



**Bowen  
Children's  
Centre**

**Bowen Children's Centre Society**  
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## **After School Club (ASC) Policy for Recording Extra Days for Enrolled Children**

### **Purpose**

The purpose of this policy is to ensure accurate recording of a child attending ASC for extra days outside their registered enrollment.

### **Policy**

**When a family asks for extra days at ASC, proceed as follows.**

1. An ASC family asking for an extra day for their enrolled child/ren by text for the current or following day in an ASC program:
  - Record the details of the extra day(s) in the **Daily Attendance Sheet Drop In Spaces** (formalized at the bottom of the attendance sheet) on the clipboard for whichever Program they attend (clipboard for Kindergarten; clipboard for Grade 1; clipboard for Grade 2)
  - Answer the family text message and then take a screen shot of the message and response and send it to [asc@bowenchildrenscentre.ca](mailto:asc@bowenchildrenscentre.ca)
  - Put the request and the answer into the appropriate **Daily ASC Attendance Sheet** (Clipboard for Kindergarten; Clipboard for Grade 1; Clipboard for Grade 2) ensuring the child is added onto the **Drop in Space** for the current day or the following day
  - Put the request into the Communication Book alerting the Manager.
2. An ASC family requesting an extra day for a child/ren or a series of days at a future date:
  - Text message will be answered asking the family to send an email to the ASC at [asc@bowenchildrenscentre.ca](mailto:asc@bowenchildrenscentre.ca)

- Take a screen shot of both the text message and response and send it to [asc@bowenchildrenscentre.ca](mailto:asc@bowenchildrenscentre.ca) . Record the message in the Communication Book alerting the Manager.
- When taking out the *Daily Attendance Sheet* for the current day (2 – 2:30 pm), check the *Daily Attendance Sheet Drop In Spaces* requests and remind all staff at the meeting to check off all children due to attend including the **Drop In** children.

Related BCC policies and legislation	This policy approved on:
	2 July 2025