

EXCEL Handbook

2011-2012

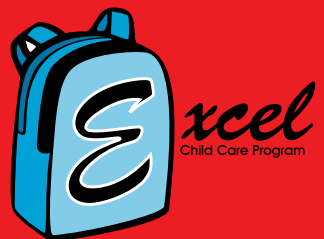


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EXCEL PARENT HANDBOOK 2011-2012

The EXCEL Child Care Program, a department of the Halifax Regional School Board, offers an option to parents when selecting care for their children in the times before school and following afternoon dismissal. With programs designed for students in grades primary through six, our goal at EXCEL is to create an organized, fun atmosphere for your child. The name EXCEL stands for Extended Care and Enhanced Learning, but we also feel it's short for EXCELLENCE. We strive to provide excellent programming for your child, and provide you with the sense of security that your child is in good hands.

The EXCEL Program provides a wide variety of activities for your child and operates at individual school sites at the invitation of the school principal. The convenient location removes transportation worries for parents, enabling them to drop their child off at a secure, positive, caring place for the day.

We strive to maintain a staff-student ratio for the Before and After school programs of 1:15 or better. The safety and security of your child will always be the number one priority at EXCEL.

At EXCEL, children have an opportunity for fun, recreation, and social enrichment. Our Before programs begin each morning at 7:30 a.m. The After school program begins immediately upon dismissal from afternoon classes and operates until 6 p.m. The After school program encourages children to pursue their own interests, develop friendships, try new things and respect themselves and others. Weekly core programming activities are planned by Head Instructors at each school incorporating themes & learning objectives. The activities generally include art, reading, creative play, games, science, occasional outings and special guests. Participation by all children present is expected. The children spend time outdoors every day (weather permitting) and most schools provide an active indoor play area. A nutritious snack that meets the Province's healthy eating guidelines is served during the After school program. If your child has a special diet, you are encouraged to send along a snack suitable to their dietary needs.

This parent handbook outlines what you may expect from EXCEL and what EXCEL expects in return from both you and your child. We hope your family's experience with EXCEL will be an enriching and positive one.

ABOUT THE STAFF

The Halifax Regional School Board divides all schools in its jurisdiction into regions where administrative staff can oversee the operation of those schools more effectively. The EXCEL Program operates on the same premise. A Regional Supervisor has been assigned to monitor the EXCEL program for each region in schools that offer our programs. They help meet programming needs, address parental concerns, and provide general information, training, evaluations and assessments of our program and staff. A listing of schools by region with your Regional Supervisor contact numbers is included on page 15.

The on-site staff that provide Before and After school care for your children typically have a minimum of one year experience in the child care field for Assistant Instructors and three years experience for Head Instructors. Many members of our staff, however, have several more years of experience to offer. CPR/First Aid training and re-certification courses are offered by the EXCEL program as needed. All Staff are on file with the Child Abuse Registry and, since January 1, 2003, are required to complete a criminal record check. Formal performance evaluations are conducted annually for all staff. You may be contacted by a regional supervisor or the co-ordinator for input in assessing staff performance as a part of this evaluation process.

The EXCEL Child Care Program provides on-going professional development workshops and seminars to cover a variety of topics essential to our program's implementation and operation, such as: Discipline and Diffusion, Classroom Management Techniques, Games and Activities to Engage and EPI-Pen training.

REGISTRATION

All children attending the EXCEL Program are required to complete and submit an application form for each school year. This information is necessary to ensure EXCEL staff has immediate access to current student and emergency information. Incomplete forms, and forms that do not include required payment information, will be considered null and void and will be returned to the parent for resubmission. Confirmation notices will be mailed to you as verification of your enrolment status. Please note that students may not begin attending the program until either written or verbal confirmation of acceptance has been received.

A non-refundable application fee of \$31.50 per family is charged at the time of application for participants in all programs. Sibling discounts of 10% for the 2nd child and 15% for the 3rd and subsequent children will apply to EXCEL program fees.

NEW THIS YEAR: Current participants of the 2010/2011 EXCEL Before & After program will be able to submit an EXCEL application for the 2011/2012 school year for their child(ren) via our convenient online application system. The EXCEL Registrar will provide all current participants a user name and password that will provide them exclusive access to the online system for the Early registration period that begins at 8 a.m. on Tuesday, April 26, 2011 and will end at 7:59 a.m. on Monday, May 2, 2011. Individuals will be restricted to three log-in attempts only. Users are recommended to have all available information on-hand when beginning their application. Individuals are asked to contact the EXCEL Registrar, Jodie Chaytor, at 464-2000 ext. 2787 or by email to excelregistrar@hrsb.ns.ca should you have any questions.

General registration for participation in the EXCEL program for the 2011-2012 school year begins on May 2, 2011 at 8 a.m. Please note that there is no automatic guarantee of re-enrolment for returning students. Priority enrollment will be offered to those applicants enrolling in full-time (5 days per week) combination programs, followed by part-time enrollees based on the desired number of days. The date and time applications are received in our office

will also be considered when comparing applications of equal # of day requirements. History has shown that many EXCEL program applicants may not be accommodated due to limited program space and staffing availability at specific school sites. EXCEL recommends that you register early to ensure your greatest opportunity for entry into our programs. If necessary, waiting lists will be formed for individual school programs. Notification of acceptance or denial into the program shall be issued no later than the end of June, 2011.

Parents with floating/varying schedules will be considered, but may not always be able to be accommodated due to program demand and our daily staff to student ratio requirements. A specific number of days per week will be required to be stated at time of application. A schedule of our program fee options is listed at the end of this handbook for your convenience. EXCEL fees are pro-rated into ten equal monthly payments by the number of actual school days, less all in-service/professional development days and holidays. Parents are not charged for holidays or non-teaching days in the monthly fee calculations.

Parents are asked to notify the Registrar of any address changes occurring throughout the school year as well as any changes to your credit card numbers and expiry dates should this be your selected method of payment. All applications must identify an alternate caregiver and emergency contact in case of illness or cancellations. Please inform the Regional Supervisor and Head Instructor immediately of any changes to these contacts.

Those individuals wishing to pay by Visa, MasterCard or pre-authorized payment may use our on-line registration. Applications will also be accepted by mail, by fax and in our office only which is located at 25 Alfred Street within Harbour View Elementary School. Applications will not be accepted by courier on May 2, 2011.

ACCOUNT INFORMATION

PAYMENT OF FEES

All fees for the EXCEL Before and After school program must be paid on the 20th day of the preceding month, beginning August 20, 2011. Options for payment include post-dated cheques, pre-authorized payment (PAP) or credit card (VISA or MasterCard). Changes to payment methods must be received at least five business days prior to the 20th of the month.

Post-dated cheques beginning with August 20th, or banking information for either PAP or credit card must be supplied at the time of application.

There is no refund for non-attendance for any of EXCEL's programs. Please ensure that the person holding the account and the child's name are listed on all cheques, money orders or correspondence. NSF cheques, declined credit cards or insufficient funds through PAP, will be subjected to a \$15.75 NSF charge. Please make sure that credit card information provided at registration will be valid at the time of transaction. Parents are responsible to notify the Registrar of new expiry dates or cancelled credit cards. Repeated NSF charges may result in the removal of the child from the program.

Make cheques/money orders payable to:

HRSB/EXCEL

25 Alfred Street, Dartmouth, Nova Scotia, B3A 4E8

For account information please contact our:

Registrar at 464-2000 ext. 2787, or

Assistant Registrar at 464-2000 ext. 2236,

or by e-mail to excelregistrar@hrsb.ns.ca or excel@hrsb.ns.ca

INCOME TAX RECEIPTS

Official income tax receipts will be issued for each calendar year in February according to Revenue Canada regulations. The receipt will be made out in the name of the account holder, as identified on the 2011-2012 application form.

ACCOUNTS IN ARREARS

All transactions are processed on the 20th of each month. Consistent payments in arrears may result in the suspension of your child until your account is brought current. More than one suspension may result in the removal of your child from the program and limit any future registration into the EXCEL Child Care Program. If necessary, further action and collection efforts will be taken for recovery of the amount owed.

WITHDRAWAL FROM EXCEL/PROGRAM CHANGES

EXCEL requires two weeks notice to withdraw your child from any program. You will be billed for the days within this two week period where sufficient notice was not provided. Please contact the EXCEL Registrar or Assistant Registrar to give notice of the effective date of the withdrawal. They will forward your withdrawal information to our school program staff and our Regional Supervisors. The Registrar or Assistant Registrar will discuss with the Account Holder any refunds owing or fees outstanding to close out your account. Unused post-dated cheques will be voided and returned to the account holder.

Individuals desiring increases or decreases to the number of days their child attends are asked to contact the EXCEL Registrar or Assistant Registrar. When possible, these changes will be made. Where wait lists exist, individuals desiring a decrease in their enrolment schedule may not be possible to be accommodated.

Exceptions to the two week notice will be considered for extenuating circumstances such as family illness or loss of employment. Proof of such circumstances may be required for refunds. Please discuss any extenuating circumstances with the EXCEL Registrar.

Regretfully, EXCEL cannot hold spaces for extended periods of time due to the demand for our program. Should you require an extended leave period, you would be required to officially withdraw and reapply for enrolment at a later date.

Note: Two weeks' notice is also required when changing a specific program's participation frequency.

PROGRAM OVERVIEW

HOURS OF OPERATIONS & HOLIDAYS

Our Before school programs begin each morning at 7:30 a.m. Your Regional Supervisor or Head Instructor will be able to tell you should this differ at your school site. The After school program begins immediately following afternoon dismissal and operates until 6:00 p.m.

The EXCEL Program does not operate when school is not in session. Summer holidays, Christmas break, March break, all holidays, inservice/professional development days, and the final day of school (Report Card Day) are closed days. The following annual holidays are also closed:

- Thanksgiving
- Remembrance Day
- Good Friday
- Easter Monday
- Victoria Day

The EXCEL Program does not operate on storm days or when a school is closed for the day due to special circumstances.

LATE FEES

Our EXCEL After School program ends at 6:00 p.m. each day. Parents are required to pick up their children no later than the 6:00 p.m. deadline. In the event that a child is not picked up within the allotted program time, the following procedures will be followed:

- 1 The first transgression will allow for a five minute grace period past 6:00 p.m. Parents later than that will be charged a \$10.50/family fee for every 15 minutes late.
- 2 Each subsequent late pick up will be subject to a \$10.50/family fee for each 15 minutes late and will be billed directly to your account.
- 3 More than five incidents of late pick-up without a valid excuse or notification may result in the dismissal of a child from our program.

We would ask parents to carry the EXCEL program phone number with them at all times so that when you are running late you may communicate with staff of your expected delay in arrival. You may also wish to synchronize your watch with the school clock to avoid confusion.

Parents are reminded to allow sufficient travel time during times of inclement weather to ensure your arrival prior to 6:00 p.m. Parents should consider making arrangements to have a neighbour or relative available to pick up your child should road/storm delays be encountered.

IN-SERVICE/PROFESSIONAL DEVELOPMENT DAYS

EXCEL does not operate on in-service/PD days. Parents will be responsible for finding alternate child care services for these days.

EARLY DISMISSAL DAY/PARENT TEACHER INTERVIEWS

Registration for early dismissal days for Parent Teacher Interviews is available to those students participating in the EXCEL After school program only. The charge of \$15.75 per child (\$7.88 per day) is to be paid at the time of program application. Those students registered for this day are provided supervision from early dismissal until the standard After school program end time should the ED day be a normally scheduled day.

SNOW DAYS & OTHER UNAVOIDABLE PROGRAM CLOSURES

There are two classifications of snow/storm days. If school has been cancelled prior to the start of the school day, EXCEL is also cancelled. The HRSB website, local radio and television stations will provide notice of such closures to parents. If school is cancelled after children are in attendance and are sent home, EXCEL is cancelled from that point on. For After school programming, EXCEL staff will contact you or the emergency number in the event that children are sent home due to inclement weather. Parents must have alternate child care arrangements made for storm days. These arrangements must be listed on your registration form. Parents are advised to discuss with their children where they should go in the event of dismissal at the lunch bell. There will be no refunds in the event of school closure due to storm days.

EXCEL will not be able to operate our programs during power outages and water shut-offs. When possible, the school and EXCEL coordinate with the utility companies to arrange any planned discontinuation of services during periods when EXCEL is not operational. Should emergency utility interruptions arise that conflict with our program times EXCEL will be required to contact parents to arrange for immediate pick-up of their child due to the inability for our program to operate.

EMERGENCY CONTACTS

All applications must identify individuals other than the parents or legal guardians that EXCEL may contact should we be unable to reach you. These individuals may be required to be responsible to pick your child up from EXCEL due to unexpected program closures. Parents are reminded that as of January 1st, 2007 the Province of Nova Scotia has introduced new legislation regarding the safe transportation of students.

Under the new law in Nova Scotia, children who are over 40 pounds (18 kilograms) must ride in a booster until they are nine years old OR until they are a minimum of 4 feet, 9 inches (145 cm) tall.

For more information on the law, please visit: <http://www.gov.ns.ca/news/details.asp?id=20051221001>

VACATIONS

There will be no refunds issued for student absences due to family vacations. Please advise program staff of planned absences.

SICK DAYS

Parents are required to find an alternate caregiver when their child is sick. If your child is too sick to attend school, then they are too sick to attend EXCEL. If your child is sick for five consecutive days or more, a refund will be issued upon receipt of a doctor's slip indicating the dates and length of illness.

REQUIRED NOTIFICATIONS

For the safety of your child, EXCEL requires written or verbal notification notice, advising EXCEL staff, that your child will not be attending the program or that you, or a designated individual, will be picking up your child during program time. This notice must be provided by the parent or guardian. Your child will not be released without proper consent from the parent or guardian. We regret any inconvenience this process may cause but we consider the safety of your child as our primary responsibility.

HEALTH CONCERNS

Parents are responsible to identify all pertinent allergies or medical information that EXCEL staff should be aware of to ensure the general health and well-being of your child while under our supervision.

If your child contracts a contagious disease or illness, please advise the EXCEL school staff and keep your child at home until a doctor certifies your child is able to return at no risk to other children. Parents may wish to refer to the HRSB website to review the specific HRSB Policies with respect to Communicable Diseases, etc.

If your child requires a prescription medication, EXCEL staff will administer such medication according to the HRSB's administration of medication policy with necessary forms having been completed and submitted. Forms are available within the school office.

If your child becomes ill during class hours, it is the responsibility of the school to notify you. EXCEL instructors will notify you if an illness occurs during EXCEL time.

ACCIDENTS

If a child has an accident while attending EXCEL, the staff will assess the situation and act according to the following procedures:

- If a serious accident occurs which might require medical attention, the EXCEL staff will contact you immediately for instructions.
- If you are unavailable, EXCEL staff will call your emergency contact.
- If neither contact is available, staff will call for emergency transport as EXCEL staff may not transport any child in their personal vehicle.
- In the event of any accident that is identified as being possibly life threatening or that requires immediate medical attention, staff will first call for emergency assistance and then inform the parent.
- EXCEL staff are responsible for all children in the program and may not be able

to accompany your child in an ambulance, but will make every effort to contact someone to accompany your child.

- There are always EXCEL staff on site that are trained in emergency first aid and CPR and will administer any necessary treatment as required.

PERMISSION SLIPS

Special trips or in-school events are occasionally scheduled throughout the year for our After school program. If your child is scheduled to attend the program when a trip is scheduled, they are expected to attend the trip. If you do not wish your child to attend a certain trip then you are required to find alternate care as staff are required to attend the trips and are unable to remain at school. There will be no refund for non-attendance. Parents will be required to sign a permission slip for each trip off school grounds.

GENERAL PROCEDURES

- 1 Parents must inform EXCEL staff if their child will be absent from the program. It is very important that you do this; otherwise we must assume that your child is “lost in transit” and take appropriate measures. Please write your school’s EXCEL phone number on the front of this handbook for easy reference or request a business card from your head instructor.
- 2 Parents must notify staff if they wish to have individuals, other than those listed on your registration form, pick up their children. **A child will not be released to any unauthorized individual for any reason.** If authorization cannot be confirmed and the individual persists, police may be contacted to intervene.
- 3 Parents are required to sign their name to the parent “Sign in/ Sign Out” sheet along with the pick-up time at the end of each day.
- 4 To ensure the safety of your child, the EXCEL program prefers that parents pick up their children. If a parent wants their child to walk home from EXCEL, they must provide a signed permission slip indicating the time of departure and consent. Children will only be allowed to walk home during daylight hours and acceptable weather conditions. The EXCEL Child Care Program will not be held responsible once the child has left the school.

BEHAVIOUR EXPECTATIONS

The HRSB is committed to establishing a regional policy that supports the provincial Code of Conduct and assisting schools in the development of a School Code of Conduct. In an effort to provide consistency in the lives of students, EXCEL supports and abides by the Code of Conduct of each school in which we operate. We believe it is imperative that the expectations for appropriate behaviour be defined for and understood by EXCEL participants in order to ensure a safe, secure and healthy school and EXCEL program climate. We ask parents to review with their children their school’s Code of Conduct and to ensure that the students understand that the same expectations are to be followed during our EXCEL program times.

CODE OF CONDUCT MATRIX

EXCEL PROGRAM BEHAVIOUR EXPECTATIONS

Respect for <i>SELF</i>	<ul style="list-style-type: none"> • Give your best effort each day • Dress, speak, act appropriately • Follow the school's and EXCEL program behaviour expectations • Use quiet "indoor" voice • Work quietly • Chair legs are to remain on the floor at all times • Be prompt and use your "listening ears" at all times • Report problems or concerns to EXCEL or school staff
Respect for <i>OTHERS</i>	<ul style="list-style-type: none"> • Be considerate of others • Use respectful tone of voice and appropriate language when addressing others • Keep your hands and feet to yourself • Use good manners always • Walk, not run, in hallways, classrooms and stairwells • Respect personal space of others • Practise fair play (i.e. wait your turn) • Items that can be thrown are to remain on the ground (i.e. rocks, snowballs) • Return things to where you found them when finished • Follow safe and proper procedures for use of equipment • Encourage others to do their best • Follow safety rules • Demonstrate courteous behaviour & respect choices of others • Ask for permission to leave the classroom etc. • Abide by your school's policy on foods that are not to be brought to school (i.e. nuts, shellfish etc.) • Remain seated while eating • Always show respect for others
Respect for <i>LEARNING</i>	<ul style="list-style-type: none"> • Be a good listener • Follow instructions and rules • Respect the efforts and contributions of others • Be positive with others • Share materials and equipment as needed • Follow the HRSB technology policy • Follow assigned seating • Demonstrate listening skills • Follow fair play principles • Use "indoor voices" in halls & stairwells
Respect for <i>ENVIRONMENT</i>	<ul style="list-style-type: none"> • Recycle, using appropriate recycling containers • Return trays, dishes & utensils, if appropriate • Help keep the school clear of debris/litter • Respect equipment & property of others • Take care with school property & equipment • Flush toilet & wash hands when using the bathroom • Keep areas tidy • Clear eating space when finished & push or stack chair at end of EXCEL program times

EXCEL program staff strive to promote mutual respect among children and staff. Respect for the school and equipment used is also essential. Children and staff will discuss acceptable and unacceptable behaviour and a list of school rules will be reviewed periodically. General examples of inappropriate behaviour include:

- Hitting, fighting or bullying
- Destruction or damage of property or equipment
- Vulgar language or interpretations
- Disrespecting instructors, other children or individuals
- Children who regularly wet or soil themselves (EXCEL understands that this may be due to a medical condition, however we do not have the appropriate conditions to deal with such circumstances)

EXCEL staff and/or your Regional Supervisor will address with parents when a student demonstrates an inappropriate behaviour that is in violation with the school's Code of Conduct. A range of proactive interventions will be used to promote the desired changes in student behaviour. Appropriate consequences will be identified to parents and initiated when non-compliance with behavioural expectations persists. Consequences will be appropriate for each individual student and will consider factors that include: the student's age; stage of development; special needs; social/emotional needs; and level of cognitive functioning, etc. Consequences will reflect the frequency, severity and intensity of the inappropriate behaviour. Consistency and fairness with respect to these consequences should be evident to the student and to his/her parents or guardians.

Inappropriate behaviour could include incidents of minor misconduct, disruptive behaviour, and severely disruptive behaviour. Ranges of possible actions/consequences could include:

- Instruction regarding school/EXCEL expectations, victim impact, and appropriate behaviours
- Withdrawal of in-program privileges (e.g. games, craft activities etc.)
- Conference with students
- Conference with student and parent/guardian
- Apology to student/staff/others
- Restitution
- Program suspension
- Program removal for inappropriate behaviour

On-going communication between EXCEL staff and parents is essential to finding a suitable solution to control or eliminate inappropriate behaviour. Every child is an individual and deterrents such as time out or loss of privilege may not be suitable to foster appropriate behaviour for all children. Input from parents is encouraged in dealing with these issues. The EXCEL program believes in dealing positively with situations

and we will make every effort to reach a positive conclusion that is best for the child involved and for all children in our program.

DISMISSAL OF CHILD

Suspending or removing a child from the program is not something EXCEL takes lightly. We prefer that a situation can be resolved without the removal of the child from the program. Occasionally there are no other alternatives and suspension or permanent removal is the end result after all other options have been exhausted. There are no refunds for non-attendance due to suspensions. When a child's inappropriate behaviour is assessed as a problem to the program the parents will:

- be advised of the type of unacceptable behaviour displayed, and informed of the possibility of suspension or removal;
- receive notification indicating suspension or removal

In severe situations the child may be asked to leave the program immediately. Once a child has been dismissed from the program, EXCEL reserves the right to disallow re-enrolment to future programs. A child may also be suspended if a parent refuses to follow the EXCEL policies and procedures or for consistent late payment of fees or non-payment of fees.

SPECIAL NEEDS CHILDREN

The EXCEL program provides group supervision to elementary age children who attend the schools in which EXCEL is offered. While we make every effort to be inclusive of all students, the EXCEL program is a general supervisory program and is unable to provide one on one care.

At time of registration, parents are required to identify and detail any special needs that their child may have. Before acceptance to the program is granted, the parents will be contacted by an EXCEL Regional Supervisor to discuss whether or not participation in EXCEL is viable. Some of the deciding factors to consider may include:

- Does the child require a full time EPA during school hours?
- Does the child pose a risk of injury to him or herself?
- Does the child exhibit aggression or violence towards others?
- Is the child a flight risk?
- Does the child require assistance such as washing, toileting, or changing clothes?
- Does the child require assistance with feeding or drinking?
- Does the child have any mobility issues and require assistance to move from one location to another?

To fully explore the scope of the special needs and the potential accommodation in EXCEL, it may also be necessary to arrange for a meeting with the EXCEL staff at the child's respective school. Access to additional documentation such as a child's IPP, IWK or doctor's evaluations, or other general information may also be helpful in the process.

The EXCEL program will make every attempt to provide reasonable accommodation in regard to children with special needs. In instances where one on one care is deemed necessary, parents can choose to provide their own qualified attendant, to accompany their child throughout the duration of EXCEL. In these cases, the regular EXCEL program fees would be discounted by 50%. The qualified attendant hired by the Parent will be required to present a current Criminal Record check and Child Abuse Registry.

All children regardless of any special need, must meet the behavioural expectations identified earlier in this handbook. A continuous process of communication and progress reports will be maintained. EXCEL reserves the right to remove any student if he or she is a disruption to the program or a risk to themselves or others.

In some circumstances the acceptance of a child with special needs may need to be revisited from year to year if there is a change in the scope of the child's needs or due to external factors such as a change in staffing or suitable program space. EXCEL will assess all situations with the best interest of the child in mind.

PARENT FEEDBACK

If you become concerned with any aspect of the EXCEL Program, EXCEL staff will be glad to discuss it with you. If you have a program concern, we would encourage you to first discuss it with the on-site staff. If you are not satisfied, you may address your concerns to the Regional Supervisor and then to the Co-ordinator.

We are committed to ensuring that EXCEL staff will deal with your concerns professionally, courteously and diligently.

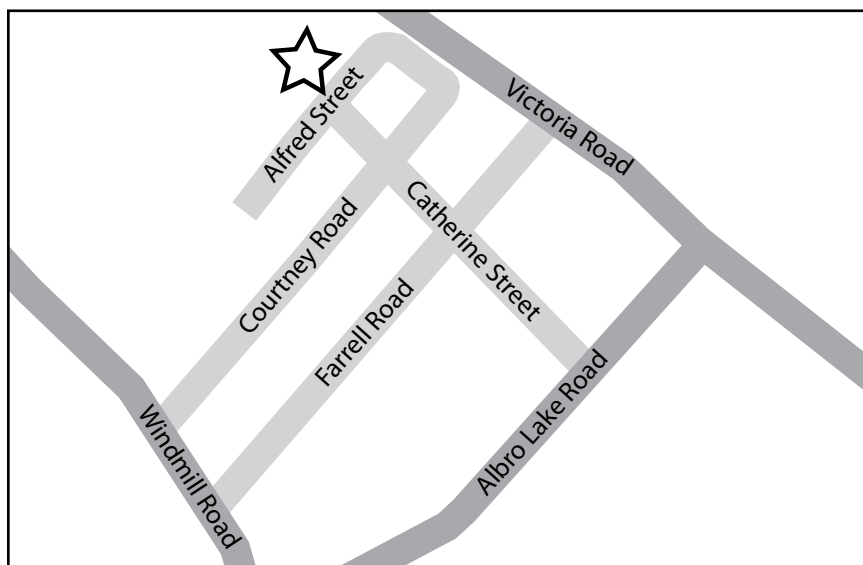
EXCEL ADMINISTRATION CONTACTS

JOB TITLE	NAME	PHONE NUMBER	E-MAILS
Registrar	Jodie Chaytor	464-2000 ext. #2787	excelregistrar@hrsb.ns.ca
Assistant Registrar	Gail Hartling	464-2000 ext. #2236	excel@hrsb.ns.ca
Regional Supervisor, Region 1	Jeff Turple	464-2000 ext. #8498	jturple@hrsb.ns.ca
Regional Supervisor, Region 2	Judy Lockhart	464-2000 ext. #5596	jlockhart@hrsb.ns.ca
Regional Supervisor, Region 3	Lori Fougere	464-2000 ext. #2492	lfougere@hrsb.ns.ca
EXCEL Co-ordinator	Joanne Williams	464-2000 ext. #2495	jwilliams@hrsb.ns.ca
	Fax Number	464-2074	

EXCEL Administration Office

25 Alfred Street
Dartmouth, Nova Scotia
B3A 4E8

We are located within Harbour View Elementary which is conveniently located between the two bridges. You can access our offices off of either Victoria or Windmill Road.



EXCEL PROGRAM MONTHLY FEES 2011-2012 SCHOOL YEAR

Before	1 Child	2 Children	3 Children
100% 5 days/week	\$84	\$160	\$231
80% 4 days/week	\$71	\$137	\$197
60% 3 days/week	\$54	\$103	\$148
40% 2 days/week	\$36	\$68	\$99
20% 1 day/week	\$18	\$35	\$49
After Only			
100% 5 days/week	\$210	\$399	\$578
80% 4 days/week	\$180	\$341	\$495
60% 3 days/week	\$134	\$256	\$371
40% 2 days/week	\$90	\$171	\$247
20% 1 day/week	\$45	\$85	\$124
Before & After			
100% 5 days/week	\$294	\$559	\$809
80% 4 days/week	\$251	\$478	\$692
60% 3 days/week	\$188	\$359	\$520
40% 2 days/week	\$126	\$239	\$347
20% 1 day/week	\$63	\$120	\$1173

Payment Methods:

- Choose from post-dated cheques, Visa, MasterCard and pre-authorized payments.
- The \$31.50 application fee is required at time of application.

NOTE: EXCEL will not operate on holidays, Professional Development, Assessment and Evaluation Days or Report Card Day in June.

OUR LOCATIONS & PROGRAMS

HRSB SCHOOLS — SEPTEMBER 2010 TO JUNE 2011					
REGION 1:		REGION 2:		REGION 3:	
Jeff Turple 464-2000 ext. 8498 jturple@hrsb.ns.ca		Judy Lockhart 464-2000 ext. 5596 jlockhart@hrsb.ns.ca		Lori Fougere 464-2000 ext. 2492 lfougere@hrsb.ns.ca	
School	KEY	School	KEY	School	KEY
Astral Drive	BA	Ash Lee Jefferson	A	B.L.T. (P-5)	BA
Basinview Drive	BA	Beaver Bank-Kinsac	BA	Bel Ayr	BA
Bedford-South	BA	Beaver Bank-Monarch	BA	Burton Ettinger	BA
Brookhouse	BA	Caudle Park	BA	Crichton Park	BA
Caldwell Road	BA	Cavalier Drive	BA	Grosvenor-Wentworth Park	BA
Colby Village	BA	Dutch Settlement	A	John W. MacLeod-Fleming Tower	BA
George Bissett	BA	Gertrude Parker	BA	LeMarchant-St. Thomas	BA
Hammonds Plains	BA	Harry R. Hamilton	BA	Oxford	BA
Hawthorn	BA	Holland Road	A	Park West	BA
Hillside Park	A	Lakeview Consolidated	A	Portland Estates	BA
Joseph Giles	BA	Millwood	BA	Prospect Road	BA
Kingswood	BA	O'Connell Drive	A	Rockingham	BA
Mount Edward	BA	Ocean View	BA	Sambro	A
Oyster Pond	A	Oldfield	A	Shannon Park	A
R.K. Turner	BA	Sackville Heights	BA	Sir Charles Tupper	BA
Ross Road	BA	Smokey Drive	BA	Springvale	BA
Sackville Centennial	BA	St. Stephen's	BA	Sunnyside-Eaglewood	BA
Shatford Memorial	A	Sycamore Lane	BA	Sunnyside-Ft. Sackville	BA
St. Margaret's Bay	A	Waverley Memorial	BA	William King	BA
Tantallon	BA	Westmount	A		

PROGRAM KEY: B - Before only A - After only BA - Before/After

SUMMER CAMPS 2011

Great news! The EXCEL Child Care program is now offering Summer Day Camps! Our qualified and experienced team of energetic staff will be leading your child(ren) through an array of daily activities and excursions that relate to fun and exciting weekly themes. A sampling of the camp activities and options include:

Week 1: July 4-8 Survivor Day campers will participate in daily team challenges. *The Blindfolded Obstacle Course, Food Challenges, Build a Shelter, and the Ultimate Faceoff*—who will win the immunity idol?

Week 2: July 11-15 Mad Scientists *Make Slime, Build your own Volcano, Silly Putty and Magic Mud...* just be sure not to go MADDDDDD!!!!

Week 3: July 18-22 Happy Campers *Make Miniature Teepees, Flashlights/Camp Stories & Activities, make Smores, Roast Marshmallows, participate in a Scavenger Hunt/Hike at a Local Park and more.*

Week 4: July 25-29 Undersea Adventures Activities include *Ocean in a Bottle, Seaside Mural, Fish Bowl made of Jell-O, and Paper Mache Sea Creatures.* Week is topped off with either a themed excursion or special guest presenter!

Week 5: Aug 2-5 Trick or Treat! Fun filled week of Halloween activities! *Make Green Goop, Haunted House Decorations, Ooey Gooey Creepy Crawly Feel Boxes, Costume Contest for each group, Party Games, Tricks & Treats!!!* (4 day camp only due to Natal Day: cost of camp is \$120 for this week only).

Week 6: Aug 8-12 Great Adventurers!!! We provide the opportunity for children to play, enjoy the outdoors, and learn about nature. Activities may include *Target Shooting, Fishing, Orienteering, Geo-caching, Nature Walks, Craft Projects, Swimming, Outdoor Games, Teambuilding Skills,* and more.

Week 7: Aug 15-19 EXCEL Camp Summer Olympics Individual and team events!!! Participate in the *Hammer Throw, Javelin Throw, The 100 inch dash,* and prepare for the big event!!! *Make Torches, Camp Olympic Medals, Opening and Closing Ceremonies* and more.

Our day camps will be operating at five school locations throughout HRM including:

Area	School
Halifax	Westmount
Dartmouth	RK Turner
Bedford	Grosvenor Wentworth
Sackville	Caudle Park
Fall River	Waverly Memorial

All camps will be operating daily from 7:30am to 5:30pm and are open to all elementary age children in grades Primary* through Grade 6. (*All registrants must have attended elementary school during 2010-11).

Our qualified camp instructors are competent swimmers and each is certified in Emergency First Aid and CPR. A condition for all employees with the Halifax Regional School Board is the completion of a Criminal Background Search and Child Abuse Registry Check. All Summer Camps are staffed at a 1:10 staff to student ratio or better.

The cost for the camps is \$150 per week. A sibling discount of 10% for the second child and 15% for each additional child will apply. A non-refundable camp application fee of \$31.50/family is due at time of registration. The application fee is waived for current participants of the 2010/2011 EXCEL Before & After program. Payment arrangements must accompany the Camp application form with camp fees for Weeks 1 & 2 to be processed on June 3, Weeks 3 & 4 on June 17, Weeks 5 & 6 on July 1 and Week 7 on July 15. Notice to withdraw from the camps scheduled for Weeks 1 through 4 must be provided in writing to the EXCEL Registrar no later than **June 1, 2011**. Withdrawals for Weeks 5 through 7 must be received by **June 30, 2011**. Refunds will not be provided for notice of withdrawals received after these dates.

Registration begins at 8:00 a.m. on Monday May 9 via our online Camp registration system, <https://secure.hrsb.ns.ca/camps>, or you may download a Camp application form from the HRSB website and submit it by email to summercamps@hrsb.ns.ca or by fax to 464-2074. Space is limited to a maximum of 40 students per site and applications will be accepted on a first-come, first-served basis, so register early.

For more information, please visit the HRSB website or contact Keith Blackburn, our Camp Coordinator at 464-2000 ext. 2493 or by email at summercamps@hrsb.ns.ca

25 Alfred Street,
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<http://www.hrsb.ns.ca>

