

After-School Programs in SD45

Also known as “During School Hours Rentals” these are facility rentals occurring in our schools on instructional days **prior to 5:00pm**, for approved extra-curricular programs provided to our students by private contractors.

After-School Program Guidelines:

All approved after-school programs facilitated and supervised by external individuals or organizations must have a **rental agreement, proof of insurance, and criminal record checks** in place with the school district.

These programs:

- Are intended to serve **students of the host school only**
- Typically begin **at school dismissal time**
- Are based on the **needs and interests of each individual school**

Program approval and coordination are handled directly by the school administration. Once a program is confirmed, the district will issue the necessary rental documentation.

A **signed contract, full payment, current criminal record checks, and valid insurance** must be submitted and approved **before the program begins**.

Please note that programs **must** receive prior approval from the school principal and are scheduled on a term-by-term basis.

General Timeline:

1. The vendor submits a proposal for an after-school program to the school principal.
2. The principal reviews the proposal to assess whether the program is a good fit for students, and then approves the program's dates, times, location, and the registration cost for families.
3. The vendor contacts the Rentals Department to initiate the contract. SD45 Rentals will also confirm that insurance and criminal record checks are in place*.
4. Contract details are finalized, and payment is made by credit card.
 - Room rental rate: \$17/hr + GST
 - Lunchtime programs: \$50 + GST per contract
5. The vendor provides a registration link to the school, which may be included in the school's weekly e-bulletin.

**Please note: All required documentation must be in place a minimum of 5 business days prior to program's start date.*

Once principal approval has been given, please contact SD45 Rentals with the following information to initiate the contract:

- Name of program:
- Day of the week the program will run:
- Start Date:
- End Date:
- Start time:
- End time:
- Exclusions & session time adjustments (if any – e.g., Pro-D, early dismissals, etc.):
- Assigned room:
- Total # of sessions