

St. James & St. Ann's Thunder Club – 2017/18 Registration Package

LAST NAME	FIRST NAME	GRADE

All personal and contact information as well as permission forms will be taken directly from the information you have supplied in your St. James & St. Ann's School registration package for 2017/18. This includes Pick-up/Release Information and Emergency Contact Information.

Please ensure that it is up to date.

I have read and understand the above paragraph.

Date: _____ Name: _____ Signature: _____

Monthly Attendance Conditions & Rates:*

If you want to guarantee a spot for your child(ren) in Thunder Club on a consistent basis, you will need to issue post-dated cheques for the entire school year dated for the first of each month (Sept.-Jun.). By doing this you are holding a spot for your child(ren) on a certain day and time. **Once payment is received, fees are non-refundable and non-negotiable.** If your child(ren) is/are absent due to illness, vacation, other personal reasons, or St. James & St. Ann's School is closed for any reason, the fees still apply. Refunds are only issued if payment for the year has been made in full and the child(ren) has/have withdrawn from Thunder Club with 30 days written notice.

THUNDER CLUB MONTHLY RATES FOR 2017/18 ARE ATTACHED TO THIS REGISTRATION PACKAGE

I would like my child(ren) to attend Thunder Club monthly and I have filled out the Monthly Attendance Registration page and included post-dated cheques. I have signed the Parent Agreement and I have also read and understand the regular attendance conditions outlined in the above paragraph.

Date: _____ Name: _____ Signature: _____

Daily Drop-In Conditions & Rates:*

Drop-in space is limited. Available only if there is still space according to set teacher/child ratios. Please note that if you would like your child(ren) to attend Thunder Club on a drop-in basis, children must be registered for Thunder Club and have all required information on file BEFORE their first day. To ensure there will be space for your child on any given day, please email Thunder Club at thunderclub2@gmail.com by 6pm the night before you would like your child(ren) to attend. There are two payment choices for drop-in – 1. Prepay \$100 for drop-ins as needed OR 2. Be invoiced for Thunder Club drop-ins at the end of each month. Thunder Club needs to be notified a.s.a.p. if you wish to cancel a drop-in that is scheduled (preferably at least 3 hours beforehand).

THUNDER CLUB DROP IN RATES FOR 2017/18 ARE ATTACHED TO THIS REGISTRATION PACKAGE

I would like my child(ren) to attend Thunder Club in a drop-in capacity and I have filled out the Drop-in Attendance Registration. I have signed the Parent Agreement and I have also read and understand the regular attendance conditions outlined in the above paragraph.

Date: _____ Name: _____ Signature: _____

* Thunder Club operates only on days that St. James & St. Ann's School is in session. Please note that if the school is closed due to inclement weather, Thunder Club will also be closed for that day. Please check the school's website www.stjameselementary.ca for up-to-date information on dates.

Thunder Club Parent Agreement

General Thunder Club Policy:

As Thunder Club is an activity club of St. James & St. Ann's School, the policies and procedures laid out by the C.I.S.V.A. and St. James & St. Ann's apply. Please refer to the Parent Handbook on our school's website www.stjameselementary.ca for more information. Below are additional policies specific to Thunder Club.

Medical Policy:

I will refrain from sending my child(ren) to Thunder Club if there is any question of illness, and agree to promptly notify the staff of any communicable disease my child(ren) contracts. I will ensure that I make the staff of Thunder Club aware of any changes in the medical status of my child(ren).

Drop Off/Pick-Up Policy:

When dropping off my child(ren), I will make certain that a staff member is aware of my child's presence so they know he/she has arrived. Students are to be brought directly to the Library. I am aware that my child(ren) will not be released to anyone not listed on the pick-up/release section supplied with our family's registration form. Staff members will not under any circumstances release your child(ren) to anyone without your written consent. If someone other than the pick-up person listed arrives to pick up your child, we will contact you for proper permission. If we are unable to contact you, we will not release your child(ren). Therefore, it is important that you list ALL persons that are authorized to pick up your child(ren).

Late Pick-Up Policy:

Our official closing time is 5:00pm. Picking up your child after 5:00pm will result in a late charge of \$5.00 per every five minutes that you are late. These late fees get paid directly to the staff member that has to stay late, as their day ends at 5:00pm. Continuous late pick-ups could result in this agreement being cancelled. If you know that you are going to be late, please try to arrange for someone else to pick up your child. Alternatively, please send a note with your child, notify the school office to let them know you are going to be late, or e-mail the Thunder Club at thunderclub2@gmail.com.

Snacks Policy:

Children need to bring a snack and water bottle to Thunder Club as snacks are not regularly supplied (sometimes there will be treat days). We encourage parents to send healthy snacks. Please do not send candy or sweets, and please no nuts or nut products.

Payment Policy:

Payment will be made by a series of post-dated cheques dated the 1st of each month, September to June. Refunds will not be made for illness, vacation, other personal reasons, or St. James & St. Ann's School is closed for any reason, as payment holds the child(ren)'s spot(s) on a certain day and time. Parents are required to submit one month's written notice to cancel participation in Thunder Club. Please make cheques payable to St. James & St. Ann's School. Thunder Club drop-in's have two payment choices – 1. Prepay \$100 for drop-ins as needed OR 2. Be invoiced for Thunder Club drop-ins at the end of each month. All other financial policies that are in place at St. James & St. Ann's School apply to Thunder Club. **Please also note that since this is an activity club and not a licensed care facility, we cannot issue tax receipts.**

Discipline Policy:

It is our understanding, and that of the parents who enrol their children in The Thunder Club that this is a service to our families and an opportunity for our students to maintain continuity in their out-of-home care. Therefore disrespectful, dangerous, disruptive or uncooperative behaviour on the part of the students as well as parents or staff will not be tolerated. It is required that parents support The Thunder Club discipline policy, which is an extension of that of St. James & St. Ann's School. Adherence to these policies will always remain a condition of acceptance into the club, and continuation in the club. In most cases, isolated and irregularly occurring incidents can be resolved simply and quickly by the student with the intervention of the staff member.

If the problem reoccurs or seems to be of an on-going nature, at the staff member's discretion and in consultation with the school principal, Mrs. Sask, the following steps, supported by documentation will apply:

1. The staff member will have a discussion with the child(ren) involved at the time. Appropriate consequences, determined by the staff member will be assigned, based on that discussion and with the input of the child. Consequences may include, but are not limited to supervised time outs and loss of use of equipment and/or materials.
2. Parents will be informed at the end of the day of any problems arising during the child's stay at Thunder Club.
3. Should the problems persist, the staff member will arrange a meeting with the parents, principal and student to discuss the problem and resolve the issue.
4. At this meeting a formal Action Plan with expected behaviours and the consequences will be written out and signed by all parties involved. It will be made clear that continued unacceptable behaviour could result in the child(ren) being asked to leave the program.

I have read and agree to the above policies.

Date: _____ **Name:** _____ **Signature:** _____