

Organizational structures and Rules

School Supervision and Lunch Program Services

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1 Mission and Operation

1.1 Mission

At AvH, we offer a high-quality supervision program designed to create a safe, positive, and enjoyable environment for all children. Our program allows children to engage in hands-on activities, participate in special projects, enjoy outdoor play or gym time, and even complete homework if needed.

We also emphasize the importance of free play, giving children the opportunity to socialize with friends, explore and discover their surroundings, and express themselves. Our goal is to foster independence and creativity in a fun and supportive atmosphere throughout supervision time.

1.2 Operating Hours

The supervision program and lunch period are available Monday through Friday, according to the school calendar. Special supervision services are offered on Pedagogical Days.

Operating Hours:

Period	Grades 1-4	Grades 5-8	Grades 9-10
Morning supervision	07:30 - 08:15	07:30 - 08:15	N/A
Lunch period	11:50 - 12:35	12:35 - 13:25	12:35 - 13:25
Afternoon supervision	15:00- 16:00	15:00 - 16:00	N/A
Extended afternoon supervision	16:00 - 18:00	16:00 - 18:00	N/A

1.3 Rules of Conduct

To ensure continuity between the classroom and the supervision program, the school's rules of conduct and safety measures are applied during supervision hours. These rules extend to any off-premises activities and can be found in your child's agenda or in the parent portal. Your cooperation is crucial for fostering a positive relationship between the school and your family.

2 Program Administration

2.1 Users and Administration

All students from grades 1-8 who are registered at AvH are eligible to attend the school's supervision programs according to the school calendar. Supervision services are offered every day of the school year devoted to educational services. Lunch period supervision is also offered to all students from grades 1-10 registered in school.

The school has a Supervision Coordinator, who is responsible for the day-to-day operations of both the supervision and the lunch program. The coordinator reports directly to the principal, who is responsible for all aspects of the supervision and lunch programs.

2.2 Registration

For students in grades 1-8, registration for morning supervision, lunch period, and early afternoon supervision is automatic and included in the school fees.

Supervision services are also available on Pedagogical Days. Parents are required to register their children for each Pedagogical Day individually. Registration forms must be completed and submitted by the specified deadlines. For information on Pedagogical Day dates, please refer to our website.

2.3 Fees

For two periods or more during core hours, a fee of \$218.90 is charged per month (or \$2,189 annually). For grades 9-10, only lunch supervision is eligible for tax refund. The fee is \$70.20 per month (or \$702 annually). For Grades 1-10, Morning, Lunch and Afternoon Supervision are included. Extended afternoon supervision (after 4pm) costs \$200 per month (or \$2,000 annually).

Tax form RL-24 eligible fees:

Hours	Period	Grades 1-8	Grades 9-10
Core hours Registration not required Service included	Morning supervision	\$218.90 per month \$2189 per year	
	Lunch period		\$70.20 per month \$702 per year
	Afternoon supervision		
Extended hours Registration required Service optional	Extended afternoon supervision (optional)	\$200.00 per month \$2000 per year	

Supervision and Lunch period fees are included in the parent's invoice, regardless of attendance. There are no refunds for vacations or for shortened days.

The cost for pedagogical day is \$50/day (supervision fee) an activity fee may be charged if applicable.

2.4 Payment Methods

Fees are charged in conjunction with your tuition fees.

2.5 Tax Receipts

Tax receipts for both provincial and federal purposes, in accordance with regulations governing school supervision services, will be issued at the end of February. These receipts will be provided to the individual who made the payment. A social insurance number is required for all payers unless the box labeled "I wish to withhold my social insurance number" is checked on the registration form.