

HRCE-EXCEL
EXCEL Before-and-After School Program
Parent Handbook
2019-2020

TABLE OF CONTENTS

	PAGE#
INTRODUCTION	1
REGISTRATION PROCESS	1
ACCOUNT INFORMATION	
Payment of Fees.....	3
Income Tax Receipts	3
Accounts in Arrears	4
Program Withdrawal	4
Prorated Refunds/Fees.....	4
PROGRAM OVERVIEW	
Hours of Operation	4
Late Fees.....	4
In-Service/Professional Development Days	5
Snow Days and Other Unavoidable Program Closures.....	4
Emergency Contacts	5
Vacations	5
Sick Days.....	5
Required Notifications.....	5
Health Concerns	6
Accidents	6
General Procedures.....	6
Participation in EXCEL	7
Behaviour Expectations	7
Parent Feedback	8
Snacks	8
Code of Conduct Matrix	10
EXCEL ADMINISTRATION CONTACTS AND LOCATION INFORMATION	11
EXCEL PROGRAM 2019-20 MONTHLY FEES	12

EXCEL PROGRAM INTRODUCTION

The EXCEL program is a recreational program offered by the Halifax Regional Centre for Education from within 65 elementary schools currently as an option to parents for their children in the times before school and/or following afternoon dismissal. At each school site, the dedicated and qualified staffing teams plan weekly games and activities that suit the needs and interests of the registered students. These individual plans are framed around EXCEL's overall philosophy which is focused on physical activity and positive social interaction in a safe and fun environment.

Our programs differ from site to site due to varying factors such as program size and operating space but our site programming objectives are consistent. Since EXCEL's inception over 25+ years ago, we have continually enhanced our program based on our experiences and the feedback received from participants, parents and staff. The evolution from a primarily supervisory child care program to today's recreationally based program is in response to this feedback. Today, with over 4000 participating students, we are one of the largest programs of its kind in the Maritimes that provides engaging and inclusive games and activities for our program participants.

Highlights of our program include:

EXCEL offers both structured and unstructured activities each afternoon.

EXCEL strives to provide a minimum of 45 minutes of structured physical activity every day.

EXCEL offers outdoor physically active play opportunities each day, weather permitting.

EXCEL provides an opportunity for individual choice in programming each day.

EXCEL brings in our own special guests. In 2018/2019, presentations included Mad Science, Shubenacadie Wildlife Park, T.K. Adventure Play, Maritime Centre for African Dance, and Athletics Nova Scotia.

EXCEL weekly programming includes Loose Parts Play and Loose Arts Play which are a favorite of our participants.

EXCEL offers P.A.L.S. Playground Activity Leaders in Schools for participants in Grades 4-6.

EXCEL offers HRQ/Gym (Homework/Reading/Quiet Time/Gym) time each afternoon from 5:30 to 6:00 pm enabling those who wish to complete homework the opportunity to do so.

EXCEL is a "High Five" registered organization.

ABOUT THE STAFF

Our programs maintain a staff to student general supervisory ratio of 1:15 for the Before and After school programs. The on-site leaders are employees of the HRCE and have a minimum of one year experience working with children for Group Leaders and three years for our Program Team Leaders. EXCEL provides on-going professional development workshops and seminars for our staff that include topics essential to our program's operation such as: First Aid & CPR, High Five, Fundamental Movement Skills, Verbal De-escalation, Behaviour Management, and EPI-Pen training.

Program staff are supervised by Recreation Programmers that are responsible for a grouping of program sites to guide the staff's development and delivery of the program at each site, address parent concerns and general information, and to provide training and evaluations. A listing of the Recreation Programmer contact information is included on page 10.

REGISTRATION

All children interested in attending the EXCEL Program are required to register online for each new school year. This information is necessary to understand the desired program participation level as well as to ensure

EXCEL staff have immediate access to current student, parent and emergency information. Confirmation emails will be sent to parents as verification of your enrolment status. Please note that students may not begin attending the program until confirmation of acceptance has been received.

As in previous years, parents/guardians must pay a \$36.00 registration fee. This fee is non-refundable even if the child is withdrawn from the program. Enrollment in the program will not be completed without payment of the registration fee. Payment can be made online during the application process using Visa, MasterCard, Visa Debit or MasterCard Debit or later by cash, cheque or money order at the EXCEL Administration office at 25 Alfred Street, Dartmouth, NS.

If the capacity has been reached for the program in which you wish to enroll and you apply for a space on the waitlist, you will not be required to pay the \$36.00 registration fee until such time as space is available for your child to enroll.

Early registration for current participants of our 2018/2019 Before and After programs begins at 8 a.m. on Wednesday, June 5, 2019 and will end at 7:59 a.m. on Monday, June 10, 2019. Current participants will register with their email address that is on file with EXCEL. This will provide the primary account holder exclusive access to the online registration system during this period. Please note that there is no guarantee of automatic reenrollment for returning students. General registration for the 2019-2020 EXCEL program begins on Monday, June 10 at 8:00 a.m.

Registration is intended for families who wish to enroll their child(ren) in the EXCEL program at the earliest opportunity. We do not hold spots for families who are interested in enrolling at a later date or for those who withdraw hoping to re-enroll at a later date. If you would like your child(ren) to start the program at a later date, you will be billed for the days/month(s) of service leading up to that start date to reserve your place in the program.

Acceptance to the program will be based on the date and time applications are received in our office. Past experience has shown that many EXCEL program applicants cannot be accommodated due to limited program space and staff availability at specific school sites. EXCEL recommends that parents register early to ensure the greatest opportunity for entry into the program. If necessary, waiting lists are formed for individual school programs. Notification of acceptance or denial into the program shall be issued no later than June 28, 2019 for all applications received prior to that date.

A schedule of our program fee options is listed at the end of this handbook. EXCEL fees are prorated into ten equal monthly payments and are calculated based upon the number of actual scheduled school days, less all professional development/assessment and holidays. Parents are not charged for holidays or non-teaching days within our monthly fee calculations. Sibling discounts of 10% for the second child and 15% for the 3rd and subsequent children will apply to EXCEL program monthly fees.

Parents will have ongoing access to our online parent portal and are asked to update the system with any address changes occurring throughout the school year as well as any changes to your credit or debit card numbers and expiry dates. All parents must identify emergency contacts in case of illness and/or cancellations. If there are any changes to these contacts, parents are expected to update these changes in the parent portal.

All individuals wishing to register for EXCEL must do so through our online registration system. If online access is a problem for parents, they are asked to contact the EXCEL office prior to registration. With advance notice, we can arrange for online access points at your home school or a nearby hub.

At the time of registration, parents are asked to identify any medical concerns or if their child(ren) will require support beyond our 1:15 staff to student ratio to participate in our group recreation program. To fully explore the scope of the needs identified and the potential accommodations required, you will be emailed a participation questionnaire after submitting your online registration. It may also be necessary to arrange for a phone call or in-person meeting with EXCEL's Recreation Programmer-Inclusion.

ACCOUNT INFORMATION

PAYMENT OF FEES

All fees for the EXCEL Before and After school program are processed on the 20th day of the preceding month, beginning August 20, 2019. Options for payment include Visa or MasterCard, Visa Debit or MasterCard Debit, Post-Dated Cheques, Cash or Money Order. If paying monthly tuition fees online, families can set up **auto payment** at the time of registration with the payment card used to pay the \$36 registration fee or five days prior to the first billing date through the Parent Portal. Changes to payment cards must be made through the parent portal at least five business days prior to the 20th of the month.

If paying monthly tuition fees by post-dated cheques, they must be received at the EXCEL office on 25 Alfred Street, Dartmouth, NS at least five days prior to the 20th of the month preceding service. If you register part-way through the month, payment is required immediately by visiting the EXCEL Administration office on 25 Alfred Street, Dartmouth, NS for the days that will be used for the first month of service. Enrollment will be completed once payment is received. Receipt of post-dated cheques for the remaining months of service are required five days prior to the next monthly payment date to avoid interruption in service.

Payment by cash or money order must be made at the EXCEL Administration office on 25 Alfred Street, Dartmouth, NS on or before 4:15pm on the 20th of the month preceding service. If you register part-way through the month, payment is required immediately by visiting the EXCEL Administration office on 25 Alfred Street, Dartmouth, NS for the days that will be used for the first month of service. Enrollment will be completed once payment is received.

Parents/guardians who are cost-sharing fees with another parent/guardian may elect to pay separately. Only one parent however, needs to complete the actual registration process. On the online registration form, the registering parent will indicate that this is a cost-share arrangement. He or she will include the cost-share details and the contact information of the second person, including his or her name, email address and phone number. The EXCEL office will then contact the second person and provide a link for that person to complete his or her payment information and complete the process. The creation of the additional payment account is subject to the non-refundable \$36 application fee. All Account Holders will receive individual Income Tax receipts.

The parent/guardian who is cost-sharing fees must be added as a contact to the primary account (the parent/guardian who registered the child is typically the primary account holder). The primary account also stores the names and phone numbers of all emergency contacts and individuals authorized to pick up the child(ren) from EXCEL, as supplied by the child(ren)'s parents/guardians. This information is given to the Program Team Leader at the site to ensure that they are aware of who to contact in an emergency and who is authorized to pick up the child(ren) from EXCEL. The rights of the child(ren)'s parents/guardians are only limited by a court order. If anyone is prohibited from access to your child(ren) or there are other custody arrangements related to EXCEL, you will be asked to provide a signed, stamped copy of the custody agreement upon approval of your application. This can be uploaded during the application process or sent by email or FAX.

There is no refund for non-attendance for any of EXCEL's programs. A fee of \$18 will be charged for payments that are returned with insufficient funds or declined credit cards. This fee offsets the administrative costs associated with settling unpaid accounts. Please make sure that credit card information provided at registration will be valid at the time of transaction. Parents are responsible to update new expiry dates or credit card numbers in the parent portal. As EXCEL relies solely on program fees for its operation, repeated payments that are returned with insufficient funds or declined credit cards may result in the removal of the child from the program.

For account information, please contact our Registrar at 902-464-2000 ext. 2787, or our Assistant Registrar at 902-464-2000 ext. 2236. You may also send us an email at excelregistrar@hrce.ca or excel@hrce.ca

INCOME TAX RECEIPTS

Official income tax receipts will be issued for each calendar year in January/February, in accordance with Revenue Canada regulations. The receipt will be in the name of the Account Holder. Receipts will be emailed to Account Holders via the email address provided at the time of application. Requests for duplicate copies of

Income Tax receipts will be subject to an \$18.00 administration fee.

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 Program. If necessary, further action and collection efforts will be taken for recovery of the amount owed.

WITHDRAWAL/PROGRAM CHANGES

As EXCEL is funded entirely by program fees, it is essential that all sites remain fully enrolled at all times. Accordingly, EXCEL requires parents to give 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. The Registrar or Assistant Registrar will discuss with the Account Holder any refunds owing or fees outstanding to close out your account.

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.

PRORATED REFUNDS/FEEES

If you withdraw your child part-way through a month, your refund will be calculated by multiplying the applicable **daily rate** by the total number of days used in the final month of enrollment and subtracting that from the standard monthly rate. Refunds will not exceed the standard monthly rate for the applicable program.

When enrolling part-way through a month, the first month's fees will be calculated by multiplying the number of days to be used by the applicable **daily rate**. These fees will not exceed the standard monthly rate. The standard monthly rate will apply to the months remaining in the school year.

PROGRAM OVERVIEW

HOURS OF OPERATION & HOLIDAYS

Our Before school programs begin each morning at 7:30 a.m. Your Recreation Programmer or Program Team Leader 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, 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	Nova Scotia Heritage 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 and does not offer extended hours. Parents are, therefore, required to pick up their children no later than the 6:00 p.m. deadline. In the event that a child cannot, for whatever reason, be picked up within the allotted program time, the following procedures will be followed:

- There will be a late pickup charge of \$12.00/family per 15 minutes or part thereof;
- Should the first incidence of late arrival be within 5 minutes of the 6:00 pm program ending time,

there will be no fee charged. Parents later than 6:05 pm, on the first incident of late arrival, will be charged a \$12.00/family fee per 15 minutes or part thereof;

- Each subsequent late pick up will be subject to a \$12.00/family fee per 15 minutes or part thereof;
- More than five incidents of late pick-up may result in the dismissal of a family from our program;
- Late fees will be billed to the method of payment provided for your monthly program fees;

To ensure the safety and security of the child(ren) still in attendance following the 6pm program end time, two leaders must remain on site until such time as an authorized individual arrives for pick up. Late pick up charges are billed to cover the cost of the leaders' wages to remain with the child(ren).

We would ask parents to carry the EXCEL Program phone number with them at all times so that when you are running late you can communicate with staff 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

The EXCEL Program does not operate on in-service/PD days. Parents will be responsible for finding alternate arrangements for these days.

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 HRCE 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 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 parents or legal guardians) that we may contact should we be unable to reach you. These individuals may be required to pick your child up from the EXCEL Program due to unexpected program closures.

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 advising the EXCEL Program 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 HRCE website to review the specific HRCE Policies with respect to Communicable Diseases, etc.

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

If your child becomes ill during class hours, it is the responsibility of the school to notify you. EXCEL leaders 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.

GENERAL PROCEDURES

1. Parents must inform EXCEL staff if their child will be absent from the after school 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 record your school's program phone number on the front of this handbook for easy reference or request a business card from your Program Team Leader.
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. The EXCEL Program cannot be responsible for any child that is not signed in or out of the program by a parent, guardian or individual that has reached a minimum of 19 years of age in the interest of safety. If you are requesting an exception to this policy please contact your school's Recreation Programmer to discuss your exception request.

PARTICIPATION IN EXCEL

EXCEL is a before and/or after-school program with a focus on movement, outdoor activities, and physical literacy. When and where possible, EXCEL will provide reasonable accommodations to facilitate participation, however, support beyond which can be provided within our general supervisory ratio of 1 leader to 15 children, cannot be guaranteed.

At time of registration, parents are required to identify and detail any needs that their child may have in order to actively participate. Before acceptance to the program is granted, parents will be contacted by the EXCEL Management Team for a pre-assessment conversation to discuss the specific supports that may be required. Some of the factors for consideration may include:

- 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?
- Does the child exhibit aggression or violence towards others?
- Does the child pose a risk of injury to him or herself?
- Is the child a flight risk?

The EXCEL Management Team may deem it necessary to meet with parent(s) at the child's respective school to provide them with an opportunity to explore the EXCEL environment and collaboratively develop a potential accommodation plan if appropriate. Access to additional documentation such as a child's Individual Program Plan, IWK or doctor's evaluations, reports from previous care providers, or other general information may also be helpful in the process.

If it is determined that a child's needs can be reasonably accommodated in the EXCEL program by increasing the staff to child ratio (i.e. 1 leader to less than 15 children), acceptance into the program will be dependent on the recruitment of qualified staff.

All children must meet the behavioural expectations identified later in this handbook. In some circumstances, the continued participation of a child may need to be revisited 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 and all program participants in mind. EXCEL reserves the right to remove any participant if he or she is a disruption to the program or a risk to themselves or others.

BEHAVIOUR EXPECTATIONS

In order to ensure a safe, secure and healthy school environment for all students, the Minister of Education has established a Provincial School Code of Conduct. In an effort to provide consistency in the lives of students, the staff of EXCEL supports and follows the school code of conduct at each site which will be communicated to you by the school.

EXCEL strives to provide a nurturing, respectful, and responsive environment for our participants. A range of proactive interventions will be used to promote positive behaviour. Challenging behaviour is any behaviour that significantly interferes with the child's participation and/or the participation of other children, and/or is harmful to the child, other children or adults in the environment. When challenging behaviour arises, factors including the student's age/developmental needs as well as the frequency, severity, and intensity of the behaviour will be considered when determining consequences.

When efforts to correct challenging behaviour are unsuccessful, and it is deemed that the child is a danger to themselves or others, the Program Team Leader may contact the parent/guardian for an early pick-up. If the behaviour continues to persist/escalate in the coming days and weeks, the Recreation Programmer and/or Recreation Programmer- Inclusion, in consultation with the Program Team Leader, may suspend the child for a period of one to three days. As a last resort when all avenues have been exhausted, a child may be withdrawn from EXCEL.

Communication between EXCEL staff and parents is essential to identify solutions to address

persistent/escalating challenging behaviour. The EXCEL staff believes in dealing positively with situations and every child will be treated on an individual basis. There will be on-going dialogue with parents as we work to reach an appropriate resolution in the best interest of the child and the program. Confidentiality will be maintained in all situations.

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 Recreation Programmer and then to the EXCEL Manager or Coordinator.

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

SNACKS

Active growing children need small, nutritious snacks to keep them going throughout the day. See Eating Well with Canada's Food Guide (myfoodguide.com) for recommended amounts and types of foods and beverages for your child.

Healthy snacks are "tooth- friendly" - that is, they don't leave sticky sugar on children's teeth. Sweet sticky foods increase the risk of cavities and shouldn't be eaten as snacks at school. Save them for special occasions at home where children can brush their teeth after eating them.

Snacks should be good for the environment as well as good for children. You can pack snacks in reusable plastic containers, wrap them in waxed paper that can go in the compost bin, or send snacks that don't need to be wrapped at all, like fresh fruit.

Allergies

Some children have life-threatening allergies to peanuts or other foods. Please check with your school to determine what foods are not appropriate to send.

Foods for Healthy Snacking at School Vegetables and Fruit

Raw fruit: fruit is naturally sweet, so most children love it. Fruit can be served whole, sliced, cut in half, cubed, or in wedges. Try apples, apricots, bananas, blackberries, cantaloupe, cherries, grapefruit, grapes (red, green or purple), honeydew melon, kiwi (cut in half and give child a spoon to eat it), mandarin oranges, mangoes, nectarines, oranges, peaches, pears, pineapple, raspberries, strawberries, tangerines, watermelon and more! Frozen and canned fruit (canned in water), applesauce (unsweetened)

Raw vegetables: serve them raw or with dip, salad dressing or hummus. Try broccoli, carrot sticks or baby carrots, cauliflower, celery sticks, cucumber, peppers (green, red or yellow), snap peas, snow peas, string beans, tomato slices or grape or cherry tomatoes, zucchini slices and more!

Grain Products

- Whole grain bread, pita, tortilla, bagel, rolls or English muffin
- Whole grain crackers
- Unsweetened, whole grain cereal
- Whole grain muffin
- Air popped popcorn

Milk and Alternatives

- White milk (2% MF or less)
- Fortified soy beverages
- Yogurt or yogurt dip (2% MF or less)
- Hard cheese (20% MF or less)

Meat and Alternatives

- Lean meat slices
- Hard-boiled eggs
- Nut free spreads/butters
- Hummus

Try a Great Snack Combination

- Whole grain crackers and cheese
- Nut free spreads/butters on a whole grain bagel
- Half of a sandwich
- Plain yogurt with fresh or frozen fruit added
- Vegetables and hummus
- Trail mix (mix of whole grain cereals) and milk
- Smoothies (mix fruit, vegetables, milk and/or yogurt)
- Mini pitas with tzatziki dip

**CODE OF CONDUCT MATRIX
EXCEL PROGRAM BEHAVIOUR EXPECTATIONS**

<p>Respect for SELF</p>	<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
<p>Respect for OTHERS</p>	<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
<p>Respect for LEARNING</p>	<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 HRCE technology policy • Follow assigned seating • Demonstrate listening skills • Follow fair play principles • Use "indoor voices" in halls & stairwells
<p>Respect for ENVIRONMENT</p>	<ul style="list-style-type: none"> • Recycle, using appropriate recycling containers • 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 ADMINISTRATION CONTACTS

JOB TITLE	NAME	PHONE NUMBER	E-MAILS
Registrar	Kimberly Lozon	902-464-2000 ext. 2787	excelregistrar@hrce.ca
Assistant Registrar	Gail Hartling	902-464-2000 ext. 2236	excel@hrce.ca
Assistant Registrar, Client Service	Wendy Terry	902-464-2000 ext. 2491	wterry@hrce.ca
Recreation Programmer- Inclusion	Christie Longmire	902-464-2000 ext. 2494	clongmire@hrce.ca
Recreation Programmer - Unit 1	Emily McIsaac	902-464-2000 ext. 2496	emcisaac@hrce.ca
Administrator - Unit 1	Lori Fougere	902-464-2000 ext. 2492	lfougere@hrce.ca
Recreation Programmer - Unit 2	Jocelyn MacDonald	902-464-2000 ext. 2493	jocelyn.macdonald@hrce.ca
Administrator - Unit 2	Gillian Boutilier	902-464-2000 ext. 2013	gboutilier@hrce.ca
Recreation Programmer - Unit 3	Heather Hanlon	902-464-2000 ext. 2497	hhanlon@hrce.ca
Administrator - Unit 3	Tracey Penney	902-464-2000 ext. 5596	jlockhart@hrce.ca
Manager- EXCEL	Jeff Turple	902-464-2000 ext. 8498	jturple@hrce.ca
Coordinator - EXCEL	Roxanne Manning	902-464-2000 ext. 2495	manningr@hrce.ca

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

2019-2020 SCHOOL YEAR

Program	<i>1 Child</i>	<i>2 Children</i>	<i>3 Children</i>
Before (5 days/week)	\$97.00	\$184.30	\$266.75
After (5 days/week)	\$243.00	\$461.70	\$668.25
Before and After (5 days/week)	\$340.00	\$646.00	\$935.00

**Sibling discounts of 10% for the second child and 15% for the third and subsequent children in a family will apply.*

Payment Methods:

- Choose from Visa, MasterCard, Visa Debit, MasterCard Debit, Post-Dated Cheques, Cash or Money Order.
- Enrollment in the program will not be completed without payment of the \$36 registration fee.

PLEASE NOTE:

The EXCEL Program does not operate on holidays, Professional Development, Assessment and Evaluation Days or Report Card Day in June.