



**AP 10.01**

**Category: School and School Community Relations**

**Out of School Care Program**

**BACKGROUND & RATIONALE**

Coordination of work and school hours can be challenging for parents but more so for parents of CAPE children/students because CAPE does not provide bussing. In consideration of the constraints that transportation of students places on parents, CAPE, with the full support of the CAPE Charter Board, provides a reasonably priced, quality Out of School Care Program operating in the school after the hours of instruction.

**PURPOSE**

The purpose of the CAPE Out of School Care Program is to provide families of CAPE school with reasonably priced, quality childcare that supports positive child development. The philosophy of CAPE school is “to foster a desire to learn, to grow, to explore, to excel, to achieve”. This philosophy extends into our Out of School Care Program, which is dedicated to the provision of a safe and quality environment for our children.

**PROCEDURE**

1. The Superintendent is responsible for the overall supervision and operation of the CAPE Out of School Care Program.
2. The Secretary-Treasurer is responsible for the financial management of the CAPE Out of School Care Program. This includes but is not limited to the payment of OSC bills, the preparation and presentation of monthly statements to the Finance Committee and the CAPE Charter Board, and review of bank statements, and payroll. The Secretary-Treasurer is to ensure that all deposits are accurate and timely.
3. The Principal is responsible for all aspects of the daily operation of the CAPE Out of School Care Program. This includes the development of and all necessary updates to the Service Plan, Parent Handbook, checklists, and other forms.
4. The Principal is responsible for ensuring that all caregivers have the required credentials, certificates, and checks. No individual will be employed as a caregiver in the CAPE Out of School Care Program without clear criminal and child welfare checks, first aid and CPR certificates, or accepted credentials.

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5. The Principal is responsible for the safety of all within the CAPE Out of School Care Program by ensuring that procedures are in place for emergencies involving injury of students and emergency site evacuation and for the accounting of each student participating in the program and release of students to parents or guardians authorized to pick up students. The Principal is to ensure that all caregivers are familiar with all safety procedures and follow them at all times.
6. The Principal is responsible for the supervision of all caregivers and the adherence of all caregivers to Policy 10.4 and the Administrative Procedures and Forms that are attached to this policy, the CAPE Charter, the School Act, Regulations, and all other Acts.
7. The Principal or designate will ensure that registration forms are accurately and completely filled out, filed, and available upon request.
8. The Principal or designate will ensure that all time sheets are properly completed and given to the Secretary-Treasurer as well as grant information and any other financial information in a timely manner.

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**References:**

CAPE Policy 10.03

*CAPE charter*

*Child Care Licensing Act*

*Child Care Licensing Regulation School Act*

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