

# Program Handbook

September 2

# 2025



## St. John Brebeuf School

Before and After School (BASC)

## **PROGRAM DETAILS AND POLICIES**

St. John Brebeuf School offers a supervised Before & After School Care program (BASC) to all registered students. This program is optional and begins the first full day of the school year and runs until the last full day of the school year.

- **Registration**

Registration for the BASC program occurs in May for the subsequent school year. At the discretion of the BASC coordinator, registrations may receive registrations throughout the school year. To participate in the BASC program a completed Before & After School Care Registration form must be handed or emailed to the school office [schooloffice@sjbcommunity.ca](mailto:schooloffice@sjbcommunity.ca).

- **Hours of operation**

The hours of operation are 7:30 am - 8:30 am before school begins, and from 3:20 pm - 5:30 pm after school ends. On early dismissal days, these hours are extended in the afternoon from 2:00 pm – 5:30 pm.

- **Communication**

It is critical that parents email the BASC coordinator ([basc@sjbcommunity.ca](mailto:basc@sjbcommunity.ca)), the office ([schooloffice@sjbcommunity.ca](mailto:schooloffice@sjbcommunity.ca)) and the classroom teacher to advise of any change from the regular pattern of attendance at BASC (i.e. if a student who usually attends is not going to be attending and conversely, if a student who usually does not attend will be attending).

- **Location, pick-ups and drop-offs**

BASC program is located in the Parish Hall unless otherwise indicated. Students participating in the program must be signed in and out by a BASC staff member.

**Drop-off:** Before care drop-off is via the school doors on Renfrew. The door automatically opens at 7:30 am (a green light will indicated doors are open).

**Pick-up:** Aftercare pick up is via Lanark. Accessed through the doors going downstairs, off the staff parking lot (unless otherwise indicated). For student safety, there is no pick-up from staff parking lot until 4:00 pm.

**Note:** Grade 6 to 8 students will usually be in the grade 6 classroom (former computer lab).

- **Late Pick-ups**

In fairness and respect to the supervisors of our program, there is a charge if you are late in picking up your child(ren) after 5:30 pm. The cost is \$10.00 PER CHILD per 10-minute increment. Late pick-ups will be recorded by the supervisor and the charge will be added to your account. If a child has been picked up late three times during the school year, the child will be suspended from the program for 1 week.

- **Childcare ratios**

We follow government regulation for staff to child ratios as follows: 1:10 kindergarten; 1:15 school age.

- **Supervision**

Children are supervised directly or indirectly. Direct supervision refers to being able to see and/or hear your child who is nearby. Indirect supervision refers to when the staff may not be able to see or hear your child directly but are still monitoring your child's safety. The age, developmental level, and individual needs of each child are considered by staff as they determine the level of supervision required for each situation. Children need opportunities to demonstrate their independence. Indirect supervision helps students grow in self-confidence. Indirect supervision occurs daily.

- **Electronic Devices**

Cell phone and other electronic device capable of accessing the internet are NOT permitted in the BASC program. Exception: students in grades 6-8 may be permitted to use their Chromebooks at the discretion of the BASC Coordinator. Children who need to call their parents, may ask BASC staff to use the phone located in the parish hall or classrooms.

- **Personal belongings**

Children are not permitted to bring personal belongings (toys etc.) from home to use in BASC.

- **Snacks**

BASC is a peanut free zone. Children receive a peanut free snack during aftercare. Efforts are made to accommodate children with various other allergies.

- **Safety**

Parents and caregivers share the responsibility with the school in ensuring a safe environment for our students. For drop-off, all children in Grade 3 and under must be walked to and dropped off in the parish hall and signed in with the supervisor. For pick-up, parents must sign out their child with BASC staff. BASC is a scent-free zone; please avoid using scented products of all kinds. Some students and staff are highly sensitive to scented products.

- **Injury / Incident**

In the event of an injury or incident during BASC, an injury/incident report will be shown to parents upon pick-up. Parents must sign this report; this ensures clear communication between staff and parents. If your child seeks medical attention after an injury has occurred in BASC, the BASC supervisor needs to be notified within 24 hours.

- **Emergencies**

To reach a BASC supervisor during BASC, but outside school office hours, please dial 204-928-7458. Do not leave a message.

- **Questions**

Please contact Miss Lauren Anderson at [basc@sjbcommunity.ca](mailto:basc@sjbcommunity.ca)

By registering their children for BASC, parent(s)/guardian(s) acknowledge that they have read, understood, and agree to be bound by the terms and conditions set forth in the BASC Program Handbook.

- **Behaviour management**

Behaviour management for the BASC program is separate from the school's disciplinary protocol however the same expectations apply. All children in the BASC program are expected to act reflecting the school's house virtues of Faith, Hope, Love and Truth. There is no tolerance for physical violence, inappropriate language, or disrespectful behaviour. A child's developmental level is always considered by the BASC coordinator when determining appropriate consequences.

Serious behaviour incidents (physical violence, disregard for BASC rules, insubordination) as determined by the BASC coordinator will result in the following incremental discipline:

First incident: one or two day suspension from BASC program

Second incident: one week suspension from BASC program

Third incident: one month suspension from BASC program

Fourth incident: removal from BASC program

## PROGRAM OPTIONS AND FINANCIAL INFORMATION

### Program Options

There are two BASC programs offered

- **Option A** is for **regular daily use** for the school year starting in September until June.
- **Option B** (Punch Card) is for **casual or occasional use**.

(Please note students that are not yet registered in the program and requiring care will be charged a \$25.00 drop-in fee per child charged per session, am or pm. This includes all students not picked up by 3:30pm and required to go to BASC.)

- **Completed forms must be submitted to the school by the second Monday in June for the following school year. Payment will be withdrawn beginning on or about September 15.**
- **Payment for Option A- BASC regular use is made by monthly PAD. Please supply a VOID cheque or printout of banking information only.**  
For the purpose of calculating fees, an annual average has been calculated so that each month is exactly the same PAD from your bank account over the 10 school months. Draws are on the 15<sup>th</sup> of each month.
- **Payment for Option B- BASC casual use is made by PAD. Please supply a VOID cheque or printout of banking information only.**  
Punch card payments will be drawn from bank accounts as instructed by the BASC supervisor and on the 15<sup>th</sup> of each month.
- **Late Pick-ups**  
In fairness and respect to the supervisors of our program, there is a charge if you are late in picking up your child(ren) after 5:30 pm. The cost is \$10.00 PER CHILD per 10-minute increment. Late pick-ups will be recorded by the supervisor and the charge will be added to your account.
- **Refunds/Changes**  
Option A covers all 10 months of the school year; **parents are permitted one change in option per school year.** Any change for the next month must be requested by before the 15<sup>th</sup> of the previous month, otherwise parents are responsible for fees for the next month.
- If for any reason your child attends BASC without being registered, there is a \$25.00 drop-in fee payable at time of pick up by cash, cheque, or e-transfer to [payments@sjbcommunity.ca](mailto:payments@sjbcommunity.ca)
- Families with discounts, please note that tax receipts are issued equally for all children. Tax receipts will be issued for the calendar year by February 28th, 2026.
- BASC payments inquiries can be directed to Mr. Garcia at [finance@sjbcommunity.ca](mailto:finance@sjbcommunity.ca)

### Option A- Regular Use

Regular daily use September through June.

Before School	Monthly Fee	After School	Monthly Fee	Before & After School	Monthly Fee
Child #1	\$100	Child #1	\$148	Child #1	\$233
Child #2 25% Discount	\$75	Child #2 25% Discount	\$111	Child #2 25% Discount	\$175
Child #3 50% Discount	\$50	Child #3 50% Discount	\$ 74	Child #3 50% Discount	\$116.50

e.g. Before School 2 Children: Monthly draw will be \$87.50 per child

e.g. BASC 3 Children: Monthly draw will be \$174.83 per child

### Option B- Casual Use

Rate is \$140.00 per punch card. 10 usages per card.

- Must be purchased prior to students attending BASC.
- Punch cards can be used for all children in one family and any one session.
- Cards do not carry forward to next year.
- BASC supervisor will keep punch cards on file; parents will be advised when two sessions remain.

## BASC REGISTRATION FORM

FAMILY NAME: \_\_\_\_\_

STUDENT(S) NAME:

1 : \_\_\_\_\_

2 : \_\_\_\_\_

3 : \_\_\_\_\_

PLEASE CHECK ONE:

OPTION A: ☐ Before School ☐ After School ☐ Before & After School

OPTION B: ☐ Punch Card

PAYMENT INFORMATION:

Attach void cheque OR complete information below.

Account Holder Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Transit #: \_\_\_\_\_

Route #: \_\_\_\_\_

Account #: \_\_\_\_\_

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By printing and signing below, the undersigned parent(s)/guardian(s) acknowledge that they have read, understood, and agree to be bound by the terms and conditions set forth in the BASC Program Handbook.

\_\_\_\_\_  
Print Full Name of Parent

\_\_\_\_\_  
Date

PARENT SIGNATURE: \_\_\_\_\_