



ULTIMATE SCHOOL-AGERS ORIENTATION HANDOUT

Dear Parent,

Thank you for choosing Ultimate School-Agers as the child care service to look after your precious loved one. We always aim to be a shining example of fantastic care in Durham region and are humbled you decided on us. Below are some key facts and details to keep in mind to help with a smooth transition into our services.

Q. WHAT ARE KEY CONTACT DETAILS FOR THE CENTER?

ANSWER:

Family Name: _____

Website: www.ultimateschoolagers.com

Family UID # _____

Payment questions:

Step 1) Check the parent handbook located under "Our Programs & Signup" Section of our website (www.ultimateschoolagers.com)

Step 2) Check out the FEES QUERY tool under "Parent Resources" Section of our website and use you UID number for a total and daily breakdown of fees

Step 3) Email Garreth at director@ultimateschoolagers.com

Classroom/child concerns:

Step 1) Talk to your child's teacher

Note: School Agers Staff Names 6 and under Staff Names

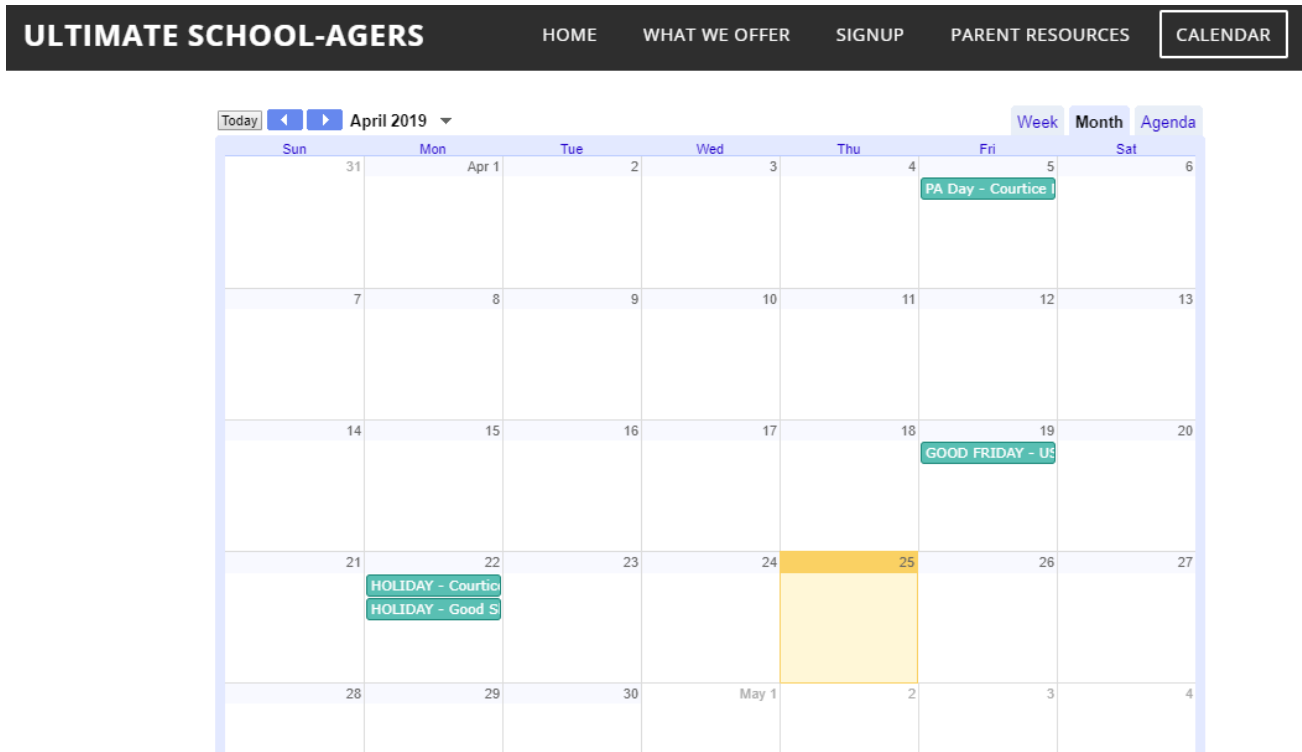
Step 2) Email or call Kim (RECE Supervisor) - supervisor@ultimateschoolagers.com or [289-685-2343](tel:289-685-2343)

Step 3) Email Garreth (Director) - director@ultimateschoolagers.com



Q. HOW DO I KNOW THE LATEST UPDATES ON EVENTS AT THE CENTER?

Here at Ultimate School-Agers we are always up to something! To keep our parents up to date or remind of upcoming events such as PA days, breaks and field trips, The calendar of all PA days, stat holidays and special events are on our website www.ultimateschoolagers.com under CALENDAR. A snapshot is shown below:



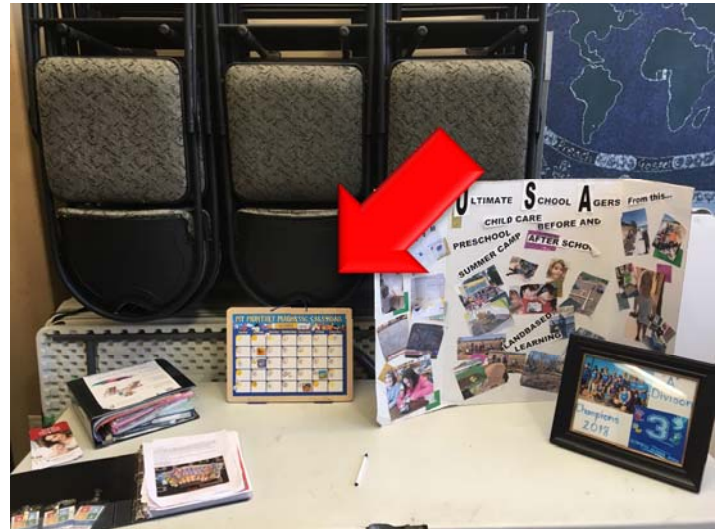
IN ADDITION, we put out notices at our sites and electronic tablets you can check.



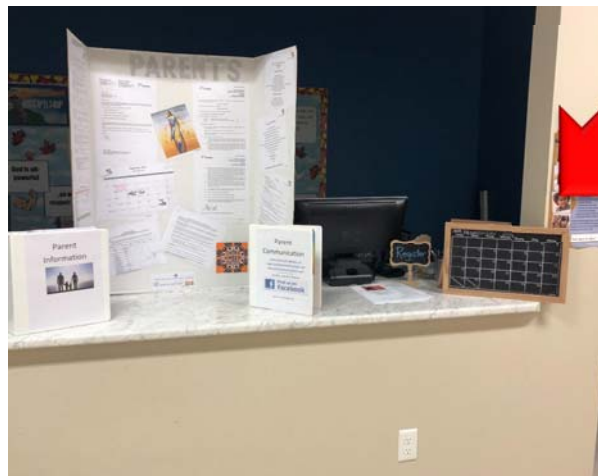


Where do these get put up? Glad you asked.

At Hope Fellowship Site (1685 Bloor St location), our BULLETIN BOARD is displayed on the right as you enter:



At Trulls Free Methodist Church (2301 Trulls Rd South location), our BULLETIN BOARD is in the reception area:



The bulletin board is updated at the start of every month and while we do aim to have all events a minimum 2 weeks out on the board, due to last minute changes such as weather concerns it might be a little shorter.

Supplementary notices are usually put up on the doors of the center or room closer to the day.

Do remember for PA days, we need a minimum of 2 weeks notice for additions or changes – NO EXCEPTIONS!!

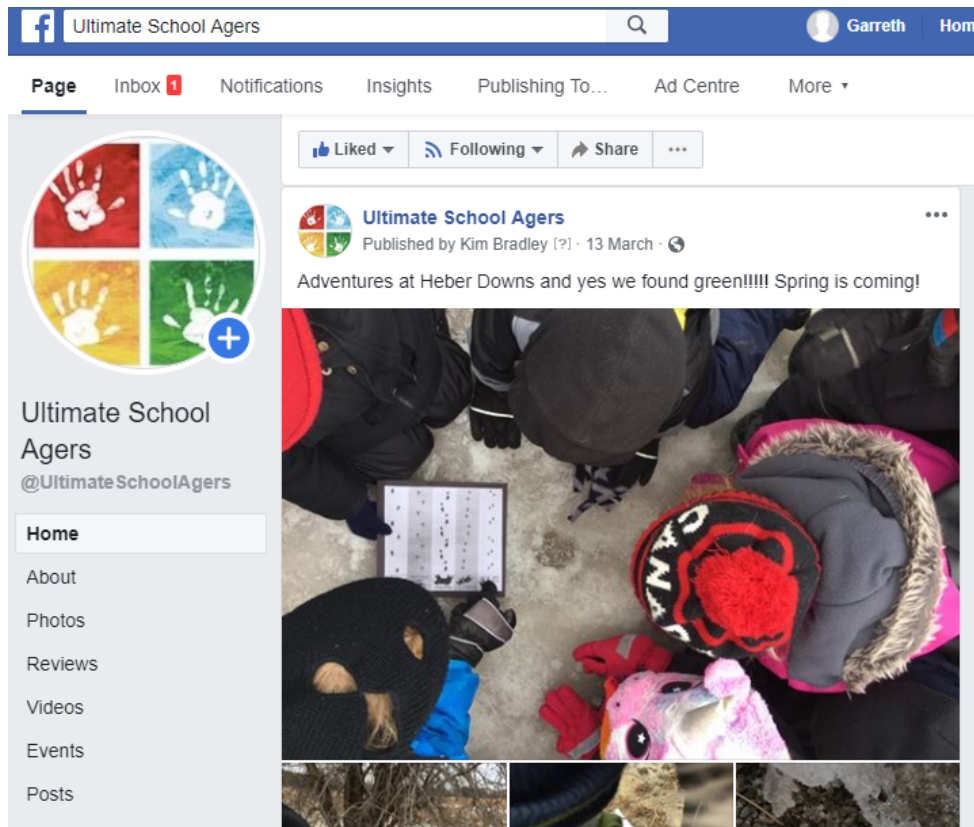
We appreciate you sending any feedback and suggestions to the director at director@ultimateschoolagers.com



Q. HOW CAN I GET A SNEEK PEEK AT THE DAILY FUN LEARNING ACTIVITIES?

We do a ton of different fun activities at our centers that help with developing their cognitive and emotional skills yet learning at the same time. Follow us on our Ultimate School Agers FaceBook page for the latest.

<https://www.facebook.com/UltimateSchoolAgers/>





Q. HOW DO I CHECK OF MY FEES OWING?

The tool is accessible from the **CHECK FEES** section of the www.ultimateschoolagers.com website. There is a SUMMARY as well as DETAILED FEE QUERY option. In both cases you must have your UID to proceed. This can only be received from the center and must be kept in a safe place. One UID is assigned to a single family and covers all siblings.

OPTION 1:

The SUMMARY option just needs you to enter your UID and will show you the amount owing to keep current to our minimum 2 weeks out per our handbook only.

SUMMARY FEES STATEMENT

UID		1 - 1 / 3		
<input type="text" value="57"/>				
<input type="button" value="More actions..."/>				
UID	FEES OWING	MOM OWING	DAD OWING	
57	\$34.00	\$0.00	\$0.00	
UID		1 - 1 / 3		

Instructions:

- Simply type in your UID to pull up the fees owing **to NEXT FRIDAY only (Handbook policy of prepaid 2 weeks)**
- The 'FEES OWING' is the total due and the 'MOM OWING' or 'DAD OWING' shows if you have made such an arrangement
- To see what the balance owing for future weeks or for the daily breakdown, click on the DETAILED FEE QUERY link below
- A negative amount means you are prepaid and good to go!



OPTION 2:

The DETAILED FEE QUERY tool will allow you to determine what fees for a different date (say 1 month out) as well as shows the daily attendance for your child. Many of our parents prefer to pay 1 month at a time.

ULTIMATE SCHOOL-AGERS FEE QUERY TOOL

From	Jul 3, 2017					
To	Sep 30, 2017	STEP 1: Enter Date				
UID	146	STEP 2: Enter UID				
MOM	\$0.00	STEP 3: PAY THIS				
DAD	\$0.00					
(OR) COMBINED	\$5.50					
TOTAL # OF	0	0	9	0	0	1
RATE	\$15.00	\$15.00	\$22.00	\$7.50	\$30.00	\$15.00
DATE	BEFORE	AFTER	BEFORE AND AFTER	VAC	PA	STAT
Sep 4, 2017	0	0	0	0	0	1
Sep 5, 2017	0	0	1	0	0	0
Sep 6, 2017	0	0	1	0	0	0
Sep 7, 2017	0	0	1	0	0	0

The tool is quite simple but to emphasize, there are only 2 things you need to input to determine your fees owing and are highlighted in YELLOW on the page.

1. The end of the period (Period To) – SEE (A) in example above
2. Your UID – SEE (B) in example above

The tool will then run a calculation, and then gives you the following:

- The fees owing – SEE (C) in the example above **with a sum for each parent if they pay separately**
- The **daily breakdown lower down on the page – SEE (D) in the example above.** If you are eligible for fee subsidies based on your case worker with the region, these are adjusted as well.

Q. HOW DO I PAY FEES OWING?

Fees can be paid by cheque, cash or Email Money Transfer (EMT). However, EMT is the preferred method.

In all cases, your UID and FULL child’s name must be included to allow us to properly handle the payment.

The EMT can only be sent to director@ultimateschoolagers.com

If you have questions on fee payment, please email at director@ultimateschoolagers.com



Q. HOW TO I GET EVEN MORE DETAILS ON THE DAILY LEARNING PROGRAM?

Ultimate School-Agers prides ourselves at implementing the best practices of the ELECT (Early Learning for Every Child Today) framework. This can be seen in how we document and learn from what is happening to ensure we are shaping the group as well as a child’s activities in a way that best suits them.

This is now done digitally using tablet computers at our Trulls site (soon to be rolled out at our Hope location) and is available to review at any time. Please speak to the site supervisor if you would like to learn more.

	SCHOOL AGE (6+)	
1-Apr-19 ▾		
5-Apr-19	Monday	Tuesday
Timestamp	4/1/2019 14:32:25	4/2/2019 13:38:49
STEM - Connect (Why)	Tyra was talking about tornados last week	Rylee asked yesterday “why is it snowing, don’t they know it’s spring?”
Program (What)	Starting a project on weather— begin researching weather	Continue researching weather
ELECT (Skill)	4.5 Inquiry	4.5 Inquiry
ELECT Indicators	<ul style="list-style-type: none"> • observing and forming a question • collecting information • interpreting information • discovering relationships • comparing results with peers and in books • writing reports, discussing results • evaluating and re-adjusting 	<ul style="list-style-type: none"> • observing and forming a question • collecting information • interpreting information • discovering relationships • comparing results with peers and in books • writing reports, discussing results • evaluating and re-adjusting
MM - Connect (Why)	Tristan and Reed were asking to play Mario Kart	Jack was taking pictures of himself on the DSI

We hope that answers your most common questions but do not hesitate to contact our site at supervisor@ultimateschoolagers.com if you have some more! Thank you for joining us and we look forward to taking care of your precious loved ones.

Sincerely,

The Ultimate School-Agers team