



Terms and Conditions for After School Program 2017- 2018

Please read carefully

1. A completed registration form must be submitted to LearnStar Educational Programs Inc. (hereinafter LearnStar) online at www.learnstar.ca, and the required deposit amount submitted in order to reserve a space. Please also enclose with your application a current photograph of your child, for safety reasons. Because space is limited, the submission of a registration form does not mean that a student will be granted a space in the program. Any paid deposits will be refunded in the case that space does not allow for your child. Returning students and their siblings may be given priority for registration. Families will be placed on a waiting list if they choose to do so. Please enclose with your application a current photograph of your child, for safety reasons.
2. For safety reasons, it is extremely important that you complete all sections of the application form, especially the list of people who can *and cannot* pick up your child, and your child's code word. No child will be released to anyone for the first time who (1) does not show a picture i.e.; (2) is not listed on the child's application; (3) who does not know the code word. It is safer not to share the code word with your child or with anyone unless they are picking up your child. You may change your code word or the identity of approved persons to pick up your child at any time by submitting a new one in person to the site supervisor. You are responsible to make sure you have complied with these regulations to avoid any problems at pick up.
3. All employees are required to be trained in First Aid and CPR. First aid kits and automatic electronic defibrillators (i.e., AEDs) are located in each facility. It is the responsibility of each staff member to become familiar with the location of these items and the details of each kit.
Classroom areas must be kept as clean as possible, with frequent wiping of surfaces and tools in each room. Frequent hand washing is the most effective way to prevent the spread of germs, and thereby preventing the spread of illnesses.
4. If a student has a high temperature, vomiting and/or diarrhea, he/she cannot attend LearnStar after school program. The student will be able to return to LearnStar once "*symptom-free*" for a minimum of twenty-four (24) hours. In the event that a student falls ill with a contagious disease (including, but not limited to, e.g. measles, mumps, chicken pox, etc.), the infected person will not be permitted to return to LearnStar until advised by a doctor. Students must have their doctor provide a note indicating it is safe to return to the classroom.
5. Parents are required to disclose *ALLERGIES*, relevant illnesses, medical conditions, exceptionalities and behavioural concerns on the LearnStar registration form prior to the start of the school year. *It is important that you disclose full and accurate information, especially that information which pertains to the safety and well being of your child, other children and staff members or that may impede the safe operation of the program. (e.g. allergies, relevant illnesses, medical conditions, exceptionalities, or behavioural concerns such as aggression toward others, running away, etc.)* Please note that LearnStar is a "*nut-free*" environment and any foods prohibited by the school are also banned by LearnStar. Please become familiar with each school's policy on nuts and allergies.
6. Students are not permitted to carry or administer their own medications while attending LearnStar. If the student requires medications during the program, the parents/guardian must have a physician complete a release form indicating what the medication is used for. Medication must be given directly to the Program Supervisor by the parents/guardian. Medications must be in the original packaging and be clearly labelled including the student's full name, date, name of medication, dosage and frequency, doctor's name and telephone number. Due to possible allergic reactions, students must be taking the medication for at least twenty-four (24) hours prior to attending the program. Students who require EpiPens are asked to carry one on their person and leave a second one with the site supervisor.
7. LearnStar begins on the first full day of school in September and closes on the last day of school in June. We are open from immediately after school to 6 pm, Monday - Friday.
8. You, or your authorized alternate named in your application, are required to personally sign out your child every day at pick up from LearnStar. Children will not be released to meet you in the parking lot.
9. Children attending the LearnStar after school program must be entirely self sufficient with all their toiletry needs.

10. LearnStar is an education based K-6(7) homework program. In the case that there is no assigned homework from school, students must work quietly with an activity that is educational and instructor approved at the required homework table. Refusal to complete required homework or disregard of rules at homework time may result in the child being asked to leave the program. There is always homework at LearnStar.
11. LearnStar has a back to basics philosophy. We focus on education, mentoring, life lessons, reusing and recycling. Wherever possible, our games are imaginative and crafts are made from reusable materials.
12. If for any reason you decide to withdraw your child from the LearnStar After School Program, we will require two paid weeks and a completed Notice of Discontinuation form, available on our website, and sent to learnstarafterschool@gmail.com, two weeks prior to your end date. The same requirements apply if you switch from full time to part time. Please note that part time attendance is only available at certain LearnStar locations.
13. We are available for early dismissal and PD days at the discretion of the Principal of the host school, and for an additional charge. This service will be provided only if there is sufficient parent enrolment ahead of time.
14. LearnStar is not open on snow days or early dismissals due to inclement weather, electrical issues, water issues and other causes beyond our control.
15. Learnstar abides by and enforces the policies laid out in the Newfoundland and Labrador Eastern School District's "Safe and Caring Schools" Policy (nlesd.ca). Please familiarize yourself with the policy on the nlesd.ca website, especially those regarding violence and bullying. Violence, bullying and inappropriate behaviour of any kind will not be tolerated and can result in dismissal from the program.
16. Any food items that are banned from the school due to allergies are also banned from LearnStar. Please see host school website. Nutritious snacks will be provided daily for students, compliments of LearnStar and in keeping with allergy, or any other, restrictions. In the case that your child wants additional snacks, please send snacks along keeping all food restrictions in mind. Please provide a spill proof water bottle for your child.
17. In keeping with our back to basics approach, electronic devices and cell phones are not permitted at LearnStar unless they are prescribed for a child's program of study or for medical purposes. Children are not permitted to photograph or record any person (participant or staff) at LearnStar. You will be provided with your Site Supervisor's cell phone number (and Assistant Supervisor's cell phone, if the Supervisor is absent).
18. You will receive an invoice in week one which will cover the September 6 (or 8th whichever is your child's start date) up to and including, September 29. Your deposit will be deducted from this invoice. Half of your invoice is due by September 8, and the remaining balance on the invoice will be due by September 22. Payment may be made by EMT to this email address (completebookkeeping@live.ca) using one of these security questions (please use all lower case):
 - 1 - who is the owner of LearnStar? Answer – caroline
 - 2- what is the name of our program? Answer- learnstar
 In addition, we have a PayPal account set up for your convenience, at <http://paypal.me/completebookkeeping>. (please select friends and family). By using PayPal, you may link your bank account or your credit card to this account. Please see the PayPal website for more information about this method of payment. We are currently working on having the pre-authorized debit set up for October, and as we get closer to this, we will provide additional information and collect any necessary documents. Please keep in mind that LearnStar will normally offer care for Professional Development days at an additional cost of \$12 for half day and \$20 for a full day. LearnStar does not charge for Christmas or Easter break. There is no charge for late pick-ups. At LearnStar, we understand that delays can happen and we are happy to accommodate. Repeated late pick-ups will be dealt with on an individual basis.

19. The fee schedule is as follows:

Enrolment	Fees
Full time students	\$185 bi-weekly (\$18.50 per day) plus HST
Part time students	\$22 per day plus HST

Please note that fees are subject to change with one month of notice.

20. At LearnStar, we strive to provide the best possible academic services to your child, within our resources. Please inform LearnStar of any educational services that your child avails of when in school. We offer a 1:7 instructor-student ratio for homework. Students who require more intensive instruction may be accommodated when possible upon the parent's and LearnStar's mutual agreement as to the extra costs required to accommodate the child.
21. Fire drills, and secure school and lockdown procedures will be carried out once every academic term (i.e. three times a year).
22. Daily attendance and punctuality is expected from all registered students. In the case that a student misses a day(s) there will be no refund. Parents are required to notify the site supervisor at your child's location in advance of an absence. You will be contacted by phone, text or email if your child does not check in. Please remind your child that s/he is required to check in immediately after school. No loitering.
23. LearnStar reserves the right to change staff and or close any LearnStar location at any time without notice.
24. LearnStar is not responsible in any way for any student's personal belongings that may become lost, stolen or broken. Please label all items clearly. Please do not send valuables along with your child (e.g., trading cards of any kind, special toys, etc.).
25. We will take advantage of outside days and gym days as much as possible. Please make sure children have appropriate outdoor clothing and footwear, as well as sunscreen.
26. It is a mandatory requirement for all students to have a current MCP number on file, thereby allowing employees to act on behalf of the parents/guardians in case of an emergency. In the event of any emergency, injury or sudden illness where medical treatment is necessary, employees are authorized to take whatever emergency measures are deemed necessary for the protection of the student while in the care of LearnStar. This may involve calling 911, interpreting and carrying out instructions given by medical authorities, and/or transporting the student to receive medical attention, including use of an ambulance if necessary. This may have to be done prior to contacting the parents/guardians. Any expenses incurred for treatment such as ambulance fees is the responsibility of the parents/guardians.
27. You hereby give LearnStar and its employees the authority to act on your behalf in the case of an emergency. This may involve taking whatever emergency measures are deemed necessary such as calling a physician, interpreting and carrying out and physician instructions, transporting the child to receive medical attention, with possible use of ambulance. You agree that any of the above may be done prior to contacting you and that any expense incurred for treatment, including any ambulance fees, will be your responsibility.

By signing below I agree to the terms and conditions of the above policies.

Student's Name: _____

Date: _____

Parent/Guardian: _____

Parent/Guardian: _____

LEARNSTAR
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