



# CLASP

Community Leadership After-School Program



## Welcome Package

September 2024 to June 2025

### Welcome to Community Leadership After-school Program (CLASP)!

You have registered for innovative, high quality, safe after-school care in a recreation setting and we're looking forward to meeting you! Our program is designed to enhance life skills by promoting leadership, physical activity, health and wellness and nutrition in a welcoming and inclusive environment.

The required program content has four elements:

- Physical activity (30 per cent) (i.e., recreation, dance, sport)
- Healthy food choices and nutrition education (20 per cent) (i.e., label reading, cooking classes, local food produce choices)
- Wellness and personal health education (20 per cent) (i.e., bullying and violence prevention, substance use prevention, building self-esteem)
- Local programming (30 per cent) (i.e., the aim is to nurture participant development through fun, safe, interesting and engaging activities that teach new skills and increase knowledge)

Our program is delivered by qualified staff, who have been extensively trained to provide safe, high quality, engaging programming and supervision.



[toronto.ca/arc](https://toronto.ca/arc)



**Dates:** September 3, 2024, to June 20, 2025

**Days:** Monday to Friday (PA days, school holidays and statutory holidays excluded)

**Times:** School dismissal to 6 p.m. (5:30 p.m. at some locations)

### **General Information**

416-338-2512 / [arc@toronto.ca](mailto:arc@toronto.ca)

### **What to bring to CLASP**

- ✓ Water Bottle
- ✓ Running Shoes
- ✓ Clothing/attire appropriate for the weather
- ✓ A Smile

Cell phones and other electronic devices are not permitted during the program. Please leave valuable items and all electronic devices at home to reduce distractions. The City of Toronto is not responsible for lost or stolen items. Please review and reinforce these expectations with your child. It is important that we work together as we guide the participants through how to use technology in an appropriate and respectful way.

### **Participant Information Form**

Caregivers are required to complete a Participant Information Form for each registered participant in the program. This form provides us with important information including a list of people authorized to pick-up participants and emergency contact information, as well as any allergies and/or health concerns we should be aware of to ensure safe participation in our program. Participants will not be permitted to attend the program until the Participant Information Form has been completed. Please do not forget to update this form each time any contact information changes.

### **Medication**

If a participant requires an auto-injector for allergies or has any health concerns, please contact the ARC/CLASP office at 416-338-2512 prior to their first day attending the program. Speak with your onsite CLASP Coordinator to complete

and review an Administration of Medication Form to ensure that staff are aware of all precautions that may need to be taken. Participants with an auto-injector and/or asthma puffers must wear a waist-pack containing their labelled medication at all times during program.

Medication cannot be kept onsite after program hours and will be sent home each day. Also, please provide an emergency contact number(s) where you can be reached at all times during program operating hours. More information on this is found on **the Administration of Medication waiver**.

## **Sign In and Out**

During registration, it will be identified whether participants attend the school where the CLASP program takes place, if they will be arriving by school bus, coming on their own, or being dropped off by an adult. Staff will work in collaboration with parent/guardian to determine a meeting place for participants arriving at a CLASP location.

An **Authorized Caregiver is a person 12 years of age or older** who the parent/legal guardian has authorized to pick up their child from a City of Toronto Recreation registered care program. Please immediately advise us in writing of any changes to the pick-up arrangements, as another Participant Information Form will need to be filled out.

Participants 10 years of age or older may walk home unaccompanied from the CLASP program at program dismissal time if permission is granted on the Participant Information Form by the caregiver. Some participants may be required to leave at an earlier time, and in this circumstance, caregivers must provide a signed and dated note specifying the time the participant can leave the program unaccompanied. Staff will only dismiss the participant at the time indicated.

Participants over the age of 10 can only sign themselves out – they **cannot** take younger siblings home. **To sign out a child you must be 12 years of age or older.**

## **CLASP/ARC Safe Arrival and Dismissal**

All participants must be signed in and out of the program each day. Program staff will call the caregiver and emergency contact numbers within the first half

hour, to follow up with any unexplained absences, and confirm that the participant will not be attending that day. If the child's whereabouts are not confirmed, CLASP's emergency plan will be implemented. Should you forget to inform CLASP staff of a participant's absence, please be aware that staff will be calling you from site cell phones that will may display as **unknown caller**. Unfortunately, some site cell phone numbers do not come up displaying the City of Toronto or the CLASP site name. Unreported absences can lead to emergency plans being implemented, and Police may be called. Staff will first check with school, call emergency contacts/parents, and if participant is not located, **non-emergency police will be called**.

Please note that the school may not be able to tell CLASP staff if your child was absent, it is your responsibility to ensure CLASP knows if your child is going to be absent from the after-school program. Feel free to call at the same time as you call the school in the morning as all site cell phones have voice mail. Participant **absences may also be communicated via e-mail or text message** to your CLASP site's specific e-mail address or phone number.

We understand that from time to time other commitments will mean participants will be absent from the program. Please ensure that the site CLASP Coordinator is informed of any absences. In the event of unexpected absences, please call your CLASP site's direct phone number and leave a detailed message with the participant's full name, date of absence and the expected date of return to the program. Please assist us by notifying us when participants will be absent

### **School Bus Drop-offs to CLASP Sites**

Arrangements for participants being bussed to/dropped off at the CLASP site must be scheduled at or after the CLASP site start time. Make arrangements with your school bus company to have your child(ren) arrive at or after program start time.

### **Late Fees**

Participants are expected to be picked up at the end of program. Participants who are picked up late will have a fee of \$1.00 for each minute late applied to their program registration account. The City of Toronto incurs additional costs for wages and facilities when staff have to stay past the program end time.

To make payment, please call the Recreation Client Services Call Centre at 416-396-7378, option 1.

## **Program Withdrawal and Refunds**

If you wish to withdraw from the ARC program, please notify the ARC Coordinator of the last day the participant will be in attendance. To have your withdrawal processed you may e-mail [arc@toronto.ca](mailto:arc@toronto.ca) or call Recreation Client Services Call Centre at 416-396-7378, option 1.

Credits and refunds will be prorated based on the date withdrawal. A \$13 administration fee will be deducted from any credit or refund amount per person, per program for all withdrawals. The effective date of the withdrawal is the date the withdrawal notice is received by the City, regardless of the date the participant stopped attending the class.

## **Inclusion and Support**

We welcome and include children and youth with special needs/exceptionalities to participate in the CLASP program at a level of participation suitable to their ability and facility access. To register at a desired location contact ARC staff at 416-338-1351 or send email to [arc@toronto.ca](mailto:arc@toronto.ca).

## **Healthy Snack**

CLASP is pleased to provide a daily nutritious snack for all program participants. Each day CLASP participants get to pick two healthy snacks, and learn about nutrition and making healthy food choices. If your participant has specific dietary needs, please inform our CLASP staff so we can ensure that a snack can be provided for everyone. **There is no snack the first week of program.** Feel free to provide your child with a snack that week that is peanut free.

## **Code of Conduct Policy**

The City of Toronto endeavours to provide programs and services that promote a safe, welcoming, positive and inclusive environment where differences are valued. All staff and program participants and parks and facility users are expected to be considerate, to respect people and their rights, and to show proper care and regard for City property and the property of others.

City of Toronto staff, volunteers and participants are expected to demonstrate concern for the dignity, health, safety, and well-being of others, and to abstain from any conduct intended to intimidate or humiliate others, or to harm City property.

Any behaviour that violates the City of Toronto's Code of Conduct may result in a suspension of the right to participate in the program and/or a ban from property.

## **Anti-Bullying**

Everyone who participates in the City of Toronto's Recreation programs and facilities is expected to treat others in a respectful manner. City of Toronto staff will endeavour to provide an environment where all participants are free from bullying in its facilities and programs.

## **Inclement Weather**

If there is inclement or severe weather, please call our General Inquiry line at 416-338-2512, 311 or visit [toronto.ca/recreation](http://toronto.ca/recreation) to ensure that ARC programs are operating.

## **Welcome Policy**

The City of Toronto's Welcome Policy provides a fee subsidy to help low income individuals and families who live in Toronto access City-operated recreation programs. If you are approved for Welcome Policy, you will receive an annual financial subsidy that can be spent on any of the wide variety of high-quality recreation programs offered by the City throughout the year. The subsidy will cover the full year cost of the ARC program. For more information please call 416-338-8888 or visit [toronto.ca/wp](http://toronto.ca/wp)

## **What Makes CLASP a Quality Program?**

In order to provide quality programming staff are trained to deliver innovative program models and CLASP programs are evaluated on an on-going basis throughout the year.

## **HIGH FIVE®**

The City of Toronto is a registered organization with HIGH FIVE, Canada's only comprehensive quality standard for children's sport and recreation programs.

HIGH FIVE identifies five principles of healthy child development that are essential for quality programs:

1. a caring leader
2. the opportunity to play
3. the opportunity to make friends
4. the opportunity to master skills
5. the opportunity to participate

HIGH FIVE® teaches leaders to understand these principles and how to provide quality programming using a child-centred approach. HIGH FIVE® training also provides leaders with the skills to identify and resolve conflict and bullying. The physical and emotional safety of all participants is always our first priority.

HIGH FIVE® training, resources and evaluative processes have been developed to empower organizations to focus on the elements that impact healthy child development and to instill quality in sport and recreation programming for children.



## Physical Literacy

When children have the opportunity to learn a wide range of physical skills, they acquire the basic building blocks that will give them the competence and confidence to try many different physical activities and sports. We call this physical literacy. Developing physical literacy involves learning fundamental movement skills. Physically literate individuals are able to demonstrate a variety of movements confidently, competently, creatively and strategically across a wide range of health-related physical activities. These skills enable individuals to make healthy, active choices. Research has shown that being physically active later in life depends on an individual's ability to feel confident in an activity setting. That confidence most often comes from having **learned fundamental movement and sport skills, or physical literacy**, as a child. Physical activity accounts for 30

per cent of ARC programming in order to create opportunities for participants to develop physical literacy skills.



## **Play It Fair!**

Play It Fair! is an innovative program implemented in children's programs for six to 12 year olds across Canada. Play It Fair! increases children's understanding of human rights, respect for diversity and peaceful conflict resolution. Interactive age-appropriate activities and games from Play It Fair! reinforce the positive values and fundamental principles of human dignity and equality set out in the Universal Declaration of Human Rights. Play It Fair! games and activities provide a starting point for children to discuss issues in their lives and work together to find ways to promote inclusion, respect, fairness, acceptance and cooperation.



## **Speaking Rights**

Speaking Rights builds on lessons learned and relationships developed through Play it Fair! Speaking Rights activities engage 13 to 18 year old youth in exploring human rights issues and identifying strategies to combat discrimination and exclusion while promoting respect for diversity. The program centers on the active participation of youth by developing their ability to discuss issues that are important to them and to work collaboratively on activities that community-build and solve conflicts peacefully. The Speaking Rights approach is used by organizations across Canada and around the world.





## **We Want to Hear from You!**

We invite you to provide feedback about the CLASP program. Based on this input, programs are adjusted where possible. Feedback Forms will be sent out once a year. If you have any questions or concerns, please speak with the program staff or e-mail us at [arc@toronto.ca](mailto:arc@toronto.ca).