

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 303 – Before/After School Program</b>	
Related LCSDF AP's	AP 515 – Purchasing AP 516 – Purchase Order Procedures AP 517 – Purchase Card Manual AP 520 -Financial Accountability for School Generated Funds	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 174, 175	
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## Background

The Division believes in providing a quality Before/After School Program for our elementary school students. The Before/After School Program adheres to all the requirements set out by Lloydminster Catholic School Division.

## Procedures

In order to run effective Before/After School programming in our division, the following personnel will be responsible for the Administration of the program.

1. School Division Personnel - Community Education Coordinator is responsible to:
  - 1.1 Administration of Programming Regulations
    - 1.1.1 Identify Before/After School Program staffing requirements for each program of service.
    - 1.1.2 Annually review and revise the Lloydminster Catholic School Division Before/After School Parent Handbook.
    - 1.1.3 Plan, monitor, and make recommendations to the Chief Financial Officer for Before/After School Program facility requirements.
    - 1.1.4 Assess and identify need for equipment and material requirements for each school program and make recommendations to the Chief Financial Officer.
    - 1.1.5 Assess the need for Before/After School Program supervision of programming in accordance to staffing requirements and regulations and make recommendations to the Chief Financial Officer.
  - 1.2 Budget Procedures
    - 1.2.1 Research and prepare an annual Before/After School Program budget for each program.
    - 1.2.2 Monitor and process all Before/After School Program purchasing.
    - 1.2.3 Prepare all Before/After School Program reporting as requested and required.
    - 1.2.4 Assess family appeals for financial support and make recommendations to the Chief Financial Officer.
  - 1.3 Ensure school-based operations are in compliance with Lloydminster Catholic School Division's Before/After School Parent Handbook.

2. School Based Operations: The school Principal is responsible to:
  - 2.1 Implement a school management process to include the daily operations, personnel coverage, and sick leave coverage.
  - 2.2 Assign responsibilities for daily supervision according to predetermined supervision/staffing level requirements.
  - 2.3 Ensure all school staff are informed and adhere to all requirements to ensure child safety.
  - 2.4 Implement school-based management process:
    - 2.4.1 Ensure all new Before/After School Program registrations are collated, processed and stored correctly;
    - 2.4.2 Include Before/After School Program in annual school promotions and all new registrations;
    - 2.4.3 Distribute Before/After School Program information, including Before/After School Program Handbook, and registration forms; and
    - 2.4.4 Process all deposit, fees, collections, refunds, submissions according to AP 520 - Financial Accountability for School Generated Funds.
  - 2.5 Ensure Before/After School Program personnel have access to appropriate school equipment, materials and resources.
  - 2.6 Investigate complaints in Before/After School Program, in coordination with Community Education Coordinator, and make recommendations to the Director of Education, or designate, including reports of misbehavior of children, circumstances of miscommunication between personnel and parents, and instances of specific parent concern.
3. Before/After School Program Personnel
  - 3.1 Adhere to Job Description for all Before/After School Program personnel as defined in Appendix 1: Before/After School Program Job Descriptions.
  - 3.2 Provide program and services as defined and outlined in the Before/After School Parent Handbook.
  - 3.3 Report all instances of child misbehavior, injury, and illness to the parent, school principal, and division personnel, as per Before/After School Program Parent Handbook.