

*Resource Opportunities Centre
Prospect Road Community Centre*

**Childcare Program
Parent Handbook 2025/26**



Welcome to the Prospect Road Community Centre's Childcare Programs!

Thank you for registering your child(ren) for the Prospect Road Community Centre's Before and After School Program/Prospect Early Learners Program. We are excited to grow & learn alongside your children this year.

We, at the PRCC, are dedicated to the health and safety of all our staff, patrons, participants and the community. We take pride in our enhanced cleaning protocols, providing many opportunities for outdoor play during program hours and always being mindful of all communicable illnesses in order to offer the most safe and healthy place for everyone.

Included in this package are details outlining the protocols, policies and practices that we have in place for your safety, the safety of the children in our care and our staff. Please ensure you review the full information package.

See you Soon!

Contact Information:

Head Instructor of Child Care - Krista Kunz-Avery

krista@prospectcommunities.com or 902-220-3223

Senior Manager - Dustin (DC) Boudreau

admin@prospectcommunties.com or 902-852-2711

Before & After School Program please read all sections in (Red and Purple)

Prospect Early Learners Program please read all sections in (Blue and Purple)

*Email should not be used for emergency situations or to report absences as they are not monitored at all times.

Hours of Operation, Holidays & Snow Days for Before and After School Program:

The Before School Program begins at 7am-sharp each morning, Monday to Friday. The After School Program will begin upon your child's arrival (bus or walking from PRES) and will end at 6:00pm.

The program will not operate when school is not in session (summer break, holiday break, March break, all holidays, inservice/professional development days and the final report card day in June). Parents will be responsible for registering for alternate child care for these days. The PRCC will offer day camps during most of these breaks & inservice days (more information about which dates camps will be available is provided on page 24)

During inclement weather, when school is cancelled, the Before & After School Program will also be closed & a day camp will not be provided. In the event of inclement weather during a Day Camp participants will be notified directly via email before 7am if the PRCC will close for the day.

Hours of Operation, Holidays & Snow Days for Prospect Early Learners Program:

The Prospect Early Learners Program begins at 9am-sharp each morning. If you are running late, for drop off or pick up, please call to notify the Preschool Program Instructors as soon as possible at (902-220-3223).

The program will provide a monthly calendar that will make note of dates when the program is closed (holidays, etc).

During inclement weather, when public school is cancelled, the Prospect Early Learners Program will also be closed.

Drop off (Before School) for Before & After School Program:

Upon arrival at our facility, a staff member will greet you & your child at our main entrance. This is where you will 'sign-in' your child for the Before School Program.

Parents will not be permitted into the classrooms & program spaces. We ask that parents say their 'good-byes' to their children prior to entering the building/check-in area. With many children to sign-in and tight schedules for parents, we want to ensure we do not create a bottle-neck at drop off and that the process is quick & efficient.

We understand that some children may experience anxiety when first joining the program and leaving their parents during drop off. We will work with you to make this change as easy as possible for both you and your child. We ask that parents allow our instructors to introduce themselves to your child and to allow them to help your child enter the classroom as much as possible. We ask that parents not linger outside near the classroom windows if your child was upset during drop off, as this often makes the child more upset. Our instructors welcome check-in phone calls if your child was upset during drop off.

We ask that children are dropped off no later than 8:15am for those who attend Prospect Road Elementary & Atlantic Memorial Terence Bay Elementary. Students who attend Beaubassin must arrive at 7am-sharp in order to arrive on time for their morning bus.

End of Day – Pick Up for Before & After School Program:

When you arrive for pick up, please come to the main entrance & staff will call your children to come and meet you. The children will be responsible for gathering their own belongings, with the assistance of our instructors when needed and will come to meet you in the main entrance area. Again, we ask that parents do not enter the classrooms/program spaces.

We ask that during pick-up, if you have more than one child in the program, both children are signed-out. Special arrangements can be made in the event of appointments, etc.

Please note: Parents/guardians are responsible for sign-in and sign-out at drop off and pick up each day. We ask that parents/guardians are the only ones to sign our sign-in/sign-out sheet and children **are not** permitted to sign themselves in or out.

*A late pick-up fee of \$15.00 for every 30 minutes block (ex. Between 6:00pm to 6:30pm) will apply for any child who is not picked up by 6:00pm. A late slip will need to be filled out & the fee will be applied to your next month's payment.

Drop off for Prospect Early Learners Program:

Upon arrival at our facility, please enter the main entrance and turn right. Our classroom is located in the Art Room, near the playground-end of the facility.

An instructor will greet you at 9am, at the Art Room door, to assist with sign-in and your child's drop off procedures (hanging backpack, changing shoes, etc).

Pick Up for Prospect Early Learners Program:

When you arrive for pick up, please come to the Art Room door. Our instructors will have your children seated and ready for pick up in our classroom. They will greet you at the door at 12pm-sharp for sign-out. We will dismiss children one-by-one and pass along any individual messages.

Please note: Parents/guardians are responsible for sign-in each day. We ask that parents/guardians are the only ones to sign our sign-in sheet and children are not permitted to sign themselves in each day.

A late pick-up fee of \$15.00 for every 30 minutes block (ex. Between 12pm to 12:30pm) will apply for any child who is not picked up by 12pm. A late slip will need to be filled out & the fee will be applied to your next month's payment.

Reporting Absences & Alternative Pick Up Arrangements all Programs:

For the safety of your child, we require notification via text or phone call advising Childcare Staff if your child will be **absent** or if another individual will be picking up your child. Please call or text the PRCC Childcare Program Cell Phone at 902-220-3223. Please leave a message at this number, and staff will check messages regularly.

Please be advised the schools **do not** inform PRCC staff of children absences – parents need to notify the program directly.

In the event your child is absent and we did not receive notification, our Before & After School Program Instructors will attempt to call parents first, followed by emergency contacts until the child is confirmed absent.

The Before & After School Program Cell Phone is off and not responded to between the hours of 6:00pm to 7:00 am. Staff will answer calls between 7:00am to 6:00pm, when possible. Otherwise, we encourage you to leave a message.

In an emergency, please contact the PRCC Front Desk (902-852-2711). **Please do not call the Front Desk to report an absence that is not an emergency or leave a voicemail at the Front Desk reporting an absence.**

We require written or verbal notification from you, the parent/guardian, advising if your child may be picked up by an alternate person. To ensure the safety of your child, we will not release your child to anyone unless consent has been given. We will require an alternate person to show photo identification to our staff prior to releasing your child.

Vacations for all Programs:

Refunds will not be issued due to family vacations. Please advise staff of these planned absences.

Illness for all Programs:

If your child is sick, it is your responsibility to find alternative child care for the day.

If your child is too sick to attend school, they are too sick to attend the **Before & After School Program.**

If your child is being picked up from school early due to illness and will not be attending the After School Program **please** advise staff at PRCC via program phone as soon as possible.

If a child becomes ill while in the care of the Before & After School Program the parents will be notified and are asked to make arrangements for pick up within **30 minutes.**

If a child becomes ill while in the care of the **Prospect Early Learners Program** the parents will be notified and are asked to make arrangements to pick up within 30 minutes.

You are required to keep your child at home or we will call for pick up if they have:

- Temperature of 100 degrees or more (99 degrees under arm)
- Intestinal problems with diarrhea and/or vomiting
- Any type of undiagnosed or contagious rash

- Any type of communicable illness (i.e. COVID-19, Chicken pox, measles, impetigo, pink eye, strep, head lice, etc.)
- Congestion or mucous discharge of the nose (excessive and green/yellow in color) or ears
- Discharge from the eyes
- Fatigue
- Headache

A child that exhibits any of the above symptoms may not return to the Childcare Programs until they have been free of the symptoms for 24 hours. A child must be fever free without the aid of medication for at least 24 hours prior to their return to the program. The Childcare Program Instructors will not administer medication to reduce fever. For contagious illness, children should be kept home until the period of contagion has passed.

Refunds will not be issued due to sick days missed.

Note: The PRCC does not have access to a thermometer. If it is indicated the child may have a fever based on signs and symptoms staff will notify parents immediately.

Toilet Training for Childcare Programs:

All children must be toilet trained in order to attend our programs except the Prospect Early Learners Program. (Prospect Early Learners Program - All children must be interested in toilet training in order to attend our Prospect Early Learners Program). Because the PRCC is not equipped with changing tables, extra clothes or wash cloths, parents are responsible for ensuring the child has an extra change of clothes, wipes, etc in their backpacks.

Participant Information / Medical / Inclusion Support Forms for Childcare Programs:

Participant Information Form

Each program participant must have an up-to-date Participant Information Form on file. This form **must** include an **emergency contact**, other than the parent/guardian, who resides within HRM. Should you need to make any changes to this form at any time throughout the year, please email Krista Avery – Head Instructor at krista@prospectcommunities.com. Changes needing to be made due to legal separations or custody agreements must be accompanied by legal documentation. These forms are only kept on file for 1 school year and a new form is required each September.

Medication Administration Form

Should your child require medication while on-site at PRCC, a Medication Administration Form is required. These are required for any sort of medication, Epi-pen, antibiotics, etc. Parents must give all medication to our Head Instructor – Krista Avery, as children are not permitted to administer or carry their own medication. Medication must come in its original container, labelled with the required dosage. Medication will not be given without a complete Medication Administration Form or if not in the original container. If your child requires an epi-pen, one must be left on-site at PRCC with the date of prescription. Medication Administration Forms can be provided by our Head Instructor - Krista Avery.

Inclusion Support Form for Childcare Programs:

If your child requires full time or part time EPA support during regular school hours we ask that you notify our Head Instructor - Krista Avery in advance of your child attending the program. While we are not able to provide 1:1 support, we will work with you to determine the best way to support your child while in our care.

In order to provide the best & safest care possible for your child, we ask that you complete an Inclusion Support Form. We request that parents complete this form which provides an opportunity for additional information relevant to your child's needs. Inclusion Support Forms can be provided by our Head Instructor - Krista Avery.

What to bring to Before & After School Program:

- **Snack** – For After School participants please ensure your child has an extra snack in their lunch box as children will be given the opportunity to eat an afternoon snack upon arrival. Snack is not provided by the Before & After School Program. **Food must be peanut-free, non-refrigerated and non-microwavable and include any required utensils.**
- **Indoor sneakers** – Children must have a pair of indoor sneakers (please no Crocs, ballet flats, sandals, etc) that will be left at the PRCC for the duration of the Before & After Program this year. Each group will have their own storage bin where your child's sneakers will be kept. Children are responsible for placing their own sneakers in the appropriate bin at the end of each day.
- **Appropriate play attire** – We ask that your child is prepared for indoor and outdoor play every day. If they do not have the appropriate attire for the weather (ex. snow pants, boots, mittens, etc) we will contact the parent/guardian asking that they bring what is required and the child will play in a designated area so not to soil their clothing. If the parent/guardian is unable to bring what is required they must arrange pick-up for the child. The B&A Program Instructors are unable to remain inside with the child as the group must stay together. As we promote outdoor play as much as possible, the appropriate clothing will be essential.
- **Water bottles** – Children must bring their own water bottle. Staff can refill as needed.
- **Change of clothes** – Children must have a full change of clothes in their backpack for “accidents”. This includes pants, socks, underwear & a shirt.

All items must arrive in **ONE** backpack. Children will have designated space to hang their backpacks. Please label all of your child's belongings. Our staff will work with your child to ensure all of their belongings remain in their backpack and are taken home each day. Personal items, aside from indoor sneakers, cannot be stored at the PRCC over-night. **Toys from home, including cell phones, will not be permitted.**

What to bring to Prospect Early Learners Program:

- Indoor sneakers – Children must have a pair of indoor sneakers (please no Crocs, ballet flats, sandals, etc) that will be left at the PRCC for the duration of the Prospect Early Learners Program this year. The program will have their own storage bin where your child's sneakers will be kept. Sneakers should be easy for the children to put on and off themselves as we work on creating independence. We ask that sneakers are either slip-on or velcro, no laces.
- Appropriate play attire – We ask that your child is prepared for indoor and outdoor play every day. If they do not have the appropriate attire for the weather (ex. snow pants, boots, mittens, etc) we will contact the parent/guardian asking that they bring what is required and the child will play in a designated area so not to soil their clothing. If the parent/guardian is unable to bring what is required they must arrange pick-up for the child. As we promote outdoor play as much as possible, the appropriate clothing will be essential.
- Water bottles – Children must bring their own water bottle. Staff can refill as needed.
- Change of clothes – Children must have a full change of clothes in their backpack for "accidents". This includes pants, socks, underwear & a shirt.

All items must arrive in ONE, easy to open backpack. Children will have designated space to hang their backpacks. Please label all of your child's belongings. Our staff will work with your child to ensure all of their

belongings remain in their backpack and are taken home each day. Personal items, aside from indoor sneakers, cannot be stored at the PRCC overnight. Toys from home will not be permitted.

Snacks for Prospect Early Learners Program:

Simple snacks will be provided daily for our Prospect Early Learners participants. All snacks will be peanut-free. One alternative option will be offered to your child if they do not like the original snacks offered.

Examples of daily snacks include:

- Cheese & Crackers
- Cereal
- Bananas
- Carrots
- Cucumber
- Yogurt Tubes
- Oranges
- Apples
- Rice Krispie Squares *special occasions
- Granola Bars
- Rice Cakes & Wowbutter
- Arrowroot Cookies
- Goldfish

If a child presents with any other food-related allergies, we will work to ensure snacks do not include those allergens.

Show and Tell for Prospect Early Learners Program:

Beginning in October there will be Show and Tell once a month. Each child is encouraged to bring ONE SMALL item with them to show their classmates. The Prospect Early Learners Instructors will notify parents when show and tell is scheduled each month.

Monthly Calendar for Prospect Early Learners Program:

Each month we will send home a Prospect Early Learners calendar for you to review. This calendar will help you stay informed about Prospect Early Learners activities, important dates and notices.

Book Orders for Prospect Early Learners Program:

Our Prospect Early Learners Program participates in the Scholastic Reading Club program. Each month we will send home a flyer from Scholastic and families will have the choice to order books online and help our classroom earn rewards. The rewards are used to purchase new books & equipment for our classroom. Participation in the Reading Club program is voluntary.

Friendly Reminders:

- Please empty your child's backpack daily - inside you will find their art work and any other notices that might be sent home
- Water bottles are essential for our program; please remember to bring one daily.
- Review the calendar for the day ahead to prepare your child for the day's activities accordingly. This helps to avoid disappointment if a child isn't prepared for one of our daily activities (ie: doesn't bring show & tell items on show & tell day).

Outside Play Childcare Programs:

Our daily schedule will rotate through indoor & outdoor play, however, whenever possible, active activities will take place outside. We will not be

outside during inclement weather or extreme heat/cold conditions. Outdoor play may include play on the PRCC playground structure, walks via the trail to Prospect Road Elementary School, use of the PRES playground structure and use of the Sport Court located at the PRCC.

Hand Washing for Childcare Programs:

Information regarding proper hand washing procedures are posted next to every hand washing sink throughout the facility. We will review these practices with the children in our care daily and encourage frequent hand washing to limit the spread of germs.

Accidents & Incidents for Childcare Programs:

If your child is involved in an accident or incident while attending our program, the following actions will be taken:

(Not Serious)

1. Assess situation
2. Administer first aid, if required, including ice
3. Accident or Incident report, if required
4. Notify parents as needed

(Serious)

1. If a serious accident or incident occurs that may require medical attention, our staff will contact you immediately and/or 911
2. If you are unavailable, the emergency contact person will be contacted
3. If both the parents and the emergency contact are unavailable, our staff will call for emergency transport if it is felt necessary. Staff **are not** permitted to transport children in their own vehicles.
4. PRCC staff are trained in CPR/First Aid and will provide support as needed.

Please note: Our staff is responsible for the safety of all children in the program and may not be able to accompany your child in an ambulance but will make the effort to try and contact someone to accompany them.

Behaviour Expectations & Program Rules for Before & After School Programs:

Our program works to promote positive behaviour and respect to our staff, the parents and the children. Inappropriate behaviour will not be tolerated. General examples of inappropriate behaviour include:

- Hitting, fighting and bullying
- Destruction or damage of property or equipment
- Inappropriate language
- Disrespecting instructors, other children and program rules/guidelines
- Running away

In the event of an escalated behaviour situation, parents will be notified and maybe asked to pick up the child immediately. In any of the above, a behaviour form will be completed for parents to be informed and will be required to sign.

Appropriate consequences will be given and you will be notified if your child has been misbehaving. The sequence of these actions can vary depending on the participant and the nature of the incident.

Step One: We will promote education through reinforcement of program rules, discussion of positive alternatives for the future, reflection, and written/verbal apology.

Step Two: Will include one or more of the following: removal of privileges, communication with parents and reflection time.

Step Three: Will include one or more of the following: program suspension or parent/staff conference. If a participant is suspended from our program,

the program participant & parents must review program expectations before returning to the program.

All changes in behaviour and incidents will be reported to parents, either formally or informally. Instructors may choose to fill out a report or may choose to have a verbal conversation with parents, depending on the severity of the issue. Instructors are responsible to report all information to parents, without judgement, and parents can choose how to proceed with any given information. We ask that parents respect their chain of information sharing. This will be the procedure for all children in our care in order to ensure consistency.

Some of the “**House Rules**” that our Before & After School Program follows include:

- Electronics and toys from home are not permitted to be used during the program
- Children must wear indoor sneakers during all active play indoors
- No hands-on or use of inappropriate language
- During play time participants are not permitted to do lifts, flips or assisted moves
- Children must always walk in the hallways
- Children are expected to be aware of general bathroom etiquette, including not locking stalls and crawling under, not peeking on others while using a stall, appropriate use of a urinal and hand washing. Instructors do not supervise bathroom use directly in washrooms with program participants.
- Participants are required to stay with their designated group & we will establish a rule that they must ask permission to leave their group for washroom/water breaks, during pick up, etc.
- Participants are not permitted to share snacks or to take items belonging to others (backpacks, etc).

Parents are expected to review these rules with their children.

Behaviour Expectations & Program Rules for Prospect Early Learners Program:

Our program works to promote positive behaviour and respect to our staff, the parents and the children. Inappropriate behaviour will not be tolerated. General examples of inappropriate behaviour include:

- Hitting, fighting and bullying
- Destruction or damage of property or equipment
- Inappropriate language
- Disrespecting instructors, other children and program rules/guidelines

In the event of an escalated behaviour situation, parents may be notified and asked to pick up the child immediately.

We will promote education through reinforcement of program rules, discussion of positive alternatives for the future, reflection and verbal apology.

All changes in behaviour and incidents will be reported to parents, either formally or informally. Instructors may choose to fill out a report or may choose to have a verbal conversation with parents, depending on the severity of the issue. Instructors are responsible to report all information to parents, without judgement, and parents can choose how to proceed with any given information. We ask that parents respect their chain of information sharing. This will be the procedure for all children in our care in order to ensure consistency.

Dismissal of a Child for Childcare Programs:

Suspending or removing a child from the program is a scenario that we will try to avoid as we hope to work with families to resolve any situations, incidents and/or behavior that may arise. We will first work with you and your child to try to improve the situation. However, if the situation continues or escalates your child may be at risk of dismissal from the program.

Parental Code of Conduct for Childcare Programs:

To promote a positive atmosphere and confidentially we ask that parents deal with questions or concerns in a private manner. Should you need to discuss a concern, please do so in private space, at an appropriate time. We ask that you do not address concerns that have not occurred during our Before & After School Program at our facility and instructors will not engage in conversation regarding outside issues. We ask that parents do not address children that are not your own.

Workplace Violence Prevention Policy for Childcare Programs:

All employees and volunteers of the Resource Opportunities Centre (ROC), and any contractors or suppliers present in the ROC workplace/event are responsible to help minimize violence and support this violence prevention statement.

As an employer, the ROC recognizes that violence or the threat of violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm to both workers and their families.

The ROC views any act of violence or the threat of violence as unacceptable and will not tolerate any act of violence committed by or against ROC is responsible, or during an event the ROC is hosting. **This includes not only physical violence, but also verbal or written intimidation or aggression.**

The ROC is concerned with employee health and safety, as well as that of any person on the property known as the Prospect Road Community Centre or any other place in which the ROC is the host or steward. The ROC is therefore committed to minimizing, and to the extent possible, eliminating the risk of violence in the workplace.

Payment, NSF Procedure & Program Fees for Childcare Programs:

All fees must be paid on the 1st of every month, or the first business day for the month (10 payments September to June), unless otherwise stated.

Payment options include:

1. Pre-authorized payments from a debit account
2. Pre-authorized payments from credit card (Visa or Mastercard). For credit card transactions there will be an additional 3% fee added to your monthly total for processing.

We are unable to accept cash, cheque or e-transfer payments.

Any changes being made to the method of payment must be done 2 weeks before the next payment date.

Returned payments will be subject to a \$20.00 NSF fee. You are responsible for ensuring that the credit card / bank account will be valid at the time of the transaction. Any questions or changes in expiry dates, cancelled credit cards or bank account changes must be reported to Dustin (DC) Boudreau - Senior Manager. The Childcare Program Instructors are not involved with payments or account details.

Receipts for the tax year will be ready for pick up no later than February 28th, 2026. Please ensure you keep this receipt in a safe place. These receipts will include fees paid for the monthly Before & After School Program and Prospect Early Learners Program only. Receipts for programs, including Summer Day Camps, Inservice Day Camps and recreational programs must be printed via the PRCC Front Desk.

Before and After School Fees for the School Year 2025/26 Monthly Fees

ENGLISH SCHOOL		Before School	After School	B&A School
		Monthly	Monthly	Monthly
Sept - 17 Days	Full Time 5 Days	\$ 106.25	\$ 211.65	\$ 317.90
Oct - 21 Days	Full Time 5 Days	\$ 131.25	\$ 261.45	\$ 392.70
Nov - 18 Days	Full Time 5 Days	\$ 112.50	\$ 224.10	\$ 336.60
Dec - 14 Days	Full Time 5 Days	\$ 87.50	\$ 174.30	\$ 261.80
Jan - 20 Days	Full Time 5 Days	\$ 125.00	\$ 249.00	\$ 374.00
Feb - 19 Days	Full Time 5 Days	\$ 118.75	\$ 236.55	\$ 355.30
Mar - 17 Days	Full Time 5 Days	\$ 106.25	\$ 211.65	\$ 317.90
April - 18 Days	Full Time 5 Days	\$ 112.50	\$ 224.10	\$ 336.80
May - 20 Days	Full Time 5 Days	\$ 125.00	\$ 249.00	\$ 374.00
June - 19 ½ Days	Full Time 5 Days	\$ 125.00	\$ 236.55	\$ 361.55
FRENCH SCHOOL				
Sept - 18 Days	Full Time 5 Days	\$ 112.50	\$ 224.10	\$ 336.60
Oct - 21 Days	Full Time 5 Days	\$ 131.25	\$ 261.45	\$ 392.70
Nov - 17 Days	Full Time 5 Days	\$ 112.50	\$ 211.65	\$ 324.15
Dec - 15 Days	Full Time 5 Days	\$ 93.75	\$ 186.75	\$ 280.50
Jan - 19 Days	Full Time 5 Days	\$ 118.75	\$ 236.55	\$ 355.30
Feb - 19 Days	Full Time 5 Days	\$ 118.75	\$ 236.55	\$ 355.30
Mar - 17 Days	Full Time 5 Days	\$ 106.25	\$ 211.65	\$ 317.90
April - 18 Days	Full Time 5 Days	\$ 112.50	\$ 224.10	\$ 336.60
May - 19 Days	Full Time 5 Days	\$ 118.75	\$ 236.55	\$ 355.30
June - 21 Days	Full Time 5 Days	\$ 131.25	\$ 261.45	\$ 392.70
PER DAY 2025/26	Daily	Daily	Daily	Daily
	Inservice/Day Camp \$40.00/Child	Before \$6.25/Child	After \$12.45 Child	B&A \$18.70/Child

Understanding Your Childcare Program Fees

Our **Before and After School Childcare Program** fees are carefully calculated to ensure fairness and transparency for all families. Here's how it works:

- **Monthly Prorated Fees:**

Each month's fee is **prorated** based on the number of instructional school days your child will attend childcare. This means you are only paying for the days when our Before and After School Program is operating.

- **Instructional Days:**

Instructional days refer to the regular school days set by the **English and French education centres**. These calendars differ slightly, which is why:

- Fees for children attending English schools are based on their instructional day schedule.
- Fees for children attending French schools are based on their instructional day schedule.

- **Non-Instructional Days:**

Non-instructional days—such as professional development days, holidays, and other school closures—are **not included** in the monthly Before and After School Program fees.

- On these days, we often offer **Day Camp programming**, which you can choose to register for separately.
- Day Camps have their own separate pricing and registration process.

- **Full-Time Registration:**

The published pricing structure applies to **full-time registrations** (5

days per week), whether your child is enrolled in:

- Before School Care only
 - After School Care only
 - Both Before and After School Care
- **Part-Time Registration:**
If your child attends less than 5 days per week, your monthly fee is calculated using our **per day fee**, which counts only the actual number of days your child is registered to attend in that month.
 - **Why Fees Differ:**
Because the English and French school calendars are different, the **total number of instructional days varies by education centre**. This is why you may see differences in the monthly fees depending on which school your child attends.

We are committed to providing high-quality childcare and ensuring that you only pay for the days services are available to you. If you have questions about your monthly fee, how it's calculated, or how to register for part-time care or Day Camps, please contact us anytime.

Thank you for your understanding and for being part of our community!

Discounts for Before and After School

**** Any parents with more than one child in the Before & After School Program will receive a 20% discount on second and third child but only for Full Time Before and After School Registrations.**

Daily Fees for Prospect Little Learners Program:

Days per Week	For 1 Child	Second Child	Third Child
1 - 2	\$ 17.55	\$14.92	\$14.92
3 - 5	\$17.00	\$14.00	\$14.00

Prospect Early Learners Program – Pricing Structure:

We are committed to making our preschool program accessible, flexible, and affordable for families. To help you plan your childcare budget, here is an overview of how our fees are structured, along with the discounts available for multi-day and multi-child registrations.

Daily Rates:

The daily fee depends on two factors:

- ✓ The number of days per week your child is registered
 - ✓ Whether you have more than one child enrolled in the program
-

How Discounts Work Little Learners

- Multi-Child Discount:
Families receive a discounted daily rate for each additional child enrolled. The reduced rate applies automatically to your second and third child's registration.
- Multi-Day Discount:
When you register for 3 or more days per week, you receive a lower daily rate per child.

Examples

To help illustrate, here are a few examples:

- Example 1: One Child, 2 Days/Week
 - Daily Rate: \$17.55
 - Weekly Total: \$35.10

- Example 2: Two Children, 3 Days/Week Each
 - First Child Daily Rate: \$17.00
 - Second Child Daily Rate: \$14.00
 - Weekly Total: $(\$17.00 \times 3 \text{ days}) + (\$14.00 \times 3 \text{ days}) = \93.00

- Example 3: Three Children, 5 Days/Week Each
 - First Child Daily Rate: \$17.00
 - Second Child Daily Rate: \$14.00

 - Third Child Daily Rate: \$14.00
 - Weekly Total: $(\$17.00 \times 5) + (\$14.00 \times 5) + (\$14.00 \times 5) = \225.00

Important Notes

- Fees are billed monthly based on the number of days your child is registered in that month.
- You may choose 1–5 days per week to best suit your family's needs.
- All discounts are applied automatically during registration.

If you have any questions about how your fees are calculated or need assistance planning your schedule, please contact our team. We are happy to help you find the option that works best for your family.

Thank you for choosing the Prospect Early Learners Program!

Program Fees and Closures

Families enrolled in our childcare programs are paying for their child's **space in the program**, not for the specific days of attendance. This means that regular monthly fees remain the same regardless of holidays, school closures, or days your child may not attend. For example, if your child is registered for part-time care and one of their scheduled days falls on a holiday (such as a Monday), the monthly fee will not be reduced. Similarly, if a scheduled childcare day coincides with a school closure or In-Service Day, that fee does not transfer to a PD Day Camp or alternate program. **Full-time registrations (Monday to Friday) have prorated program fees that already take into account holidays and PD Days; however, unforeseen closures remain subject to the same policy outlined below.**

At times, unforeseen circumstances may require the Centre or Childcare Program to close—such as severe weather, sudden maintenance issues, or safety concerns. In the event of one-off closures or program cancellations, refunds or credits will not be issued. However, if the Centre or Childcare Program is closed for **three (3) or more consecutive days**, a **credit or partial fee refund** will be applied for each additional day beyond the second day of closure.

We appreciate your understanding and cooperation as we maintain consistent, high-quality programming and staffing for all families enrolled.

Accounts in Arrears for Childcare Programs:

Consistent payments in arrears may result in the suspension of your child from the program until your account is brought current. More than one suspension may result in removal of your child from the program. If necessary, further action and collection efforts will be taken for recovery of the amount owed.

Withdrawal from Program / Program Registration Changes:

One month notice from the next payment date is required to withdraw or make changes to your child's program (Example: Notification must be given before October 1st for changes being made for November 1st or onward) Notification of withdrawal or program changes must be made through email to Dustin (DC) Boudreau admin@prospectcommunities.com

Day Camps for Childcare Programs:

The Prospect Road Community Centre offers full-day camps during Inservice Days, and periodic days during Holiday Break and March Break as well as Summer Camp. Registration will open 4 weeks prior and parents are responsible for signing their child(ren) up for these camps as they arise. Parents will receive an email with the registration link. Following the registration deadline payment will be from your account on file. Registration is final and refunds will not be issued unless the PRCC cancels the camp. Space is limited for these day camps.

Parents must provide lunch and 2 snacks during any full-day camp. **Food must be peanut-free, non-refrigerated and non-microwavable and include any required utensils.**

Prospect Road Community Centre Policies:

Below is a list of general policies that are in place at the Prospect Road Community Centre. Please take a moment to review as some relate to the Before & After School Program and Prospect Early Learners Program. As new policies are developed and/or current policies are updated.

Policies can be found on our website at

www.centre.prospectcommunities.com/policies.

- [Inclement Weather Policy \(PDF\)](#)
- [Payment, Refund, and Participation Policy \(PDF\)](#)
- [Lost and Found Policy \(PDF\)](#)
- [Members Tolerance Policy \(PDF\)](#)
- [Pets and Children Unattended in Vehicles \(PDF\)](#)
- [Sun Safe Policy \(PDF\)](#)
- [Workplace Violence Prevention Policy \(PDF\)](#)
- [Inclusivity Policy \(PDF\)](#)
- [Camp Cancellation and Change Policy \(PDF\)](#)

Declaration of Understanding:

I have received, read, and understand the Childcare Program Parent Handbook as well as read and understand ALL policies above relating to this program at the Prospect Road Community Centre.

Name of Employee

Date

Signature of Employee

Name of Manager

Date

Signature of Manager

This sheet will be detached and placed with your child's forms.

Updated June 2025