



2022-2023 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 will have to be paid upon registration.

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:

Respect of schedules:

It is imperative not to disturb the students' work during the workshops. Thus, parents should not pick up their child during the lesson in persons unless there is an exceptional and duly justified reason.

Students agree to adhere to the login schedules established for virtual programs. The courses will be broadcast live and their recording will not be possible.

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 and the registration fees will not be reimbursed.

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 - Individual Courses
Appendix 2 - Daycare



Annex 1

Individual in-person lessons:

A supervisor will pick up the elementary students to accompany them to the classroom. Middle school (college) and high school (lycée) 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 primary school student will be accompanied by the supervisor at the daycare. Parents or caregivers will be invited to come to the school reception by announcing the names of the children they come to pick up.

Absences from individual 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.

Each situation that arises from the aforementioned clauses as well as the cases of force majeure will be considered individually.

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



Annex 2

Daycare services:

The fees of individual and group extracurricular programs offered in lycée **include the cost of daycare** before and after the programs to which students are enrolled.

The student will be supported by the extracurricular service during the activities and by the Student Life Center (Pôle de vie de l'élève) before and after the programs.

Students must be picked up by their parents/caregivers by 5:30 p.m. at the latest. Once this period has passed, the additional fees will be charged to the parents according to the rates in force.

The exception will be made to students enrolled in programs that finish after 5:30 p.m.: students must be picked up by their parents/caregivers, or leave the school independently if authorized, immediately after the end of the sessions.





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