



## **2019-2020 EXTRACURRICULAR PROGRAM**

### **GENERAL RULES**

All the information concerning the choice of after-school activities is available on the school's web page, including descriptions of activities, ages, rates, exact start dates and schedules for the year or semester: (<https://www.claudel.org/en/school-life/extracurricular-activities/>)

The total cost of the activity is paid at registration, except for annual activities when a two-time payment is proposed.

The rules of the Lycée Claudel apply to after-school programs. All students are expected to follow and respect them <https://www.claudel.org/wp-content/uploads/2019/10/R%C3%A8glement-int%C3%A9rieur.pdf>.

Here are some specific details of how after-school activities work and our expectations of all students who attend:

#### **Behavior :**

To facilitate the organization of the workshop, each student must have suitable behavior and use appropriate language, be attentive to the instructions and remarks of the animator and not disturb the work of the group. We expect our students to be polite to all members of the group, as well as the adults leading the group.

In a case where the participant disrespects the animator or students in the group, or disturbs the workshop with their conduct or language, the following measures may apply:

- a first verbal warning will be given by the animator during the workshop and clear explanations will be presented to the child;
- a second written warning will be sent to parents by the after-school programs service, with details of the behavior and specific facts of the incident;
- a third and final warning will be given to parents if the behavior is not corrected and the student continues to disturb the smooth running of the activity.

After these three warnings and if no change is observed, the child will no longer be able to participate in the workshop.



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### **Respect of schedules:**

After-school activities cannot be interrupted and it is not possible to pick up a child during the workshop except for exceptional and duly justified reasons, as well as prior agreement and arrangement with the after-school programs office.

### **Refund Policy:**

No refund will be given once payment has been confirmed, except under exceptional circumstances, such as when a medical certificate is provided requiring a student no longer attend the activity, or a family's departure from Canada to another country. In this case, the reimbursement will be made in proportion to the sessions not done.

A brief absence, regardless of duration, is not eligible for a refund of the cost of the activity.

The activities proposed at the time of enrollment are subject to possible cancellations, due to insufficient number of registrants, the withdrawal of a provider in the middle of a semester or the impossibility of the school to conduct this workshop. A prorated refund will be made should these situations arise.

Attached:  
Appendix 1 - Daycare  
Appendix 2 - Individual Music Courses



## Annex 1

### **Daycare services:**

For the second half of the year, the school offers two options for childcare fees during extracurricular activities:

1. The fees of the daycare services during after-school activities are included in the activity rate. (The only exception is annual music classes, where daycare rates are offered separately)

This type of daycare is specific and linked only to periods associated with after-school programs (no daycare during school holidays, pedagogical days and days when the workshops do not take place).

2. The fees of the daycare services during after-school activities offered **per semester** are included in the activity fees, but also include the weeks in the semester before the start and after the end of the extracurricular programs (see the details on the portal registration page COBA).

The daycare hours for after-school activities are from 15:30 to 17:30, depending on the beginning and the end of the workshops.

After 17:30, the children of late parents will be under the care of the school daycare service and additional fees will be charged according to the regular school daycare rates.

Before and after the after-school activities, children will be accompanied to the daycare (for the primary school) or will be asked to wait in the study hall classroom (for the secondary school). In order to facilitate movement within the building and ensure the safety of our school environment, parents will be asked to present themselves at the reception desk of the school and to specify the name and the class of their child. A supervisor will accompany the child to his parent / caregiver afterwards.



## Annex 2

### **Individual music lessons:**

A supervisor will pick up the students to accompany them to the music classroom. Students of the first lesson must wait in front of their classroom in order for the supervisor to find them more easily, and students from later lessons will be up from daycare or at the reception if they are not registered for daycare. Middle school (college) students will be invited to attend their classes independently. The supervisor will nevertheless ensure they are present in class, to avoid a student forgetting to attend their course.

At the end of the lesson, the student will be accompanied to daycare if registered or to the reception area where parents will wait for their children. For students in individual music lessons which end after 18h, the music teacher will accompany the student back to the reception hall of the school.

### **Absences from individual music lessons:**

Each student is permitted 3 makeup classes during the year. Each absence must be reported by 17:00, the day before the lesson, at the latest. Any voluntary and unreported absence will be considered a lost lesson.

Absences due to the student's participation in events organized by the school will not be taken into account, but the after-school programs service must be notified as soon as possible.

A child who showed signs of feeling unwell during the day and as a result was not able to attend his individual classes will be able to have a makeup lesson, however the number of such specific occasions will be limited to 3.

In order to avoid possible misunderstandings, any and all communication between the music teacher and the student's parents must go through the after-school activities department.