LONDON CHILDREN'S CONNECTION

SCHOOL AGE PROGRAM PARENT HANDBOOK

for 2026-2027

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PROGRAM STATEMENT

To ensure that we provide high quality experiences for families and children, our programming and pedagogy is guided by the *How Does Learning Happen? Ontario's Pedagogy for the Early Years* (2014) document.

We believe that every child:

- Needs to have a sense of belonging and that they feel connected to others and are able to contribute to their world.
- Needs to develop a strong sense of self, health and wellbeing.
- Is an active and engaged learner who explores the world with body, mind, and senses.
- Is a capable communicator who can express themselves in many ways.

Within a warm, nurturing environment, children actively participate in positive, interactive experiences that are based on their current interests and real-life experiences. Our flexible, creative programs provide children with opportunities for decision-making and growth towards independence and responsibility.

We view children as resourceful, competent, capable of complex thinking, and rich in potential. By observing the children's interaction and language, we learn about their interests, experiences and needs. By recognizing and acting upon teachable moments, the program staff engage children in planning activities that are meaningful and relevant to their world. With the guidance of the staff, projects are chosen that generate a sufficient amount of interest and curiosity to provoke children's creative thinking and problem solving, and are open to different avenues of exploration.

Developing the ability to self-regulate is an essential part of a child's healthy development. Understanding and helping children to develop self-regulation skills, is a key component of the School Age Program. Self-regulation develops over time with maturation, experience and nurturing adult support.

Self-regulation is the ability to effectively monitor and modify one's own emotions, to focus or shift attention, to control impulses and to tolerate frustration or delay gratification.

A child must be calmly focused and alert in order to learn, communicate and self-soothe effectively. Good self-regulation skills are important for a child's social-emotional development, as research has shown that children who can successfully self-regulate are more resilient, have better relationships with others, and better academic outcomes.

We value positive and responsive relationships with families. By engaging families in a meaningful way, this partnership ensures that we are able to focus on their child's social, emotional, physical, creative and cognitive development in a holistic way.

We work in partnership with school boards and special needs resource agencies, such as All Kids Belong, to meet the individual needs of children and their families. By working collaboratively with parents and resource agencies, we ensure that strategies are implemented that reduce or eliminate barriers, effectively support each child's unique needs and development, and are inclusive of all children, including children with individualized plans.

Our educators are warm, caring, qualified professionals who are carefully chosen through a selection process designed to determine their ability to meet the needs of children.

Educators participate in regularly scheduled professional learning opportunities throughout the year. Individually, and within learning communities, educators review, discuss, share and reflect on topics that are relevant to providing quality care for children and effective support for families.

PROGRAM STATEMENT GOALS AND APPROACHES

London Children's Connection's Program Statement is consistent with the Minister of Education's policy statement on programming and policy (0.Reg. 137/15), aligns with our policies and procedures, and is used to guide our work with children and families.

Children have a strong sense of self, health and well-being. Educators establish positive eating environments that are set up to promote social development. Children's allergies and dietary restrictions are respected and followed. Children are provided opportunities for flexible schedules built around their hunger cues and need for rest. Educators ensure hygiene, sanitation and infection control practices are followed.

Children are capable communicators who can express themselves in many ways. Children participate in positive experiences and are provided opportunities for decision-making and growth towards independence and responsibility. Children's interactions and language are observed in order to support their experiences, interests, needs and strengths. Families are valued through positive and responsive relationships. Children are observed to have meaningful interactions with educators. Children are able to express their thoughts, ideas and needs through a variety of mediums. Educators encourage deeper thinking by facilitating discussions, asking open-ended questions and providing children with a variety of materials that support creative growth. Children are able to explore within an environment that mirrors their needs, ideas, values, attitudes and culture. Their sense of belonging is supported by valuing each child's unique spirit, individuality and presence. Children and their families are valued as contributors with unique knowledge, experiences and strengths. They are welcomed into the program and are invited to participate in the planning and sharing of ideas and resources. Children see their lives, language and interests reflected in the program.

Children are supported in developing self-regulation skills. Children are observed to have meaningful interactions with staff where they are respected and able to maintain their dignity. Children are provided opportunities to make choices and encourage independence. Educators are responsive to children's abilities to self-manage behaviour, demonstrating a calm, supportive approach to guiding children. Educators support children by eliminating stressors/ transitions and being responsive to individual cues.

By recognizing and acting upon teachable moments, educators engage the children in planning activities that are meaningful and relevant to their world. Children are actively engaged learners who explore the world with body, mind and senses. Children are provided with opportunities to explore materials and initiate activities based on their own interests and ideas. Children are provided a variety of materials for indoor and outdoor play. Opportunities are available for flexibility with materials, allowing for indoor/outdoor materials to be interchangeable. Children are provided with open-ended materials that allow for the natural flow of creativity and the opportunity to make representations of what they understand or imagine.

Children actively participate in positive, interactive experiences that are based on their current interest and real-life experiences. Projects guided by educators that provoke children's curiosity, creative thinking, exploration and problem solving are open to different avenues of exploration. Programming and ongoing projects are generated from observations and children's emergent ideas and interests. Children are stimulated to think deeper and to develop curiosity based on the educator's use of teachable moments and open-ended questions. Educators are mindful of building relationships to meet the individual needs of the children.

Children are viewed as resourceful, competent, capable of complex thinking and rich in potential. Children will feel a sense of belonging, connected to others and that they are able to contribute to their world. Children are encouraged to feel powerful, independent, important and competent. They are provided with a variety of materials and experiences that offer opportunities for exploration and discoveries. Educators set up the environment to promote a variety of interests and skills to allow for choice and independence. Educators use pedagogical documentation as a means for reflection and programming.

Our indoor and outdoor environments allow for limited transitions, flexibility for rest periods and periods of uninterrupted play where safe risk measures are practiced. Opportunities for physical activity both indoors and outdoors are provided both morning and afternoon. Programming allows children the opportunity to sleep, rest or engage in quiet activities based on their individual need to regenerate or self-regulate. Educators reflect on the needs of the children and provide opportunities for individual and small group interactions.

Educators value positive and responsive relationships with families. Families are engaged in a meaningful way to ensure that educators are able to focus on the children's social, emotional, physical, creative and cognitive development in a holistic way. Children and families are welcomed into the program and are invited to participate in the planning and sharing of ideas and resources. Educators are mindful of building relationships to meet the individual needs of the child and family. By participating in ongoing communication with parents, educators exchange information and involve them in decision-making for their child. Educators document the child's day and share with families.

All children are valued and have opportunities to participate with their peers, in activities that promote their emotional, physical, social and intellectual growth and development. All children feel a sense of belonging and positive self-worth through respectful and supportive relationships. Educators work in collaboration with school personnel, Family Centres and community resource agencies, such as All Kids Belong, to meet the individual needs of the children and their families. By working collaboratively, we ensure that strategies are implemented that reduce or eliminate barriers and effectively support each child's unique needs.

Educators are warm, caring, qualified professionals, carefully chosen through a selection process designed to determine their ability to meet the needs of children. Educators remain current in their knowledge and skills by participating in continuous professional learning. Educators participate in regularly scheduled professional learning opportunities throughout the year. Individually or within specific learning communities, educators review, discuss, share and reflect on topics that are relevant to providing quality care for children and effective support for families.

Program Coordinators and designates document and review the impact of the approaches on the children and their families. Program Coordinators (or designates) conduct regular program visits to document, review and discuss with educators the impact of the approaches on the children and their families. Together, goals are set and next steps are planned to ensure the approaches are used. Parent feedback is gathered through quality assurance measures such as the "We Care" parent surveys.

ACCESSIBILITY AND INCLUSION

London Children's Connection (informally known as LCC) is committed to providing high quality, inclusive programs and practices that respond to the individual abilities and needs of every child. LCC knows that children need to feel valued, have friends and feel that they belong. At LCC, we provide safe, caring environments where all children are valued and have opportunities to participate with their peers, in activities that promote their emotional, physical, social and intellectual growth and development. We foster each child's sense of belonging and feelings of self-worth through respectful and supportive relationships among staff, children, their families and the community.

LCC staff work in partnership with parents and special needs resource agencies, such as All Kids Belong, to meet the individual needs of children and their families. By working collaboratively with parents and resource agencies, we ensure that strategies are implemented that support each child's unique needs.

Staff, parents, and school personnel work as partners to support the development of each child. Ongoing communication between all of the adults involved in their child's day enhances their educational and care experience by providing continuity to their day.

LICENSING

Licensing is obtained through the Ministry of Education (MEDU) to operate our School Age Programs. The program is inspected and licensed annually and a license is issued upon successful completion of the licensing procedure. More information about licensing is available on MEDU website at www.edu.gov.on.ca/eng/parents.

PROGRAM EDUCATORS

London Children's Connection's professional and caring staff are selected through a group interview process. Candidates are reviewed and reference checks are completed. Approval by the Ministry of Education is required for Program Supervisors with site responsibilities. All new staff participate in a thorough orientation process. Each staff member is required to have a valid Standard First Aid certificate, Infant/Child CPR, immunization record, and a Vulnerable Sector Check prior to employment; thus providing highly competent and capable staff to ensure the quality care that the School Age Program has established for over 30 years. All staff hired with an Early Childhood Educator (ECE) diploma must be registered and in good standing with the College of ECE.

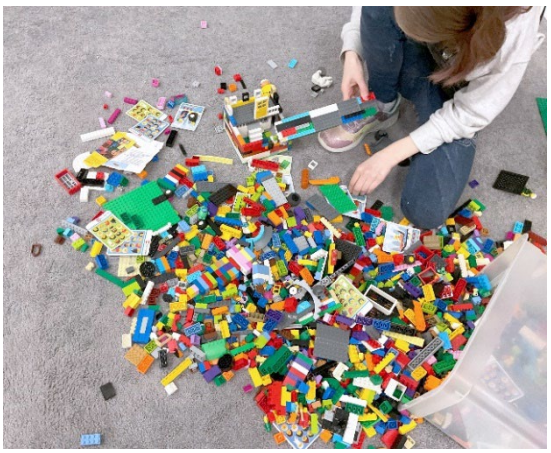
STAFF PROFESSIONAL DEVELOPMENT

In-service training is an integral part of all positions and regular participation in professional learning sessions offered by the organization is a requirement to further enhance staff skills. Each Program Coordinator meets monthly with their group of staff to facilitate information-sharing, problem-solving, and open discussion.

VOLUNTEERS AND STUDENTS

Volunteers and students may participate in a child care program by fulfilling the requirements of the Vulnerable Sector Check, participating in a Policy and Procedure review, and at the discretion of London Children's Connection. All volunteers and students participating in a child care opportunity will be supervised by staff at all times, and are not permitted to be alone with any child. All students and volunteers will participate in tasks and responsibilities that are directly related to their school curriculum / volunteer position.

BEFORE AND AFTER SCHOOL PROGRAM



The Before and After School program for **Kindergarten children** is a child-centered program that is designed to provide children with an integrated and seamless day. The Thames Valley District School Board and London District Catholic School Board endorse the use of community child care organizations to provide the Before and After School Program for Kindergarten children. The ratio of staff to children is 1 to 13.

The Before and After School program for children **six to twelve years of age** offers hands-on experiences for children in a familiar school environment. LCC's child-centered program offers children opportunities for decision making and growth towards increased independence and responsibility by taking part in program planning and leading activities. Grade one (1) and older children may be permitted to go to the washroom using the "buddy" system, unsupervised by adults. The ratio of staff to children is 1 to 15. In situations where there is a separate group of children ages 9-12 years, the ratio of staff to children is 1 to 20.

The Before and After School program hours have been established in consideration of the children, the length of their day and to correspond with parents' needs. LCC's before school programs open at 7:30 a.m. and our after school programs close at 6:00 p.m. As per our lease/permit with the Boards of Education London Children's Connection must comply with these hours of operation.

SCHOOL CLOSURES

School closures may result due to circumstances that are beyond LCC's control (e.g. severe inclement weather conditions, power failure). For announcements of school closures, please visit the website at www.lcc.on.ca, or social media pages.

When the school is closed LCC is unable to operate. If the buses are cancelled, but the school is open, the School Age Program operates as usual. If, during program hours, the child's program is unable to operate due to a power failure or similar circumstances, the parent will be contacted immediately. Should inclement weather occur on P.A. Days, LCC's decision to operate is based on the bus company and Board of Education's ability to operate. Refunds will not be issued for school closures that are beyond our control.

ARRIVAL AND DEPARTURE – BEFORE AND AFTER SCHOOL

Parents have the primary responsibility for ensuring their child arrives safely at the program.

Due to LCC's contract with the school board, children can only be accepted into the program at the scheduled start time, or later. If the parent expresses a concern regarding the program's start time, the 'Addressing Matters of Concern – A Solution Focused Approach' will be followed, and the parent will be referred to the Program Coordinator. (Section 2-11)

Before School

Children must always be accompanied by an adult when arriving or departing from the School Age Program. Should a child arrive without an adult, staff will:

1. Sign the child in
2. Contact the parent
3. Report the incident to On Call

If a parent has difficulty accompanying their child to and/or from the program, or arranging for a suitable adult to accompany their child, they will be referred to the Program Coordinator.

ABSENCES
Prior to their child's absence, parents must advise the program staff in person, or by calling or texting the program cell phone. A message can be left, and staff will check messages at the beginning of each program.

If a child is expected, and does not arrive before the school bell, staff will take the following steps:
1. Check the program cell phone for a message from the parents.
2. Circle the absence on the Sign In/Out sheet in red at the end of the morning program.

The parents will be contacted by the school, based on the safe arrival policy of the school boards, if the child is absent from class.

After three (3) incidents of the parent not contacting the program regarding a child's absence, the Program Coordinator will contact the parent to review the policy and find a mutually convenient way to ensure communication of absences.

After School
If a child has not arrived within ten minutes of school dismissal time, staff will take the following steps:
1. Ask the child's teacher if the child has been detained or did not attend school.
2. Check in with the school office if the teacher is not available.
3. Contact the parent if the child is still not located. If the parent does not answer, staff will leave a message asking them to call the program cell phone.
4. Contact On Call if the child has not been located within 15 minutes.
5. Circle the absence on the Sign In/Out sheet in red

On Call will continue to try to contact the parent and will call emergency contact persons. They will also contact an LCC Program Advisor, Coordinator or Manager to determine what steps to take, and will continue to support the Program staff.

SAFE ARRIVAL AND DEPARTURE – FULL DAY PROGRAMS

(P.A. Days, Summer, March Break, Winter Break)

ABSENCES
Staff will sign in the children as they arrive. If a child does not arrive at the program by 9:00 AM, and the parent has not given prior notice of absence, staff will take the following steps:
- Circle the Sign In space in red pen.
- Check the phone for a message from the parent. If there is no message, staff will contact the parent by phone or text. If the parent cannot be reached, a message will be left for them to contact the program as soon as possible.
- Follow the usual Sign In and Out procedure for documenting attendance (refer to staff manual, section 3)

If a child is expected at a later time, staff will follow the same process as listed above within a half hour of the expected time of arrival.

After three (3) incidents of the parent not contacting the program regarding a child's absence, the Program Coordinator will call the parent to review the policy and find a mutually convenient way to ensure communication of absences.

SPECIAL ARRANGEMENTS

Special arrangements may be made to permit children in the program to attend on-site, adult supervised clubs, activities, or lessons during program hours.

Completion of the Special Arrangements form is required whenever a child will be arriving at the program after their club or lesson or when the child has a regular commitment over a set term that requires a different routine.

Any occasional changes in routine will be documented with a note from the parent.

The Special Arrangements form is intended to relieve the parent of daily notes for a long-standing arrangement.

The Special Arrangements Form includes:

- Beginning and end dates of the activity/lesson.
- The child's full name.
- Description of the arrangement.
- Signature of the parent.

CONSENT FOR RELEASE TO A MINOR

This form must be completed by the parent for any minor (between 13 and 16 years of age) who is signing a child in and/or out of the program.

The Program Coordinator must be informed immediately when this form is completed.

The completed and signed form will be placed with the child's registration form in the Program Information binder.

UNKNOWN ADULT COMES TO PICK UP CHILD

A child may only be released to persons who have been named on the child's registration form, which has been signed by the parent. If this person is unknown to the staff, their picture identification will be requested.

The parent must give written permission for any person that is not listed on the child's registration form to pick up their child. If an adult comes to pick up a child and their name is not on the registration form, and there is no written permission from the parent, the following steps will be taken:

1. Staff will inform the adult that there is no written permission to release the child to them.
2. Staff will call the parent to inform them of the situation.
3. In case the parent gives direct instructions to release the child to the adult who has come to pick up their child, the following steps will be taken:
    a. The parent's verbal confirmation will be documented in the Daily Journal
    b. The parent will be asked if they would like to add this person to the child's registration form
    c. The adult will be asked for photo identification
4. If the parent cannot be reached, or the parent is unable to come to the program, the emergency contact person(s) will be called and asked to come to pick up the child.
5. Under no circumstances is the child to be left with the adult during this process. If the adult insists upon taking the child before parental consent is received, the parents will immediately be contacted to inform them of the situation.

Note: Anytime this situation occurs, On Call or Program Coordinator (or designate) will be immediately contacted.

LATE PICKUP

Parents are responsible for ensuring that their child is picked up by 6:00 pm. If an unexpected situation arises and parents are unable to pick up their child by 6:00 pm, they must arrange for another adult to do so.

If at 6:00 p.m., a parent has not arrived to pick up their child, the following steps will be taken:

6:05 p.m. Staff will call the parent. If the parent does not answer the phone, the staff will leave a voice message requesting the parent call the program cell phone.
Staff will provide an activity and offer a snack, ensuring the child is comfortable.
Staff will contact On Call.

6:15 p.m. If the parent has not responded to the staff, the emergency contacts listed on the child care will be called.
The custodian will be informed of the situation.

6:30 p.m. The Program Manager will be consulted regarding next steps.

Children will not be left unattended or released into the care of an unauthorized person. (See *Unknown Adult Comes to Pick Up*).

If the custodian asks the staff to leave the building, the staff will remain and immediately call On Call for support.

Upon pick up of the child, the staff will call On Call to report the time.

Note: For full day programs the above process will start at 5:35 pm.

SAFE TRANSITION

The safe transition of children in grade one and older between the before school program and their classrooms is ensured by requesting that the children gather their belongings at the entry bell and go directly from the before school program to their classroom. Upon dismissal, children in grade one and older gather their belongings and come directly to the after school program. Parents and children are encouraged to visit the program in order to familiarize themselves with the room location of the program in relation to their classroom.

Children in the kindergarten before school program are escorted by a school staff or designate at the entry bell. Upon dismissal, all kindergarten children are escorted by a school staff or designate to their applicable after school program location.

APPROACHES FOR GUIDING CHILDREN'S SUCCESS

LCC's aim is for the children and staff to have a safe and enjoyable time at the program. LCC establishes reasonable limits for behaviour which are consistently monitored by all staff. These limits are appropriate to the developmental level of the child and consider the health, safety, and the rights of all individuals. A positive approach is used to guide the children, and each situation and child is considered individually. LCC methods include: redirection, logical and natural consequences, limit setting, modeling, providing choices, anticipating situations, recognizing appropriate behavior and involving children in conflict resolution.

FOUR RESPONSIBILITIES

Be Safe
Be Kind
Do Your Best
Have Fun

A posting containing the four responsibilities is displayed in the Solution Station area of each program where it can be seen and used daily by the children and program staff. The responsibilities are the starting point for staff and a child (or children) to discuss situations such as challenges in their relationships. When a situation arises, it can be discussed in relation to these responsibilities.

London Children's Connection objective is to help children learn to work together and use effective problem solving within a supportive and fun environment. The process of conflict resolution requires each child involved to:

1. Agree to listen to each other to determine the problem
2. Decide what can be done to solve the problem
3. Determine if the solution works to resolve the problem

SCHOOL'S CODE OF CONDUCT FOR PUBLICLY FUNDED SCHOOL BOARDS

As part of London Children's Connection's lease agreement with the school boards, LCC programs must abide by and follow the Safe Schools Act.

MATTERS OF CONCERN – A Solution Focused Approach

London Children's Connection works in partnership with parents, school personnel, and community partners to meet the individual needs of children and their families. LCC values positive, respectful, and responsive relationships and foster engagement and ongoing communication with parents about their children and the program.

Open communication with parents is essential to a quality child care experience. Program staff will discuss the child's day and will ask for parents feedback to ensure the child has a positive experience in program. All issues and concerns brought forward are taken seriously and every effort will be made to address and resolve issues and concerns as quickly as possible. An initial response will be provided within two business days.

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents, children, staff, students and volunteers, except when information must be disclosed for legal reasons (ie: Children's Aid Society (CAS), Ministry of Education, College of Early Childhood Educators etc.).

London Children's Connection strives to meet the needs of all children and families enrolled in our child care programs, however, in certain situations it may become necessary for a discussion regarding alternate child care options. London Children's Connection does not make this decision lightly and makes every reasonable effort to meet each child's individual needs so that they can participate in a meaningful, purposeful, and successful manner in the program.

Depending upon the concern, please follow the steps below:

Nature of Issue/Concern	***Steps to Report Issue/Concern***
Program: ***e.g. schedule, sleep arrangements, toilet training, programming activities, feeding arrangements***	1. Raise the issue/concern directly with program staff. 2. If the issue cannot be resolved, contact the Program Coordinator.
General Operations-Related: ***e.g. child care fees, staffing, waiting lists, menus***	Raise the issue/concern directly with the Program Coordinator.
Staff, Student, Volunteer	1. Raise the issue/concern directly with the individual. 2. If the issue cannot be resolved, contact the Program Coordinator. All issues or concerns about the conduct of staff, students or volunteers that puts a child's health, safety, or well-being at risk should be reported to the Program Coordinator as soon as it becomes apparent.

ILLNESS OF A CHILD

Child Care and Early Years Act (2014)

London Children's Connection follows the guidelines as set out by the Middlesex-London Health Unit. In order to protect the interests of the sick child and to prevent further infection, if a child becomes ill during the program, parents will be contacted immediately and asked to pick up their child. If we cannot reach the parents/guardians by phone, the emergency contacts on the child's registration form will be contacted and requested to pick up the sick child.

Parents are strongly encouraged to keep an ill child at home.

Head Lice is a common nuisance that can spread quickly from person-to-person through direct hair to hair contact, or by sharing items such as hats, hairbrushes and headphones. In order to prevent the spread, if there is an active case of head lice found in the program, the child's parent will be contacted to come and pick up their child. Once the child is treated, they may return to the program. We encourage parents to check their child's head regularly to help prevent the spread.

EMERGENCY MEDICAL ATTENTION

The health, safety, and well-being of the children in our care, are our highest priority. In the case of illness or injury to a child, the staff of London Children's Connection will immediately proceed in obtaining emergency medical treatment as deemed necessary. Parents/guardians will be notified immediately in such an emergency.

In order to ensure the safety of a child with life threatening medical conditions, it is imperative that parents / guardians provide complete and accurate medical information upon registration, as well as advise the program of any changes in a child's health.

HEALTH AND ADMINISTRATION OF MEDICATION

All prescription medication must be in the original container with a prescription label that is clearly marked with the child's name, date, name of medication, and the instructions for storage and administration. Program staff will only administer medication according to the instructions on the prescription label. Program staff will not accept a non-prescription topical cream if the contents include an identified allergen for any child enrolled in the program. Homemade treatments, essential oils, or topical creams will not be administered. A medication form must be completed and signed by the parent /guardian prior to administering medication to a child. Our staff will document and initial: the dosage, time given, and any side effects observed each time medication is administered. Please ensure that the medication is passed directly on to the program staff for safe storage.

Emergency Medication: If a child requires an emergency medication, the medication must always be accessible in case of an emergency. Parents will be contacted and the child will not be accepted in the program if this medication is not on site.

EMERGENCY EXPENSES

Emergency expenses, such as any expense incurred in handling an emergency illness of a child, will be the responsibility of the parent /guardian. Each program staff maintains a valid Standard First Aid and Infant/Child CPR certificate therefore they are trained in emergency first aid practices. Parent's will be informed of all accidents, as well as requested to review and sign an Injury Report. Please inform the program staff immediately if medical treatment was sought after an injury in our program.

REGISTRATION OF A CHILD REQUIRING AN ACTION PLAN

At the time of initial registration of a child with a chronic or acute medical condition (e.g. anaphylaxis, asthma, seizure disorder, diabetes, or any other chronic or acute medical condition), the Program Coordinator in conjunction with the parent will complete, sign and date an Action Plan. This plan is reviewed, signed and dated by the parent annually, or if changes are made.

Prior to the child commencing care, the Program Coordinator (or designate), will review the Action Plan with program staff.

Upon arrival to the program site, all supply staff, students, and volunteers will review the plan.

The parent and/or Program Coordinator may request that a copy of the plan be posted in additional areas.

If a child requires the administration of emergency medication, the parent must complete a Medication Authorization and Administration form, and a Release and Authorization for Self-Administration of Prescription Medication form (if applicable).

ANAPHYLAXIS

Some allergic reactions range in severity from uncomfortable to severe. Some allergies can be fatal. These severe reactions are called anaphylactic reactions. Anaphylactic reactions may begin mildly with itching around eyes and mouth, flushing, hives or a cough. However, in some cases, symptoms can increase quickly to include swelling of the mouth and throat, difficulty breathing, nausea, vomiting, weakness and confusion. A drop in blood pressure may deprive the heart and brain of oxygen, leading to unconsciousness or death. All of this can occur in minutes and immediate medical relief is necessary. Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past.

If a person with allergies expresses any concern that a reaction might be starting, the person should always be taken seriously. When a reaction begins, it is important to respond immediately, following the instructions in the child's Anaphylaxis Action Plan.

ANAPHYLAXIS ACTION PLAN

At the time of the initial registration of a child with an anaphylactic allergy, the Program Coordinator (or designate), in conjunction with the parent, will complete, sign and date an Anaphylaxis Action Plan. The Program Coordinator (or designate) will be trained by the parent on the steps to take in the event that their child has an anaphylactic reaction.

Prior to the child commencing in the program, the Program Coordinator (or designate), will train the program staff on the steps to take in the event of an anaphylactic reaction.

During their initial orientation and annually thereafter, all program staff will be trained on how to use an epinephrine device.

Staff purchasing food will be instructed to check all labels to ensure products do not contain, or state 'may contain', nuts or any other ingredient of an identified life-threatening allergy. Staff must become familiar with the terms on food labels that identify ingredients made from the allergen(s). This information is to be supplied by the parent.

The Program Coordinator and / or Program Manager will determine if a specific food allergen cannot be eliminated from the site (e.g. milk). If this situation occurs:

a. Appropriate substitutions will be provided for the child.
b. Special attention will be given to reduce the exposure of the allergen to the child (e.g. the child will sit in a designated place, during snack and lunchtime)

If the emergency medication is not brought to the program, the child cannot attend.

STRATEGIES TO REDUCE RISK OF EXPOSURE

London Children's Connection recognizes the importance of having a safe environment for children with life-threatening and severe allergies. All possible strategies to reduce the risk of exposure to the allergen/s will be practiced. It must be noted, however, that it is not possible to reduce the risk to zero.

- Parents must inform the Program Coordinator and program staff of all potential allergen/s that may cause their child to have an anaphylactic reaction. This information should be clearly noted on the Anaphylaxis Action Plan for the specific child.
- The child's parent will review the program menus (if the child has a food allergy), highlighting the food items that may cause an anaphylactic allergy.
- Avoidance of the specific allergen is the only way of preventing allergic reactions. All staff must take every reasonable precaution to ensure that the rooms used by the program are free from the allergen/s (ie: latex, food source). Information regarding the allergen/s will be shared with all those who use the program room.
- LCC staff, supply staff, students, volunteers, parents and school staff (if applicable) are informed that a child with an anaphylactic allergy is registered in the program. Staff, supply staff, students and volunteers located at the school location, must review the Anaphylaxis Action Plan for the child.
- Food served to the children is provided by LCC. Contact the Program Coordinator for exceptions.
- Surfaces used to prepare or serve food are disinfected by program staff, using the approved disinfectant.
- Hands are washed before and after snack.
- Staff will monitor the outdoor play space and encourage children to stay away from any area where there may be a concern with stinging insects.
- Snack outdoors requires special attention if a child with an anaphylactic allergy to insect stings or bites is registered.

During instructional school days, nutritious snacks are provided by LCC in both the before school and after school programs. These snacks are provided in accordance with the strategies to reduce exposure, therefore children will not be allowed to eat food from home, unless there is an agreement with the Program Coordinator.

BAGGED LUNCHES

School age children who attend full day programs on non-instructional school days, (e.g. PA Days, March Break, summer program) will be required to bring a bagged lunch from home. To aid in reducing the risk of exposure to allergens, parents are asked to:

- Ensure lunches **are nut free.**
- Consider any other food allergens that are specific to each program, and plan lunch with the allergens in mind. Families will be notified of any other anaphylaxis food allergy in the program through email and / or program newsletter.
- Inform the staff if an allergen could not be avoided.
- Clearly label the child's lunch bag and water bottle with the child's first name, last initial and the program name.

Note: Staff will review the contents of each child's bagged lunch to ensure that products containing nuts are not brought into the program, as well as noting any other identified anaphylactic allergens. Special attention will be given to reduce the exposure of the allergen to the child who is anaphylactic.

EXCURSIONS

Periodically during full day programs on non-instructional days, such as P.A. Days, March Break, and summer, the children may be participating in ice skating, rollerblading or roller skating. In order for the children to participate in these activities it is mandatory that to provide a helmet (hockey, bike) for safety reasons.

Excursions and community trips will require a signed permission form, allowing the child to participate. The permission form will outline the date, time, means of transportation and destination. When special visitors are scheduled, the parent will be notified in advance.

OUTDOOR LEARNING

Experiences in nature are very important to the development of children. They enhance physical health, intellectual development and emotional well-being, and increase focus and academic achievement. Learning outdoors provides opportunities for curiosity and wonder, and provides a different and meaningful learning environment.

Outdoor activities are scheduled daily, weather permitting. Please ensure the child/ren are dressed appropriately. Use of the outdoor equipment is determined by MEDU (as per Canadian Standards Association). LCC's daily program schedule allows children the opportunity to participate in outdoor activities every morning and afternoon.

To help children feel comfortable and ready to explore and learn in the outdoors LCC asks that parents provide appropriate clothing for the weather each day (e.g. rain boots, raincoats and splash pants for wet days: snow pants, boots, hats, extra mittens, etc. for cold, snowy days). LCC encourages a change of clothing to be kept in a child's backpack so that children have the freedom to explore and create, while eliminating the stress of getting dirty or wet.

If child/ren are enrolled in summer programs, LCC requests that parents provide a bottle of sunscreen to the program to help ensure that the child/ren is protected from the harmful rays of the sun. Due to allergies and skin sensitivities, the sunscreen must be in the original container, and clearly labelled with the child's name on it. It is recommended to use a broad spectrum UVA and UVB sunscreen, with SPF 30 or higher. Please ensure sunscreen does not contain any nut ingredients.

PERIODS OF REST

The well-being of all children in program is supported through programming that supports each child's varied psychological and biological rhythms by providing materials, time and space for active play, rest and quiet time.

The need for sleep and/or rest time varies greatly among children. Children enrolled in a kindergarten program are permitted to sleep, rest, or engage in quiet activities, based on their individual needs. LCC works in partnership with parents to ensure that the duration of each child's rest period while participating in our program does not disrupt normal sleep patterns at home.

USE OF TECHNOLOGY

The school age program believes in interactive programming for children in our care, therefore responsible use of electronics must be practiced.

- LCC does not endorse the showing of commercial movies.
- All computer games and programs utilized by the children must be owned and endorsed by LCC, the TVDSB and the LDCSB. If an electronic device is part of a child's individual support plan, the use of the device must be discussed with the Program Coordinator.
- Children's personal technical devices (smart watches, cell phones, etc.) are not permitted in program.

PARENT COMMUNICATIONS

INFORMATION REQUIRING ATTENTION

Any information requiring parent attention will be emailed to the email address provided under Parent/Guardian #1. This important information will help keep parents aware of upcoming events and deadlines. Please ensure that lcc.on.ca emails are identified as a safe sender, to avoid the email going to junk mail.

ABSENCES

If a child will be absent, it is essential that parents inform the Program's Supervisor. Written notice can be given to the Program Supervisor (on site) in advance, or in circumstances where written notice is not possible, please call the program cell phone number supplied in the registration information.

CHANGES IN REGISTRATION INFORMATION

Any changes to the contents of the registration package must be relayed immediately to the Program Coordinator, as well as to the Program Supervisor (on site). The child's safety in the event of an emergency could depend on the accuracy of this information. Each September, parents will be asked to review and sign the child information form to ensure it is accurate. When changes occur, parents will be requested to sign and date the updated form as a verification of accuracy.

PARENT INVOLVEMENT

Parent involvement is welcome in all aspects of the program. Feedback through questionnaires and daily communication with Supervisor(s) are valuable methods of contributing to the quality of care. LCC encourages parents to consider participating on LCC's Board of Directors or Program Advisory Committee.

STATUTORY HOLIDAYS / PROGRAM CLOSURE DAYS

London Children's Connection program observes the following statutory holidays:

New Year's Day	Family Day	Good Friday	Victoria Day	Canada Day
Civic Holiday	Labour Day	Thanksgiving Day	Christmas Day	Boxing Day

In addition, the school age program is closed for an organization-wide professional development day on Easter Monday.

LCC may also be closed for community professional learning events. Parents / guardians will be informed of these days well in advance.

DUTY TO REPORT

The duty to report is an ongoing obligation. If there are reasonable grounds to suspect that a child is or may need protection, by law, a report must be made to the Children's Aid Society (CAS). The duty to report overrides the provision of any other provincial statute.

SHARING OF PERSONAL INFORMATION

London Children's Connection values and respects the confidentiality of all families in program, however, outside agencies such as Children's Aid Society, the Ministry of Education, and the Middlesex-London Health Unit have the authority to ask for information about children participating in licensed programs. If asked by an authority, LCC will provide information as required.

MONITORING COMPLIANCE AND CONTRAVENTIONS

On a monthly basis, the Program Coordinator or designate visits the program to observe and document compliance with the implementation of program policies and procedures, Program Statement goals and approaches and Individual Support Plans. Follow up support is provided as required.

PROHIBITED PRACTICES

Under no circumstances are any of the following permitted:

a) Corporal punishment of a child.

b) Physical restraint of a child, such as confining a child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only until the risk of injury is no longer imminent;

c) Locking the exits of a child care centre or home child care premises for the purpose of confining a child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management procedures.

d) Use of harsh or degrading measure or threats or use of derogatory language directed at or in the presence of a child that would humiliate, shame or frighten a child or undermine his/her self-respect, dignity or self-worth;

e) Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;

f) Inflicting any bodily harm on children including making children eat or drink against their will.

g) Sexual abuse, sexual misconduct or engaging in a prescribed sexual act, as those terms are defined in the Early Child Educators Act, 2007.O. Reg 137/15, s.48; O. Reg 126/16, s.34; O. Reg. 197/26. s.15.

FIRE DRILLS

Fire drills are practiced once per month and recorded by the supervisor.

EMERGENCY MANAGEMENT

An outline of the emergency procedures that are followed in the event of evacuation, as well as information regarding the evacuation site, is posted in each program room. Please become familiar with this information.

If an evacuation occurs (e.g. false fire alarm) and the program can remain on site, parents will be verbally informed upon arrival to pick up their child. If an evacuation requires the program to move to the emergency evacuation site, parents/guardian's will be informed by phone as soon as it is safe to do so.

REQUESTS FOR COPIES OF ATTENDANCE

Any requests for copies of attendance must be made in writing by the requesting parent's legal counsel addressed to the Program Coordinator. Separate fees will be charged by the ordering party for each year and each location requested.

SERIOUS OCCURRENCE NOTIFICATION

The safety and well-being of all children is our highest priority, however, in spite of all the best precautions, incidents can sometimes happen. A Serious Occurrence Notification Form will be posted in a visible area on site, for 10 days, when an incident occurs that is deemed a serious occurrence, as per the MEDU's definition. A serious occurrence does not mean that the program is out of compliance with licensing requirements or that the children are at risk at the program.

VISITING ANIMALS AND RESIDENT PETS

The Thames Valley District School Board and London District Catholic School Board do not allow dogs on school property. Service animals that accompany persons with disabilities shall be permitted entry to all services and facilities that are open to the public. If it is not readily apparent that an animal is a service animal, London Children's Connection may request a letter from a physician or nurse confirming that the person requires the animal for reasons relating to their disability.

SMOKE-FREE ONTARIO ACT

The Smoke-Free Ontario Act requires licensed school age programs to comply with this regulation; therefore, no person may smoke or hold lighted tobacco, smoke or hold lighted medical cannabis, smoke or hold a designed product or substance, or use an electronic cigarette/vape, in any location where child care is provided by London Children's Connection, whether or not children are present.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

London Children's Connection fully supports the Accessibility for Ontarians with Disabilities Act (AODA). Should assistance be required in accessing information regarding programs and services, please contact the designated Program Coordinator.

RESOURCE LINKS

Middlesex-London Health Unit:
http://www.healthunit.com

Ministry of Education Information on Child Care:
http://www.edu.gov.on.ca/childcare/

How Does Learning Happen? Document:
https://www.ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years

Safe Schools:
www.tvdsb.ca/safeschools

REGISTRATION AND FEE INFORMATION BEFORE AND AFTER SCHOOL

WAITLIST POLICY

London Children's Connection supports the utilization of London's centralized on-line child care waitlist (OneHSN). To provide families with quick, easy access to the OneHSN waitlist, LCC provides a direct link on our website. If parents require support to help them navigate through the waitlist site, LCC staff are available to assist them by contacting us at (519) 471-4300.

When registering children in our programs, we first look to meet the needs of the families currently registered (transfers between LCC programs, siblings, and/or moving children from one age group to another).

Once parents have completed the on-line waitlist, Program Coordinators are notified of the request by email.

Parents are welcome to call if they have questions, or to enquire about their status on the waitlist. Confidentiality is maintained at all times.

Space Acceptance and Waitlist Removal
Program Coordinators review the waitlist regularly and as opportunities to fulfill new applicants needs become available, families are notified in order of application submission date and the ability to meet requested child care needs. Parents are welcome to call if they have questions, or to enquire about their status on the waitlist. Confidentiality is maintained at all times.

Parent Notification Process
Email #1
When a space becomes available, the Program Coordinator will contact the family by **phone** to make an offer.

If the parent is unsure: The Program Coordinator will let them know that they will be sending a follow up email, informing them that we require confirmation of acceptance within 2 business days. If the parent does not require a space at this time, they will be given the option to:

- Make a change to their preferred start date
- Remove name from the waitlist

If the parent does respond within the given time, we will proceed to email #2.

If the parent does not answer when the call is made: The Program Coordinator will leave a voice message to let them know that they will receive a follow up email offering them a space, and informing them that we require confirmation of acceptance within 2 business days. I the parent does not require a space at this time, they will be given the option to:

- Make a change to their preferred start date
- Remove name from the waitlist

If the parent does respond within the given time, we will proceed to email #2.

Email #2 (Reminder)
If the family does not respond to email #1, they will receive a Reminder email (#2), requesting a confirmation of acceptance within another 2 business days. If the parent does not respond within the given time, we will proceed to email #3.

Email #3 (Final Reminder/Removal from the waitlist)
If the family does not respond to email #2 within 2 business days, they will receive email #3, letting them know that this is the final reminder. If we do not hear from them within the next 2 business days, their name will be removed from the waitlist.

Families will be required to re-register on the waitlist if removed.

FEE INFORMATION

Each year the Board of Directors establishes the School Age Program fees at an amount that will cover the operating costs of the program. The cost of the program is averaged out over the 10-month school term to arrive at a set monthly fee. The fees are based upon the school year occurring as scheduled; however, if unexpected circumstances arise, such as changes to the school year calendar, fee adjustments may be required.

- Families with three or more children enrolled in the before and/or after school program qualify for a 50% discount in fees for the third and subsequent children who are six years of age or older. The discount will be applied in the lowest School Age Program fee(s).
- Families with two or more children enrolled in the School Age P.A. Day Program qualify for a 50% discount in fees for the second and subsequent children who are six years of age or older. The discount will be applied to the lowest School Age Program fee(s).

Payment Methods
Payment for enrollment is due in advance of care.

1. A completed Pre-Authorized Debit (P.A.D.) form is required at the time of registration. Automatic withdrawals for monthly child care fees will be processed the first business day of each month during the school year. The September P.A.D. will be processed on the first day of school.
2. If Pre-Authorized Debit is not possible, a series of post-dated cheques for the school year must be submitted prior to the provided start date. Cheques are payable to London Children's Connection and dated for the first of each month.

Feel free to contact LCC by the P.A.D. cancellation date shown on the last page of the Year at a Glance calendar, should there be an issue with payment.

CHILD CARE FEE SUBSIDY

If a parent / guardian is currently receiving the child care fee subsidy, assistance will continue based on approval from the subsidy provider (City of London or County of Middlesex). The fees for the upcoming school year are indicated in the confirmation letter.

Parents must notify the subsidy provider:

- To arrange approval if a child will be absent five (5) or more consecutive days (illness or vacation).
- To arrange approval for consistent absent days (e.g. every Friday).
- To arrange approval for a change in a child's enrollment, transfer to another school, program or care provider.
- When a parent withdraws a child from care.
- If there is changes in address, phone number or employment information.

London Children's Connection will then be notified by the subsidy provider regarding eligibility for such absences, changes or withdrawals.

Note: If approval is not received for any of the above situations, the subsidy provider will not pay for these absent days or changes, and the parent / guardian will be responsible for paying all full fees to London Children's Connection directly. Refer to the information sheet that was provided by the subsidy provider for further details.

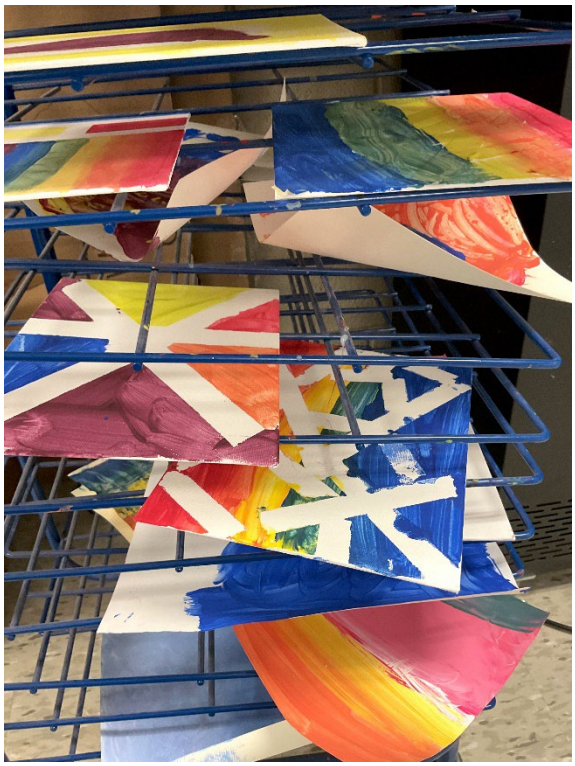
Interested in Child Care Fee Subsidy?
Application forms are available from London Children's Connection Main office, the City of London website at www.london.ca/childcare or by calling the City of London at 519-661-4834 or County of Middlesex at 519-434-7321.

REGISTRATION PROCEDURE

A registration package can be completed and directly submitted online. Payment arrangements for the school year must accompany the registration package in order to process a child's enrollment. Payment is required for all statutory holidays, as well as for all days a child is scheduled to be in care. The set monthly fee includes statutory holidays. Prior to a child's participation in the program, the parent / guardian will be required to read the entirety of this document, the School Age Program Parent Handbook.

Occasionally revisions are made to this document and the most up to date version of the Parent Handbook can always be found on the London Children's Connection website at www.lcc.on.ca/sap.

Parent / Guardian #1 on the registration form is the designated parent / guardian who will receive all written correspondence. This parent will also be issued the annual income tax receipt by the end of February. Should a request be made to duplicate income tax receipts beyond the past calendar year, a fee will be charged.



WITHDRAWAL FROM THE PROGRAM

Two weeks' notice of withdrawal is required by notifying the Program Coordinator. A refund will be issued for any resulting overpayment, provided the required two weeks' notice is given. In lieu of notice, two weeks' fees will be required. For parents enrolled in our Pre-Authorized Debit (P.A.D.) plan, notice of a child's withdrawal must be received by the 15th of the month to ensure cancellation of the next scheduled automatic withdrawal.

Services may be terminated by LCC if policies are not followed or fees are not paid.

A space cannot be guaranteed if a parent / guardian wishes to temporarily withdraw a child. In the event of a temporary withdrawal, the child's name will be placed on the waiting list for the program.

RE-REGISTRATION

Parents who currently have children enrolled in a School Age Program have first priority to re-register for the following school term.
The re-registration procedure takes place online in the spring.
Re-registration is required if child care services continue for the following school year. Should it be determined that a family will not require care for the following school year, it is important that the parent / guardian let LCC know by selecting the option that the child will not be returning, during the online re-registration process.

SIBLING REGISTRATION

If there is a younger child who will be registered for child care in the future, please inform the Program Coordinator at least one (1) year prior to their intended start date and their name will be placed on a priority waiting list. Older siblings must currently be enrolled in a School Age Program.

Note: Siblings do not automatically receive child care fee subsidy. If the Program Coordinator contacts to confirm a request for sibling care, the subsidy provider must also be contacted to confirm eligibility. LCC's office will be notified by the subsidy provider regarding eligibility.

TRANSFERRING SCHOOLS

When a transfer from one School Age Program to another is requested, the Program Coordinator must be informed immediately. Priority placement will be given if spaces are available.

REGISTRATION INFORMATION
FULL DAY PROGRAMS
P.A. DAYS, MARCH BREAK AND SUMMER

REGISTRATION APPLICATION

All registration information and registration application forms for full day programs will be made available through email. The registration form for P.A. Days, March Break and summer can be completed and directly submitted online. Notification of these dates will be provided through email communications.

P.A. DAY PROGRAMS

London Children's Connections P.A. Day programs are offered at designated sites to all children who are currently enrolled in a School Age Program on a first-come, first-served basis. These programs operate from 7:30 am to **5:30 pm**. Off-site excursions are typically planned for these days. Registration will be accepted up to two weeks prior to the P.A. Day, based on space availability.

Note: LCC programs do not operate on the last P.A. Day in June.

Payment Method

Families enrolled in the Pre-Authorized Debit (PAD) plan, will have P.A. Day fees automatically withdrawn from the account on the P.A. Day for which the child(ren) are registered. Families not enrolled in the PAD plan, must provide post-dated cheques with the registration form in order to confirm the child's registration.

Withdrawal

Two weeks' notice must be given prior to the withdrawal of a P.A. Day. A refund will be issued, provided the required notice is received.

MARCH BREAK / SUMMER PROGRAMS

Full day programs are offered at designated school age sites throughout the city of London, to all children who are currently enrolled in a School Age Program on a first-come, first-served basis. These programs operate from 7:30 a.m. to **5:30 p.m**. Spaces are limited in these programs.

Payment Method

The Full-Day Program Registrar will e-mail confirmation letters to all confirmed families. The confirmation letter will outline payment details and deadlines for payment arrangements. Families enrolled in the Pre-Authorized Debit plan (PAD), will have fees automatically withdrawn from the registered account. Families not enrolled in the PAD plan, must provide post-dated cheques with the registration form in order to confirm the child's registration.

Withdrawal - March Break / Summer Programs

Contact information and withdrawal dates for March Break and the summer programs are outlined in the registration information. A refund will be issued, provided the required notice is received.

LONDON CHILDREN'S CONNECTION - School Age Program

BASE FEE SCHEDULE FOR 2026/2027

These fees take effect, September 2026

	JK/SK Program	School Age Program
Before School 7:30 am – school starts	$205.00/month	$189.00/month
After School school dismissal - 6:00 pm	$234.00/month	$ 310.00/month
Before and After School	$252.79/month	$499.00/month

French Immersion Schools	JK/SK Program	School Age Program
After School Earlier dismissal	$234.00/month	$380.00/month

Families with three or more children enrolled in the before and/or after school program qualify for a 50% discount in fees for the third and subsequent children who are six years of age or older. The discount will be applied in the lowest School Age Program fee(s).

Non-base fees: An administrative fee of $25.00 will be charged for a request for each duplicate income tax receipt beyond the current calendar year. Requests from legal representatives for documentation such as attendance sheets will be charged $25.00 per child, per calendar year, per location.

Canada-Wide Early Leaning and Child Care

London Children's Connection is participating in the Canada-Wide Early Learning and Child Care system, which has reduced child care fees for families with children under the age of six.

Year at a Glance 2026-2027

September

Mon	Tue	Wed	Thu	Fri
7 H	8 P.A.D. PAY School Begins	9	10	11
14	15 P.A.D. CNCL	16	17	18
21	22	23	24	25
28	29	30		

October

Mon	Tue	Wed	Thu	Fri
			1 P.A.D. PAY	2
5	6	7	8	9 OCT 26 PA Day Reg/WD Deadline
12 H	13	14	15 P.A.D. CNCL	16
19	20	21	22	23
26 PA DAY	27	28	29	30

November

Mon	Tue	Wed	Thu	Fri
2 P.A.D. PAY	3	4	5	6
9	10	11	12	13
16 P.A.D. CNCL	17	18	19	20
23	24	25	26	27
30				

December

Mon	Tue	Wed	Thu	Fri
	1 P.A.D. PAY	2	3	4
7	8	9	10	11
14	15 P.A.D. CNCL	16	17	18 JAN 15 PA Day Reg/WD Deadline
21 H	22 H	23 H	24 H	25 H
28 H	29 H	30 H	31 H	

January

Mon	Tue	Wed	Thu	Fri
				1 H
4 P.A.D. PAY	5	6	7	8
11	12	13	14	15 P.A.D. CNCL PA DAY
18	19	20	21	22
25	26	27	28	29

February

Mon	Tue	Wed	Thu	Fri
1 P.A.D. PAY	2	3	4	5
8	9	10	11	12
15 H	16 P.A.D. CNCL	17	18	19
22	23	24	25	26

March

Mon	Tue	Wed	Thu	Fri
1 P.A.D. PAY	2	3	4	5
8	9	10	11	12
15 P.A.D. CNCL	16	17	18	19
22	23	24	25	26 H
29 H	30	31		

March Break

April

Mon	Tue	Wed	Thu	Fri
			1 P.A.D. PAY	2 APR 16 PA Day Reg/WD Deadline
5	6	7	8	9
12	13	14	15 P.A.D. CNCL	16 PA DAY
19	20	21	22	23
26	27	28	29	30

May

Mon	Tue	Wed	Thu	Fri
3 P.A.D. PAY	4	5	6	7
10	11	12	13	14
17 P.A.D. CNCL	18	19	20	21 June 4 PA Day Reg/WD Deadline
24 H	25	26	27	28
31				

June

Mon	Tue	Wed	Thu	Fri
	1 P.A.D. PAY	2	3	4 PA DAY
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29 Last day of school	30 Program Closed		

Legend

H	Holiday (including March Break and Christmas holidays) program closed	P.A.D. PAYMENT	Pre-Authorized Debit Withdrawal
PA Day	Professional Activity Day program operates from 7:30 a.m. - 6:00 p.m.	P.A.D. CNCL	Deadline to cancel / change your Pre-Authorized Debit for the following month
Please note: some dates are subject to change		PA Day Reg/WD Deadline	Deadline to withdraw/register for the upcoming P.A. Day

We look forward to seeing you in the SCHOOL AGE PROGRAM!

London Children's Connection INC.