



**Oromocto 2018-2019
Parent Handbook & Timetable
Morning and After School Program
(K to Grade 6)**

300 Restigouche Road,
Oromocto, NB, E2V 2H5

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"If you can Dream it, you can Do it"

PARENT HANDBOOK

Program

FitKids After School Program is more than just a gym for kids. We encourage physical activity in the lives of our youth and stress the importance of being fit. We promote a healthy lifestyle with an emphasis on proper nutrition, exercise and rest. We aim to create a fun and interactive environment. Our goal is to motivate, build self-esteem and help create healthier bodies, mind and spirit. It is our intention to introduce kids to exercise and skills that relates to all sports.

Hours of Operation

FitKids After School Program will be open for operation with our morning program from 7:00 a.m. until every child gets on its respectable bus. In the afternoon we open 1:00 pm to 5:30 pm on Monday, Tuesday, and Thursday. On Wednesday (French District) and Friday (English District) we will be operating from 12pm to 5:30 p.m. The program will operate from 7:00 am to 5:30 pm on days when school is cancelled, or on Teacher Development days. **The program will be closed on the following holidays: New Years Eve, New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve Day, Christmas Day and Boxing Day.**

Enrollment & Enrollment Fees

FitKids After School Program will enroll as many as 45 students from Kindergarten to grade six. Provincial Licensing regulates space, so we will provide a waiting list. Post-dated cheques for the first of each month for 10 months will be required as well as a \$100 non-refundable deposit (which will be applied to your first month). This will guarantee your child's placement for the year.

Grade 3-6 Full time monthly rates of \$310 (June Included)

Kindergarten to Grade 2 Full time monthly rates of \$345 (June Included)

*Late pick up fee of \$5.00

NSF Checks – a charge of \$25.00

Storm day, PD day are included in your monthly fees

Part Time availability is based on Open Spots. Please email us to inquire about our part time program and cost.

Summer Fees to Secure your Spot for the upcoming School Year.

In order to secure your placement for September, each family is required to provide FitKids with two payments (July & August) in the amount of \$150.00 each per child (cash payment can be made in full by the end of June). Each family will be provided with two weeks of summer camp in return for their deposit.

Refund Policy

FitKids Afterschool Program require participants to provide them with a month notice in the event that a child is leaving the program prior to the end of the school year.

Transportation for outing

If required for an out of facility outing, we will provide transportation. We carry the insurance required for this service and an authorization form must be signed, by parent or guardian, for your child to participate. (Required by the Department of Social Development)

Fitness off-site

We will occasionally take outings that will include such activities as hiking, swimming, skating, sports hall of fame, etc.

Pick-Up from FitKids

If any persons other than the legal parent or guardian are going to be picking-up children, we will have to have written notice of this arrangement to authorize their release.

Absence from FitKids

Should your child **not** be attending FitKids on any given day, please let us know in advance by emailing fitkidsfitness@hotmail.com or by calling **357-2216**

Lunch & Snacks

Children will be required to bring their own nutritious after-school snacks and beverages. On half days children will be required to bring a lunch with them.

Parental Involvement

At FitKids we hope that as parents you encourage your children to explore all types of physical activity and emphasize the benefits of; proper rest and nutrition, and above all *fun!*

Parental Grievances

If at any time you, as parents, feel the need to express concerns with the facilities or our programs, do not hesitate to speak with any member of the FitKids staff. It is our intention to make sure your child's best interests are front and center at all times while they are enrolled in our programs.

Child Abuse and Neglect

Please be advised that the department of Social Development will be contacted in the event that any member of the FitKids staff has detected abuse or neglect.

Behavior & Discipline

FitKids After School Program is a program built on respect. The staff is positive, motivated and respectful of all members of the program. We encourage the members to do the same in return. In the event that a behavioral issue arises it will be dealt with in a respectful and mature fashion and parents will be informed immediately.

Personal Belongings

FitKids After School Program will not be responsible for personal property that is lost or stolen. Such items should be kept in book bags and will be kept in a secure place for the duration of the program. Students will require proper gym attire while in the program which would include; indoor athletic shoes, shorts or track pants, and t-shirt or sweatshirt.

Administering Medications & Illness

Parents must provide clear instruction and written permission to faculty for non-prescribed medication. All medications must be in original containers and clearly labeled.

FitKids After School Program will comply with the guidelines set out in the Management of Illness in Children and Staff in New Brunswick. If children are suffering from any illnesses set out in the guidelines they will be advised to stay home for the exclusion period. As well, if they are already at our facility, they will be separated and the parents notified.

Storm and Cancellations Policy

Storm: On days school is cancelled due to a storm, we will email all parents by 6:30 a.m. to inform all about our opening hours. We do our best to open at 7am, but due to the size and strength of some storms, we may delay the opening to allow safety for all. We will post our hours on Fitkids Facebook, 106.9 Cancellation page as well as an email will be sent out. We ask that parents email us fitkidsfitness@hotmail.com or text 471-0977 if you are bringing your child on the storm day and your expected time of drop off so we can ensure proper staffing.

Early closure

Very rarely have we closed early due to a storm or power outage. However, we would send an email, post a notice on our Facebook page, and do follow up phone calls to notify parents, ensuring parents received our message. As mandated by the department of Social Development, parents have 1 hour to make arrangement to pick up your child from our program

Unexpected Early Dismissal from school

If schools were to close early for any reason, we do not have the ability to call in staff on short notice. The program would not be available until our regular scheduled time.

Evacuation Plan and Meeting Location:

In the case we have to evacuate our building due to emergency our meeting location is: ACM Auto located at 299 Restigouche Rd. We will contact parents, and parents will have 1 hour to pick up their child from our care.

FITKIDS OROMOCTO WEEKLY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY FRANCO DISTRICT	THURSDAY	FRIDAY ENGLISH DISTRICT
12:30 TO 12:45			ARRIVALS WASH-UP CHANGE INTO GYM CLOTHES		ARRIVALS WASH-UP CHANGE INTO GYM CLOTHES
12:45 TO 1:15			LUNCH		LUNCH
1:15 TO 2:00			FREE TIME		FREE TIME
2:00 TO 4:00	ARRIVAL K-2	ARRIVAL K-2	FIELD TRIP OUTING ON-SITE ACTIVITIES	ARRIVAL K-2	FIELD TRIP OUTING ON-SITE ACTIVITIES
3:15 TO 3:45	ARRIVALS 3 -6 WASH-UP SNACKS CHANGE INTO GYM CLOTHES	ARRIVALS 3 -6 WASH-UP SNACKS CHANGE INTO GYM CLOTHES	ARRIVALS 3 -6 WASH-UP SNACKS CHANGE INTO GYM CLOTHES	ARRIVALS 3 - 6 WASH-UP SNACKS CHANGE INTO GYM CLOTHES	ARRIVALS 3 - 6 WASH-UP SNACKS CHANGE INTO GYM CLOTHES
3:45 TO 4:00	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME
4:00 TO 4:45	FITNESS CLASS	FITNESS CLASS	FITNESS CLASS	FITNESS CLASS	FREE TIME
4:45 TO 5:30	HOMEWORK READING FREE TIME PICK-UP TIME	HOMEWORK READING FREE TIME PICK-UP TIME	HOMEWORK READING FREE TIME PICK-UP TIME	HOMEWORK READING FREE TIME PICK-UP TIME	HOMEWORK READING FREE TIME PICK-UP TIME



“PEOPLE BECOME REALLY QUITE REMARKABLE WHEN THEY START THINKING THAT THEY CAN DO THINGS.

WHEN THEY BELIEVE IN THEMSELVES THEY HAVE THE FIRST SECRET OF SUCCESS.”