



Hello Club Family,

Welcome and thank you for choosing the Boys & Girls Clubs of Greater Halifax Fall/Winter/Spring programs and services! Please review your registration carefully and report any errors immediately to registration@bgcgh.ca.

At the time of registration an electronic copy of the Clubs Program Guidelines was provided. Program Guidelines covers policies, procedures, and expectations of our staff, members and parents/guardians. We ask that our Club Parents and Guardians review it with your child/ren and become familiar with the guidelines. The safety of our Club members, your child/ren is our 1st priority. Parent/guardian knowledge, understanding and compliance with the BGCGH policies and procedures is of utmost importance.

Important Program Information:

Early Morning Program (EMP) Hours of operation, 7:30 to 8:30 am.

- East Dartmouth location (50 Caledonia Road)
- North Dartmouth location (60 Farrell Street)

Participants must arrive by 8:10am. Members arriving after 8:10 am will not be permitted to stay.

All EMP members must be escorted into the Club and signed in by a parent/guardian every day.

After School Program (ASP) Hours of operation, dismissal – 6 pm

- Cole Harbour site (50 Ritcey Cres)
- Dartmouth North site (60 Farrell Street)
- East Dartmouth site (50 Caledonia Road)
- Humber Park site (5 Smallwood Ave)
- Sackville site (45 Connolly Road)
- Spryfield site (11 Aldergrove Drive)

All ASP members must be signed out of programs and escorted from the Club by a parent/guardian every day.

In-service day camps/Christmas break camp/March break camps

The club is open according to the Halifax Regional Center for Education (formerly HRSB) Calendar.

Hours of operation 7:30 am – 6 pm;

- Cole Harbour site (includes Humber Park members) (50 Ritcey Cres)
- Dartmouth North site (60 Farrell Street)
- East Dartmouth site (50 Caledonia Road)
- Sackville site (45 Connolly Road)
- Spryfield site (11 Aldergrove Drive)

The Sites are open from 7:30 a.m. to 6 pm based upon a mandatory online pre-registration.

The club is open on In-service days, according to CSAP Calendar;

- East Dartmouth site (50 Caledonia Road) **ONLY**

The ED site is open from 7:30 a.m. to 6 pm based upon a mandatory pre-registration.

IMPORTANT:

- **All members registered in any/all BGCGH program/activity (*Halifax Regional Center for Education (formerly HRSB) & CSAP) must be escorted into the Club and signed in by a parent/guardian every day.**
- **All members registered in any/all BGCGH program/activity (Halifax Regional Center for Education (formerly HRSB) & CSAP) must be signed out of programs and escorted from the Club by a parent/guardian every day (as applicable).**



In-service day camps/Christmas break camp/March break camps continued:

Club members who attend *Halifax Regional Center for Education (formerly *HRSB) & CSAP schools are required to register online for the In-service day camps/Christmas break camp/March break camps as follows;

- Members must be registered, no later than 5 business days before (except Christmas break) the in-service day is scheduled to take place.
- There is a fee in addition to regular fees for these days. Should a member arrive on a day for which the parent/guardian has not pre-registered, staff will contact the parent/guardian, in order to have the member picked up.
- Members must arrive no later than 9:00am. Members arriving after 9:00 am will not be permitted to stay.
- If a member has an appointment and is scheduled to attend an in-service day, the parent/guardian is responsible to make alternate arrangements for care on that day.

Fall/Winter/Spring term payment schedule for services:

(All transactions returned NSF are charged \$25.00 fee). Statements for services are sent to clients via email on the 1st of the month: August 1st for September services, September 1st for October services and so on.

Payments are processed via auto withdraw from client accounts as applicable on:

| | |
|----------------------------|--|
| August 20 th | for services to be rendered in September |
| September 20 th | for services to be rendered in October |
| October 20 th | for services to be rendered in November |
| November 20 th | for services to be rendered in December |
| December 20 th | for services to be rendered in January |
| January 20 th | for services to be rendered in February |
| February 20 th | for services to be rendered in March |
| March 20 th | for services to be rendered in April |
| April 20 th | for services to be rendered in May |
| May 20 th | for services to be rendered in June |

Fall/Winter/Spring term Cancellation Procedure:

Two weeks' (14 days) written notice must be provided. All cancellations are required in **writing** via email to the attention of the Administration Lead, Lisa Reid at registration@bgcgh.ca. If this procedure is not followed accounts will be charged accordingly.





If you have inquiries regarding:

Registration & Family Accounts:

Contact Lisa Reid, Administration Lead at registration@bgcgh.ca or 902-435-9922.

**CLICK HERE FOR
BGC GH ONLINE
CLIENT ACCOUNTS**

Programs:

Parents/guardians must notify the club if their child/ren will be absent from ASP. Call the applicable Club site by 11 am;

- **Cole Harbour/Humber Park Sites, 50 Ritcey Crescent & 5 Smallwood Ave**
Club Lead, Trina Elliott at trina.elliott@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #3 for CH site.
- **Dartmouth North Site, 60 Farrell**
Club Lead, Trevor Brown at trevor.brown@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #2 for Dartmouth North site.
- **East Dartmouth Site, 50 Caledonia Road**
Club Lead, Chris Woodford at chris.woodford@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #1 for ED site.
- **Sackville Site; 45 Connolly Road**
Club Lead, Mike Vautour at mike.vautour@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #4 for Sackville site.
- **Spryfield Site; 11 Aldergrove Drive**
Club Lead, Shawna MacLean at shawna.maclean@bgcgh.ca 902-435-3204, select menu option #3 for Program sites, then select #5 for Spryfield site.

Boys and Girls Clubs of Greater Halifax

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