



Extended Care Program 2019/2020

TMS is committed to providing students with an opportunity to begin and end their day in a safe, nurturing environment designed to meet their needs. To ensure each student's safety and the orderly running of the School, all students who arrive before 8:30 am or stay after 4:00 pm must be registered in the Extended Care Program.

The Extended Care Program is under the direction of the Manager of Extended Care who is a qualified Montessori teacher with a Masters Degree of Science in Education. The students are supervised by TMS trained staff in different age groupings.

Toddler and Children's House First Year Extended Care Program

Start Date: September 9, 2019 Monday (Second Week of School)

End Date: Last Day of School in June 2020

This program usually always reaches its peak capacity of 15 students. We take every step to understand the students' temperament, interests, learning styles, and interaction with other students. A repertoire of many purposeful activities includes:

Circle Time

Arts and Crafts / Educational Toys

Music and Dance

Complement of Montessori Materials

The climate of the Extended Care Program mirrors the students' homeroom environment. Our activity-based and life-skill based Program adheres to the Montessori philosophy and practices with a strong focus on age-appropriate skill development and socialization.

Children's House 2/3 Extended Care Program

Start Date: September 3, 2019 Tuesday (First Week of School)

End Date: Last Day of School in June 2020

It is a program embraced by the laughter and joy of our students. Parents are assured that their child is welcomed. A repertoire of many purposeful activities includes:

Circle Time

Arts and Crafts

Music and Dance

Educational Toys and Games

The climate of the Extended Care Program is relaxed and pleasant. Our activity-based and life-skill based Program is fun from making new friends to widening cooperative play.

"May I stay a little longer?" This is a question that many CH 2/3 parents have been dealing with during pick-up time at the Extended Care Program. We look out for the best interest of our students who have a longer day than their peers.

Extended Care Program 2019/2020

Elementary Grades 1 to 3 Extended Care Program

Start Date: September 3, 2019 Tuesday (First Week of School)

End Date: Last Day of School in June 2020

In the Lower Elementary Extended Care Program, we try to let our students continue learning. The program includes a *Reading Club* that facilitates our students to sit through 30 minutes of work time each afternoon. Students are requested to work quietly on their unfinished work or reading. We love to emphasize students should read, read, read.

We collaborate with teachers and embrace lifelong learning to prepare many meaningful lessons/presentations that make our students wonder and question. There are limited screen time and keyboarding time as we strongly believe keyboarding isn't everything for this age group.

We are committed to make the Extended Care classroom a place where all students enjoy a repertoire of many purposeful activities:

- Reading Club and Supervised Work Period
- Arts and Crafts / Music and Movies
- Educational Games and Science Experiments

Elementary Grades 4 to 6 Extended Care Program

Start Date: September 3, 2019 Tuesday (First Week of School)

End Date: Last Day of School in June 2020

By intention, the Extended Care Program is designed to provide a safe but friendly and sociable environment for our students. We understand our students and support their desire to pursue independence, self-governing and personal excellence. This Program is 100% student-directed with "distance" adult supervisor who constantly model the TMS ideals.

Achieving a balance between work, play, and other after school activities could be a challenge for many families for this age group. Students are encouraged to finish their classwork, projects, school obligations and studies before 6:00 pm or the scheduled pickup time so that they will have time for quality time with their parents in the evening.

The climate of the Program is stress-free for our students with a strong focus on Citizenship. Upper Elementary students adopt the role of mini teachers and peer supports, helping the Lower Elementary students with a wide range of academic and social learning.

Upper Elementary students may use technology as a tool for learning in an age appropriate manner. In the Upper Elementary Extended Care Program, use of the school computers, personal devices, and network is a privilege that requires all students to use it wisely. Failure to do so is likely to result in the confiscation of the student's personal device and/or loss of access to computers at school. All TMS students with access to technology must sign the *TMS Student Acceptable Technology Use Policy* form together with their parents prior to bringing in their personal device, accessing the network, or using any TMS technology device(s).

This independent and self-governing approach will offer our Extended Care students lots of freedom with responsibilities that help our students to develop autonomy and readiness to adapt into the Upper School.

This student-led program in a classroom environment allows students to engage themselves in a pre-teen culture where they develop a strong sense of who they are and apply what they have learned in the Lower Elementary levels, an understanding of TMS Code of Conduct, and are asked to follow the TMS Ideals at all times.

TMS Ideals: Respect, Strive and Make Good Choices

1. Respect yourself and others through graceful and courteous conduct.
2. Strive for your best in all areas: Academics, Arts, Athletics and Citizenship.
3. Make good choices that have positive effects and productive outcomes.

When the student chooses to act in a manner that contravenes our TMS Ideals, the Manager of Extended Care will work with the student to provide appropriate consequences. The Manager will contact the parents should a student consistently disregard the guidelines for acceptable behaviour. Suspension or withdrawal from the Program for the student may be the end result.

A Model of Excellence

TMS places equal value in Extended Care as we do in the students' Academics, Arts, Athletics, and Citizenship as well as Extracurricular Activities. They are all important facets of school life. Here, Extended Care is given the value and focus it deserves. The following character attributes focus on the attitudes and personal qualities that contribute to the climate of the Extended Care Program in all age groupings.

In Extended Care, we teach, model, expect and embrace:

CHEERFULNESS	CITIZENSHIP	FUN
RESPECT	RESPONSIBILITY	RESILIENCE
KINDNESS	FAIRNESS	HONEST
TOLERANCE OF MISTAKES		AUTO CORRECTION OF ERRORS

To Register

Please visit the school website at www.tmsschool.ca/parent/student-life, download, print and complete the registration form and deliver to the Main Office with payment in full.

Safety and Security

The safety and security of students is paramount at TMS. In the event of a change in your child's regular pick-up procedures, we require advance written notification to the Main Office to change/update the student record's authorized pickup person list. For any last minute sudden change, kindly inform the homeroom teachers and/or the Main Office and/or the Extended Care Manager by email prior to noon time on the pickup date, if possible. Please be advised that TMS staff may not be able to recognize all parents and their extended family members as well as their relatives and friends, for safety reasons, we require to check and make a copy of the pickup person's valid identification for all emergency pickups.

Questions and Comments

It is not just a program. It's all about the students and their families and the dedicated Extended Care staff. We are interested in building a partnership with the parents of the students enrolled in the Extended Care Program and welcome your comments and questions. **Please contact the Manager of Extended Care at 905-889-6882, Ext. 2335.**

EXTENDED CARE PROGRAM 2019/2020 FEES

Before School Program	Program Hours	Annual Discounted Fee	Note
Toddler and Children's House	7:15 am to 8:30 am	\$1,350.00	A postdated cheque dated October 1, 2019 to be submitted together with your registration form on or before August 17, 2019 .
Toddler and Children's House	8:00 am to 8:30 am	\$710.00	
Elementary Grades 1 to 6	7:15 am to 8:00 am	\$650.00	
After School Program	Program Hours	Annual Discounted Fee	<p>Kindly note that the Toddler and CH 1 After School Program is usually full. We are committed to maintaining the maximum number of 15 to ensure participating students receive quality care. For late registration received after August 2019, the school cannot guarantee a place for your child in this age group.</p>
Toddler, Children's House and Elementary Grades 1 to 3	4:00 pm to 6:00 pm	\$2,700.00	
Elementary Grades 4 to 6	4:00 pm to 6:00 pm	\$980.00	
<p>Emergency Use Pick up for all children not in After School Program is between 3:30 - 4:00 pm. Occasional Participants are for Emergency Use only (for example, snow storm, flat tire, etc.)</p>			
Before School Program	Program Hours	User Fee	
All Students	7:15 am to 7:30 am	\$10.00	
All Students	7:30 am to 8:00 am	\$10.00	
Toddler and Children's House	8:00 am to 8:30 am	\$10.00	
Elementary Students arriving after 8:00 am - no charge.			
After School Program	Program Hours	User Fee	
All Students	4:00 pm to 4:30 pm	\$10.00	
All Students	4:30 pm to 5:00 pm	\$10.00	
All Students	5:00 pm to 5:30 pm	\$10.00	
All Students	5:30 pm to 6:00 pm	\$10.00	

ECCARD Prepaid Discounted Fee (10% discount)

Before School Program After School Program	<p>Each card consists of 20 units. Each unit is \$10.00. The total value of the card is \$200. The family can purchase it for \$180 at the Main Office.</p>
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Note:

- There is no Extended Care Service available to Toddler and CH 1 students in the first week of school.
- There is no Extended Care Service available to the Toddler & CH 1 students during Phasing-In period.
- **Students cannot be in the school unsupervised.** They need to be supervised by an adult or attend the Before and/or After School Program.
- Students who come before 7:15 am or leave after 6:00 pm will be charged \$2.00 per minute.
- Unused portion of the ECCARD will be credited to the student's account in October 2020.
- **Any changes to payment plans must be made on or before December 1, 2019.**
- TMS is a not-for-profit organization and the Extended Care Program depends upon prompt payment of fees for operating expenses. Should fees remain outstanding after the due date, the school reserves the right to cancel enrolment and/or take whatever action is deemed necessary to collect its fees.
- If student behaviour is unacceptable, parents may be contacted and student may be removed from Extended Care Program.

Extended Care Program 2019/2020 Registration Form

1. Student's Name: _____ Age: _____ Class: _____

2. Student's Name: _____ Age: _____ Class: _____

Toddler and CH 1 Extended Care Program Start Date: September 9, 2019 CH 2/3 Extended Care Program and Elementary Extended Care Program Start Date: September 3, 2019 Extended Care Program ends on the last day of school in June 2020	Annual Discounted Payment Plans Any changes to payment plans must be made on or before December 1, 2019 Please indicate the number of student(s)	Amount
Before School Program Plan 1 (8:00 am to 8:30 am) for Toddler and Children's House Program Code: BSATC1	_____ X \$710 (per student)	
Before School Program Plan 2 (7:15 am to 8:30 am) for Toddler and Children's House Program Code: BSATC2	_____ X \$1,350 (per student)	
Before School Program Plan 3 (7:15 am to 8:00 am) for Elementary Program Code: BSAEL3	_____ X \$650 (per student)	
After School Program Plan 1 (4:00 pm to 6:00 pm) for Grades 4 to 6 only Program Code: ECFTA1	_____ X \$980 (per student)	
After School Program Plan 2 (4:00 pm to 6:00 pm) for Toddler, Children's House and Grades 1 to 3 Program Code: ECFTA2	_____ X \$2,700 (per student)	
I/We have enclosed a cheque dated October 1, 2019 Allowances for school closures during the year were calculated into the annual fees, and no additional adjustments will be made. There is a \$20.00 fee for NSF cheques.	Cheque(s) Amount Total	\$

Note:

- Breakfast is not included in the Before School Program. A light snack will be served in the After School Program at 4:45 pm. Food is **not** allowed outside the Extended Care location.
- Safety and security of students in the Program is always dependent on the number of students in each age grouping. We are committed to maintaining numbers that ensure participating students receive quality care. If you have not registered your child in the After School Program, we ask that you pick up your child from his/her pick-up location at regular dismissal time.

Emergency Use

I acknowledge that I am in agreement with charges to be incurred in accordance with the Fee Schedule detailed on the Extended Care Program Information Sheet (attached). The Accounting Department will bill the Student Account at full price of the Extended Care Fees.	
I have purchased _____ X \$180 (per card) at the Main Office. Cheque(s) Amount Total \$	Cash Amount Total \$

I have read the Extended Care Information Sheet and wish to register my child in Extended Care Program.

Parent/Guardian Signature

Date