



Boys & Girls Clubs  
of Greater Halifax

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](mailto: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 1<sup>st</sup> priority. Parent/guardian knowledge, understanding and compliance with the BGCGH policies and procedures is of utmost importance.

### **Important Program Information**

#### **Early Morning Program (EMP)**

- Dartmouth North site (60 Farrell Street) 7 am – 8:10 am (Grades P – 6 only)
- East Dartmouth site (50 Caledonia Road) 7:30 am – 8:10 am (Grades P – 6 only)
- **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)**

- Admiral Westphal site (6 Fourth Street) dismissal – 6 pm (Grades P – 6 only)
- Cole Harbour site (50 Ritcey Crescent) dismissal – 6 pm (Grades P – 6 only)
- Dartmouth North site (60 Farrell Street) dismissal – 6 pm (Grades P – 6 only)
- East Dartmouth site (50 Caledonia Road) dismissal – 6 pm (Grades P – 6 only)
- Humber Park site (5 Smallwood Ave) dismissal – 6 pm (Grades P – 6 only)
- Sackville site (45 Connolly Road) dismissal – 6 pm (Grades P – 6 only)
- Spryfield site (11 Aldergrove Drive) dismissal – 6 pm (Grades P – 6 only)

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

*Continued.....*

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

*Members must be 5 yrs. of age by December 31st, in current term and enrolled in grade Primary. The Club does not offer this service to children enrolled in Pre-Primary.*

**The club offers day camps on selected PD days, Christmas break and March Break.**

Hours of operation 7:30 am – 6 pm;

- Cole Harbour site (50 Ritcey Cres)
- \*Dartmouth North site (60 Farrell Street) 7 am start
- 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 ED site runs day camps to children who attend Bois Joli on specified CSAP PD days;**

- 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 & 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 & 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 (HRCE) & CSAP schools are required to register online for the 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 day camp 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 am. Members arriving after 9 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.

*Continued.....*

**Fall/Winter/Spring term payment schedule for services:**

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

- Fees for services are processed on the 20th of each month. The onus is that of the client, to ensure the funds are in their account prior to the clock rolling over to 12 am on the 20th of any given month. All transactions that do not clear are charged \$25.00 Administration fee (Insufficient funds, declined, Card was reported lost/stolen, Card issuer wants card returned etc.)
- Banking information and payment changes need to be requested via writing to [registration@bgcgh.ca](mailto:registration@bgcgh.ca) at least 5 business days before the payment process date.

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

August 20 <sup>th</sup>	for services to be rendered in September
September 20 <sup>th</sup>	for services to be rendered in October
October 20 <sup>th</sup>	for services to be rendered in November
November 20 <sup>th</sup>	for services to be rendered in December
December 20 <sup>th</sup>	for services to be rendered in January
January 20 <sup>th</sup>	for services to be rendered in February
February 20 <sup>th</sup>	for services to be rendered in March
March 20 <sup>th</sup>	for services to be rendered in April
April 20 <sup>th</sup>	for services to be rendered in May
May 20 <sup>th</sup>	for services to be rendered in June

**NOTE:**

*Fees for services are processed on the 20th of each month. The onus is that of the client, to ensure the fees are in their account prior to the clock rolling over to 12 am on the 20th of any given month.*

**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](mailto:registration@bgcgh.ca). If this procedure is not followed accounts will be charged accordingly.

*Continued.....*

---

## If you have inquiries regarding:

### Registration & Family Accounts:

Contact Lisa Reid, Administration Lead at [registration@bgcgh.ca](mailto: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;**

- **Admiral Westphal Site, 6 Fourth Street**  
Club Manager, Chris Woodford at [chris.woodford@bgcgh.ca](mailto:chris.woodford@bgcgh.ca) 902-435-3204, select menu option #3, 1 for AW site.
- **Cole Harbour/Humber Park Sites, 50 Ritcey Crescent & 5 Smallwood Ave**  
Club Manager, Julie Patterson at [julie.patterson@bgcgh.ca](mailto:julie.patterson@bgcgh.ca) 902-435-3204, select menu option #3, 3 for CH site.
- **Dartmouth North Site, 60 Farrell**  
Club Coordinator, Alex Wade [alex.wade@bgcgh.ca](mailto:alex.wade@bgcgh.ca) 902-435-3204, select menu option #3, 2 for Dartmouth North site.
- **East Dartmouth Site, 50 Caledonia Road**  
Club Manager, Chris Woodford at [chris.woodford@bgcgh.ca](mailto:chris.woodford@bgcgh.ca) 902-435-3204, select menu option #3, 1 for ED site.
- **Sackville Site; 45 Connolly Road**  
Club Manager, Courtney Covey-Sprague [courtney.coveysprague@bgcgh.ca](mailto:courtney.coveysprague@bgcgh.ca) 902-435-3204, select menu option #3, 4 for Sackville site.
- **Spryfield Site; 11 Aldergrove Drive**  
Club Manager, Shawna MacLean at [shawna.macleam@bgcgh.ca](mailto:shawna.macleam@bgcgh.ca) 902-435-3204, select menu option #3, 5 for Spryfield site