



Regina Roman Catholic Separate School Division # 81

School, Community, and Home Relations 11260 Before and After School Programs	Administrative Application	
	Effective:	December 18, 2018
	References:	Policy 12 – Role of the Director Policy 17 – Catholic School Community Councils
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) views *Before and After School* programs as a viable way to assist parents in supporting a safe and supervised place for children to participate in constructive activities and form positive relationships with peers and adults. Such programs are intended to supplement what children learn during the regular school day by offering students additional opportunities that promote spiritual, academic, emotional, physical, social and moral growth development.

RCSD believes in facilitating support to Catholic School Community Councils (CSCC) in providing children with such opportunities. *Before and After School* programs shall be subject to Senior Administration approval and under the general supervision of the principal. Permission to operate the *Before and After School* programs shall be granted only to the school's CSCC.

Application

1. *Before and After School* programs shall require support and approval of school administration, the CSCC executive and the Senior Administrator responsible for *Before and After School* programs
2. Each application shall contain documentation of general parent support and a written program proposal outlining the type of program and program implementation details, including a proposed fee schedule.
3. Each successful application shall develop policies and operational procedures that are in alignment with procedures to assure student safety, disclosure of information, adhering to reporting child abuse protocols, accidents, sick children, emergency contacts and emergency plans.
4. *Before and After School* programs will be limited to students attending the school.
5. *Before and After School* programs will only operate on days that the school is open for students.
6. The CSCC executive shall provide general supervision of the *Before and After School* program personnel under the direction of the school principal or designate.
7. A CSCC may solicit the services of a third party provider to operate their *Before and After School* program. When a CSCC hires a third party provider, the third party provider shall be required to sign an operating agreement providing proof of insurance, at amounts prescribed by the school division, for use of RCSD facilities.
8. *Before and After School* program personnel and third party providers shall be required to:



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- a. provide a current police criminal record check;
 - b. ensure the integrity and security of RCSD facilities and equipment;
 - c. adhere to the security provisions as directed by school administration;
 - d. access only those areas as determined by school administration.
9. *Before and After School* programs shall require Senior Administration approval on a yearly basis.
10. *Before and After School* programs may be approved subject to the following conditions: availability of space, work load and impact on custodial services and no additional costs related to equipment or facilities improvements shall be required. The CSCC executive shall be responsible for costs of additional custodial services and/or the replacement of damaged equipment.
11. RCSD has added the CSCC as named insured on their general liability insurance policy.
12. Kindergarten children shall not be eligible to participate in this program in accordance with Social Services legislation.