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About

Welcome to FUNZONE's After-School Program!

Our program is designed to provide a safe, engaging, and stimulating environment where children can explore new interests, develop skills, and make lasting friendships.

Here's everything you need to know in this booklet:

Contact Info



Superstore Mall, Unit 15, 745 Sackville Dr, Lower Sackville, B4E 2R2



+1 902 402-4588



info@funzoneplayground.ca



www.funzoneplayground.ca

AFTER SCHOOL PROGRAM

(Bilingual)



Operating Hours



*Monday to Friday**

From 2:00 p.m till 5:30 p.m

*Except for official holidays, closure dates or emergency cases

Terms and Conditions

- Child should be 5 years and above by December 31st 2025
- Registration approval needed (please refer to page 4) – *limited seats available.*

Program includes

Activities (all included)



- EDUCATIONAL SESSIONS
 - French, Nutrition, Health and others
- ARTS & CRAFTS
- BOARD GAMES
- PUZZLES & CHESS
- LEGO, BLOCKS AND MAGNETIC TILES
- TOYS
- CALM CORNER & BOOKS
- PUPPET SHOWS
- MUSIC
- MOVIES & PROJECTION

Indoor Playground Access



- FREE PLAY AT OUR 3-LEVELS INDOOR PLAYGROUND
 - Ball Pit
 - Slides, Climbs & Tunnels
 - Interactive elements
 - Soft Play

Ask for our special programs (PD day, Christmas Camp, March Break Camp, Summer Camp and others)



Schedule (Subject to change)

Time	2:00 – 5:30 p.m
Drop Off	Starting 2:00 pm
Pick-Up	Until 5:30 p.m

Safety Measures

Qualified Staff



Our program coordinator is well experienced in classroom teaching of all ages and is **bilingual (English & French)**. Our staff is certified in first aid.

Mandatory Staff Requirements: Criminal Record Check and Child Abuse Register Search

Supervised Environment



Children enrolled in the after-school program are always supervised during activities and free play to ensure a safe and secure environment.

Procedure

✓ Registration and Enrollment

Parents/Guardians interested in enrolling their child(ren) are kindly asked to fill out a **registration form**. This form collects information such as the child's name, age, grade, emergency details, medical conditions or allergies, preferences, hobbies, authorized pick-up and other information. Our staff will review the information provided. Once approved, you will receive a confirmation email. Parent/guardian are then asked to sign a **one-time waiver** and provide the **registration fee** (see page 7) for the registration to be completed.

✓ Check-In

Option 1: Parents Drop-Off

Parents/Guardians are required to accompany their child(ren) to the designated check-in area. Parents/Guardians are asked to sign their child in on a designated attendance sheet.

Option 2: Staff Pick-Up from School Bus

Our staff will meet your child at the school bus stop outside of our facility and accompany them safely inside

✓ Check-Out

1. Parents/Guardians are required to sign their child out with the issued authorized Pick -Up Cards (a fee of 2.99 CAD + HST is applied for replacement or damaged cards)
2. Children are released only to individuals listed on the authorized pick-up list provided by the parents/guardians during registration, unless prior arrangements have been made.
3. If someone other than the parent/guardian is picking up the child, a photo ID may be required.

Late Check-Out

- A grace period of 10 minutes (until 5:40 pm) is given. After that, a 10 CAD + HST additional late pick up fee is applied
- When a child is not picked up by the designated pick-up time, program staff will attempt to contact the parent/legal guardian or authorized individual.
- If the child is not picked up within a reasonable time frame after the program ends, additional steps may be taken, including contacting emergency contacts or local authorities.
- In case of frequent late pick-ups, Funzone staff will contact the legal guardian to resolve the matter. If not resolved, Funzone has the right for dismissal without a refund.



Absence

If your child will be absent, please notify Funzone's staff before 2 p.m.



Identification Bands

- Each child is provided with one free color-specific wristband (lost bands or damaged ones are replaced for a fee of 2.5 CAD + HST).
- Children are required to always wear their wristband during program hours.
- Please educate children on the importance of wearing them for their safety.
 - If a child removes or fails to wear their wristband, a staff member will immediately remind the child of the importance of wearing it.
 - If the child continues to refuse to wear the band, the staff member will notify the parent/ legal guardian via phone or in-person at pick-up to ensure compliance in future sessions.
- In case of repeated non-compliance, further actions (such as suspension from the program) may be considered-if necessary.

What to Bring?



Lunch and/or Snack*:

- Nut Free Snack.
- No popcorn (choking hazard)
- No soda or energy drinks.

Water bottle *

Health/medical items, if required. Parents must sign a consent form for medication and waiver.

- Provided by the parent/legal guardian
- In original container and original label
- Child-proof
- Labeled with dosage and child's name
- Name of physician
- Instructions & Timing

Name-labeled changing clothes

- 2 pairs of socks for the indoor play structure
- Pants
- Shirts
- Underwear

... Others:

- Tissue box and Wet Wipes

*** If the child forgot to bring their own snack or lunch or water bottle:**

Each child has their own box kept in our AfterSchool program. Parents are welcome to provide additional snacks to keep at Funzone, which we will give to the child if they are still hungry or forgot their own.

In other cases, a snack and sealed water bottle can be provided at an additional fee. Water, Apple sauce or no added sugar juice. Parents are asked to fill out the snack options they accept to be provided in the Registration Form

*Socks are required to use the play structure. If a child forgets their socks and none are available in their change of clothes, a pair of socks will be provided for an additional **\$2.99 CAD + HST**.*

FUN

Will be provided by FunZone. Please keep toys, cellphones, electronics, balls and personal items safe at home

Behavior and Discipline



Our afterschool program is committed to providing a safe and productive environment where children can engage in enriching activities.

To ensure the well-being of all participants and foster a positive atmosphere, the following rules and regulations regarding discipline and behavior are established.

Behavior:

- Use appropriate language and tone when communicating with staff members, volunteers, and other children.
- Respect personal space and property of others.
- Bullying, harassment, or discrimination of any form will not be tolerated.

Discipline Procedures:

- In the event of a violation of Funzone's rules or regulations, program staff will employ progressive discipline measures, which may include verbal warnings, temporary removal from activities, parental notification, or suspension from the program, depending on the severity and recurrence of the behavior.
- Any serious or illegal behavior will result in immediate disciplinary action and may involve contacting parents/legal guardians and relevant authorities.



Lost and Found

- Funzone Indoor Playground is not responsible for items lost or stolen.
- Found items are kept for up to 30 days.
- Valuable items will be donated. Non valuable items will be donated or responsibly disposed of.
- Food or perishable items will be discarded at the end of the day for hygiene and safety reasons
- For more information, please check our lost and found policy at reception.

Registration Fees and Payment Processing

Monthly Commitment Program Fee

- **Rate:** \$21.50 CAD + HST per day, per child.
- **Payment:** Fees are to be paid monthly, based on the number of afterschool days in each month.

SAVE BIG!

Ask us for our 6 months/1 year commitment offers



Months	Number of Afterschool days*	Price (Before HST)	
September 2025	16	CAD	344.00
October 2025	22	CAD	473.00
November 2025	19	CAD	408.50
December 2025	15	CAD	322.50
January 2026	20	CAD	430.00
February 2026	19	CAD	408.50
March 2026	17	CAD	365.50
April 2026	20	CAD	430.00
May 2026	20	CAD	430.00
June 2026	22	CAD	473.00

**The calendar is subject to change based on official updates or unforeseen circumstances.*

**The number of afterschool days (in the table above) is determined based on official closure dates in Halifax, Nova Scotia, and the school curriculum.*

Note: PD days will be communicated with parents/legal guardians in advance.



Payment & Cancellation Policy

- After-school enrollment is to be paid monthly and renewed on the 25th before the beginning of the next month.
- Failure to renew enrollment prior to the start of each month will be considered a withdrawal from the program.
- 6 months or yearly commitments withdrawal is not permitted.
- **Upon approval**, a one-time, non-refundable registration fee of 35 CAD + HST for the 2025-2026 year, along with a non-refundable 50% deposit + signing a one-time waiver will be required.
- The remaining 50% must be paid no later than the 25th before the start of the enrolled month.
- Payment can be made using a banking card, cash, e-transfer, payment link.
- In case you wish to cancel- for any reason- other than the 6 months or yearly commitments discounted packages:
 - o If cancellation is made **prior to the start of the enrolled month**:
 - The registration fee is non-refundable.
 - The 50% deposit is non-refundable but may be transferred for use in the following after-school program month (subject to availability) or applied to future playground admissions or other services offered at our facility.
 - If the program fee has been paid in full, 50% of the total fee is refundable using the original method of payment.
 - o If cancellation is made **during the enrolled after-school month** (starting from the first day of enrollment):
 - The registration fee is non-refundable.
 - No refund will be issued: The full amount paid (50% deposit and 50% remaining balance) will be transferable for use in the following after-school program month (subject to availability) or applied to future playground admissions or other services offered at our facility

PD days : an additional fee of 15 CAD + HST per day per child

After -school enrolled students have priority for PD days!



Review and Compliance:

- ✓ All participants and parents/legal guardians are required to review, sign and comply with these rules and regulations.
- ✓ Any questions or concerns regarding these rules should be directed to the program staff for clarification.

Signature:

This Signature and document do not serve as a proof of payment.

This confirms that the child's parent/legal guardian has read and agreed to the terms and conditions outlined in this afterschool booklet, including the payment and cancellation policies, agreements and commitments as well as all related afterschool documents.

E-signature is accepted

Parent or legal guardian's Full Name:

Child(ren) Full Name(s) (separated by comma):

Date:

X