

School Procedure for school year 2015/2016

Registration

Parents are required to fill the registration form, review and sign it.
Pay the school fees.

Non-Refundable fees:
\$50/child Registration

After 2 weeks all total fees are Non-refundable
Full fees either in Cash or Post-Dated Cheques with registration

Attendance

Students should only be absent from school in case of illness, unusual family difficulties, or emergencies. In case of absence, parents should send a signed written note with their children for next week class stating the reason of absence. Make-up assignments should be obtained from other students in the class and submitted at the same time as other students.

Drop off and Pick-up location and time

- Parking is not allowed at the main entrance.
- Students should be dropped at the main school entrance 5 minutes prior to the starting of the classes.
- Students should be picked up at the main entrance immediately at the end of the school day.
- Parents are not allowed to communicate with the teachers during the class time.

Lunch Break

Our policy is to encourage and provide healthy food to keep the kids nutritious during school. Pizza, Snacks, and Drinks will be available for sale. Parents are encouraged to provide their children with the money they need in case they do not bring their own lunch.

Cost:

Cheese Pizza:	\$1.00	Snack Bars:	\$0.50
Juice:	\$1.00	Chips:	\$1.00

Early Dismissal

In case of weather emergencies, students may be dismissed early if deemed necessary. Phone calls will be made to the parents using the Parent Calling Lists. In the case of snow storms, parents should stay tuned to local news stations or to check our web site for latest news on school cancellation.

Change of Address or Phone

The school must be notified of any changes in address or phone number so that (if necessary) parents may be contacted quickly.

Thank you for making a difference...