



PARENT HANDBOOK

Before & After School Program

École St. Gerard School • 2026-2027

Safe • Respectful • Reliable • Child-Centred

Website: littlepatchofheaven.ca

Program location: École St. Gerard School, 205 Montreal Avenue North, Saskatoon, Saskatchewan

This handbook sets out Little Patch of Heaven BASP policies and family expectations. It is designed to operate consistently with applicable Saskatchewan child-care requirements and the host school's/division's site, safety, access, and student conduct requirements. Where a law, licence condition, school rule, or written facility agreement imposes a higher standard, that requirement governs.



1. Welcome & Program Purpose

Welcome to Little Patch of Heaven Ltd. Before & After School Program (BASP) at École St. Gerard School. Our purpose is to provide a safe, dependable and welcoming environment for school-age children before the school day and after dismissal, with age-appropriate opportunities for play, social connection, quiet activities, homework support and recreation.

Little Patch of Heaven BASP is an independently operated child-care program located within the school. Families remain responsible for following both this handbook and applicable school/division expectations while using school property.

2. Regulatory & School-Division Alignment

The program will operate in accordance with the requirements that apply to its licence/approval and facility arrangement, including applicable provisions of The Child Care Act, 2014 and The Child Care Regulations, 2015, Government of Saskatchewan child-care standards and guidance, and applicable Greater Saskatoon Catholic Schools and École St. Gerard School procedures for access, safety, emergency response, conduct, privacy and use of school premises.

- School-age staffing will be scheduled so that applicable staff-to-child ratios and supervision requirements are maintained.
- Children will be actively supervised and accounted for through attendance, sign-in/sign-out and transition procedures.
- Program use of classrooms, gymnasium, playgrounds, entrances and other school spaces is subject to the school's approval and site rules.
- The program will cooperate with the principal/designate and school emergency procedures when an event affects the building.
- This handbook does not replace Saskatchewan legislation, licence conditions, school rules or the written facility-use agreement.

3. Hours of Operation

Session	Hours	Notes
Morning	7:30 a.m. - 8:55 a.m.	Care before the school day; children transition to school at the agreed school hand-off time.
Afternoon	3:30 p.m. - 6:00 p.m.	Care after dismissal until authorized pick-up.

Program availability on professional development days, early dismissals, school closures, holidays, summer breaks or other non-instructional days will be communicated separately and is subject to staffing, school access and the service selected by the family. The program does not automatically provide care when the school building is unavailable.

4. Registration & Securing a Space

To secure a spot, the registration process must be completed. A space is not guaranteed until required forms are complete, required fees/deposits are received, and the program confirms acceptance in writing.

Item	Amount	Description
Application Fee	\$25.00	One-time, non-refundable fee due at time of application.
Security Deposit	\$100.00	Secures your child's spot; applied to the last month of care, subject to the agreement and account being in good standing.



Registration information must remain current. Parents/guardians must promptly update telephone numbers, addresses, emergency contacts, authorized pick-up persons, medical/allergy information, custody/access information and school schedule changes.

5. Service Plans & Monthly Fees

Plan Type	Monthly Fee	Details
Full-Time Care	\$375.00	Before and after school care, Monday to Friday on regular school days, subject to the program calendar.
Part-Time Morning Only	\$250.00	Care during morning BASP hours only.
Part-Time Afternoon Only	\$250.00	Care during afternoon BASP hours only.
Flexible Plan	\$200.00	Up to 10 days per month, flexible scheduling. Advance booking is required and is subject to available space and staffing.

Fees reserve the agreed child-care arrangement and are not calculated solely by actual attendance unless the written agreement states otherwise. Additional charges may apply only as disclosed in this handbook or in a written agreement.

6. Collection of Fees

Category	Details
Payment Due Date	Fees are due on the first day of each month, in advance of services.
Payment Method	E-transfer to patchofheaven02@gmail.com
Late Payment Fee	\$75.00 charged when the monthly payment becomes late.
Daily Late Fee	Additional \$10.00 per day until payment is received.
Late Pick-Up Charges	See the Late Pick-Up Policy below.

Timely payments and pick-ups help maintain stable staffing and uninterrupted program operations. Families experiencing a payment issue are expected to contact the program before the due date.

7. Schedule Changes, Absences & Communication

We understand the importance of adhering to a specific schedule. Parents/guardians must provide advance notice of changes to a child's drop-off or pick-up schedule. As a courtesy, we ask for one week's notice whenever reasonably possible, including planned early drop-offs, changes in attendance days or changes to pick-up arrangements. This allows the program to plan staffing and maintain required supervision.

If your child will be absent, please contact the program before 7:00 a.m. whenever possible. For unexpected absences or emergencies, notify the program as soon as reasonably possible. If staffing has been scheduled and an employee reports for duty because no absence notice was received, the program remains responsible for staff compensation; therefore, regular fees are not reduced solely because a child is absent.

Effective communication and collaboration with families are essential to safe, reliable care.



8. Arrival, School Transition & Departure

- Morning: a parent/guardian or authorized adult must ensure the child is transferred into program supervision and recorded as present.
- School hand-off: staff will follow the site's approved transition procedure so children move from BASP supervision to school supervision.
- After school: children must report directly to the BASP location at dismissal. Parents must tell the program in advance if the child will not attend.
- Departure: children are released only to an authorized person, or under a documented independent-departure arrangement approved by the parent/guardian and program where appropriate.
- Parents must not instruct a child to leave by text/phone without also notifying the program.

9. Sign-In / Sign-Out & Authorized Pick-Up

- All children must be signed in and out daily according to the program's attendance procedure.
- Staff may require government-issued photo identification from any person whose identity is not known to staff.
- Only individuals listed as authorized, or temporarily authorized by the parent/guardian using an accepted verification method, may pick up a child.
- A parent/guardian must provide copies of any court order or legal document that restricts access. The program cannot enforce informal custody instructions that conflict with a legal right of access.
- Staff will document unusual release circumstances and may contact the parent/guardian, school administration, police or child protection authorities when necessary for child safety.

10. Emergency Plan Integration

The BASP emergency plan is coordinated with the realities of operating inside a school. Staff will follow the program's emergency procedures and, when the school activates a building-wide response, will follow the school's directions for evacuation, lockdown/secure-the-building, shelter-in-place or relocation.

ID Verification & Discrepancies

- If identity or authorization cannot be verified, staff will not release the child until verification is confirmed.
- Staff will contact the parent/guardian immediately.
- Where a child's safety may be at risk, staff may involve police or child protection authorities.

Missing Child Protocol

If a child cannot be located, staff will immediately activate the missing-child procedure: confirm attendance and last known location, alert available program/school personnel as appropriate, search designated areas without leaving other children unsupervised, contact the parent/guardian, and contact police promptly. The program will not delay an emergency police call merely to wait for a fixed time period when circumstances indicate immediate risk.

Additional Pick-Up Scenarios

Scenario	Protocol
Lost or Forgotten ID	Staff will use alternate verification. The individual may be asked to wait until identity/authorization can be confirmed.
Temporary Pick-Up Authorization	Parent/guardian must provide written authorization or direct verified communication. Staff will document the authorization and verify the person's identity.
Unfamiliar Authorized Person	Government-issued photo ID may be required before release.



11. Late Pick-Up Policy

Program closing time is 6:00 p.m. Occasional delays can occur, but punctual pick-up is essential for child safety and staff scheduling.

1. Initial contact: Staff will attempt to reach the primary parent/guardian contact.
2. Emergency contacts: If the primary contact cannot be reached, staff will contact authorized emergency contacts.
3. Escalation: If no authorized adult can be reached or arrives within a reasonable period after closure, staff will follow child-safety procedures and may contact child protection services and/or police for direction. Staff will remain with the child until a safe transfer occurs.
4. Repeated late pick-ups: Chronic late pick-up may lead to a meeting, a written improvement plan, revised arrangements, or termination of care.

Time	Charge
After 6:00 p.m.	\$25.00 late pick-up fee
After 6:15 p.m.	Additional \$30.00 late pick-up fee

Parents should contact the program as soon as they anticipate being late. Late fees are intended to address staff overtime and operational impact and will be added to the account.

12. Health, Illness, Medication & Allergies

- Parents must provide complete and current health, allergy and emergency information.
- A child who is too ill to participate safely, requires care beyond what staff can reasonably provide, or presents symptoms requiring exclusion under applicable public-health/program guidance may need to remain home or be picked up.
- Medication will only be administered under the program's medication procedure, with written parent/guardian authorization and appropriate labelling/storage.
- Emergency medication such as epinephrine or inhalers must be accessible to trained staff according to the child's plan.
- Parents must immediately notify the program of communicable disease, serious allergy changes or other information necessary to protect the child and group.

13. Food & Snacks

Little Patch of Heaven BASP does not provide meals. Food from home is encouraged when needed. Families must follow the school's and program's allergy-aware requirements. Please avoid bringing nuts and nut products. Staff may restrict additional foods where needed to manage a documented allergy or school safety requirement.

Children should bring food in clearly labelled containers. Sharing food between children is discouraged because of allergy and dietary risks.

14. Behaviour Guidance, Inclusion & Respect

Our approach is preventive, respectful and developmentally appropriate. Staff use clear expectations, redirection, problem-solving, natural/logical consequences, restorative conversations and positive reinforcement. Physical punishment, humiliation, threats, degrading treatment and other prohibited practices are not acceptable.

- Children are expected to treat peers, staff, school personnel and property respectfully.
- Parents/guardians are expected to communicate respectfully with staff and other families.
- The program will work with families on reasonable strategies and supports when behaviour is persistent or creates safety concerns.
- Where a child's needs exceed what the program can safely support with available staffing/resources, the program will meet with the family to consider an individualized plan and available supports.



15. Bullying, Harassment, Violence & Weapons

Bullying, harassment, threats, fighting, discriminatory conduct, sexualized misconduct, weapons and deliberate damage to property are not permitted. Incidents will be addressed according to their seriousness, the child's age and needs, applicable program policy and school/site requirements. Serious or immediate safety concerns may require parent pick-up and notification to school administration, police, child protection or other authorities as appropriate.

16. Child Protection & Duty to Report

Staff will act on concerns about child safety in accordance with Saskatchewan law. Where there are reasonable grounds to suspect that a child may be in need of protection, the matter will be reported to the appropriate child protection authority as required. Staff do not require parental permission to make a legally required report.

17. Privacy, Photos & Records

- Personal information is collected only as reasonably necessary to enrol, supervise, communicate about and protect children, administer fees and meet legal/operational requirements.
- Child records are kept securely and access is limited to authorized persons.
- Photos/videos for program communications, website or social media require the applicable parent/guardian consent.
- Parents must not photograph or post identifiable images of other children without permission.
- Information may be shared without consent when required or authorized by law, including emergencies and child-protection matters.

18. Personal Belongings & Technology

Children should bring only items needed for school and BASP. The program is not responsible for loss or damage to valuables. Personal devices must remain stored unless staff permit their use for a specific purpose. School/device rules continue to apply while children are on school property.

19. Outdoor Play, Gym & School Spaces

Children may use approved indoor and outdoor school spaces. Activities are subject to weather, supervision, school scheduling, facility rules and risk assessment. Children must use equipment safely and follow staff instructions. Families should provide weather-appropriate clothing.

20. Incidents, Injuries & Emergencies

- Staff will provide first aid within their training and seek emergency medical assistance when required.
- Parents/guardians will be notified of significant injuries, illness, emergencies or incidents involving their child.
- Emergency services may be called before a parent is reached when delay could place a child at risk.
- Parents are responsible for keeping emergency contacts current and for costs not covered by public services/insurance where legally applicable.
- Incidents will be documented according to program and regulatory requirements.

21. Severe Weather, School Closure & Unplanned Closure

BASP operation depends on safe staffing and access to the school. If the school/division closes the building, restricts access, or an emergency makes operation unsafe, BASP may close or alter service. Families will be notified as soon as practicable.



Parents should maintain a backup care plan for closures caused by weather, utility failure, public-health direction, building emergencies or other circumstances beyond the program's control.

22. Commitment to Communication

Little Patch of Heaven values timely, respectful communication. Questions or concerns should first be brought to the program director/designate so they can be addressed promptly. Families are encouraged to share relevant changes in the child's routine, well-being, family circumstances or school schedule when the information affects care.

- Routine matters: use the program's designated communication channel.
- Urgent same-day attendance/pick-up changes: contact the program directly and ensure receipt is confirmed.
- Safety concerns: contact staff immediately.
- Concerns about school matters that are outside BASP authority should be directed to the school.

23. BASP Termination of Care Policy

Little Patch of Heaven BASP aims to resolve concerns collaboratively. However, care may be suspended or terminated when continued service is not safe, workable or consistent with the childcare agreement. Circumstances may include:

- Non-payment of fees or repeated late payments after reasonable notice.
- Repeated failure to follow attendance, pick-up, authorized-release or safety procedures.
- Serious or repeated verbal abuse, threats, harassment or physical aggression by a parent/guardian, child or associated person.
- Behaviour that creates a serious and continuing safety risk that cannot be reasonably managed with available supports.
- Materially false or withheld information affecting the child's safety or lawful operation of the program.
- Repeated violation of the Childcare Agreement, this handbook, or applicable school/site requirements.
- Loss of school access, licence/approval, staffing capacity or other operational circumstances that make care unavailable.

Except where immediate action is necessary for safety, legal compliance or serious misconduct, the program will normally provide written notice and an opportunity to discuss the concern. Any deposit/refund treatment will follow the signed agreement and applicable law.

24. Parent Responsibilities

- Complete all registration and consent forms accurately.
- Pay fees by the due date.
- Notify BASP of absences and schedule changes.
- Ensure the program always has current emergency and authorized pick-up information.
- Pick up by 6:00 p.m.
- Provide appropriate clothing, snacks/food and required medication.
- Treat staff, children and school personnel respectfully.
- Review school calendars and BASP closure notices.
- Read and follow this handbook and the signed Childcare Agreement.

25. Handbook Acknowledgement

Policies may be updated when required by legislation, licensing, public health, school/division requirements, insurance or operational needs. Material changes will be communicated to families. Continued care after notice of a change may require a new acknowledgement or agreement.



Reference Framework

Prepared with reference to Saskatchewan's child-care regulatory framework, current Government of Saskatchewan child-care guidance, and publicly available school/division information for École St. Gerard School and before/after-school programs. Families may review current official requirements through Saskatchewan.ca, gscs.ca and littlepatchofheaven.ca. This handbook is an operational policy document and is not legal advice.



PRINTABLE & FILLABLE FORMS

The following forms may be printed and completed by hand. A separate fillable PDF package is also provided.

FORM 1 - CHILD REGISTRATION & FAMILY INFORMATION

Child's full legal name _____

Preferred name _____

Date of birth _____

Grade _____

Teacher/Classroom _____

Home address _____

Parent/Guardian 1 _____

Relationship _____

Phone _____

Email _____

Parent/Guardian 2 _____

Relationship _____

Phone _____

Email _____

Primary language(s) _____

Start date requested _____

Parent/Guardian signature _____

Date _____



FORM 2 - PROGRAM PLAN & SCHEDULE

Child's name _____

Start date _____

Select plan:

☐ Full-Time \$375 ☐ Morning Only \$250 ☐ Afternoon Only \$250 ☐ Flexible up to 10 days \$200

Regular attendance schedule:

Day	Morning 7:30-8:55	Afternoon 3:30-6:00
Monday	☐	☐
Tuesday	☐	☐
Wednesday	☐	☐
Thursday	☐	☐
Friday	☐	☐



FORM 3 - EMERGENCY CONTACTS & AUTHORIZED PICK-UP

Child's name _____

Emergency Contact 1 _____

Relationship _____

Phone _____

Emergency Contact 2 _____

Relationship _____

Phone _____

Authorized Pick-Up 1 _____

Relationship _____

Phone _____

Authorized Pick-Up 2 _____

Relationship _____

Phone _____

Authorized Pick-Up 3 _____

Relationship _____

Phone _____

Parent/Guardian signature _____

Date _____



FORM 4 - HEALTH, ALLERGY & MEDICAL INFORMATION

Child's name _____

Health card number (optional unless required) _____

Physician/Clinic _____

Phone _____

Allergies _____

Symptoms/reaction _____

Emergency treatment/action plan _____

Medication _____

Medical/health information staff should know _____

Parent/Guardian signature _____

Date _____



FORM 5 - CONSENT & PERMISSIONS

Child's name _____

☐ YES ☐ NO Emergency medical treatment/ambulance when reasonably necessary

☐ YES ☐ NO Participation in supervised school-site indoor/outdoor activities

☐ YES ☐ NO Use of gym/playground/approved school spaces

☐ YES ☐ NO Photo/video for private parent communication

☐ YES ☐ NO Photo/video for website/social media

Parent/Guardian signature _____

Date _____



FORM 6 - CUSTODY / ACCESS & RELEASE INFORMATION

Child's name _____

Are there custody/access restrictions? _____

Details _____

Court order/document provided? _____

Special release instructions _____

Parent/Guardian signature _____

Date _____



FORM 7 - PARENT HANDBOOK & FEE AGREEMENT ACKNOWLEDGEMENT

Child's name _____

Parent/Guardian name _____

I acknowledge that I received/reviewed the Little Patch of Heaven BASP Parent Handbook and agree to follow the program's policies and fee/payment terms, including the applicable plan selected in my Childcare Agreement.

☐ Application fee \$25 paid ☐ Security deposit \$100 paid

Parent/Guardian signature _____

Date _____

Program representative _____



FORM 8 - TEMPORARY PICK-UP AUTHORIZATION

Child's name _____

Date _____

Temporary authorized person _____

Relationship _____

Phone _____

Authorization valid from _____

Authorization valid until _____

Parent/Guardian signature _____

Date _____



FORM 9 - SCHEDULE CHANGE / ABSENCE NOTICE

Child's name _____

Date submitted _____

Effective date(s) _____

Reason / details _____

Parent/Guardian signature _____

Date _____



FORM 10 - EMERGENCY INFORMATION CARD

Child's name _____

Date of birth _____

Parent/Guardian _____

Primary phone _____

Emergency contact _____

Emergency phone _____

Allergies/medical alerts _____

Emergency medication _____

Parent/Guardian signature _____

Date _____