



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.

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 BGC GH policies and procedures is of utmost importance.

Important Program Information

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 – 5 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

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 21st 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 21st 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 at least 5 business days before the payment process date.

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

August 21 st	for services to be rendered in September
September 21 st	for services to be rendered in October
October 21 st	for services to be rendered in November
November 21 st	for services to be rendered in December
December 21 st	for services to be rendered in January
January 21 st	for services to be rendered in February
February 21 st	for services to be rendered in March
March 21 st	for services to be rendered in April
April 21 st	for services to be rendered in May
May 21 st	for services to be rendered in June

NOTE:

Fees for services are processed on the 21st 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 21st 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. 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 .

**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 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 902-435-3204, select menu option #3, 3 for CH site.
- **Dartmouth North Site, 60 Farrell**
Club Coordinator, Alex Wade 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 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 902-435-3204, select menu option #3, 4 for Sackville site.
- **Spryfield Site; 11 Aldergrove Drive**
Club Manager, Shawna MacLean at shawna.maclean@bgcgh.ca 902-435-3204, select menu option #3, 5 for Spryfield site