

# CPES After School Care Program with Ms. Donna

Donna Amankwah is hosting the After School Care Program at CPES this year!  
The program is separate from regular tuition at CPES as **the payment goes to email provided below.**

**ASC Hours - M-Th (3:45-6 pm), Friday (12:15-4 pm)**

**Any further inquires or for payment: donnaamankwah@gmail.com**

**Cell: (905) 441 -7303**

Parents Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**If you would like to have your child attend before or after school care  
please indicate the following**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B \_\_\_\_\_

Allergies: \_\_\_\_\_

**Please list the names, contact number, and relationship to your child for alternate  
individuals that can pick them up from after school:**

Name: \_\_\_\_\_ Contact Info/Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

1.

2.

3.

**Cost:**

**\$9.00/hour for first child**

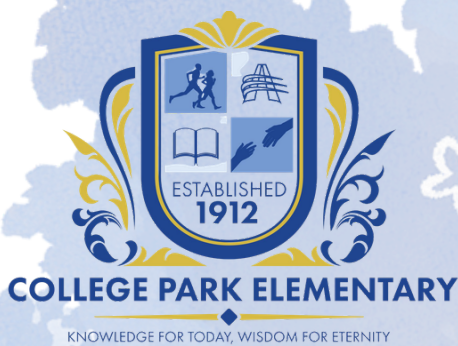
**\$6.00 /hour for each additional child**

Each 15 minute session after session ends \$10.00



**COLLEGE PARK ELEMENTARY**

KNOWLEDGE FOR TODAY. WISDOM FOR ETERNITY.



# After School Care (ASC) Expectations & Guidelines

## College Park Elementary School 2025-2026

- **Arrival & Start Time:** ASC staff should arrive no later than 3:40 pm; supervision starts at 3:45 pm
  - Students enter the school lobby area and remove outdoor shoes; these are lined up neatly on the carpet outside the gym by the drinking fountain. Students are permitted to get their indoor shoes within the first 5 minutes of their stay - this should be done as a group with supervision. Doors will be locked after this - no access will be given to the library, grade 7/8 hallway and kitchen!
  - **End Time:** Onsite after school care traditionally ends at 6:00pm.
    - When leaving students will place their shoes on the provided cart/rack; they can then reclaim their shoes the next morning.
- **Location & Expectations**
  - **Typically in the CPES Gymnasium**
    - Students should be easily seen and monitored at all times.
    - Students should ask for permission each time they need to exit for washroom and water breaks. Limit the number of students using each washroom at one time.
    - Students are not permitted in the kitchen.
    - Students are not permitted in the following areas: Stage, Stage Stairwell, SERT hallway, PE Closet Hallway.
    - First Drawer Space is allotted to ASC for their equipment; No other drawers should be pulled out. Students are not permitted to stand in the drawer; students should not be hiding in stage drawers and/or in open drawer spaces etc.
  - **Alternate Location when gym is in use - CPES Learning Commons Area**
    - No food or drink in the sunken area; food needs to be eaten in one designated spot in the upper area
    - Students should not be on the computers.
    - Students should not be permitted to climb the exterior rails.
    - Student will should not be permitted to stand on chairs/tables.
    - No balls should be used in or around the learning commons area.
    - No running laps on the exterior upper area.
    - All desks and chairs need to be returned to their original location.
    - If table top areas get dirty they should be wiped down.
    - One large plastic bin can be located under the computer area (to store books, toys, craft materials, etc.)
- **First Aid Considerations**
  - ASC will have parent contact list (should it be necessary).
  - ASC should have it's own first aid kit.
  - An incident report needs to be filled out with parental follow up for each accident/injury that occurs.
- **Pick Up Expectations**
  - Parents text upon arrival; ASC adult only to open the door exterior door - children are not permitted to do so.
  - Front door of school is locked; no entry at this point - signage should direct parents to the intended pick up door