



# AFTER SCHOOL PROGRAM

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## After School Program – 2018/2019 School Year Enrolment Contract

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### **BASICS**

- The After School Program at CanAm Karate is available for children 4 to 13 years old.
- You can choose either a **Full Week Plan** with participation on every school day (Monday to Friday), or a **Part Time Plan** with participation on two, three, or four selected weekdays (e.g. Monday and Thursday every week)
- The program runs on school days only, adjacent to York Region Elementary Schools calendar. The program will run on school PA days, school bus cancellation days, and snow days. The program will NOT run on holidays, school closing days beyond CanAm Karate's control.
- CanAm Karate must be informed about children's absence before 10:00am on any particular school day.

### **TRANSPORTATION**

between 2:30pm – 3:45pm (time depends on school location and dismissal time)

- Transportation service from area schools to CanAm Karate's place of business is included in the program fee, and is available only to selected elementary schools within the service area Newmarket, Aurora, and East Gwillimbury. Please verify with CanAm Karate if your school is within the service area.
- Transportation service from schools not located in the service area is subject to availability and subject to an additional fee.
- CanAm Karate reserves the right of selecting the transportation method for pickup from the schools.

### **SNACKS & FREE TIME**

2:45pm – 5:30pm (time depends on school location and dismissal time)

- After school snack time: Please provide your child with his/her own after school snacks.
- CanAm Karate will provide water and additional snacks if needed, please state all allergy concerns.
- Please note all electronic devices are not allowed unless CanAm Karate approved the usage for special reasons.
- Free time fun such as creative arts, board games, and group activities occurs before the karate class.
- Quiet area is designated for homework and reading purposes.

### **GROUP KARATE CLASS**

between 5:30pm – 6:00pm

- A 30 minute group class takes place Mondays to Fridays.
- Subjects of the group program depending on scheduling and instructor's availability.
- The designated schedule for the 2018/2019 school year is as follows:

### **PICK UP TIME**

6:00pm

- After the group Karate class,.
- Designated pick-up time is at 6pm.

I agree to comply with all policies.

Parent/Guardian Initial \_\_\_\_\_



# AFTER SCHOOL PROGRAM

## PAYMENT POLICY

- The After School Program is a prepaid service. Throughout the school year the fee will be charged on a monthly basis.
- The client's monthly invoice is due on the 25th day of each month in advance for the following month.
- The first payment is due upon accepted registration, there is no registration fee, and the final payment is due on May 25, 2019.
- Invoices are to be paid in CAD\$ cash or cheque.
- All After School Program fees are non-refundable or transferable, unless CanAm Karate cancels the program.
- A \$10 administrative fee will be charged to the client for late payments received after the invoice due date. Full payment and the \$10 fee must be received within 10 days of due date.
- A \$50 administrative fee will be charged to the client for any payments returned to CanAm Karate as NSF (non- sufficient funds). Full payment of amount due, plus the \$50 fee must be received within seven days of notification.

## SECURITY DEPOSIT

- As a security deposit, payment of 50% of the fee for June 2019 is required upon registration.
- The deposit will be credited towards the clients invoice for June 2019, provided the client has not terminated the enrolment contract for the After School Program prior to June 2019; in case of early termination the deposit is forfeited.

## FEES

	Full Week Plan	Part Time Plan				
Enrolled on ...	Monday to Friday	Monday	Tuesday	Wednesday	Thursday	Friday
Monthly Fee	\$355.00	\$100.00	\$110.00	\$110.00	\$110.00	\$100.00

- Full Week Plan:  
10 equal payments of \$355.00 per month from September 2018 to June 2019.
- Part Time Plan:  
10 equal payments of \$100.00 per month from September 2019 to June 2019, for Mondays or Fridays.  
10 equal payments of \$110.00 per month from September 2019 to June 2019, for Tuesdays or Wednesdays or Thursdays.
- In case of late pick up after 6:00pm a \$1.00 per minute late charge is applied to the clients account.
- Save 10% off Full Week Plans when more than one family member signs up for the same program, 2<sup>nd</sup> sibling and after will receive this sibling discount.

## CHANGES and CANCELLATION

- The client may request a change to their enrolment for the After School Program by giving CanAm Karate a minimum of four weeks written notice to the end of the calendar month.
- In a Part Time Plan days may be added on a space-available basis.
- In case of changing the school, clients must verify with CanAm Karate if pickup from the new school is possible.
- The enrolment in the After School Program is for the entire school year and valid until the last day of school in June 2019.
- The client may terminate the enrolment for the After School Program and withdraw their child/ward by giving CanAm Karate a minimum of four weeks notice to the end of the calendar month.
- No refunds can be offered if your child misses After School Program days due to an illness, vacation, or other absence. Make-up time will not be provided for any missed time.
- Please see section SECURITY DEPOSIT above for conditions about crediting the deposit to the client in June 2019.
- Late start of the After School Program may be arranged, upon availability and approval of CanAm Karate Calculation of monthly fee will be given upon pre-registration inquiry.

I agree to comply with all policies.

Parent/Guardian Initial \_\_\_\_\_



# AFTER SCHOOL PROGRAM

**Client Information**

- please use a separate form for each child -  
 - use the "fill & sign" option in Adobe Acrobat Reader to fill this form on a computer -

Child's Name	Date of Birth (month / day / year): _ / _ / _	Male <input type="checkbox"/> Female <input type="checkbox"/>
Mailing Address:		
Parent or Guardian Name:	Parent or Guardian Name:	
Home phone:	Home phone:	
Work phone:	Work phone:	
Cell phone:	Cell phone:	
Email Address:	Email Address:	

**Emergency Care:**

Emergency Contact & Relationship to Child/Ward	Emergency Telephone Number
Emergency Contact & Relationship to Child/Ward	Emergency Telephone Number
Physician Name	Physician Telephone Number
Health Card Number	Dietary restrictions
Allergies  EpiPen: Yes <input type="checkbox"/> No <input type="checkbox"/>	Medication taken by Child/Ward
Medical conditions & other needs that CanAm Karate staff should be aware of	



# AFTER SCHOOL PROGRAM

### Child/Ward Release Authorization

Only persons on this list will be permitted to pick up your child / ward from the program (include yourself):

Name	Relationship to Child/Ward
Name	Relationship to Child/Ward
Name	Relationship to Child/Ward
Name	Relationship to Child/Ward

Permission to leave program on his/her own (only for children over the age of 10)  Yes  No  
Parent/Guardian Initial \_\_\_\_\_

### Waiver

I hereby release CanAm Karate and all persons employed by and/or associated with CanAm Karate from all claims and causes of action resulting from the participation of my child or ward in the After School Program offered by CanAm Karate .

Parent/Guardian Initial \_\_\_\_\_

### Medical Release

If I cannot be reached in the event of an accident or other medical emergency, I give permission for the personnel of CanAm Karate to obtain immediate qualified medical assistance for my child/ward. Treatment may include the administration of drugs, anesthetics, blood transfusions, injections or any treatment as noted to be needed by the physician caring for my child/ward. It is understood that every effort will be made to contact me immediately.

Parent/Guardian Initial \_\_\_\_\_

### Child/Ward Abuse Policy

All staff of CanAm Karate are required to report to Children's Aid Society (CAS) if they are concerned for the well being of a child/ward. If CAS is called, parents/guardian will be notified according to directions from the CAS. If abuse is suspected and medical attention required, the parent/guardian will be notified according to the direction from CAS.

Parent/Guardian Initial \_\_\_\_\_

### Media Release

I consent to the use of my child's/ward's likeness for publicity purposes, for example photos for CanAm Karat's webpage. I give permission for my child/ward to be photographed at CanAm Karate during program's activities. I understand that any photographs or images will be used for promotional purposes only.

I hereby waive any right to approve the use of this photos now or in the future.

Parent/Guardian Initial \_\_\_\_\_

### Transportation Information

Name of School: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

Dismissal time: \_\_\_\_\_ Meeting point: \_\_\_\_\_



# AFTER SCHOOL PROGRAM

**Date**

First day of attending the program:

**Participation**

Mondays to Fridays       Mondays       Tuesdays       Wednesdays       Thursdays       Fridays

**How did you hear about the program?**

My child/ward will attend the program with respectable and friendly manners towards supervisors, teachers, and other children. Inappropriate behavior might result in dismissal from the program; in that case no refund might be given.

I agree that CanAm Karate reserves the right to make changes to the program. This contract remains unaffected in case CanAm Karate moves its place of business to a location within a 5 km radius of the current location.

Your personal information given on this contract may be used only to process your registration for program participation, the payment of fees, collection of outstanding fee amounts, contacting you regarding this or other programs / activities.

I hereby agree to register my child/ward for CanAm Karate's After School Program, and acknowledge that I am aware of the conditions stated in the five pages of this contract, named "After School Program – 2018/2019 School Year Enrolment Contract".

Parent or Guardian's Name (print)	Parent or Guardian's Signature	Date
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CanAm Karate agrees to provide After School Program services according to the above plan, and agrees to promptly notify parent/guardian of any changes to the above information.

CanAm Karate Authorization	Date
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08-2018 AS 2018-19 Registration form