



**Hespeler Village**  
Neighbourhood Association

640 Ellis Road  
Cambridge, On N3C 4N1  
Phone #: 519-240-356

Email: [info@hvna.ca](mailto:info@hvna.ca) Web: [hvna.ca](http://hvna.ca)

## **HVNA After School Program Registration and Covid Guidelines Information**

### **Program Entry Guidelines**

HVNA will be adhering to the guidelines given by Public Health for pre- screening, cleaning and sanitization protocols. Upon arrival to our program space children will be asked some pre-screening questions, staff will conduct a touchless temperature check and then everyone will sanitize their hands before entering. Masks must be worn during the program. Should your child screen positive for any of the symptoms in our questionnaire, or have a temperature of 37.8 degrees Celsius or higher your child will be physically distanced from the remainder of the group. The parent/guardian/emergency contact will be contacted immediately and encouraged to contact the local Public Health Unit for a Covid-19 Test. Your child will not be permitted back into the program until Public Health test results return with a negative screen. In the event your child becomes symptomatic during the program duration the same safety measures mentioned above will be followed.

### **Program Departure Guidelines**

Due to the increased safety protocols outlined by Federal, Provincial, Regional, and Municipal guidelines parents/ guardians will not be permitted to enter the facilities. Upon arrival please contact our ASP Phone at (519)- 222-5465 and a staff member will bring your child to you. Please have a government issued piece of identification for pick-up. If your child/children will be absent for any reason please text the number above or email

[candicew@hvna.ca](mailto:candicew@hvna.ca)

Sincerely,

Hespeler Village Neighbourhood Association

## **After School Program Guidelines/ Handbook**

### **2020-2021**

Please ensure your child dresses appropriately for the weather and events going on that day. During the warmer months we encourage participants to carry sunscreen to apply once at the After School Program. We also encourage participants to keep a pair of indoor shoes at the program, that way when the weather changes we keep the floor safe and clean during the program. Running shoes are a must as they ensure safety for your child during our active games.

A pre-packaged snack will be provided to your child in the program. Your child is welcome to bring their own after school snack. Reminder: ASP is a nut free environment. If your child has allergies, ensure the Leaders have the pertinent information by completing an Allergy Alert Form.

Promptness is appreciated. Staff will be at Woodland Park Elementary by 3:00pm and at St. Elizabeth for 3:35pm for school pick-up each day. The program will run from 3:00pm-5:30pm, a late charge of \$1/minute applies for participants that are picked up later than 5:30pm.

To provide a positive program environment for participants and leaders, HVNA staff is all certified with the High Five Principles of Healthy Child Development. The 5 Simple Rules and the Behaviour Management System provide clear expectations and offer consistent support of behaviour. All staff also have their CPR Standard C Certification.

All program participants will follow the Code of Conduct, outlining participant behaviour:

- Keep your hands and feet to yourself
- Speak nicely and positively to each other
- Touch only what belongs to you

- Stay within the activity area
- Listen to your leaders (all of them)

Hespeler Village Neighbourhood Association values the safety of its children and youth program participants. To assist the parent/guardian in ensuring their child's safety, HVNA has developed a Safe Arrival and Departure Policy. A Safe Arrival and Departure Policy is a system of procedures performed together with daily attendance- taking account for any child's unexplained failure to arrive at the after school program. As soon as a child is identified as "unaccounted for," HVNA staff will attempt to contact the parent/guardian. Three attempts will be made to contact the parent/guardian at both home and alternative numbers. The parent/guardian is expected to notify HVNA staff the day their child will be absent or late by one of three ways: Let us know verbally ahead of time while picking up your child or call the HVNA ASP phone (519)- 222-5465 or email [candicew@hvna.ca](mailto:candicew@hvna.ca). HVNA staff thanks you in advance for your cooperation. Please contact [candicew@hvna.ca](mailto:candicew@hvna.ca) with any comments or questions.

Sincerely,

Hespeler Village Neighbourhood Association