

Spring 2024 After School & School Holidays guidelines:

Drop-off/Pick-up:

<u>School Holidays:</u>	Drop off time: 9:00am (9:10am the latest) Pickup time: 2:00pm (2:10pm the latest)
Location:	Inside Prospect Park, by the 5th St. (drop off) and 3rd St. (pickup) entrances. See coordinates below.
<u>After School:</u>	Drop off time: 3:00pm Pickup time: 5:30pm (5:40pm the latest) Pickup times at schools: 2:30pm-2:45pm
Location:	Inside Prospect Park, near 3rd Street entrance. See coordinates below.

It is really important to be on time, as it's otherwise not only disruptive to our flow, but also depriving all the children that are on time of valuable playgroup time. We will leave for our park location no later than 9:15am.

Timely pickup is equally important; we will charge a late fee of \$ 25 per incident, if you repeatedly arrive more than 10min late. If you are not the one picking up your child, please let your babysitter or designated pickup person know to be there on time, or 5 minutes early.

** Important: If you need to contact us in the morning of playgroup (to let us know you are running late or unable to send your child to playgroup), please text us; do not send an email - we are more likely to see the text notification right away, but will not be able to check emails. If we don't respond to a text message and you need to get in touch with us, please call us. If you try to contact us close to drop off time, we may already be in the park and may not be able to respond immediately as the reception by the park entrances is spotty. **

For the safety of your child, **please make sure there is a clear and verbal handover**, especially during pick-up times and please do not encourage your child to run towards you before we have reached the pick-up point. We also kindly ask you to let any authorized caregiver know not to meet us along the way back to the pick spot; it creates a lot of confusion. If you need to pick up your child earlier, please let us know and we will make arrangements with you.

If your child used a scooter to get to playgroup, *please take it with you after drop off*. Children should not bring any of their own toys to playgroup. We will not be able to carry scooters and/or toys with us into the park.

What to wear:

It is really important that your child wears the right clothing for the right weather. For any normal day, please always pack the following:

- 2 sets of spare socks
- Spare pants and a spare t-shirt/shirt.
- Rain jacket if it's overcast that day.

For a day when rain is predicted, please have your child wear

- Waterproof shoes, or rain boots.
- Waterproof jacket and pants or a muddy-buddy.
- No umbrellas please!

Please always pack clothing that is warmer than you think you need for your child; layering is key - we can always remove clothing if it's too hot, but we won't have anything if it's too cold; all too often the weather turns quickly and the kids can get really cold if unprepared and drenched. If it rains and your child is not dressed properly we will have to call you to bring clothing or pick your child up.

Please mark your child's belongings (with marker, tape or tags) - water bottles, lunch boxes, backpacks, jackets, sweaters, hats, gloves, etc....

Cancellation due to inclement weather:

We will do our best to send an email the evening before playgroup if we need to cancel the next day. There are times when on the evening before it's not quite clear what the next day will be like and on those occasions we will make a decision early in the morning and if we need to cancel we will send a text out to let you know.

Make ups/Refunds:

Cancellations of playgroup (due to inclement weather, air quality issues, or a teacher's illness), while rare, do occasionally happen. If we have to cancel After School, we will offer a make up day; we are unable to offer any refunds or credits for days missed due those above circumstances. Make ups need to be completed within the semester and cannot be carried over to any following semester or future playgroup. Should a make up not be possible due to the fact that a child is signed up for both After School days available per week , we will refund 50% of the tuition paid for the canceled day(s).

If we have to cancel a School Holiday (due to inclement weather, air quality issues, or a teacher's illness) we will offer a make up day on another School Holiday; should this not be possible due to space restrictions or scheduling conflicts, we will refund 50% of the tuition paid for the canceled day(s). Make ups for missed School Holidays cannot be carried over any following semester or future playgroup.

There are no make ups, or refunds for playgroup days missed due to a child's travel or scheduling conflict. We will try to offer make ups for days missed due to a child's illness - solely at our discretion and only if there is space on an alternate day.

Tuition & Payment:

Tuition for After School and School Holidays needs to be paid in full at the point of registration. Please ensure that the days selected for your child are what you actually need; once registered you are committing to the entire After School semester and/or School Holidays selected.

Should your plans change and you need to cancel up to 45 days before Fall 23 semester starts, we will refund 50% of the tuition paid (minus registration fee and any applicable, non-refundable credit card charges).

Should your plans change and you need to cancel less than 45 days before Fall 23 semester starts, or any time after the semester started, we are unable to refund any part of the tuition.

Suitable replacement - After School only:

Should your plans change and you need to cancel less than 45 days before Fall 23 semester starts, or any time after the semester started, you can have another parent/family take over your child's After School spot, as long as you are solely responsible for all communications and financial negotiations/transactions with that parent/family. The parent/family taking over your spot still needs to register with us (and pay a registration fee, if new) and their child must fit any of the requirements (age, etc.) as all other registered After School students.

Media:

Photographs and videos are an essential part of TOCA; they help document the work we do and are important for all parents, new, current, or past, to get an idea of our work, the environment the children are in and their daily activities. We therefore require your consent to post selected images on our website and social media accounts; we will never reveal any child's name or identity.

Health:

Please, proactively check your child's temperature before leaving the house; children that have elevated temperature, or a runny nose, or cough, will not be allowed to participate that day. If your child is showing any symptoms of an oncoming illness, we will ask that you keep your child home that day and inform us accordingly.

And please do not send your child to playgroup if there is a highly contagious virus, like a stomach bug, in your household.

*** Important! - Please do a tick check as soon as your child gets home. ***

Summary of guidelines:

Max. number of children per group: 12

Ratio of children per adult: 4-6

Drop off after school: 3:00 pm

Pickup after school: 5:30 pm

School pickup: 2:30 pm - 2:45 pm

Location: 3rd Street entrance

Drop off school holiday: 9:00 am

Pickup school holiday: 2:00 pm

Location: 5th Street entrance

Things to bring: Water, snacks, lunch, hat, rain gear (weather dependent); 2nd set of dry clothes.

Things not to bring: Toys, scooters, umbrellas.

Clothing: according to weather and temperatures; err on the safe side for bad weather; with 30% chance of rain and up - pack rain gear.

Health: if your child has symptoms of illness, such as temperature, runny nose, cough, vomiting, diarrhea, or a rash: Keep child at home. Notify us.

Lunch: please prepare easy to eat items and pack them so they are easy to open and get.

Sunscreen & bug spray: please apply on child before drop off.

Scooters: cannot be left with the playgroup

Tick check: please do this every day you get home from the park.

Cancellation due to inclement weather: We will notify you via email the evening before or via text on the morning of playgroup if we need to cancel playgroup.

Cancellation policy & refunds: If we have to cancel playgroup due to inclement weather or a teacher's illness, we will offer a make up day. There are no refunds or credits for days missed due to a child's illness, travel or cancellations.

Makeups: Make ups for missed days due to a child's illness are possible solely at our discretion and only if there is space on an alternate day. Makeups cannot be carried over to another season of playgroup. No makeups for missed days due to travel or scheduling conflicts.

*****Big note on weather:** The weather forecast has been extremely unreliable as of late; this fall a day that was supposed to have drizzle at most turned into one of the worst flooding events in the city. Please be proactive and pack at least some rain gear on a day that is overcast, even if there is no rain predicted. On a day where there is a chance of rain of 20%-30% proactively pack all rain gear.*******

Location:

Drop-off - School Holidays

Google maps: [40°40'01.4"N 73°58'28.4"W](#)

From Prospect Park West at 5th Street enter the park we will on the lawn to the right of the driveway.

Pickup - both After School & School Holidays

Google maps: [40°40'03.9"N 73°58'25.5"W](#)

From Prospect Park West at 3rd Street enter the park; we will by the triangle by the benches.

