, physical distancing, vaccine requirements, etc.).

Schedule

2:45 pm	Pick up from Osgoode Public School
3 pm	Arrive back at O-YA
3 pm - 3:30 pm	Outdoor free time at O-YA (We play outside unless there is severe weather. Please have participants dress accordantly!)
3:30 pm - 4 pm	Snack (O-YA provides participants with snack every day. We display a monthly snack calendar so participants / parents can see what we are serving. Students are welcome to eat their own snack from home if O-YA's snack is something they don't enjoy.)
4 pm - 4:30 pm	Homework Time
4:30 pm - 5 pm	Planned activity time (We do lots of different things during this time! Group games, mental health workshops, crafts, outdoor sport, etc.)
5 pm - 5:30 pm	Free time (outdoor if weather permits)
5:30 pm	Program ends. Pick up is required before 5:30 pm.

Homework Time

O-YA relies on students to communicate with Youth Workers and volunteers what they have for homework. Youth Workers and high school student volunteer provide homework assistance. Please note that this is assistance and not tutoring. O-YA does not provide one-on-one work for the entire homework time with any student.

O-YA provides basic homework supplies such as pens, pencils, markers, rulers, calculators, paper, etc. O-YA also has some Chromebooks that students share. If other supplies are needed for students to complete homework, it is expected that parents supply those materials. If a student doesn't have school assigned homework, we provide them with an alternate brain stimulating activity; Curriculum Book, puzzle, word search, etc.

Electronic Free Time

On Fridays, O-YA provides participants with 20 minutes of electronic free time. Participants are welcome to bring their own personal electronic devices if they would like / have parent permission. O-YA also has a gaming system participants can use.

Personal Belongings

O-YA does not take responsibility for or provide safe keeping for personal belongings brought to programs. If an item is valued or important it should remain at home.

Behaviour Management

Staff use positive behavior management practices with a strengths based approach, and we make every effort to work with children on an individual basis when negative behaviours are displayed.

However, should your child be involved in an unacceptable behaviour incident, they may be suspended until a specific behavior management strategy can be established. Intent and severity of the incident will be reviewed before a child is discharged from the program. Parents will be consulted, and your involvement and input are important.

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 with 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 may 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.

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 drop off your child. 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.