Saskatoon

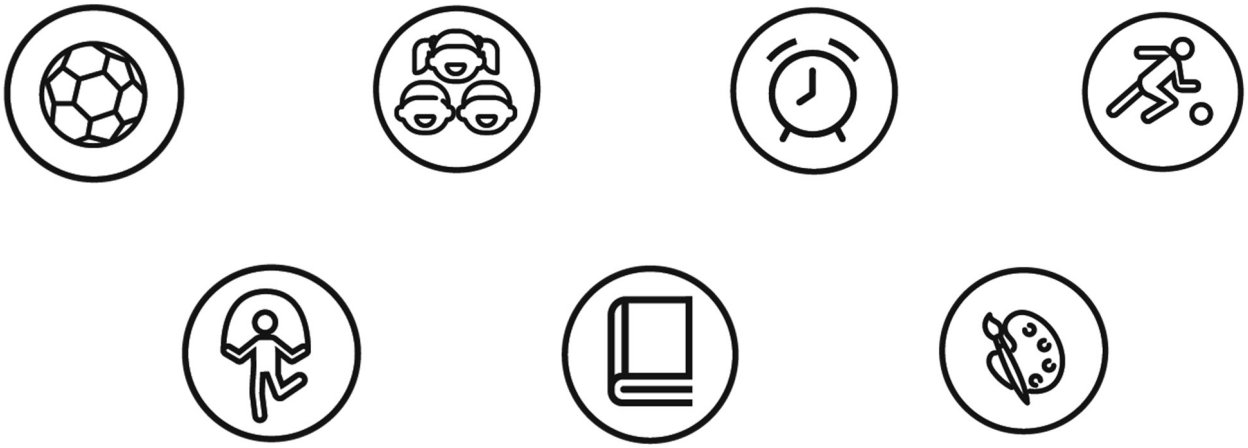
Shine On

YMCA

BEFORE AND AFTER SCHOOL CARE

PARENT HANDBOOK

Updated August 2026



BASCprogram@ymcasaskatoon.org

YMCA of Saskatoon

Our Mission

Empowering people. Strengthening communities

Our mission is to ignite life-enhancing opportunities and to strengthen the foundations of our community by being an organization that nurtures health, wellness and a collective sense of community.

Our Vision

Vibrant communities where everyone belongs and thrives.

To become the leading charitable provider of health and wellness programs, family-centered activities and childcare in our community.

Our Core Values:

- **Caring**
- **Respect**
- **Honesty**
- **Responsibility**
- **Inclusiveness**

Welcome to the YMCA Before and After School Care Program. We are pleased to be able to serve your family for the school year. The following information gives details about our policies, and procedures for Before and After School Care.

The Before and After School Care (BASC) program takes place in selected school sites in Saskatoon, Warman, and Martensville. Caring for your children is a job we take very seriously. We believe that the partnership between parents, schools and our childcare services is essential to the healthy growth of your children and family. Thank you for trusting the YMCA BASC Program as your family's choice for childcare.

Program Operation

Hours of Operation

The Before and After School Care (BASC) Program is held at the elementary school that your child attends. It runs:

- Regular school days only
- **Morning care:** 7:30 a.m. until the school bell (Exceptions: Wildwood and James L. Alexander start at 7:15 a.m.; Warman and Martensville at 7:00 a.m.)
- **Afternoon care:** School dismissal until 6:00 p.m. (See late pick-up policy for fees after 6:00 p.m.)
- Note: Care is not provided outside these hours or on non-school days. Please see our YMCA website for Schools Out Day Camps as an option when school is not in session.

Arrival & Departure: Sign In / Sign Out

Children must be signed in each morning, and signed out each afternoon by **an authorized adult with photo ID**. ID may be requested at any time for verification.

It is your responsibility to keep authorized pick-ups up to date (see below). Signing children in and out is required for safety and appropriate transfer of care. Repeated failure to follow this procedure may result in withdrawal from the program.

Authorized Pick-Ups

Program leaders will only release your child to those listed as authorized pick-ups on your account. Please update your authorized pickups online, in your YMCA ActiveNet account:

To add persons to your Authorized Pick Up List:

1. Click the **Manage Family Members** option in the Family section of your account.
2. On each child, click the **authorized pick ups:** ▼ beside your child's name and choose the family members to add to this list.
3. If you need to add someone that is not part of your account, click +**Add a family member** and enter the information for the new pick-up. (Contact information is needed: please include a phone number for Authorized Pick Ups).
4. Once you have added the family members, you can then add them to your child's authorized pick-ups list as in Step 2.

Only the primary contact on your account can add names to the Authorized Pick-up List

Note: Authorized pick-ups are automatically listed as family members in your account. To separate them from the family list while keeping them as a pick-up, please contact us to do so.

Adding Emergency Contacts

To help keep children safe, each child must have at least one emergency contact listed—someone other than the primary parent/caregiver that we can reach if you're unavailable. In the event of an emergency, our staff will attempt to contact the primary caregivers, followed by all authorized pick-ups, then the emergency contact.
Please ensure a phone number for each contact is listed on your account.
How to add an emergency contact:

1. Go to **Family** and click **Manage Family Members**.
2. Select your child's profile.
3. Click **Contact**.
4. Scroll down to enter emergency contact details.

Note: Please include the **contact's name and phone number** so we can reach them if all authorized pick-ups are unavailable.

Attendance Communication

Attendance communication should be directed to your school's BASC mobile number, provided in your welcome email before the school year. Use this number to text on-site staff about:

- your child's kindergarten or Flex schedule. Please give the child's name and dates that the staff should expect them to attend.
- your child not attending program on a day that they typically would be there
- your child attending program on a day they would typically not be there, including if they have left early from school

If a child is absent on a scheduled or usual day and staff have not been notified, BASC staff will check in with the school staff and/or contact the caregiver.

What to Bring

Please Bring:

- Weather-appropriate **clothing for outdoor play** (e.g., sunscreen and hats for hot days; toques, mittens, ski pants, and boots for winter)
- Healthy **nut-free snacks** (snacks are not provided)

Please Do Not Bring:

- **Cellphones, electronics, or personal items should remain at home or in backpacks, as they may be lost, damaged, or cause conflicts**. The YMCA is not responsible for lost or stolen items, and we promote screen-free play.

Lost and Found

The YMCA Before and After School Program is not responsible for lost or stolen items. Please check your child's belongings during pick up. Unclaimed items will be placed in the school's lost and found; children are encouraged to check it regularly.

Late Pick-Up Policy and Fees

If your child is not picked up by 6:00 PM, the following steps will be taken:

1. We will first call the primary contact.
2. If unreachable, we will contact emergency and authorized pick-up persons.
3. If no one is reached within 30 minutes, staff will contact Social Services. Two staff members will stay with your child until a Social Worker or alternate pick-up arrives.
4. **A late fee of $30 will be charged starting at 6:00 PM. An additional $30 will be added for every 15-minute period (or portion thereof) after 6:00 PM. (i.e. 6:16, $60; 6:31, $90).** Frequent late pick-ups may result in removal from the program. This covers the cost of overtime for our staff and is meant as a deterrent for late pick-ups.

Dismissal/Removal Policy

Immediate withdrawal from the program and/or account restrictions may occur under the following circumstances:

- Failure to sign your child(ren) in or out of the program or refusal to show ID when requested.
- Two consecutive months of unpaid fees
- Repeated violation of policies outlined in this handbook
- Abusive language or inappropriate behaviour by a parent/caregiver
- Aggressive, violent, or destructive behaviour by parent/caregiver or child that endangers others
- Failure to disclose special care needs that affect the safety or well-being of your child, other children, or program staff
- Consistent refusal of parents/caregivers to acknowledge concerns or collaborate with the program staff to support positive behaviour changes. **Parents and caregivers are expected to uphold YMCA values by treating staff and participants with respect, acting with honesty and care, supporting their child in taking responsibility for their own actions, and contributing to an inclusive environment.**

Please Note: Staff consider each child's age and developmental stage when evaluating behaviour; actions that may be abusive for adults are interpreted differently in children who are still developing.

Program Information

Program Goals:

1. To provide a safe, healthy and stimulating environment for children, before and after school.
2. To enhance the physical, mental, social and cultural development of children.
3. To build sustainable community partnerships with families, schools and the broader community.

Eligibility

To enroll, children must attend the school where the program is offered. The program is open to ages 5–13, with 4-year-old Pre-K accepted at Sutherland and Westmount, once registration in the Pre-K program is confirmed. Accounts must be in good standing to register and remain in the program.

Support for Additional Needs

If your child has additional physical, cognitive, behavioural, or emotional support needs or a diagnosis, please contact us at bascprogram@ymcasaskatoon.org before submitting your application. While we strive to be inclusive, we may be unable to meet all needs due to staffing and resource limitations, as 1-on-1 care is not available. Discussing your child's needs in advance helps us determine if we can safely and effectively accommodate them.

Program Staff

All our program leaders are have completed Criminal Record and Vulnerable Sector Checks and annual child safeguarding training. Many hold or are pursuing credentials in childcare, education, or social work. We value ongoing learning, teamwork, and partnership with parents to support your child. Leaders' welcome questions and feedback, but cannot assist with administrative matters (e.g., program changes, withdrawal, or payments). Please direct those inquiries to bascprogram@ymcasaskatoon.org

Program Activities

Our program offers age-appropriate, engaging activities that support children's cognitive, social, physical, and emotional development, while reinforcing YMCA core values. Activities may include:

- Games/Sports
- Arts / Crafts
- Outdoor Activities
- Mentoring / Homework assistance
- Free Time and Free Play

Indirect Supervision

At times, children may be under indirect supervision, such as when using the washroom, getting water, or moving from one space to another. While not common, these instances do occur.
Children are also responsible for getting to and from the program and their classrooms independently, including from the playground (if outside during before care).

Child Protection

In Saskatchewan, it is everyone's legal obligation to protect children. YMCA staff are bound by law under *The Child and Family Services Act (1989)* to immediately report any suspicion that a child has suffered or is suffering from abuse.

Accident Procedures

Staff take steps to prevent accidents and injuries. All major or head related injuries are recorded on an incident report and communicated to parents at pick-up. If medical care beyond first aid is needed, the parent will be contacted immediately. Emergency procedures and evacuation plans are posted on-site, and align with school policies.

Confidentiality

YMCA staff respect family confidentiality. Children's information is only shared in emergencies, injury, or

suspected abuse, or with collection agencies/other programs if fees are unpaid. Information about children in program will not be shared, including with other families in the program.

Photo and Video Consent, Assignment and Release

With consent at registration, photo permissions are strictly for YMCA media and marketing purposes. To ensure the security of all children at BASC, we kindly ask that you refrain from taking or sharing any photos of your child that include other participants (unless you have explicit permission from their caregivers).

Behaviour Guidelines

The YMCA of Saskatoon is a values-based organization, upholding Respect, Responsibility, Honesty, Caring, and Inclusiveness—values reflected in the Before and After School Care program operations.

Staff may provide a **Behaviour Tracking Record** for parents/caregivers to review and sign. This document records behaviours that require attention and support, based on what staff have witnessed or observed. Please note that refusing to sign does not remove the record—it will still be documented and kept on file as a behaviour noted by our staff.

Program staff are committed to a safe and caring environment. If a child's behaviour compromises the safety and care of others, staff address the situation in a child-sensitive manner, working with parents/caregivers to develop social skills and consistent strategies for success. Families will be informed of incidents, the strategies used, and a collaborative plan of action.

Behavioural management strategies may include:

- Calming support: Short breaks, deep breathing, walking together, or quiet spaces to regulate emotions.
- Clear, consistent cues: Verbal warnings and reminders of expectations, goals, and rewards.
- Structured consequences: Brief cool-downs, removal from activities, or temporary restriction of materials.
- Alternatives and separation: Offer a different activity or separate children in conflict to allow emotions to settle.
- Reflection and communication: Discuss the incident with the child and share information with parents/caregivers to ensure consistent support.

Child Leaving School Grounds

If a child leaves the school grounds without permission, staff will contact the parent/caregiver immediately. Parents/caregivers are responsible for assisting in this situation, as staff must remain with the other children. If your child has permission to leave the school grounds after school, please inform onsite staff in advance by messaging the program phone number provided.

Registration and Payment

YMCA Account

Your YMCA ActiveNet account is used to register, make payments, add authorized pickups, and update any information. You can log into this account on the YMCA website, at:
https://anc.ca.apm.activecommunities.com/ymcasaskatoon/home

To maintain equal access to our programs for all that attend the school, **we require registration in the program each year**. For assistance with registration, please see Appendix 1 for details and troubleshooting registration.

Changes and Withdrawal from Program

The YMCA requires 30 days' notice before your next payment date for any program changes or cancellations. Providing the required notice ensures your account is updated and future payments are stopped.

- A $30 fee applies to each enrollment change (e.g., switching from full-time to part-time care).
- No fee is charged for withdrawing from the program.

To request a change or withdrawal, please complete and sign the form available on our website or linked here.

The completed form will be sent to bascprogram@ymcasaskatoon.org. You will receive a confirmation email after filling in the form and changes will be made within 30 days.

Please note: Withdrawing from the program allows us to offer the spot to another child. If you choose to re-register later, a spot is not guaranteed and registration fees will apply.

Payment Arrangements

By registering for Before and After School Care, you agree to monthly payments, charged on the 1st of the month via your YMCA ActiveNet account (credit card or bank transfer). Please keep your payment details current and **contact us promptly if you receive a missed-payment notice** from ActiveNet.

To update payment options, log into your account and go to Payment and Order Management > Saved Credit Cards to add a credit card or electronic check (bank transfer). For bank accounts, the routing number = 3 digit (institution) + 5 digit (branch/transit) numbers, with no space in between numbers.

Note: Non-attendance does not cancel your payment agreement. To stop monthly payments, written notice is required 30 days before your next payment date using the form above.

Program Fees

Upon registration, there will be a **non-refundable registration fee** of **$25 per child.**
Please note: Registration for fall opens May 1 and moves to waitlist only after August 20 to allow time for staffing and program administration. Waitlist registrants will be contacted if a spot opens up.

Program Plan (*schools have limited spots)	**2026-2027 Monthly Fee** (10% discount applied for additional children, not including flex pack)
Full Time (Morning and Afternoons)	$380
Part Time AM (Mornings Only) Part Time PM (Afternoons Only)	$250 $270
Flex (10 flexible days of both mornings and afternoons, per month.) ***Students in every-other-day Kindergarten should register for Flex.***	$200

Payment Dates: Fees will be withdrawn from the account on the 1st of each month.

Tax Receipts

Tax receipts are available in your YMCA ActiveNet account and are issued according to the payment date (e.g., 2026 payments receive a 2026 receipt). To find your tax receipt, log into your account and follow the steps below:

1. Navigate to the **Payment and Order Management** section and click on the **arrow** beside it to show all options.

2. Click on **Tax Receipt** - in small print at the bottom of the list of options
3. Choose the tax year (i.e., 2026) and make sure all family members that made payments are listed in the Family Members section.
4. Choose **Adobe Acrobat Reader** for the output type and click **Generate Tax Receipts**
5. Make sure your browser is not blocking pop ups, and your receipt should open for you in a new window. This will give you a PDF of your receipt that you can save or print.

Financial Assistance

The YMCA offers financial assistance for our programs to ensure access for all income levels. If cost is a barrier, please inquire—requests are confidential. To apply, download the financial assistance form and email it, along with the latest Notice of Assessment for all income earners in the house, to: bascprogram@ymcasaskatoon.org

Financial Assistance Application form link: https://ymcasaskatoon.org/wp-content/uploads/2025/12/School-Year-Programs-FA-Application-2026-Fillable-fixed.pdf

Note: Financial Assistance expires on June 30 and must be re-applied for each year.

Non-Payment of Fees/Declined Payments

If a monthly payment is declined, you will receive an email from ActiveNet, and your payment method may be flagged to stop all future payments. **Please contact us promptly to resolve any missed payments**. The YMCA may suspend service or send accounts to collections after multiple missed payments, but we encourage families facing financial challenges to reach out. For late or missed payment inquiries, email bascprogram@ymcasaskatoon.org

Medical and Health Policies

Medications

BASC staff do not administer medication. If your child requires medication during care, they must self-administer under staff supervision. Please inform staff and provide the medication in its **original pharmacy-labeled container, including the child's name, medication name, dosage, number of doses, and expiry date**. A signed medication form is required to document supervised doses.
Note: Staff will administer an EpiPen in an emergency.

Ill Children at Program:

Children who are ill or unable to fully participate in the program, including outdoor play, must remain at home. This includes children with a fever (37.5°C / 99.5°F or higher), vomiting, diarrhea, an undiagnosed rash, sore throat, cold or flu symptoms, breathing difficulties, or other symptoms of a contagious illness. Children who have vomited or had diarrhea must remain home until they have been symptom-free for at least 24 hours.

If a child develops symptoms during the program, staff will contact the primary parent/caregiver for immediate pickup. If they cannot be reached, the emergency contact will be called. Staff will document the child's symptoms and supervise them until they are picked up by an authorized adult.

Underlying Health Conditions

Parents of child(ren) with underlying health conditions should provide information about their risk. Please update administration (at bascprogram@ymcasaskatoon.org) of any health conditions we should be aware of and discuss with onsite staff your recommended care plans to mitigate risk.

Communicable Conditions

Parents/caregivers must report any confirmed communicable diseases to the program within 24 hours. Children with communicable conditions must remain home until they are no longer contagious or the condition has cleared, in accordance with Saskatoon Health guidelines.

Common conditions include:

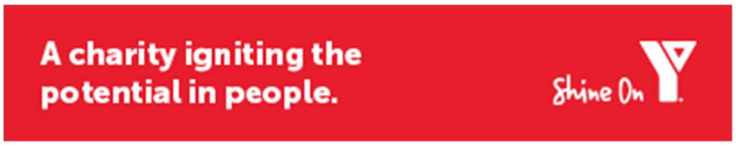
- Pinkeye (Conjunctivitis)
- Head lice
- Scabies
- Impetigo
- Ringworm
- Scarlet fever
- Strep throat
- Hand, Foot, and Mouth Disease

Staff will notify families if an infectious disease is identified in the program, including the illness, date of exposure, symptoms, and recommended exclusion period.

YMCA adheres to the Saskatchewan Health Authority for Communicable Disease Guidelines. Details can be found here: https://www.saskhealthauthority.ca/sites/default/files/2023-10/Table-PHC-CDGuidelines.pdf

Thank you for choosing YMCA Before and After School Care. If you have any questions after reading this Handbook, please feel free to contact us.

BASC Website: ymcasaskatoon.org/before-and-after-school-care
Email: bascprogram@ymcasaskatoon.org
Phone: 652-7515 ext. 242



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Appendix 1

2026 Registration Information, Troubleshooting, Policy and Waiver

Registration Dates:

Open: May 1, 2026 at 6am
All Schools Moved to Waitlist Only: August 21, 2026
Please note: from August 21 to September 7, we pause all new student enrollment to program to allow time for administrative work and program start-up. Enrollments into school programs will reopen after September 8, and waitlist registrants will be contacted if spots are available. Waitlist registration remains open from Aug 21 throughout the school year.

Program Dates:

September 3, 2026 to June 29, 2027 – school days ONLY. (Program will not run on the first day of school: September 2, 2026.)

Important Registration Notes:

- Please create or update your account before registration day to make sure all family members are added, and payment methods are up to date. This will speed up your registration process.
- Registration is first come, first served. We have limited spaces and registrations at some locations fill up extremely quickly.
- **Waitlist:** If there is a waitlist, we encourage you to register for the waitlist in the program of your choice. We will make every effort to find staff and space to open more spots and meet the demand of your school.
    - Please register for the program that you require only – double registrations or extra waitlist spots creates false demand, which could prohibit more spots from opening up.
- **IMPORTANT Credit Card Info: if your credit card expires before the end of the school year (June 2027), our system will not take it as a form of payment**. Please use a different credit card or the Electronic Check option (direct bank deposit) to complete your registration.
    - If you would like to switch the payment form after registration (and the card is not expiring within 6 months), please email us with your name, child's name, and school and we can switch the payment manually.
    - Electronic Check details are added with your bank account's 3 digit (institution) + 5 digit (transit/branch) # together = Routing Number.
- **Financial Assistance for Low Income Families:** If you would like to apply for Financial Assistance for the 2026-27 year, please do so before registering to access the discounted rate. If you have already applied and been approved for the 2026-27 year, you will receive the discounted rate to June 30, 2027.
    - Financial Assistance Application form link: https://ymcasaskatoon.org/wp-content/uploads/2025/12/School-Year-Programs-FA-Application-2026-Fillable-fixed.pdf
- **Account Login:** If you are having trouble logging into an account you have already created, and the "forgot your password?" option is not working, please email bascprogram@ymcasaskatoon.org with the following and we will assist in helping you access it:
    - Birth date
    - Mailing address
    - Cell phone number
    - Email address

Link to Create an Account and Register:
https://anc.ca.apm.activecommunities.com/ymcasaskatoon/home

How to Register:

1. Create an account for yourself, then add your children as family members to your account.
2. Log into your account.
3. Choose Activities; then enter your school name in the search bar
4. Choose the type of program you require (Full Time, Part Time AM, Part Time PM, or Flex)
5. Choose the child you are enrolling, click on the program, then answer all questions (see below for questions that will be asked).
6. Click Register Another Participant, if you need to add another child, or Add to Cart if you are ready to complete the process.
7. Check off the policy agreement and waiver box and add your initials.
8. Keep the Payment Plan option checked if you would like to pay monthly (rather than the total amount during registration). Your total charge at Registration will be $25, monthly charges for your payment plan will incur on the 1st of the month, starting September 1, 2026.
9. Click Check Out. Enter your payment details: either credit card or electronic check (direct deposit from your bank account) and click Pay.
10. You should receive a confirmation email shortly to confirm your registration. If you registered to be on the waitlist, you will not be charged, and your confirmation receipt will state $0.00 charged.

Registration Questions:

1. Who is authorized to pick up _____?
2. Child's Grade in September:
3. If applicable, please enter your child's preferred name.
4. Please provide the full name and contact number of an emergency contact, other than the primary caregiver listed in your account. Note: This person is not authorized to pick up the child unless designated under authorized pickups section.
5. Please submit child's SK Health number:
6. Does your child have any allergies?
    a. Please list all allergens and describe any allergic reactions.
7. Are there any specific needs or behaviour concerns that our staff should be informed of? Please indicate steps our leaders can take to best support them.
8. Has your child been diagnosed with any of the following? Please select all that apply.
        i. Physical Disabilities or mobility challenges
        ii. Asthma or other respiratory conditions
        iii. Severe or chronic illnesses
        iv. Seizure disorders (e.g. epilepsy)
        v. Behavioural or developmental disorders
        vi. ADHD
        vii. Autism
        viii. Vision or Hearing Impairments
        ix. N/A
    b. Please provide details for any conditions selected to help us better support your child. You

may be contacted for further discussion.

9. Does your child require an EpiPen?
    a. Please provide details about your child's anaphylaxis, including the date and description of the reaction.
10. Will your child be taking any medication while in our care? Please note, staff can assist but are unable to administer medications.
    a. Please list the medication, its purpose, and the administration time.
11. Will you be splitting payments between 2 payers?
    a. If yes, the second payer must create an account and email us the split payment details before the first monthly payment is made.
12. The YMCA takes photos and videos of our programs for marketing, advertising, promotion, and communication. Do you consent to the YMCA photographing or recording your child during our programs? By consenting, you assign the rights to the YMCA of these materials.

Policy Agreement:

As a parent or guardian, I hereby apply for my child(ren) to be enrolled in the YMCA Before and After School Care program under the following conditions:

1. I agree to abide by the policies outlined in the Parent Handbook.
2. I understand that payment is required via automatic monthly payments (or one upfront payment), and non-payment may result in the removal of my child(ren) from the program.
3. I understand that no refunds will be given for absent days, statutory holidays, PD days, or other school closures.
4. I understand that the YMCA reserves the right to refuse care if my child is deemed an extreme danger to others or unmanageable by the YMCA staff.
5. I will promptly notify the program of any changes to my child's medical information.
6. I am responsible for updating any changes to my account, including changes in address, email, or phone number.
7. I understand that my consent to the use of photos and videos taken during the program means they may be used for promotional purposes.
8. I agree to provide 30 days' notice with a signed consent form to withdraw my child or make changes to enrollment. I understand that enrollment changes will incur a $30 administrative fee per change.
9. I acknowledge the YMCA of Saskatoon's late fee policy: a $30 charge for pick-ups after 6 p.m.; an additional $30 after 6:15 p.m.

Waiver:

In consideration of the acceptance of my application for the YMCA Before and After School Care Program, I hereby waive, release, and discharge any and all claims for personal injury or property damage that may occur to my child as a result of their participation in the program. This release is intended to discharge, in advance, the YMCA of Saskatoon, its employees, and volunteers from any liability, even if such liability arises from perceived negligence.

I understand that participation in YMCA activities involves known and unforeseen risks that could result in physical or emotional injury. Despite these risks, I choose to proceed and accept full responsibility for any harm that may result. I agree to immediately withdraw my child from participation if I believe conditions are unsafe or if my child is unable to continue due to physical or medical concerns.

If my child requires immediate medical attention due to illness or injury while participating in the program, I

authorize YMCA staff to provide reasonable first aid and, if necessary, arrange transport to a healthcare facility for emergency care. I understand that YMCA staff will make reasonable efforts to contact me or the designated caregiver in such cases.

Furthermore, I agree, on behalf of myself and my child, to hold harmless and fully indemnify the YMCA of Saskatoon, its employees, volunteers, and members from any and all liability, including legal fees, for personal injury or injury to a third party resulting from my child's participation in the Before and After School Care Program.