

CLUB MED POLICY

Revision A

1. Purpose

The purpose of this policy is to describe the Club Med program.

2. Scope

This policy applies to Immanuel Christian School Society of the Oshawa District.

3. Definitions

N/A

4. Accountability

The Chief Operating Officer is responsible for implementing, staffing and enforcing this policy.

5. Procedure

5.1. Goal

The goal of Club MED is to better serve the needs of ICS parents both now and for future families. The club provides parents with the peace of mind knowing that their children are in a safe and healthy environment, both before and after school hours. The services are offered to all students (enrolled) at Immanuel Christian School from JK through to Grade 8.

5.2. The Club MED Program

The Club MED program has been organized to provide care for all students before school begins and after the regular curriculum of the school day ends. This service provides supervised playtime both in and outside, quiet time, and time for students to complete homework. This service does not provide refreshments.

5.3. Fees

The cost of using this service is on a pay per use system. (See attached schedule – Appendix A.) After much research, the rates determined are competitive with other care providers and will be reviewed annually. Office administration will sell vouchers to parents wanting to use Club MED services. All fees collected will be assumed by Immanuel Christian School.

5.4. Staffing

5.4.1. Staffing of the Club MED program would consist of the following:

5.4.1.1. One adult to oversee the program. This person would be called the Coordinator.

5.4.1.2. Additional care providers dependant upon the number of children involved in the program. The program will abide by the following ratios:

- Up to 10 students: One adult
- From 11 to 15: One adult and one student assistant.

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- From 16 to 20: Two adults or one adult and two assistants
- More than 20: Two adults and student assistants as required.

5.4.1.3. Various students will share the student assistant positions.

5.4.2. Qualifications of the Coordinator

- 5.4.2.1. The coordinator will possess a valid First Aid and CPR certificate as well as a police check.
- 5.4.2.2. Must be able to plan and implement a variety of activities.
- 5.4.2.3. Must be accurate in accounts regarding attendance of students.
- 5.4.2.4. Must be accurate in accounts regarding dues owed by users of the club.

5.4.3. Qualifications of the assistants

- 5.4.3.1. The student will be recommended by staff and approved by the principal
- 5.4.3.2. The student must be mature and responsible.
- 5.4.3.3. The student must be 12 years of age or older.
- 5.4.3.4. Preference given to students who have successfully completed a babysitting course.
- 5.4.3.5. Must be able to take instruction from the coordinator
- 5.4.3.6. Show ability to control and engage students in various planned activities

5.4.4. All applicants for this program will be thoroughly screened prior to hiring; the staff hired will be a contract employee to the school. All staff will report to and be accountable to the ICS administration and the Board.

5.5. Role of the Coordinator

The coordinator will;

- 5.5.1. Be responsible for recording time and attendance each day keeping an accurate record of the individuals using the club.
- 5.5.2. Be responsible to manage and update student profiles (see attached application). This information would be accessible only to authorized staff and be available at a moments notice.
- 5.5.3. Schedule staffing and ensure the staff to student ratio is upheld.
- 5.5.4. Be responsible for planning and implementing activities.
- 5.5.5. Seek approval for purchases and track purchases.
- 5.5.6. Be available via cell phone provided by ICS to allow parents contact during club hours.

5.6. Conditions For Using The Club

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- 5.6.1. Club MED is based on a pay per use service.
 - 5.6.2. There are no in and out privileges allowed at the club.
 - 5.6.3. Prior to using this service care providers must complete the application form (Appendix A) and submit to the school office. Care cannot be provided without the completed application form.
 - 5.6.4. For security purposes care providers must sign child(ren) in and out each day.
 - 5.6.5. Caregivers must allow ICS to keep a picture of the child(ren) on file that is accessible to authorized staff only. (This is necessary for identification purposes and to enhance the safety of the child(ren).)
 - 5.6.6. 48 hours notice must be given to use the club, parents may pre-register for the club at the beginning of each month.
 - 5.6.7. 48 hours notice must be given in the event of a cancellation otherwise parents will be charged for service.
 - 5.6.8. Payment must be submitted by cheque to Immanuel Christian School.
 - 5.6.9. Parents must notify the coordinator if there is a change in the individual who will be picking up the child(ren). Signature verification and photo ID must be verified prior to child(ren) leaving.
 - 5.6.10. Students must follow the ICS Student Code of Conduct. Failure to do so will result in disciplinary action up to and including expulsion from the program.
- 5.7. Purchasing & Using Vouchers
- 5.7.1. The school clock in the front foyer will be the master.
 - 5.7.2. Vouchers may be purchased at the office or from the coordinator. ‘Single Child’ or ‘Family’ vouchers are available.
 - 5.7.3. The voucher will be punched and initialed by the coordinator and initialed by the parent for each session in which Club MED is used.
- 5.8. Additional Club Details
- 5.8.1. Drop Off: Parents/caregivers will enter the center doors ensuring the safe transition of their child(ren) is made to the club coordinator and initial the voucher. Use the doorbell in the foyer to page the coordinator if the building is locked.
 - 5.8.2. Pick Up: Parents/caregivers will enter the center doors and use the doorbell provided to page the coordinator. Transition of the child(ren) from the coordinator to the parent will be made after initials or photo verification.
 - 5.8.3. Service Hours: 7:00 am to 8:55 am and 4:00 pm to 6:00 pm
 - 5.8.4. Where: The following area will be utilized according to activities planned and supervised by coordinator: gym, outside, and designated classrooms.

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- 5.8.5. Enrollment: A child(ren) not picked up by a parent / caregiver by 4:05 p.m. (15 minutes after the last bell) will automatically be enrolled into the club and the parents will be billed accordingly.
- 5.8.6. Families will be able to purchase vouchers redeemable at anytime so long as child drop off arrangements are made 48 hours in advance.
6. Reference Documents
N/A
7. Records/Forms Used
- Appendix A – Fee Schedule and program outline
 - Research of rates