



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:

Early Morning Program (EMP) Hours of operation. 7:30 am – 8:10 am

- East Dartmouth site (50 Caledonia Road)
- *Dartmouth North site (60 Farrell Street) 7 am start

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

- Admiral Westphal site (6 Fourth Street)
- Cole Harbour site (50 Ritcey Crescent)
- 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 participants must be signed out of the ASP 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) 7 am start
- East Dartmouth site (includes Admiral Westphal members) (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.

Continued.....



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 BGCGRH 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 BGCGRH 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.

Fall/Winter/Spring term payment schedule for services:

(All transactions that do not clear 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;

- **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, Trina Elliott at trina.elliott@bgcgh.ca 902-435-3204, select menu option #3, 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, 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.

Boys and Girls Clubs of Greater Halifax

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